

G. B. N. Govt. Polytechnic, Nilokheri

Lesson Plan

Name of the Faculty : Dr. Mansi Lather
Discipline : Computer Engineering
Semester : 1st
Subject : Fundamentals of Information Technology (FIT)
Lesson Plan Duration : 15 weeks (from September 2023 to December 2023)
Work Load (Lecture) per week (in hours): Lectures-02 and Lab-02

Week	Theory		
	Lecture day	Topic (including assignment / test)	Practical's
1 st	1 st	Brief history of development of computers, Definition of Computer	Browser features, browsing, using various search engines, writing search queries
	2 nd	Block diagram of a Computer	
2 nd	3 rd	Hardware, Software, Booting: Cold and Hot Booting	Visit various e-governance/Digital India portals, understand their features, services offered
	4 th	Interaction between the CPU and Memory with Input/Output devices, Function of CPU and major functional parts of CPU	
3 rd	5 th	Memory, Bit, Nibble, Byte, KB, MB, GB, TB, PB, Functions of memory, Use of storage devices in a Computer	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	List types of memory used in a Computer	
4 th	7 th	Importance of cache memory, CPU speed and CPU word length	Using Administrative Tools/Control Panel Settings of Operating Systems
	8 th	Revision	
5 th	9 th	Understanding browser, Introduction to WWW	Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their device driver software.
	10 th	Efficient use of search engines, awareness about Digital India portals (state and national portals) and college portals	
6 th	11 th	Advantages of Email, Various email service providers	Practice
	12 th	Sessional 1	
7 th	13 th	Creation of email id, sending and receiving emails, attaching documents with email and drive.	Explore features of Open Office tools and MS-Office, create documents,
	14 th	Effective use of Gmail, G-Drive, Google Calendar, Google Sites, Google Sheets, Online mode of communication using Google Meet & WebEx	
8 th	15 th	Introduction to Programming, Steps involved in problem solving	create presentation, create spread sheet
	16 th	Definition of Algorithm, Definition of Flowchart, Steps involved in algorithm development,	

9 th	17 th	Differentiate algorithm and flowchart, symbols used in flowcharts, algorithms for simple problems	Working with Conversion Software like pdf To Word, Word To PPT, etc.
	18 th	Flowcharts for simple problems, Practice logic building using flowchart/algorithms	
10 th	19 th	Revision	Practice
	20 th	Sessional 2	
11 th	21 st	Office Tools like LibreOffice/OpenOffice/MSOffice. OpenOffice Writer – Typesetting Text and Basic Formatting,	Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Applications
	22 nd	Inserting Images, Hyperlinks, Bookmarks, Tables and Table Properties in Writer	
12 th	23 rd	Introducing LibreOffice/OpenOffice Calc, Working with Cells, Sheets, data, tables, using formulae and functions, using charts and graphics	Creating email id, sending and receiving mails with attachments.
	24 th	OpenOffice Impress – Creating and Viewing Presentations, Inserting Pictures and Tables, Slide Master and Slide Design, Custom Animation.	
13 th	25 th	Introduction to Digital Marketing – Why Digital Marketing, Characteristics of Digital Marketing,	Using Google drive, Google calendar
	26 th	Tools for Digital Marketing,	
14 th	27 th	Effective use of Social Media like LinkedIn, Google+, Facebook, Twitter, etc.	Create Flow chart and Algorithm for the following: a. Addition of n numbers and display result b. To convert temperature from Celsius to Fahrenheit
	28 th	Features of Social media,	
15 th	29 th	Advantages and Disadvantages of Social Media.	c. To find Area and Perimeter of Square d. Swap Two Numbers e. find the smallest of two numbers
	30 th	Sessional 3	