Discipline : Computer Engineering

Semester : 1st (Computer)

Subject : Fundamentals of IT

Faculty : Ms. Surender Choudhary

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

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| **Week** | **Theory** | |
| **Lecture Day** | **Topic ( Including Assignment / Test )** |
| 1 | 1 | Brief history of development of computers, Generations of computer (Gen 1 to Gen 3) |
| 2 | Generations of computer (Gen 4 to Gen 5), Definition of Computer, Block diagram of a Computer |
| 2 | 1 | Computer Hardware, Computer Software, Booting: Cold and Hot Booting, |
| 2 | Interaction between the CPU and Memory with Input/output devices, Function of CPU and major functional parts of CPU. |
| 3 | 1 | Memory, Bit, Nibble, Byte, KB, MB, GB, TB, PB, Functions of memory, Use of storage devices in a Computer, List types of memory used in a Computer |
| 2 | List types of memory used in a Computer cont.…, Importanceof cache memory, CPU speed and CPU word length |
| 4 | 1 | Revision of UNIT -1 and Discussion of Questions |
| 2 | Understanding of browser, Introduction to WWW, efficient use of search engines |
| 5 | 1 | Awareness about Digital India portals (state and national portals such as UIDAI, Scholarship  portals, etc.) and college portals |
| 2 | Various email service providers, Creation of email id, sending and receiving emails |
| 6 | 1 | Attaching documents with email and drive, Advantages of Emails |
| 2 | **Revision and Sessional Test-1** |
| 7 | 1 | Effective use of Gmail, G-Drive, Google Calendar, Google Sites |
| 2 | Google Sheets, Online mode of communication using Google Meet & WebEx. |
| 8 | 1 | Introduction to Programming, Steps involved in problem solving |
| 2 | Definition of Algorithm, Definition of Flowchart, Steps involved in algorithm development |
| 9 | 1 | Differentiate algorithm and flowchart, symbols used in flowcharts, algorithms for simple  problems |
| 2 | Flowcharts for simple problems, Practice logic building using flowchart/algorithm |
| 10 | 1 | Revision and Discussion of Questions |
| 2 | **Revision and Sessional 2** |
| 11 | 1 | Office Tools like LibreOffice/OpenOffice/MSOffice, OpenOffice Writer – Typesetting Text and Basic Formatting |
| 2 | Learn how to insert images, hyperlinks, bookmarks, tables along with properties |
| 12 | 1 | Introducing LibreOffice/OpenOffice Calc, Working with Cells, Sheets, data, tables, using  formulae and functions, using charts and graphics |
| 2 | OpenOffice Impress – Creating and Viewing Presentations, Inserting Pictures and Tables,  Slide Master and Slide Design, Custom Animation. |
| 13 | 1 | Introduction to Digital Marketing Why Digital Marketing, Characteristics of Digital  Marketing, |
| 2 | Tools for Digital Marketing |
| 13 | 1 | Effective use of Social Media like LinkedIn, Google+, Facebook, Twitter, etc. |
| 2 | Effective use of Social Media cont., features of social media |
| 14 | 1 | Advantages and Disadvantages of Social Media |
| 2 | **Revision and Sessional 3** |
| 15 | 1 | Revision of Unit 1,2,3 |
| 2 | Questions of UNIT 1,2,3 |

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| 16 | 1 | Revision of Unit 4,5 |
| 2 | Questions of UNIT 4,5 |