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|  | **Govt. Polytechnic Shergarh (Kaithal)** | | | |
|  | **LESSON PLAN** | | | |
|  | **NAME OF** | | **Mrs Pooja Rani** | |
|  | **DISCIPLINE:** | | **Civil Engineering** | |
|  | **SEMESTER:** | | **2nd** | |
|  | **SUbJECT:** | | **Fundamental of IT** | |
|  | **LESSON PLAN** | | **16 WEEKS STARTING FROM 15/02/2024 TO 14/06/2024** | |
|  | \*\*workload Lecture/Practical Per week IN hours: Lecture (2) Practical (4) | | | |
| **WEEK** |  | **THEORY** | | **PRACTICAL** |
| **Date** | **DAY** | **TOPIC (INCLUDING ASSIGNMENT/ TEST)** |
| 1st |  | 1st | **UNIT I basics of Computer** | Introduction to the IT Computer Lab |
|  | 2nd | Brief history of development of computers, Definition of Computer, Block diagram of a Computer, hardware, Software Importance of cache memory, CPU speed and  CPU word length | Browser features, browsing, using various search engines, writing search queries |
| 2nd |  | 3rd | Booting: Cold and hot Booting, Interaction between the CPU and Memory with Input/output devices | Visit various e-governance/Digital India portals, understand their features, services offered |
|  | 4th | Memory, Bit, Nibble, Byte, kB, MB, GB, TB, PB, Functions of memory | read Wikipedia pages on computer hardware components, look atthose components in lab, identify them, recognize various ports/interfaces and related cables, etc. |
| 3rd |  | 5th | Use of storage devices in a Computer, List types of memory used in  a Computer | Using administrative Tools/Control Panel Settings of Operating Systems |
|  | 6th | Function of CPU and major functional parts of CPU | Connect various peripherals (printer, scanner, etc.) to computer; explore various features of peripheral and their device driver software. |
| 4th |  | 7th | *Revision/ Assignment / Test* | Explore features of Open Office tools and MS-Office, create documents, create presentation, create spread sheet, using these features, do it multiple times |
|  | 8th | **UNIT II basic Internet Skills** | working with Conversion Software like pdf To word, word To PPT, etc. |
| 5th |  | 9th | Understanding browser, Introduction to www, efficient use of search engines | Working with Mobile Applications – Searching for authentic Mobile app, Installation and Settings, Govt. of India Mobile applications |

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| 5th | Date | 10th | Awareness about Digital India portals (state and national portals) and college portals. advantages of Email, Various email service providers | Creating email id, sending and receiving mails with attachments. |
| 6th |  | 11th | Creation of email id, sending and receiving emails, attaching documents with email and drive. Effective use of Gmail | Using Google drive, Google calendar |
|  | 12th | G-Drive, Google Calendar, Google Sites, Google Sheets | revision |
| 7th |  | 13th | Online mode of communication using Google Meet & webEx. | revision |
|  | 14th | *Revision/ Assignment / Test* | revision |
| 8th |  | 15th | **UNIT III Basic Logic Building** | Revision |
|  | 16th | Introduction to Programming, Steps involved in problem solving, Definition of algorithm, Definition of Flowchart | Create Flow chart and algorithm for the following : a.addition of n numbers and display result  b.To convert temperature from Celsius to Fahrenheit c.To find area and Perimeter of Square   1. Swap Two Numbers 2. find the smallest of two numbers 3. Find whether given number is Even or Odd 4. To print first n even Numbers 5. find sum of series 1+2+3+. +N 6. print multiplication Table of a number 7. generate first n Fibonacci terms 0,1,1,2,3,5 n (n>2) 8. sum and average of given series of numbers 9. Factorial of number n ( n!=1x2x3x n) m.armstrong Number   n. Find whether given number is Prime or not |
| 9th |  | 17th | Steps involved in algorithm development, differentiate algorithm and flowchart, symbols used in flowcharts, algorithms for simple problems |
|  | 18th | flowcharts for simple problems, Practice logic building using  flowchart/algorithms |
| 10th |  | 19th | *Revision/ Assignment / Test* |
|  | 20th | **UNIT IV Office Tools** |
| 11th |  | 21st | Open Office writer |
|  | 22nd | LibreOffice/OpenOffice Calc |
| 12th |  | 23rd | Open Office Impress |
|  | 24th | *Revision/ Assignment / Test* |
| 13th |  | 25th | **UNIT V Use of Social Media** |
|  | 26th | Introduction to Digital Marketing |
| 14th |  | 27th | Effective use of Social Media like LinkedIn, Google+, |
|  | 28th | Features of Social media, advantages and Disadvantages of Social  Media |
| 15th |  | 29th | *Revision/ Assignment* |
|  | 30th | *Test* |
| 16th |  | 31th | *Revision* |  |
|  | 32th | *Revision* |  |