

Govt. Polytechnic, NILOKHERI

Lesson plan

Name of the faculty Discipline

Surender Choudhary and Raman Filok

Semester

1st Sem, FUNDAMENTALS OF IT

Subject

15 Jan-2026 to 30 April 2026

Work load (Lecture/Practical) per week : Lectures-02, Practicals-04

Week	Theory		Practical		
	Lecture day	Topic	Signature	Practical day	Topic
1	1	Brief history of development of computers, Definition of Computer		1	Browser features, browsing, using various search engines, writing search queries
	2	Block diagram of a Computer, Hardware, Software		2	Visit various e-governance/Digital India portals, understand their features, services
2	3	Bootling: Cold and Hot Bootling, Interaction between the CPU and Memory with Input/Output devices		3	Read Wikipedia pages on computer hardware components, look at those components in lab, identify them, recognize various ports/interfaces and related cables, etc.
	4	Function of CPU and major functional parts of CPU		4	Using Administrative Tools/Control Panel Settings of Operating Systems
3	5	Memory, Bit, Nibble, Byte, KB, MB, GB, TB, PB, Functions of memory, List types of memory used in a Computer, cache memory		5	Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their device driver software.
4	6	Use of storage devices in a Computer, CPU speed and CPU word length		6	Explore features of Open Office tools and MS-Office, create documents, create presentation, create spread sheet, using these features, do it multiple times
5	7	Understanding browser, Introduction to WWW		7	Working with Conversion Software like pdfToWord, WordToPPT, etc.
	8	Efficient use of search engines, awareness about Digital India portals (state and national portals) and college portals		8	Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Applications

6	9	Advantages of Email, Various email service providers		9	Creating email id, sending and receiving mails with attachments.
	10	Creation of email id, sending and receiving emails, attaching documents with email and drive.		10	Using Google drive, Google calendar
7	11	Effective use of Gmail, G-Drive, Google Calendar,		11	Create Flow chart and Algorithm for the following
	12	Google Sites, Google Sheets			i. Addition of n numbers and display result
8	13	Online mode of communication using Google Meet & WebEx.		12	ii. To convert temperature from Celsius to Fahrenheit
	14	Revision ch1			iii. To find Area and Perimeter of Square
9	15	Introduction to Programming,		13	iv. Swap Two Numbers
	16	Steps involved in problem solving, Definition of Algorithm, Definition of Flowchart, Symbols			v. find the smallest of two numbers
10	17	Steps involved in algorithm development, Algorithms for simple problems		14	vi. Find whether given number is Even or Odd
	18	flowcharts for simple Problems, flowcharts for simple Problems			vii. To print first n even Numbers
11	19	Office Tools like LibreOffice/OpenOffice/MSOffice.		15	viii. find sum of series $1+2+3+\dots+N$
	20	OpenOffice Writer – Typesetting Text and Basic Formatting,			ix. print multiplication Table of a number
12	21	Inserting Images, Hyperlinks		16	x. generate first n Fibonacci terms $0, 1, 1, 2, 3, 5 \dots n$ ($n > 2$)
	22	Bookmarks, Tables and Table Properties in Writer			xi. sum and average of given series of numbers
13	23	Introducing LibreOffice/OpenOffice Calc,		17	xii. Factorial of number n ($n! = 1 \times 2 \times 3 \times \dots n$)
	24	Working with Cells, Sheets, data, tables			xiii. Armstrong Number
14	25	formulae and functions		18	xiv. Find whether given number is Prime or not
	26	OpenOffice Impress – Creating and Viewing Presentations			
15	27	Inserting Pictures and Tables, Slide			
	28	Master and Slide Design			
13	29	Custom Animation, Use of Social Media			
	30	Introduction to Digital Marketing			
14	31	Why Digital Marketing Characteristics and Tools of Digital			
	32	Effective use of Social Media like LinkedIn Google+, Facebook,			

15	33	Features ,Advantages and Disadvantages of Social media			
	34	Revision			

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