Lesson Plan

Name of Faculty   :   **SATENDER VASHISTHA**
Discipline   :   **CERAMIC ENGINEERING**
Semester   :   **2nd**
Subject   :   **FIT**
Course Duration   :   **15 WEEKS**
Work Load per week :   **Lecture – 2 Hrs**

Week	Lecture day	Topic(includingassignment/test)
1st	1	UNIT I Basics of Computer Brief history of development of computers, Definition of Computer, Block diagram of a Computer. Hardware, Software.
	2	Booting: Cold and Hot Booting, Interaction between the CPU and Memory with Input /Output devices. Function of CPU and major functional parts of CPU
2nd	3	Memory, Bit,Nibble,Byte,KB,MB, GB, TB, PB. Functions of memory, Use of storage devices in a Computer.
	4	List types of memory used in a Computer, Importance of cache memory, CPU speed and CPU word length
3rd	5	Understanding browser, Introduction to WWW, efficient use of search engines
	6	Awareness about Digital India portals (state and national portals) and college portals. Advantages of Email, Various email service providers
4th	7	Creation of email id, sending and receiving mails, attaching documents with email and drive
	8	Effective use of Gmail, G-Drive, Google Calendar, Google Sites, Google Sheets. Online mode of communication using Google Meet & WebEx.
5th	9	**AssignmentNo.1**
	10	**1stsessionaltest**
6th	11	Introduction to Programming, Steps involved in problem solving
	12	Symbols used inflow charts, algorithms for simple problems, flow charts for simple problems, Practice logic building using flowchart/algorithms
7th	13	Office Tools like Libre Office/Open Office/MSOffice, Open Office Writer – Type setting Text and Basic Formatting, Inserting Images, Hyperlinks,
	14	.Bookmarks, Tables and Table Properties in Writer
8th	15	DefinitionofAlgorithm,Steps involved inalgorithm development,
	16	Definition of Flowchart ,differentiate algorithm and flowchart
9th	17	**AssignmentNo.2**
	18	**2ndsessionaltest**

10th	19	Introducing Libre Office /Open Office Calc, Working with Cells, Sheets, data, tables, using formulae and functions, using charts and graphics.	
	20	Open Office Impress –Creating and Viewing Presentations, Inserting Pictures and Tables, Slide Master and Slide Design, Custom Animation.	
11th	21	UNIT V Introduction to Digital Marketing –Why Digital Marketing, Characteristics of Digital Marketing,	
	22	Tools for Digital Marketing , Effective use of Social Media like LinkedIn	
12th	23	Google+, Facebook,Twitter	
	24	Features of Social media, Advantages and Disadvantages of Social Media	
13th	25	**AssignmentNo.3**	
	26	**3rdsessionaltest**	
14	27	Revision of MCQs	
	28	Revision of very short questions	
15	29	Revision of short questions	
	30	Revision of long questions	

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Work Load per week :   **PRACTICAL – 2 Hrs**

Week	Practical	Topic (including assignment/test)
1st	1	Browser features, browsing, using various search engines, writing search queries
	2	
2nd	3	Visit various e-governance/ Digital India portals, understand their features, services offered
	4	
3rd	5	Read Wikipedia pages on computer hardware components, look at those components in lab, identify them
	6	
4th	7	Recognize various ports/ interfaces and related cables, etc.
	8	**Viva**
5th	9	Using Administrative Tools/ Control Panel Settings of Operating Systems
	10	
6th	11	Connect various peripherals (printer, scanner, etc.) to computer , explore various features of peripheral and their device driver software.
	12	
7th	13	Explore features of Open Office tools and MS-Office, create documents,
	14	
8th	15	create Working with Conversion Software like pdf To Word, Word To PPT, etc Working with Mobile Applications –Searching for Authentic Mobile app,
	16	
9th	17	Installation and Settings, Govt. of India Mobile Application
	18	viva
10th	19	Creating email id, sending and receiving mails with attachments.
	20	Using Google drive, Google calendar
11th	21	Create Flow chart and Algorithm for the following: a) Addition of numbers and display result b). To convert temperature from Celsius to Fahrenheit
	22	
12th	23	c). To find Area and Perimeter of Square d. Swap Two Numbers e. find the smallest of two numbers f. Find whether given number is Even or Odd g. To print first n even Numbers h. find sum of series 1+2+3+…N
	24	
13th	25	(i) print multiplication Table of a number j. generate first n Fibonacci terms0,1,1,2,3,5…n(n>2) k. sum and average of given series of numbers
	26	viva
14	27	L . Factorial of number (n!=1x2x3x…n) m. Armstrong Number n. Find whether given number is Prime or not.
	28	
	29	Revision
	30	