LESSON PLAN

Name of the Faculty: Ms.Parul Sharma
Discipline: Common
Semester: 1st
Subject: Fundamentals of IT
LessonPlanDuration: 15 weeks
WorkLoad(Lecture/Practical)PerWeek(InHours): Lectures–02,Practical – 04

Week	Theory		Practicals	
	Lect-ure Day	Topic (Including assignment/Test)	Pract-ical Day	Topic
1st	1st	• **Unit–I Basics of Computer**– Introduction • Brief history of development of computers	1st	• **EXPT. NO. 1** Browser features, browsing, using various searchengines, writing search queries – (G1)
			2nd	• Browser features, browsing, using various search engines, writing search queries – (G2)
	2nd	• DefinitionofComputer • Block diagram of a Computer • Hardware,Software	3rd	• **EXPT. NO. 2** Visit various e- governance/Digital India portals, understand their features, services offered – (G1)
			4th	• Visit various e-governance/Digital India portals, understand their features, services offered – (G2)
2nd	3rd	• Booting:Cold and Hot Booting • Interaction between the CPU and Memory with Input/output devices • Function of CPU and major functional parts of CPU.	5th	• **EXPT. NO. 3** Read Wikipedia pageson computer hardware components, look at those components in lab, identify them, recognize various ports/interfaces and related cables,etc.–(G1)
			6th	• Read Wikipedia pages on computer hardware components, look at those components in lab, identify them, recognize various ports/interfaces and related cables, etc. – (G2)
	4th	• Memory,Bit,Nibble,Byte,KB, MB, GB, TB, PB • Functions of memory • Use of storage devices in a Computer	7th	• **EXPT. NO. 4** Using Administrative Tools/Control Panel Settings of Operating Systems – (G1)
			8th	• Using Administrative Tools/Control Panel Settings of Operating Systems – (G2)
3rd	5th	• **Assignment-I** • **Test**	9th	• Taking Problem & solve them(G-1)
			10th	• Taking Problems & solve them(G-2)
	6th	• List types of memory used in a Computer • Importance of cache memory • CPU speed and CPU word length	11th	• **EXPT. NO. 5** Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their device driver software – (G1)
			12th	• Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their Device driver software–(G2)
4th	7th	• First Sessional Test	13th	• **EXPT. NO. 6** Explore features of Open Office tools and MS-Office, create documents, create presentation, create spread sheet, using these features, do it multiple times– (G1)

			14th	• Explore features of Open Office tools and MS-Office, create documents, create presentation, create spreadsheet, using these features, do it multiple times–(G2)
	8th	• Analysis of Sessional test • PTM-I	15th	• **EXPT.NO.7** Working with Conversion Software like pdf To Word, Word To PPT, etc. –(G1)
			16th	• Working with Conversion Software like pdf To Word, Word To PPT, etc. – (G2)
5th	9th	• **Unit–II Basic Internet Skills**–Introduction • Understanding browser • Introduction to WWW,	17th	• **EXPT. NO. 8** Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Applications–(G1)
			18th	• Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. Of India Mobile Applications–(G2)
	10th	• Efficient use of search engines • Awarenes about Digital India portals (state and national portals) and college portals.	19th	• Taking Problems & solve them (G-1)
			20th	• Taking Problems & solve them (G-2)
6th	11th	• Advantages of Email • Various email service providers • Creation of email id, sending and receiving emails, attaching documents with email and drive.	21th	• **EXPT. NO. 9** Creating email id, sending and receiving mails with attachments – (G1)
			22th	• Creating email id, sending and receiving mails with attachments–(G2)
	12th	• Effective use of Gmail, G-Drive, Google Calendar, Google Sites, Google Sheets • Online mode of communication using Google Meet & WebEx.	23th	• **EXPT.NO.10** Using Google drive, Google calendar – (G1)
			24th	• Using Google drive, Google calendar – (G2)
7th	13th	• **Unit–III Basic Logic building**–Introduction to Programming • Steps involved in problem solving • Definition of Algorithm & Flowchart • Steps involved in algorithm development,	25th	• Taking Problems & solve them (G-1)
			26th	• Taking Problems & solve them (G-2)
	14th	• **Assignment –II** • **Test**	27th	• **EXPT.NO.11** Create Flow chart and Algorithm for the following: • **(i)** Addition of nnumbers and display result – (G1)
			28th	• **EXPT.NO.11** Create Flow chart and Algorithm for the following: • **(i)**Addition of n numbers and display result – (G2)
8th	15th	• Differentiate algorithm and flowchart • Symbols used in flowcharts	29th	• **(ii)**To convert temperature from Celsius to Fahrenheit – (G1)
			30th	• (ii)To convert temperature from Celsius to Fahrenheit – (G2)
	16th	• Algorithms for simple problems • Flowcharts for simple problems • Practice logic building using flowchart/algorithms	31th	• **(iii)**To find Area and Perimeter of Square – (G1)
			32th	• (iii)To find Area and Perimeter of Square – (G2)
9th	17th	• Second Sessional Test	33th	• **(iv)**Swap Two Numbers– (G1)
			34th	• (iv)Swap Two Numbers– (G2)

	18th	• Analysis of Sessional test • PTM-III	35th	• Taking Problems & solve them (G-1)	
			36th	• Taking Problems & solve them (G-2)	
10th	19th	• **Unit–IV Office Tools**–Introduction • Office Tools like Libra Office/Open Office/MS Office • Open Office Writer– Type setting Text and Basic Formatting	37th	• **(v)** Find the smallest of two numbers – (G1)	
			38th	• (v) Find the smallest of two numbers – (G2)	
	20th	• Open Office Writer – Inserting Images,Hyperlinks,Boo kmarks, Tables • Open Office Writer– Table Properties in Writer	39th	• **(vi)** Find whether given number is Even or Odd – (G1)	
			40th	• (vi) Find whether given number is Even or Odd – (G2)	
11th	21th	• Introducing Libra Office/Open Office *Calc*, Working with Cells, Sheets, data, tables	41th	• **(vii)** To print first n even Numbers– (G1)	
			42th	• (vii) To print first n even Numbers– (G2)	
	22th	• Introducing Libra Office/Open Office *Calc*, Working with Cells, using formulae and functions, using charts and graphics	43th	• Taking Problems & solve them(G-1)	
			44th	• Taking Problems & solve them(G-2)	
12th	23th	• Open Office Impress – Creating and Viewing Presentations, Inserting Pictures and Tables • Open Office Impress- SlideMaster and Slide Design • Custom Animation	45th	• **(viii)** Find sum of series 1+2+3+…..+N– (G1)	
			46th	• (viii) Find sum of series 1+2+3+…..+N – (G2)	
	24th	• **Assignment-III** • Test	47th	• **(ix)** Print multiplication Table of a number – (G1)	
			48th	• (ix) Print multiplication Table of a number – (G2)	
13th	25th	• **Unit–V Use of Social Media**– • Introduction to Digital Marketing– Why Digital Marketing • Characteristics of Digital Marketing	49th	• **(x)** Generate first n Fibonacci terms 0,1,1,2,3,5…n (n>2) – (G1)	
			50th	• (x) Generate first n Fibonacci terms 0,1,1,2,3,5…n (n>2) – (G2)	
	26th	• Tools for Digital Marketing • Effective use of Social Media like LinkedIn,Google+,Facebook,Twitt er, etc. • Features of Social media	51th	• **(xi)** Sum and average of given series of numbers – (G1)	
			52th	• (xi) Sum and average of given series of numbers – (G2)	
14th	27th	• Advantages and Disadvantages of Social Media	53th	• **(xii)** Factorial of number n (n!=1x2x3x…n) – (G1)	
			54th	• (xii) Factorial of number n (n!=1x2x3x…n) – (G2)	
	28th	• Third Sessional Test	55th	• **(xiii)** Armstrong Number–(G1)	
			56th	• (xiii) Armstrong Number–(G2)	
15th	29th	• Analysis of Sessional test • PTM-III	57th	• (xiv) Find whether given number is Prime or not – (G1)	
			58th	• **(xiv)** Find whether given number is Prime or not – (G2)	
	30th	• Revision	59th	• Revision	
			60th	• Revision	