

LESSON PLAN

Name of faculty : SHAKTI RAJ SINGH
 Discipline : Ceramic Engineering
 Subject : Fundamentals of Information Technology (**2nd sem**)
 Lesson plan duration : 15 weeks (6th March, 2023 to June,2023)
 Work load per week : Lectures-02,Practicals-04

week	Theory		Practical	
	Lecture Day	Topic (including assignment/test)	Practical day	Topic
1 st	1 st	Brief history of development of computers, Definition of Computer,	G1	Browser features, browsing, using various search engines, writing search queries
	2 nd	Block diagram of aComputer, Hardware, Software, Booting: Cold and Hot Booting	G2	Browser features, browsing, using various search engines, writing search queries
2 nd	3 rd	Block diagram of aComputer, Hardware, Software, Booting: Cold and Hot Booting (Repeat)	G1	Visit various e-governance/Digital India portals, understand their features, services offered
	4 th	Interaction between the CPUand Memory with Input/Output devices,	G2	Visit various e-governance/Digital India portals, understand their features, services offered
3 rd	5 th	Function of CPU and major functional parts of CPU. Memory, Bit, Nibble, Byte, KB, MB, GB, TB, PB	G1	Read Wikipedia pages on computer hardware components, look at those components in lab,identify them, recognize various ports/interfaces and related cables, etc.
	6 th	Functions of memory, Use of storage devices in a Computer,	G2	Read Wikipedia pages on computer hardware components, look at those components in lab,identify them, recognize various ports/interfaces and related cables, etc.
4 th	7 th	List types of memory used in a Computer, Importance of cache memory, CPU speed and CPU word length	G1	Using Administrative Tools/Control Panel Settings of Operating Systems
	8 th	Revision	G2	Using Administrative Tools/Control Panel Settings of Operating Systems
5 TH	9th	Sessional Test/Class test	G1	Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their device driver software.
	10 TH	Understanding browser, Introduction to WWW, efficient use of search engines,	G2	Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their device driver software.
6 TH	11 TH	awareness about Digital India portals (state and national portals) and college portals.	G1	Explore features of Open Office tools and MS-Office, create documents, create presentation, create spread sheet, using these features, do it multiple times
	12 TH	Advantages of Email, Various email service providers, Creation of email id, sending and receiving emails, attaching documents with email and drive.	G2	Explore features of Open Office tools and MS-Office, create documents, create presentation, create spread sheet, using these features, do it multiple times
7 th	13 th	Effective use of Gmail, G-Drive, Google Calendar, Google Sites,	G1	Working with Conversion Software like pdfToWord, WordToPPT, etc.
	14 th	Google Sheets, Online mode of communication using Google Meet & WebEx.	G2	Working with Conversion Software like pdfToWord, WordToPPT, etc.
8 th	15th	Revision	G1	Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Applications
	16 th	Sessional Test/Class test	G2	Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Applications
9 th	17 th	Introduction to Programming, Steps involved in problem solving, Definition of Algorithm, Definition of Flowchart, Steps involved in algorithm development,	G1	Creating email id, sending and receiving mails with attachments.

	18 th	differentiate algorithm and flowchart, symbols used in flowcharts, algorithms for simple problems, flowcharts for simple problems, Practice logic building using flowchart/algorithms	G2	Creating email id, sending and receiving mails with attachments.
10 th	19 th	Revision	G1	Using Google drive, Google calendar
	20 th	Sessional Test/Class test	G2	Using Google drive, Google calendar
11 th	21 st	Office Tools like LibreOffice/OpenOffice/MSOffice. OpenOffice Writer – Typesetting Text and Basic Formatting, Inserting Images, Hyperlinks, Bookmarks, Tables and Table Properties in Writer	G1	Create Flow chart and Algorithm for the following Addition of n numbers and display result To convert temperature from Celsius to Fahrenheit To find Area and Perimeter of Square Swap Two Numbers find the smallest of two numbers
	22 nd	Introducing LibreOffice/OpenOffice Calc, Working with Cells, Sheets, data, tables, using formulae and functions, using charts and graphics.	G2	Create Flow chart and Algorithm for the following Addition of n numbers and display result To convert temperature from Celsius to Fahrenheit To find Area and Perimeter of Square Swap Two Numbers find the smallest of two numbers
12 th	23 rd	OpenOffice Impress – Creating and Viewing Presentations, Inserting Pictures and Tables, SlideMaster and Slide Design, Custom Animation.	G1	Find whether given number is Even or Odd To print first n even Numbers find sum of series 1+2+3+.....+N print multiplication Table of a number generate first n Fibonacci terms 0,1,1,2,3,5...n (n>2) sum and average of given series of numbers
	24 th	Revision	G2	Find whether given number is Even or Odd To print first n even Numbers find sum of series 1+2+3+.....+N print multiplication Table of a number generate first n Fibonacci terms 0,1,1,2,3,5...n (n>2) sum and average of given series of numbers
13 th	25 th	Sessional Test/Class test	G1	Factorial of number n (n!=1x2x3x...n) Armstrong Number
	26 th	Introduction to Digital Marketing – Why Digital Marketing, Characteristics of Digital Marketing,	G2	Factorial of number n (n!=1x2x3x...n) Armstrong Number
14 th	27 th	Tools for Digital Marketing, , Effective use of Social Media like LinkedIn, Google+, Facebook	G1	Find whether given number is Prime or not
	28 th	Twitter, etc.: Features of Social media, Advantages and Disadvantages of Social Media.	G2	Find whether given number is Prime or not
15 th	29 th	Revision	G1	Revision/Practice
	30 th	Sessional Test/Class test	G2	Revision/Practice

