

Lesson Plan

Name of the Faculty : DHEERAJ GROVER

Semester : 2ND

Subject : FUNDAMENTALS OF INFORMATION TECHNOLOGY

Lesson Plan Duration : 15 weeks

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

Week	Theory		Practical	
	Lecture day	Topic (including assignment / test)	Practical Day	Topic
1 st	1 st	Basics of Computer Brief history of development of computers, Definition of Computer	1st	Prac. 1 1. Browser features, browsing, using various search engines, writing search queries
	2 nd	Block diagram of a Computer, Hardware, Software, Booting: Cold and Hot Booting ,Interaction between the CPU and Memory with Input/Output devices		
2 nd	1 st	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.
	2 nd	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		
3 rd	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,		
4 th	1st	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
	2nd	sending and receiving emails,		
5 th	1st	attaching documents with email and drive.	5th	Prac. 5 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.		
6 th	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,		
7 th	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		

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	Lecture day	Topic (including assignment / test)	Practical Day	Topic
	1st	algorithms for simple problems		Prac. 8

8 th	2nd	flowcharts for simple problems, Practice logic building using flowchart/algorithms	8th	8. Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Applications
9 th	1st	Office Tools like LibreOffice	9th	Prac. 9
	2nd	OpenOffice , MSOffice.		9. Creating email id, sending and receiving mails with attachments.
10 th	1st	OpenOffice Writer – Typesetting Text and Basic Formatting	10th	Prac 10
	2nd	Inserting Images, Hyperlinks, Bookmarks , Tables and Table Properties in Writer		10. Using Google drive, Google calendar
11 th	1st	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
	2nd	tables, using formulae and functions, using charts and graphics , OpenOffice Impress – Creating and Viewing Presentations, Inserting Pictures and Tables		
12 th	1st	Slide Master and Slide Design	12th	d. Swap Two Numbers
	2nd	Custom Animation , Use of Social Media		e. find the smallest of two numbers f. Find whether given number is Even or Odd
13 th	1st	Introduction to Digital Marketing – Why Digital Marketing	13th	g. To print first n even Numbers
	2nd	Characteristics of Digital Marketing, Tools for Digital Marketing		h. find sum of series 1+2+3+.....+N i. print multiplication Table of a number
14 th	1st	Effective use of Social Media like LinkedIn, Google+,	14th	j. generate first n Fibonacci terms 0,1,1,2,3,5...n (n>2)
	2nd	Facebook , Twitter, etc.: Features of Social media,		k. sum and average of given series of numbers l. Factorial of number n (n!=1x2x3x...n) m. Armstrong Number
15 th	1st	Advantages of Social Media.	15th	Revision
	2nd	Disadvantages of Social Media.		