Discipline : Civil Engineering

Semester : 2nd (Civil)

Subject :Fundamentals of IT

Faculty : Ms.Monu

Lesson Plan Duration :16WeeksWork Load (L / P)per week (In hours): L-2, P-2)

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| **Week** | **Theory** |
| **LectureDay** | **Topic(IncludingAssignment/Test)** |
| 1 | 1 | Briefhistoryofdevelopmentofcomputers,Generationsofcomputer(Gen1toGen3) |
| 2 | Generationsofcomputer(Gen 4toGen 5),Definition ofComputer,Blockdiagramof a Computer |
| 2 | 1 | ComputerHardware,ComputerSoftware,Booting:ColdandHotBooting, |
| 2 | InteractionbetweentheCPUandMemorywithInput/output devices,FunctionofCPUand major functional parts of CPU. |
| 3 | 1 | Memory,Bit,Nibble,Byte,KB, MB,GB,TB,PB,Functionsofmemory,Use ofstoragedevices in a Computer, List types of memory used in a Computer |
| 2 | List typesofmemoryusedinaComputercont.…,Importanceof cachememory,CPU speed and CPU word length |
| 4 | 1 | RevisionofUNIT-1andDiscussionof Questions |
| 2 | Understandingofbrowser,IntroductiontoWWW,efficientuseofsearchengines |
| 5 | 1 | AwarenessaboutDigitalIndiaportals(stateandnationalportalssuchasUIDAI,Scholarshipportals,etc.)andcollegeportals |
| 2 | Variousemailserviceproviders,Creationofemailid,sendingandreceivingemails |
| 6 | 1 | Attachingdocumentswithemailanddrive,AdvantagesofEmails |
| 2 | **RevisionandSessionalTest-1** |
| 7 | 1 | EffectiveuseofGmail,G-Drive,GoogleCalendar,GoogleSites |
| 2 | GoogleSheets,OnlinemodeofcommunicationusingGoogleMeet&WebEx. |
| 8 | 1 | IntroductiontoProgramming,Stepsinvolvedinproblemsolving |
| 2 | DefinitionofAlgorithm,DefinitionofFlowchart,Stepsinvolvedinalgorithmdevelopment |
| 9 | 1 | Differentiatealgorithmandflowchart,symbolsusedinflowcharts,algorithmsforsimpleproblems |
| 2 | Flowchartsforsimpleproblems,Practicelogicbuildingusingflowchart/algorithm |
| 10 | 1 | RevisionandDiscussionofQuestions |
| 2 | **RevisionandSessional2** |
| 11 | 1 | OfficeToolslikeLibreOffice/OpenOffice/MSOffice,OpenOffice Writer– Typesetting Textand Basic Formatting |
| 2 | Learnhowtoinsertimages,hyperlinks,bookmarks,tablesalongwithproperties |
| 12 | 1 | IntroducingLibreOffice/OpenOfficeCalc,WorkingwithCells,Sheets,data,tables,usingformulaeandfunctions,usingchartsandgraphics |
| 2 | OpenOfficeImpress–CreatingandViewingPresentations,InsertingPicturesandTables,SlideMasterandSlideDesign,CustomAnimation. |
| 13 | 1 | IntroductiontoDigitalMarketingWhyDigitalMarketing,CharacteristicsofDigitalMarketing, |
| 2 | ToolsforDigitalMarketing |
| 13 | 1 | EffectiveuseofSocialMedialikeLinkedIn,Google+,Facebook,Twitter,etc. |
| 2 | EffectiveuseofSocialMediacont.,featuresofsocialmedia |
| 14 | 1 | AdvantagesandDisadvantagesofSocialMedia |
| 2 | **RevisionandSessional3** |
| 15 | 1 | RevisionofUnit1,2,3 |
| 2 | QuestionsofUNIT 1,2,3 |

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| 16 | 1 | RevisionofUnit4,5 |
| 2 | QuestionsofUNIT4,5 |