

<b>Discipline:</b> <b>Civil / Mechanical</b>	<b>Semester:2nd</b>	<b>Name Of The Teaching Faculty: Siba Prasad Yadav</b>
<b>Subject:</b> <b>INTRODUCTION TO IT SYSTEM</b>	<b>No. Of Days/Week</b> <b>Class Allotted: 3</b>	<b>No. Of Weeks:15</b> <b>From – 09.01.2026 to 08.05.2026</b>
<b>Week</b>	<b>Class Day</b>	<b>Theory Topics</b>
1	1st	<b>INTERNET SKILLS AND COMPUTER BASICS</b> 1.1 Introduction to computer, Evolution of computer
	2nd	1.2 Define classification of computer
	3rd	1.3 Basic organization of Computer
2	1st	1.4 Computer Memory
	2nd	1.5 All Hardware Components
	3rd	1.6 Other Peripheral Devices (Input, Output, Storage Devices)
3	1st	1.7 Basic Internet Skills
	2nd	1.8 Understanding a Browser
	3rd	1.9 Search engine
4	1st	1.10 Awareness about Digital India, State Portal and College Portal
		<b>OPERATING SYSTEMS</b>
	2nd	2.1 Introduction to Software – Application Software and System Software
	3rd	2.2 Operating System – Definition and Functions
5	1st	2.3 Linux OS Installation
	2nd	2.4 Windows OS Installation
	3rd	2.5 UNIX Shell
6	1st	2.6 Shell Commands
	2nd	2.7 Vi Editor
	3rd	<b>HTML AND CSS</b> 3.1 Introduction to Hyper Text Markup Language (HTML)
7	1st	3.2 Structure of an HTML Document
	2nd	3.3 Creating Webpages
	3rd	3.4 Basic HTML Tags
8	1st	3.5 Page Setting Tags
	2nd	3.6 Listing Tags
	3rd	3.7 Adding Graphics to HTML
9	1st	3.8 Working with HTML Tables
	2nd	3.9 Linking Webpages and HTML Forms
	3rd	3.10 Introduction to CSS (Cascading Style Sheets)
10	1st	<b>OPENOFFICE</b> 4.1 OpenOffice – Introduction and Installation
	2nd	4.2 Advantages of OpenOffice
	3rd	4.3 OpenOffice Writer – Interface Overview
11	1st	4.4 Document Management in Writer
	2nd	4.5 Formatting and Editing in Writer
	3rd	4.6 OpenOffice Calc
12	1st	4.7 Creating Formulas and Charts in Calc
	2nd	4.8 OpenOffice Impress
	3rd	<b>INFORMATION SECURITY BEST PRACTICES</b> 5.1 Introduction to Information Security
13	1st	5.2 Information Security Goals
	2nd	5.3 Threats to Information Security
	3rd	5.4 Malware
14	1st	5.5 Social Engineering Attacks
	2nd	5.6 Combating Information Security Threats
	3rd	5.7 Information Security Best Practices
15	1st	5.8 Password Management
	2nd	5.9 Secure Use of Smart Devices and Wi-Fi
	3rd	5.10 Social Networking and Online Transaction

