**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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