		LESSON PLAN	
NAME OF Faculty		Shivani	
DISCIPLINE:		Instrumentation and control	
SEMESTER:		1st	
SUbJECT:		Fundamental of IT	
LESSON PLAN		15 weeks(from Aug to Dec 2024)	
		**workload Lecture/Practical Per week IN hours: Lecture (2) Practical (4)	
WEEK	THEORY		PRACTICAL
	DAY	TOPIC (INCLUDING ASSIGNMENT/ TEST)	
1st	1st	**UNIT I basics of Computer**	Introduction to the IT Computer Lab
	2nd	Brief history of development of computers, Definition of Computer, CPU word length	Browser features, browsing, using
2nd	3rd	Booting: Cold and hot Booting, Interaction between the CPU and Memory with Input/output devices	Visit various e-governance/Digital India portals, understand their features, services offered
	4th	Memory, Bit, Nibble, Byte, kB, MB, GB, TB, PB, Functions of memory	read Wikipedia pages on computer
3rd	5th	Use of storage devices in a Computer, List types of memory used in a Computer	Using administrative Tools/Control Panel Settings of Operating Systems
	6th	Function of CPU and major functional parts of CPU	Connect various peripherals (printer, scanner, etc.) to computer; explore
4th	7th	Revision/ Assignment / Test	Explore features of Open Office tools and MS-Office, create documents,
	8th	**UNIT II basic Internet Skills**	working with Conversion Software
5th	9th	Understanding browser, Introduction to www, efficient use of search engines	Working with Mobile Applications – Searching for authentic Mobile app, Installation
		Awareness about Digital India portals (state and national portals) and	Creating email id, sending and

	10th	college portals. advantages of Email, Various email service providers	receiving mails with attachments.
6th	11th	Creation of email id, sending and receiving emails, attaching documents with email and drive. Effective use of Gmail	Using Google drive, Google calendar
	12th	G-Drive, Google Calendar, Google Sites, Google Sheets	revision
7th	13th	Online mode of communication using Google Meet & webEx.	revision
	14th	Revision/ Assignment / Test	revision
8th	15th	**UNIT III Basic Logic Building**	Revision
	16th	Introduction to Programming, Steps involved in problem solving, Definition of algorithm, Definition of Flowchart	Create Flow chart and algorithm for b.To convert temperature from
9th	17th	Steps involved in algorithm development, differentiate algorithm and flowchart, symbols used in flowcharts, algorithms for simple problems	d. Swap Two Numbers e. find the smallest of two numbers
	18th	flowcharts for simple problems, Practice logic building using flowchart/algorithms	f. Find whether given number is Even g. To print first n even Numbers
10th	19th	Revision/ Assignment / Test	h. find sum of series 1+2+3+. +N
	20th	**UNIT IV Office Tools**	i. print multiplication Table of a
11th	21st	Open Office writer	j. generate first n Fibonacci terms
	22nd	LibreOffice/OpenOffice Calc	k. sum and average of given series
12th	23rd	Open Office Impress	l. Factorial of number n (n!=1x2x3x
	24th	Revision/ Assignment / Test	n. Find whether given number is
13th	25th	**UNIT V Use of Social Media**	
	26th	Introduction to Digital Marketing	
14th	27th	Effective use of Social Media like LinkedIn, Google+,	
	28th	Features of Social media, advantages and Disadvantages of Social Media	
15th	29th	Revision/ Assignment	
	30th	Test	