



RAJA KISHORE CHANDRA

ACADEMY OF ENGINEERING (POLYTECHNIC)

LESSON PLAN FOR YEAR 2024-25(COMMON TO ALL BRANCH)

Subject: introduction to it system

Department of computer application

UNIT: 1: BASICS OF COMPUTER

SL NO	TOPICS	DATE	SIGNATURE OF FACULTIES
01	Introduction to computer 1		
02	Introduction to computer 2		
03	Introduction to computer 3		
04	Basic Internet skills: Understanding browser		
05	efficient use of search engines		
06	awareness about Digital India portals		
07	General understanding of various computer hardware components 1		
08	General understanding of various computer hardware components 2		
09	CPU, Memory		
10	Unit test 1		

UNIT: 2: OS

SL NO	TOPICS	DATE	SIGNATURE OF FACULTIES
01	INTRODUCTION ABOUT OPERATING SYSTEM		
02	DIFFERENT OS		
03	Linux and MS Windows		
04	Unix Shell and Commands 1		
05	Unix Shell and Commands 2		
06	VI EDITOR		

UNIT: 3: CODDING

SL NO	TOPICS	DATE	SIGNATURE OF FACULTIES
01	HTML4 CODDING 1		
02	HTML4 CODDING 2		
03	CSS CODDING 1		
04	CSS CODDING 2		
05	making basic personal webpage 1		
06	making basic personal webpage 2		

UNIT: 4: Office Tools

SL NO	TOPICS	DATE	SIGNATURE OF FACULTIES
01	OpenOffice Writer 1		
02	OpenOffice Writer 2		
03	OpenOffice Writer 3		
04	OpenOffice Spreadsheet(Calc) 1		
05	OpenOffice Spreadsheet(Calc) 2		
06	OpenOffice Impress		

UNIT: 5: Information security best practices

SL NO	TOPICS	DATE	SIGNATURE OF FACULTIES
01	Information security best practices INTRO		
02	ETHICS		
03	TOOLS		
04	PROTOCOLS		
05	LAB 1		
06	LAB 2		

