

GOVERNMENT POLYTECHNIC, JAJPUR

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Discipline: Math and science	Semester: 2nd	Name of the Faculty- Birendra Kumar Pradhan	
Subject: introduction to IT system	No of Days/Week Class allotted: 3	From: 04/02/2025	To: 17/05/2025
Week	Class Day	No. of week: 15	
1st	1st	Topic	
	2nd	Basic Internet skills: Understanding browser	
	3rd	Efficient use of search engines	
2nd	1st	Awareness about Digital India portals (state and national portals)	
	2nd	College portals	
	3rd	General understanding of various computer hardware components - CPU, Memory	
3rd	1st	Display, Key- board, Mouse, HDD	
	2nd	Other Peripheral Devices	
	3rd	OS Installation (Linux and MS Windows)	
4th	1st	OS Installation (Linux and MS Windows)	
	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	

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

Bhrendra K.V. Pradhan,

Signature of the Faculty