LESSON PLAN

Name of faculty   : CHETNA
Discipline   : Civil Engineering
Subject   : Fundamentals of Information Technology (**2nd sem**)
Lesson plan duration   : 15 weeks (Jan 2026 to May 2026)
Work load per week   : Lectures-02, Practicals-04

week	Lecture Day	Theory — Topic (including assignment/test)	Practical day	Practical — Topic
1st	1st	Brief history of development of computers, Definition of Computer,	G1	Browser features, browsing, using various search engines, writing search queries
	2nd	Block diagram of computer, Hardware, Software, Booting: Cold and Hot Booting	G2	Browser features, browsing, using various search engines, writing search queries
2nd	3rd	Block diagram of computer, Hardware, Software, Booting: Cold and Hot Booting (Repeat)	G1	Visit various e-governance/Digital India portals, understand their features, services offered
	4th	Interaction between the CPU and Memory with Input/output devices,	G2	Visit various e-governance/Digital India portals, understand their features, services offered
3rd	5th	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.
	6th	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.
4th	7th	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
	8th	Revision	G2	Using Administrative Tools/Control Panel Settings of Operating Systems
5TH	9th	Sessional Test/Class test	G1	Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their device driver software.
	10th	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.
6TH	11th	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
	12th	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
7th	13th	Effective use of Gmail, G-Drive, Google Calendar, Google Sites,	G1	Working with Conversion Software like pdfToWord, WordToPPT, etc.
	14th	Google Sheets, Online mode of communication using Google Meet & WebEx.	G2	Working with Conversion Software like pdfToWord, WordToPPT, etc.
8th	15th	Revision	G1	Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Applications
	16th	Sessional Test/Class test	G2	Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Applications
9th	17th	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.

	18th	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.
10th	19th	Revision	G1	Using Google drive, Google calendar
	20th	Sessional Test/Class test	G2	Using Google drive, Google calendar
11th	21st	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
	22nd	Introducing LibreOffice/OpenOffice *Calc*, Working with Cells, Sheets, data, tables, usingformulae 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
12th	23rd	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
	24th	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
13th	25th	Sessional Test/Class test	G1	Factorial of number n (n!=1x2x3x...n) Armstrong Number
	26th	Introduction to Digital Marketing – Why Digital Marketing, Characteristics of Digital Marketing,	G2	Factorial of number n (n!=1x2x3x...n) Armstrong Number
14th	27th	Tools for Digital Marketing, , Effective use of Social Media like LinkedIn, Google+, Facebook	G1	Find whether given number is Prime or not
	28th	Twitter, etc.: Features of Social media, Advantages and Disadvantages of Social Media.	G2	Find whether given number is Prime or not
15th	29th	Revision	G1	Revision/Practice
	30th	Sessional Test/Class test	G2	Revision/Practice