

Lesson Plan (1st Semester)

Name of Faculty : POONAM ANEJA
Designation : Lecturer
Discipline : civil Engg.
Semester : 2nd Semester
Subject : Fundamentals of IT
Lesson Plan Duration: 15 Weeks (from FEB. 2024 to June. 2024) Work Load (Lecture/Practical) per week: 02-Lectures (In hours 02) / 04-Practicals (In hours 04, twice a week-02 Hrs.)

Week	Theory		Practical	
	Lecture Day	Topic(including assignment/Test)	Practical Day	Topic
1st	1st	UNIT I Basics of Computer Brief history of development of computers, Definition of Computer	1st	Browser features, browsing, using various search engines, writing search queries
	2nd	Block diagram of a Computer, Hardware, Software, Booting: Cold and Hot Booting	2nd	Visit various e-governance/Digital India portals, understand their features, services offered
2nd	1st	Interaction between the CPU and Memory with Input/Output devices	3rd	Visit various e-governance/Digital India portals, understand their features, services offered
	2nd	Function of CPU and major functional parts of CPU.	4th	Read Wikipedia pages on computer hardware components, look at those components in lab, identify them, recognize various ports/interfaces and related cables, etc.
3rd	1st	Memory, Bit, Nibble, Byte, KB, MB, GB, TB, PB. Functions of memory, Use of storage devices in a Computer	5th	Using Administrative Tools/Control Panel Settings of Operating Systems
	2nd	List types of memory used in a Computer, Importance of cache memory, CPU speed and CPU word length	6th	Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their device driver software
4th	1st	Revision/ Assignment/Test	7th	Connect various peripherals (printer, scanner, etc.) to computer, explore various

				features of peripheral and their device driver software
	2nd	UNIT II Basic Internet Skills Understanding browser, Introduction to WWW	8th	Explore features of Open Office tools and MS-Office, create documents, create presentation, create spread sheet, using these features, do it multiple times
5th	1st	Efficient use of search engines	9th	Explore features of Open Office tools and MS-Office, create documents, create presentation, create spread sheet, using these features, do it multiple times
	2nd	Awareness about Digital India		
		portals (state and national portals) and college portals	10th	Explore features of Open Office tools and MS-Office, create documents, create presentation, create spread sheet, using these features, do it multiple times
6th	1st	Advantages of Email, Various email service providers,	11th	Working with Conversion Software like pdf To Word, Word To PPT, etc
	2nd	Creation of email id, sending and receiving emails, attaching documents with email and drive	12th	Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Applications
7th	1st	Effective use of Gmail, G-Drive, Google Calendar	13th	Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Applications
	2nd	Google Sites, Google Sheets, Online mode of communication using Google Meet & WebEx.	14th	Creating email id, sending and receiving mails with attachments.
8th	1st	Revision /Assignment/Test	15th	Sending attachments with mails.
	2nd	Unit III Basic Logic building- Introduction to Programming, Steps involved in problem solving, Definition of Algorithm, Definition of Flowchart.	16th	Using Google drive, Google calendar
9th	1st	Steps involved in algorithm development, differentiate algorithm and flowchart, symbols used in flowcharts	17th	Create Flow chart and Algorithm for the following:- To convert temperature from Celsius to Fahrenheit
	2nd	Algorithms for simple problems, flowcharts for simple problems	18th	Create Flow chart and Algorithm for the following:-

				To find Area and Perimeter of Square
10th	1st	Practice logic building using flowchart/algorithms.	19th	Create Flow chart and Algorithm for the following:- Swap Two Numbers
	2nd	Revision /Assignment/Test	20th	Create Flow chart and Algorithm for the following:- find the smallest of two numbers
11th	1st	Unit IV Office Tools- Office Tools like LibreOffice/OpenOffice/MSOffice. OpenOffice Writer – Typesetting Text and Basic Formatting, Inserting Images	21st	Create Flow chart and Algorithm for the following:- Find whether given number is Even or Odd .
	2nd	Hyperlinks, Bookmarks, Tables and Table Properties in Writer	22nd	Create Flow chart and Algorithm for the following:- To print first n even Numbers
12th	1st	Introducing LibreOffice/OpenOffice <i>Calc</i> , Working with Cells, Sheets, data, tables, using formulae and functions, using charts and graphics.	23rd	Create Flow chart and Algorithm for the following:- find sum of series $1+2+3+\dots+N$
	2nd	OpenOffice Impress – Creating and Viewing Presentations, Inserting Pictures and Tables, Slide Master and Slide Design, Custom Animation	24th	Create Flow chart and Algorithm for the following:- print multiplication Table of a number
13th	1st	Revision /Assignment/Test	25th	Create Flow chart and Algorithm for the following:- generate first n Fibonacci terms $0,1,1,2,3,5\dots n (n>2)$
	2nd	Unit V Use of Social Media- Introduction to Digital Marketing – Why Digital Marketing, Characteristics of Digital Marketing	26th	Create Flow chart and Algorithm for the following:- sum and average of given series of numbers
14th	1st	Tools for Digital Marketing, , Effective use of Social Media like LinkedIn	27th	Create Flow chart and Algorithm for the following:- Factorial of number n ($n!=1\times 2\times 3\times\dots n$)

	2nd	Google+, Facebook, Twitter, etc.: Features of Social media,	28th	Create Flow chart and Algorithm for the following:- Armstrong Number
15th	1st	Advantages and Disadvantages of Social Media	29th	Create Flow chart and Algorithm for the following:- Find whether given number is Prime or not
	2nd	Revision /Assignment/Test	30th	Revision