GOVERNMENT POLYTECHNIC, JAJPUR

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Discipline: Math and science	Semester:2nd	Name of the Faculty- Umakanta Nanda	
Subject: introduction to IT system	No of Days/Week Class alloted: 3	From:04/02/2025	To:17/05/2025
			No. of week:15

Week	Class Day	Topic
1st	1st	Basic Internet skills: Understanding browser
	2nd	Efficient use of search engines
	3rd	Awareness about Digital India portals (state and national portals)
2nd	1st	College portals
	2nd	General understanding of various computer hardware components – CPU, Memory
	3rd	Display, Key- board, Mouse, HDD
3rd	1st	Other Peripheral Devices
	2nd	OS Installation (Linux and MS Windows)
	3rd	OS Installation (Linux and MS Windows)
4th	1st	Unix Shell and Commands
	2nd	Unix Shell and Commands
	3rd	Unix Shell and Commands
5th	1st	VI editor
	2nd	HTML4
	3rd	HTML4
6th	1st	HTML4
	2nd	HTML4
	3rd	HTML4
7th	1st	CSS
	2nd	CSS
	3rd	CSS
8th	1st	CSS
	2nd	Making basic personal webpage
	3rd	Making basic personal webpage
9th	1st	Office Tools: OpenOffice Writer
	2nd	Office Tools: OpenOffice Writer
	3rd	Office Tools: OpenOffice Writer
10th	1st	OpenOffice Spreadsheet (Calc)
	2nd	OpenOffice Spreadsheet (Calc)
	3rd	OpenOffice Spreadsheet (Calc)
11th	1st	OpenOffice Spreadsheet (Calc)
	2nd	OpenOffice Impress
	3rd	OpenOffice Impress
12th	1st	OpenOffice Impress
	2nd	OpenOffice Impress
	3rd	OpenOffice Impress
13th	1st	Information security best practices
	2nd	Information security best practices

	3rd	Information security best practices
14th	1st	Information security best practices
	2nd	Information security best practices
	3rd	Information security best practices
15th	1st	Information security best practices
	2nd	Information security best practices
	3rd	Information security best practices

References:

1. Introduction to IT Systems (English) by Prof. Prashant Joshi (Download from https://ekumbh.aicte-india.org/dbook.php)
2. R.S. Salaria, Computer Fundamentals, Khanna Publishing House
3. Ramesh Bangia, PC Software Made Easy – The PC Course Kit, Khanna Publishing House
4. Online Resources, Linux man pages, Wikipedia
5. Mastering Linux Shell Scripting: A practical guide to Linux command-line, Bash scripting, and Shell programming, by Mokhtar Ebrahim, Andrew Mallett

Umakanta Nanda

Signature of the Faculty