Lesson Plan

Name of the Faculty : KRISHMA BHATIA Discipline : Electrical Engg.

Semester : 1st sem

# 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

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| Week | Theory | | Practical | |
| Lecture day | Topic | Practical week | Topic |
| 1st | 1st | Basics of Computer Brief history of development of computers, Definition of Computer | 1st | Prac. 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 | Prac. 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 | Prac. 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 | Prac. 4  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. |
| 5th | 9th | Test | 5th | Prac. 5  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 | Prac. 6  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 | Prac. 7  7. Working with Conversion Software like pdf To Word, Word To PPT, etc. |
| 14th | Test |

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| Week | Theory | | Practical | |
| Lecture day | Topic  (including assignment / test) | Practical Day | Topic |
| 8th | 15TH | algorithms for simple problems | 8th | Prac. 8  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 |
| 9th | 17th | Office Tools like LibreOffice OpenOffice MSOffice | 9th | Prac. 9  9. Creating email id, sending and receiving mails with attachments. |
| 18th | Revision |
| 10th | 19th | OpenOffice Writer – Typesetting Text and Basic Formatting | 10th | Prac 10  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 | 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 | d. Swap Two Numbers  e. find the smallest of two numbers  f. Find whether given number is Even or Odd |
| 24th | Custom Animation Use of Social Media  Introduction to Digital Marketing – Why Digital Marketing |
| 13th | 25th | Test | 13th | g. To print first n even Numbers  h. find sum of series 1+2+3+.....+N  i. 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 | j. generate first n Fibonacci terms 0,1,1,2,3,5...n (n>2)  k. sum and average of given series of numbers  l. Factorial of number n ( n!=1x2x3x...n)  m. Armstrong Number |
| 28th | Facebook Twitter, etc.: Features of Social media, |
| 15th | 29th | Advantages of Social Media. Disadvantages of Social Media. | 15th | Revision |
| 30th | Revision |
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