

Lesson Plan

Name of the Faculty: Shikha Sharma

Discipline. :ECE

Semester : 1ST

Subject : **FUNDAMENTALS OF INFORMATION TECHNOLOGY**

Lesson Plan Duration : 15 weeks (from Aug.2025 to Nov.2025)

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

Week	Theory		Practical	
	Lectur eday	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		
	3 rd	Interaction between the CPU and Memory with Input/Output devices		
2 nd	4 th	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.
	5 th	Bit, Nibble, Byte, KB, MB, GB, TB, PB, Functions of memory, Use of storage devices in a Computer		
	6 th	List types of memory used in a Computer, Importance of cache memory		
3 rd	7 th	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.
	8 th	Basic Internet Skills Understanding browser, Introduction to WWW		
	9 th	efficient use of search engines,		
4 th	10 th	awareness about Digital India portals (state and national portals) and college portals.	4th	Prac. 4

	11th	Advantages of Email Various email service providers, Creation of email id		4. Using Administrative Tools/Control Panel Settings of Operating Systems
	12th	sending and receiving emails,		
5th	13th	attaching documents with email and drive.	5th	Prac. 5
	14th	Effective use of Gmail, G-Drive, Google Calendar, Google Sites, Google Sheets		5. Connect various peripherals (printer, scanner, etc.) to computer, explore various features
	15th	Online mode of communication using Google Meet & WebEx.		of peripheral and their device driver software.
6th	16th	Basic Logic building Introduction to Programming, Steps involved in problem solving,	6th	Prac. 6
	17th	Definition of Algorithm, Definition of Flowchart		6. Explore features of Open Office tools and MS-Office, create documents, create
	18th	Steps involved in algorithm development,		presentation, create spread sheet, using these features, do it multiple times
7th	19th	differentiate algorithm and flowchart	7th	Prac. 7
	20th	symbols used in flowcharts		7. Working with Conversion Software like pdf To Word, Word To PPT, etc.

Week	Theory		Practical	
	Lecture day	Topic (including assignment / test)	Practical Day	Topic
	21st			
8th	22nd	algorithms for simple problems	8th	Prac. 8
	23rd	flowcharts for simple problems,		8. Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Applications
	24th	Practice logic building using flowchart/algorithms		
9th	25th	Office Tools like LibreOffice	9th	Prac. 9
	26th	OpenOffice		9. Creating email id, sending and receiving mails with attachments.
	27th	MSOffice.		
	28th	OpenOffice Writer – Typesetting Text and Basic Formatting		Prac 10

10 th	29 th	Inserting Images, Hyperlinks, Bookmarks	10th	10. Using Google drive, Google calendar
	30 th	Tables and Table Properties in Writer		
11 th	31 st	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
	32 nd	tables, using formulae and functions, using charts and graphics		
	33 rd	OpenOffice Impress – Creating and Viewing Presentations, Inserting Pictures and Tables		
12 th	34 th	Slide Master and Slide Design	12th	d. Swap Two Numbers e. find the smallest of two numbers f. Find whether given number is Even or Odd
	35 th	Custom Animation		
	36 th	Use of Social Media		
13 th	37 th	Introduction to Digital Marketing – Why Digital Marketing	13th	g. To print first n even Numbers h. find sum of series 1+2+3+.....+N i. print multiplication Table of a number
	38 th	Characteristics of Digital Marketing,		
	39 th	Tools for Digital Marketing		
14 th	40 th	Effective use of Social Media like LinkedIn, Google+,	14th	j. generate first n Fibonacci terms 0,1,1,2,3,5...n (n>2) k. sum and average of given series of numbers l. Factorial of number n (n!=1x2x3x...n) m. Armstrong Number
	41 st	Facebook		
	42 nd	Twitter, etc.: Features of Social media,		
15 th	43 rd	Advantages of Social Media.	15th	Revision
	44 th	Disadvantages of Social Media.		
	45 th	Revision		