



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY
SERGARH-756060, BALASORE (ODISHA)
(Approved by AICTE& affiliated to SCTE&VT, Odisha)



LESSON PLAN

SUBJECT: INTRODUCTION TO IT SYSTEM [TH-1(B)]

Name of the Faculty- Er. Debajyoti Ash

Branch- AE/CE/ME

Session- 2025-26

Semester- 1st

Examination- 2025 (W)

CHAPTER WISE DISTRIBUTION OF PERIODS

Sl.No.	Name of the chapter as per the Syllabus	No. of periods actually needed
1	Basic Internet skills	14
2	OS Installation	6
3	HTML4	5
4	Office Tools	7
5	Information security best practices.	13
	Total Period:	45

Debajyoti Ash
30.8.2025

Sign of the faculty

30/08/2025

Sign of H.O.D

Name of the programme: Diploma in EE/EEE	Semester: 1st	Name of the Teaching Faculty: Er. Debajyoti Ash	
		Academic Year : 2025-26	Examination : 2025 (W)
Course Code:	Course Year: FIRST	No. of Classes Alloted Per Week	3
		Planned Classes Required to Complete the Course	45
Week	Class Day	Topics to be Covered	
1 st	1 st	UNIT-1: Basic Internet skills: Introduction	
	2 nd	Understanding browser	
	3 rd	efficient use of search engines	
2 nd	1 st	awareness about Digital	
	2 nd	India portals (state and national portals)	
	3 rd	College portals.	
3 rd	1 st	General understanding of various computer hardware components – CPU,	
	2 nd	General understanding of various computer hardware components – Memory	
	3 rd	General understanding of various computer hardware components – Display	
4 th	1 st	General understanding of various computer hardware components – Key- board.	
	2 nd	General understanding of various computer hardware components –Mouse	
	3 rd	General understanding of various computer hardware components – HDD	
5 th	1 st	Understanding of various computer hardware components .	
	2 nd	understanding of various computer hardware components	
	3 rd	UNIT-2: OS Installation : Introduction	
6 th	1 st	Linux and MS Windows	
	2 nd	Linux	
	3 rd	MS Windows	
7 th	1 st	Unix Shell	
	2 nd	Commands	
	3 rd	vi editor	
8 th	1 st	Revision	
	2 nd	UNIT-3 : HTML4 Introduction	
	3 rd	CSS	
9 th	1 st	CSS	

Week	Class Day	Topics to be Covered
9 th	2 nd	making basic personal webpage.
	3 rd	UNIT-4 : Office Tools: Introduction
10 th	1 st	OpenOffice Writer
	2 nd	OpenOffice Writer
	3 rd	OpenOffice Spreadsheet (Calc)
11 th	1 st	OpenOffice Spreadsheet (Calc)
	2 nd	OpenOffice Impress.
	3 rd	OpenOffice Impress.
12 th	1 st	UNIT 5: Information security best practices Introduction
	2 nd	Strong Passwords and Multi-Factor Authentication
	3 rd	Data Encryption
13 th	1 st	Anti-Virus and Anti-Malware Software
	2 nd	General Internet Browser
	3 rd	Data Backup and Recovery
14 th	1 st	Employee Training and Awareness
	2 nd	Physical Security
	3 rd	Anti-Virus and Anti-Malware Software
15 th	1 st	Class lectures will only introduce the topic or demonstrate the tool
	2 nd	Home Wi-Fi Network
	3 rd	Smart Device

Debasish Ashy
30.8.2025

Sign of the faculty

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