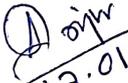


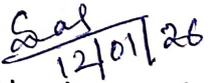
ACADEMIC SESSION : 2026 SUMMER

| GOVERNMENT POLYTECHNIC, SONEPUR | | | |
|--|--|---|--|
| Discipline: Electrical Engg. & Metallurgy | Semester: 2 nd | | Name of the Teaching Faculty: Stella Kujur |
| Subject: Introduction To IT Systems | No. of days / per week class allotted | Semester : 2 nd Date: 09-01-2026 to 08-05-2026 Nos. of Weeks per semester : 17 | |
| Week | Days | | Theory Topics To be Covered |
| 1 ST | 1 | 1 st | UNIT-1 |
| | 2 | 2 nd | Basic internet skills |
| | 3 | 3 rd | Common applications of the internet |
| 2 ND | 4 | 1 st | Understanding a browser |
| | 5 | 2 nd | Common browser features |
| | 6 | 3 rd | Efficient use of search engines |
| 3 RD | 7 | 1 st | Some popular browser variants |
| | 8 | 2 nd | How do search engines work? |
| | 9 | 3 rd | What is digital India? |
| 4 TH | 10 | 1 st | Pillars of digital India program |
| | 11 | 2 nd | Features of state portals |
| | 12 | 3 rd | How to navigate a state portal How to navigate a college portal? |
| 5 TH | 13 | 1 st | Computer system-central processing unit (CPU) |
| | 14 | 2 nd | Arithmetic and logical unit(ALU) Control unit(cu) & memory unit |
| | 15 | 3 rd | Types of computer memory (RAM & ROM) primary memory & Secondary memory |
| 6 TH | 16 | 1 st | Display & keyboards mouse |
| | 17 | 2 nd | Working Principal of Hard Disk Drive(HDD) & Solid State Drive(SSD) |
| | 18 | 3 rd | Input devices Output devices Storage devices |
| 7 TH | 19 | 1 st | UNIT-2 |
| | 20 | 2 nd | OPERATING SYSTEMS Linux OS installation |
| | 21 | 3 rd | Windows OS installation |
| 8 TH | 22 | 1 st | Unix shell-features of shell Shell types |
| | 23 | 2 nd | Shell commands-directory and file manipulation commands pwd,cd,ls,mkdir,rmdir |
| | 24 | 3 rd | Rm,mv,touch,cat,cp |
| 9 TH | 25 | 1 st | Terminal, information and utility commands-clear, echo, repeat,history |
| | 26 | 2 nd | Help, wc, diff, cmp, grep |
| | 27 | 3 rd | Vi editor command mode and insert mode |
| | | | UNIT-3 |
| | | | HTML AND CSS Hypertext markup language 4 |

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|------------------|----|-----------------|--|
| | | | Structure of HTML document |
| 10 th | 28 | 1 st | How to create a webpage Basic HTML tags |
| | 29 | 2 nd | Create tables using HTML tags |
| | 30 | 3 rd | Design Forms using HTML tags |
| 11 th | 31 | 1 st | Cascaded style sheets(CSS) |
| | 32 | 2 nd | Cascaded style sheets(CSS) |
| | 33 | 3 rd | Making basic personal webpage |
| 12 th | 34 | 1 st | CLASS TEST |
| | 35 | 2 nd | UNIT-4 OPEN OFFICE TOOLS Open office tools-installation of OpenOffice |
| | 36 | 3 rd | Open office writer |
| 13 th | 37 | 1 st | Open office writer |
| | 38 | 2 nd | OpenOffice calc |
| | 39 | 3 rd | OpenOffice calc |
| 14 th | 40 | 1 st | OpenOffice impress |
| | 41 | 2 nd | OpenOffice impress |
| | 42 | 3 rd | CLASS TEST |
| 15 th | 43 | 1 st | UNIT-5 INFORMATION SECURITY BEST PRACTICES Threats to information security-malware |
| | 44 | 2 nd | Social engineering attacks |
| | 45 | 3 rd | Combating information security threats firewall, data backup, VPN |
| 16 th | 46 | 1 st | Encryption, anti-virus software, |
| | 47 | 2 nd | IDS , IPS |
| | 48 | 3 rd | Information security best practices |
| 17 th | 49 | 1 st | Social networking. Instant messaging |
| | 50 | 2 nd | Teachers Assessment |
| | 51 | 3 rd | Discussion of semester Question-Answer |


 Prepared by
 Stella Kujur
 Lect in CSE(Stage-II)
 G.P. Sonapur


 Head of the Department
 (Math & Science Dept)
 GP Sonapur


 Academic co-ordinator
 GP Sonapur