

ACADEMIC SESSION : 2025-2026 WINTER

GOVERNMENT POLYTECHNIC, SONEPUR			
Discipline: Civil & Mechanical	Semester: 1 st	Name of the Teaching Faculty: Stella Kujur	
Subject: Introduction To IT Systems	No. of days / per week class allotted	Semester :1st Date: 06-08-2025 to 04-12-2025 Nos. of Weeks per semester : 15	
Week	Days		Theory Topics To be Covered
1 ST	1	1 st	UNIT-1 Basic internet skills
	2	2 nd	Common applications of the internet
	3	3 rd	Understanding a browser Common browser features
2 ND	4	1 st	Efficient use of search engines
	5	2 nd	Some popular browser variants
	6	3 rd	How do search engines work?
3 RD	7	1 st	What is digital India?
	8	2 nd	Pillars of digital India program
	9	3 rd	Features of state portals
4 TH	10	1 st	How to navigate a state portal How to navigate a college portal?
	11	2 nd	Computer system-central processing unit (CPU)
	12	3 rd	Arithmetic and logical unit(ALU) Control unit(cu) & memory unit
5 TH	13	1 st	Types of computer memory (RAM & ROM) primary memory & Secondary memory
	14	2 nd	Display & keyboards mouse and hard disk drive(hdd)
	15	3 rd	Input devices Output devices Storage devices
6 TH	16	1 st	CLASS TEST
	17	2 nd	UNIT-2 OPERATING SYSTEMS Linux OS installation
	18	3 rd	Windows OS installation
7 TH	19	1 st	Unix shell-features of shell Shell types
	20	2 nd	Shell commands-directory and file manipulation commands pwd,cd,ls,mkdir,rmdir
	21	3 rd	Rm,mv,touch,cat,cp
8 TH	22	1 st	Terminal, information and utility commands-clear, echo, repeat,history
	23	2 nd	Help, wc, diff, cmp, grep
	24	3 rd	Vi editor command mode and insert mode
9 TH	25	1 st	CLASS TEST
	26	2 nd	UNIT-3 HTML AND CSS Hypertext markup language 4 Structure of HTML document

	27	3 rd	How to create a webpage Basic HTML tags
10 th	28	1 st	Create tables using HTML tags
	29	2 nd	Design Forms using HTML tags
	30	3 rd	Cascaded style sheets(CSS)
11 th	31	1 st	Making basic personal webpage
	32	2 nd	CLASS TEST
	33	3 rd	UNIT-4 OPENOFFICETOOLS Open office tools-Installation of OpenOffice
12 th	34	1 st	Open office writer
	35	2 nd	OpenOffice calc
	36	3 rd	OpenOffice Impress
13 th	37	1 st	CLASS TEST
	38	2 nd	UNIT-5 INFORMATIONSECURITYBESTPRACTICES Introduction to information security
	39	3 rd	Threats to information security-malware
14 th	40	1 st	Social engineering attacks
	41	2 nd	Combating information security threats firewall, data backup, VPN
	42	3 rd	Encryption, anti-virus software, IDS , IPS
15 th	43	1 st	Information security best practices
	44	2 nd	Social networking. Instant messaging
	45	3 rd	CLASS TEST

Stella Kujur
29.07.2025
Prepared by
Stella Kujur
Lect in CSE(Stage-II)
GP Sonepur

G.P.
29/07/2025
Head of the Department
(Math & Science Dept)
G.P. Sonepur

G.P.
29/07/2025
Academic co-ordinator
GP Sonepur