

PNS SCHOOL OF ENGINEERING & TECHNOLOGY
Lesson Plan of Summer 2025

Department : CSE / CIVIL/ETC	Semester : 2nd	Name of the Faculty - Er Sushree Sangita Tripathy
Subject: Introduction to IT System	No.of days/per week class allotted	Semester from : 04/02/2025 to 17/05/2025
		No. of weeks:12 weeks
		Topics to be covered:
1st week	1st	Basic Internet skills
	2nd	Understanding browser
	3rd	
	4th	efficient use of search engines
	5th	Digital Awareness
2nd week	1st	General understanding of various computer hardware components
	2nd	Continue
	3rd	CPU, Memory, Display, Key-board
	4th	Mouse, HDD and other Peripheral Devices
	5th	Doubt Clearing Class
3rd week	1st	Class test
	2nd	Charecteristics of Computer Memory
	3rd	Types of Computer Display
	4th	Doubt Clearing Class
	5th	UNIT -2 (OS Installation)
4th week	1st	Linux and MS Windows
	2nd	Unix Shell and Commands
	3rd	UNIT 3 (HTML & CSS)
	4th	HTML4
	5th	Continue
5th week	1st	CSS
	2nd	Continue
	3rd	Making Personal Webpage
	4th	Continue
	5th	Doubt Clearing Class
	1st	UNIT 4 - (Office Tools)

6 th week	2nd	OpenOffice Writer
	3rd	Continue
	4th	OpenOffice Spreadsheet
	5th	Continue
	1st	Question Answer Discussion
7 th week	2nd	Types of Office tools & their examples
	3rd	Uses of MS Word
	4th	Features of MS Word
	5th	Continue
	1st	Google Doc
8 th week	2nd	Continue
	3rd	Basics of MS Excel
	4th	Doubt Clearing Class
	5th	Components of MS Access
	1st	Types of database in MS Access
9 th week	2nd	Continue
	3rd	Question Answer Discussion
	4th	Class test
	5th	UNIT 5 - Information security best practices
	1st	Continue
10 th week	2nd	Uses of Information Security
	3rd	Continue
	4th	Principles of Information Security
	5th	Continue
	1st	Doubt Clearing Class
11 th week	2nd	Class test
	3rd	REVISION of all topics
	4th	Continue
	5th	Seminar on a Technical Topic
	1st	Continue
12 th week	2nd	Revised (Unit 1 & 2)
	3rd	Revised (Unit 3 , 4 & 5)
	4th	MCQ questions & Answers discussion

	5th	Discuss Semester Questions
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Surbhee Sanjita Tripathy

Biswaraj Swain

SIGNATURE OF LECTURER

SIGNATURE OF HoD