

Discipline : Computer Engineering
Semester : 1st (CO1)
Subject : Fundamentals of IT
Faculty : Ms. Mamtesh
Lesson Plan Duration : 16 Weeks from (01.09.2023 to 15.12.2023)

Work Load (L / P) per week (In hours): L-2, P-2)

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...., Importance of 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

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