Lesson Plan

Name of theFaculty : **DHEERAJ GROVER**

Semester : **2ND**

Subject : **FUNDAMENTALS OF INFORMATION TECHNOLOGY**

Lesson PlanDuration : **15 weeks**

Work Load (Lecture/Practical) Lectures-02,Practical-04

Week	Theory		Practical	
	Lectureday	**Topic**	**Practical Day**	**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 ,Interaction between the CPU and Memory with Input/Output devices.		
2nd	1st	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.
	2nd	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	1st	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
	2nd	Basic Internet Skills Understanding browser, Introduction to WWW, efficient use of search engines.		
4th	1st	awareness about Digital India portals (state and national portals) and college portals.	4th	Prac.4 Using Administrative Tools/Control Panel Settings of Operating Systems
	2nd	sending and receiving emails,		
5th	1st	attaching documents with email and drive.	5th	Prac.5 Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their device driver software.
	2nd	Effective use of Gmail, G-Drive, Google Calendar, Google Sites, Google Sheets , Online mode of communication using Google Meet & WebEx.		
6th	1st	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
	2nd	Definition of Algorithm, Definition of Flowchart , Steps involved in algorithm development,		
7th	1st	differentiate algorithm and flowchart	7th	Prac.7 7. Working with Conversion Software like pdf To Word, Word To PPT, etc.
	2nd	symbols used in flowcharts		

Week	Lectureday	Topic (Theory)	Practical Day	Topic (Practical)
8th	1st	algorithms for simple problems	8th	Prac.8 Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Applications
	2nd	flowcharts for simple problems, Practice logic building using flowchart/algorithms		
9th	1st	Office Tools like LibreOffice	9th	Prac.9 Creating email id, sending and receiving mails with attachments.
	2nd	OpenOffice , MSOffice.		
10th	1st	OpenOffice Writer – Typesetting Text and Basic Formatting	10th	Prac10 Using Google drive, Google calendar
	2nd	Inserting Images, Hyperlinks, Bookmarks , Tables and Table Properties in Writer		
11th	1st	Introducing LibreOffice/OpenOffice Calc, Working with Cells, Sheets, data tables, using formulae and functions, using charts and graphics ,	11th	Prac 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
	2nd	OpenOffice Impress – Creating and Viewing Presentations, Inserting Pictures and Tables		
12th	1st	Slide Master and Slide Design, Custom Animation , Use of Social Media	12th	d. Swap Two Numbers e. find the smallest of two numbers f. Find whether given number is Even or Odd
	2nd	Introduction to Digital Marketing – Why Digital Marketing Characteristics of Digital Marketing, Tools for Digital Marketing		
13th	1st	Effective use of Social Media like LinkedIn, Google+, Facebook , Twitter, etc.: Features of Social media,	13th	g. To print first n even Numbers h. find sum of series 1+2+3+.....+N i. print multiplication Table of a number
	2nd	Advantages of Social Media Disadvantages of Social Media.		
14th	1st	Revision	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
	2nd	Revision		
15th	1st	Revision	15th	Revision
	2nd	Revision		