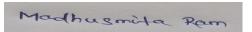# PNS SCHOOL OF ENGINEERING & TECHNOLOGY
Lesson Plan of Summer 2025

Department :ELECTRICAL	Semester : 2nd	Name of the Faculty - Er Madhusmita Ram	
Subject: Introduction to IT System	No.of days/per week class	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 Awarness	
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	
6th week	1st	UNIT 4 - (Office Tools)	
	2nd	OpenOffice Writer	
	3rd	Continue	
	4th	OpenOffice Spreadsheet	
	5th	Continue	
7th week	1st	Question Answer Discussion	
	2nd	Types of Office tools & their examples	
	3rd	Uses of MS Word	
	4th	Features of MS Word	
	5th	Continue	
8th week	1st	Google Doc	
	2nd	Continue	
	3rd	Basics of MS Excel	
	4th	Doubt Clearing Class	
	5th	Components of MS Access	
	1st	Types of database in MS Access	

9th week	2nd	Continue	
	3rd	Question Answer Discussion	
	4th	Class test	
	5th	UNIT 5 - Information security best practices	
10th week	1st	Continue	
	2nd	Uses of Information Security	
	3rd	Continue	
	4th	Principles of Information Security	
	5th	Continue	
11th week	1st	Doubt Clearing Class	
	2nd	Class test	
	3rd	REVISION of all topics	
	4th	Continue	
	5th	Seminar on a Technical Topic	
12th week	1st	Continue	
	2nd	Revised (Unit 1 & 2)	
	3rd	Revised (Unit 3 , 4 & 5)	
	4th	MCQ questions & Answers discussion	
	5th	Discuss Semester Questions	

Madhusmita Ram

SIGNATURE OF LECTURER

Biswaranjan Swain

SIGNATURE OF HoD