Lesson Plan

Name of the Faculty   : POOJA

Discipline   : Electrical Engineering

Semester   : 1st Semester (Electrical Engineering-B)

Subject   : Fundamental of Information Technology

Lesson Plan Duration   : 15 weeks (from Aug 2024 to Nov 2024)

Work Load (Lecture / Practical) per week (in hours): Lectures-02, Practical-04

Week	Lecture day	Theory Topic	Practical week	Practical Topic
1st	1st	Basics of Computer Brief history of development of computers, Definition of Computer	1st	Pr- 1 Browser features, browsing, using various search engines, writing search queries
	2nd	Block diagram of a Computer, Hardware, Software, Booting: Cold and Hot Booting		
2nd	3RD	Function of CPU and major functional parts of CPU.Memory	2nd	Pr- 2 Visit various e-governance/ Digital India portals, understand their features, services offered.
	4TH	Bit, Nibble, Byte, KB, MB, GB, TB, PB, Functions of memory, Use of storage devices in a Computer List types of memory used in a Computer, Importance of cache memory		
3rd	5th	CPU speed and CPU word length	3rd	Pr- 3 Read Wikipedia pages on computer hardware components, look at those components in lab, identify them, recognize various ports/interfaces and related cables, etc.
	6th	Basic Internet Skills Understanding browser, Introduction to WWW		
4th	7th	efficient use of search engines,awareness about Digital India portals (state and national portals) and college portals.	4th	Pr- 4 Using Administrative Tools/Control Panel Settings of Operating Systems
	8th	Advantages of Email Various email service providers, Creation of email id sending and receiving emails, attaching documents with email and drive. **Assignment-1**		

5th	9th	**Test-1**	5th	Pr- 5 Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their device driver software.	
	10th	Effective use of Gmail, G-Drive, Google Calendar, Google Sites, Google Sheets Online mode of communication using Google Meet & WebEx			
6th	11th	Basic Logic building Introduction to Programming, Steps involved in problem solving,	6th	Pr- 6 Explore features of Open Office tools and MS-Office, create documents, create presentation, create spread sheet, using these features, do it multiple times	
	12th	Definition of Algorithm, Definition of Flowchart			
7th	13th	Steps involved in algorithm development differentiate algorithm and flowchart symbols used in flowcharts	7th	Pr- 7 Working with Conversion Software like pdf To Word, Word To PPT, etc.	
	14th	**Test-2**			
8th	15th	Algorithms for simple problems	8th	Pr- 8 Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Applications	
	16th	Flowcharts for simple problems, Practice logic building using flowchart/algorithms **Assignment-2**			
9th	17th	Office Tools like LibreOffice OpenOffice MSOffice	9th	Pr- 9 Creating email id, sending and receiving mails with attachments.	
	18th	**Revision**			
10th	19th	OpenOffice Writer – Typesetting Text and Basic Formatting	10th	Pr- 10 Using Google drive, Google calendar	
	20th	Inserting Images, Hyperlinks, Bookmarks			
11th	21st	Tables and Table Properties in Writer Introducing LibreOffice/OpenOffice Calc, Working with Cells, Sheets, data	11th	Pr-11. Create Flow chart and Algorithm for the following: a. Addition of n numbers and display result b. To convert temperature from Celsius to Fahrenheit c. To find Area and Perimeter of Square	
	22nd	tables, using formulae and functions, using charts and graphics			
12th	23rd	OpenOffice Impress – Creating and Viewing and Tables Presentations, Inserting Pictures Slide Master and Slide Design	12th	Pr-12 Swap Two Numbers, find the smallest of two numbers, find whether given number is Even or Odd	
	24th	Custom Animation Use of Social Media Introduction to Digital Marketing – Why Digital Marketing			

13th	25th	**Assignment-3,**	13th	Pr-13 To print first n even Number, find sum of series 1+2+3+.....+N, print multiplication Table of a number	
	26th	Characteristics of Digital Marketing, Tools for Digital Marketing			
14th	27th	Effective use of Social Media like LinkedIn, Google+,	14th	Pr-14 Generate first n Fibonacci terms 0,1,1,2,3,5...n (n>2), sum and average of given series of numbers, Factorial of number n (n!=1x2x3x...n), Armstrong Number	
	28th	Facebook Twitter, etc.: Features of Social media,			
15th	29th	Advantages of Social Media. Disadvantages of Social Media. **Assignment-3, Test-3**	15th	**Revision**	
	30th	**Revision**			