**GBN GOVT POLYTECHNIC NILOKHERI**

**Electrical Engineering Department**

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| **Sh. Parveen Kumar** |
| **Electrical Engineering** |
| **FUNDAMENTALS OF IT** |
| **PRINCIPLES OF ELECTRICAL ENGINEERING** |
| **Sept2022 to 16 jan2023** |
| **Week** | **Topics** |
| **1st** | **UNIT I****Basics of Computer****Brief history of development of computers,**  |
| **Definition of Computer, Block diagram of a****Computer, Hardware, Software, Booting: Cold and Hot Booting** |
|  **Interaction between the CPU****and Memory with Input/Output devices,**  |
| **Function of CPU and major functional parts of CPU.****Memory, Bit, Nibble, Byte, KB, MB, GB, TB, PB** |
| **2nd** |  **Functions of memory,**  |
| **Use of storage devices****in a Computer,**  |
| **List types of memory used in a Computer, Importance of cache memory, CPU****speed and CPU word length** |
| **Revision** |
| **3rd** | **UNIT II****Basic Internet Skills****Understanding browser,**  |
| **Introduction to WWW, efficient use of search engines** |
| **, awareness about****Digital India portals (state and national portals) and college portals. Advantages of Email,** |
| **Various email service providers, Creation of email id,**  |
| **4th** | **sending and receiving emails** |
| **, attaching****documents with email and drive.** |
| **Effective use of Gmail, communication using Google Meet & WebEx.** |
| **G-Drive, Google Calendar, Google Sites, Google Sheets,** **Online mode of****communication using Google Meet & WebEx.** |
| **5th** | **Revision** |
| **UNIT III****Basic Logic building** |
| **Introduction to Programming,**  |
| **Steps involved in problem solving,**  |
| **6th** | **Definition of Algorithm,** |
| **Definition of Flowchart,**  |
| **revision** |
| **classtest** |
| **7th** | **Steps involved in algorithm development, differentiate algorithm and****flowchart,**  |
| **symbols used in flowcharts,**  |
| **algorithms for simple problems** |
|  **flowcharts for simple****problems, Practice logic building using flowchart/algorithms** |
| **8th** | **UNIT IV****Office Tools****Office Tools like LibreOffice/OpenOffice/MSOffice.** |
| **OpenOffice Writer – Typesetting Text and Basic Formatting, Inserting Images, Hyperlinks,****Bookmarks, Tables and Table Properties in Writer** |
| **Introducing LibreOffice/OpenOffice Calc, Working with Cells, Sheets, data, tables, using****formulae and functions, using charts and graphics.****.** |
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| **9th** | **Openn Office Impress – Creating and Viewing Presentations** |
| **Inserting Pictures and Tables,**  |
| **Slide****Master and Slide Design, Custom Animation** |
| **revision** |
| **10th** | **seminar** |
| **Assingment** |
| **Seminar** |
| **seminar** |
| **11th** | **class test** |
| **Review of test** |
| **UNIT V** |
| **Introduction** |
| **12th** | **Use of Social Media** |
| **Introduction to Digital Marketing**  |
| **Why Digital Marketing****.** |
| **Characteristics of Digital Marketing,** |
| **13th** | **Tools for Digital Marketing,**  |
|  **Effective use of Social Media like LinkedIn,**  |
| **Google+, Facebook,** |
| **Revision** |
| **14th** | **Twitter, etc** |
|  **Features of Social media,**  |
| **revision** |
| **assignment** |
| **15th** | **Advantages and Disadvantages of Social Media** |
| **revision** |
| **seminar** |
| **seminar** |
| **16th** | **Revision** |
| **sessional** |
| **Revision/Review/Test of old HSBTE Papers** |
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