

LESSON PLAN	
GOVERNMENT POLYTECHNIC SAMBALPUR, RENGALI	
Name of Faculty: Supritika Sundi	Academic Year: 2024-25
Course No.: Th-1 (b)	Course Name: Introduction to IT Systems (Theory)
Programme: Diploma	Branch: Elect., Agri., E&TC
Year/Sem: I/I	Section: C, D, E

Sl. No.	Period	Time (Min.)	Topic to be covered	Teaching Method
1.	1.	60	Introduction of Computers	
2.	2.	60	Overview of the parts of Computers, Uses of Computers	Blackboard & chalk
3.	3.	60	Understanding of Computer Hardware: Displays	Blackboard & chalk
4.	4.	60	Understanding of Computer Hardware: CPU, Memory	Blackboard & chalk
5.	5.	60	Understanding of Computer Hardware: Storage (HDD)	Blackboard & chalk
6.	6.	60	Understanding of Computer Hardware: Differences between different Memory and Storage mediums	Blackboard & chalk
7.	7.	60	Understanding of Computer Hardware: Keyboard, Mouse, Other Peripherals Devices	Blackboard & chalk
8.	8.	60	Understanding Browsers	Blackboard & chalk
9.	9.	60	Using Search Engines efficiently	Blackboard & chalk
10.	10.	60	Digital India Portals: State Portals	Blackboard & chalk
11.	11.	60	Digital India Portals: National Portals and College Portal	Blackboard & chalk
12.	12.	60	Revision and doubt clearing of Unit-1	
13.	13.	60	Introduction to Linux Operating System	Blackboard & chalk
14.	14.	60	Different Steps and options related to the installation of Linux Operating System	Blackboard & chalk
15.	15.	60	Introduction to MS Windows Operating System	Blackboard & chalk
16.	16.	60	Different Steps and options related to the installation of MS Windows Operating System	Blackboard & chalk
17.	17.	60	Unix Shell & Different types of Shell	Blackboard & chalk
18.	18.	60	Unix Shell Commands	Blackboard & chalk
19.	19.	60	Unix Shell Commands	Blackboard & chalk
20.	20.	60	Introduction to Vi Editor	Blackboard & chalk
21.	21.	60	Using Vi Editor	Blackboard & chalk
22.	22.	60	Revision and doubt clearing of Unit-2	
23.	23.	60	Introduction of HTML4 and Structure of HTML Document	Blackboard & chalk
24.	24.	60	HTML4: Basic HTML Tags	Blackboard & chalk
25.	25.	60	HTML4: Basic HTML Tags	Blackboard & chalk
26.	26.	60	HTML4: Page Setting Tags and Listing Tags	Blackboard & chalk

27.	27.	60	HTML4: HTML Tables and linking webpages	Blackboard & chalk
28.	28.	60	HTML4: HTML forms	Blackboard & chalk
29.	29.	60	Introduction to CSS	Blackboard & chalk
30.	30.	60	CSS Selectors and Properties	Blackboard & chalk
31.	31.	60	CSS Properties	Blackboard & chalk
32.	32.	60	Making basic personal webpage	Blackboard & chalk
33.	33.	60	Revision and doubt clearing of Unit-3	
34.	34.	60	Introduction and Advantages of OpenOffice	Blackboard & chalk
35.	35.	60	OpenOffice Writer	Blackboard & chalk
36.	36.	60	OpenOffice Writer	Blackboard & chalk
37.	37.	60	OpenOffice Calc	Blackboard & chalk
38.	38.	60	OpenOffice Calc	Blackboard & chalk
39.	39.	60	OpenOffice Impress	Blackboard & chalk
40.	40.	60	OpenOffice Impress	Blackboard & chalk
41.	41.	60	Revision and doubt clearing of Unit-4	
42.	42.	60	Introduction to Information Security and threats to Information Security	Blackboard & chalk
43.	43.	60	Best Practices to prevent personal Information	Blackboard & chalk
44.	44.	60	Best Practices to prevent personal Information	Blackboard & chalk
45.	45.	60	Revision and doubt clearing of Unit-5	Blackboard & chalk

Supritika Sundi

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16/8/24

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