Govt. Polytechnic Shergarh (Kaithal)			
LESSON PLAN			
NAME OF	Mrs Pooja Rani		
DISCIPLINE:	Electrical Engineering		
SEMESTER:	1st		
SUbJECT:	Fundamental of IT		
LESSON PLAN	15 WEEKS STARTING FROM 01/09/2023 TO 15/12/2023		
workload Lecture/Practical Per week IN hours: Lecture (2) Practical (4)			
WEEK		**THEORY**	**PRACTICAL**
	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

Week	No.	Topic	Practical / Remarks
	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
	15th	**UNIT III Basic Logic Building**	Revision
8th	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
9th	17th	Steps involved in algorithm development, differentiate algorithm and flowchart, symbols used in flowcharts, algorithms for simple problems	b.To convert temperature from Celsius to Fahrenheit c.To find area and Perimeter of Square d. Swap Two Numbers e. find the smallest of two numbers
	18th	flowcharts for simple problems, Practice logic building using flowchart/algorithms	f. Find whether given number is Even or Odd g. To print first n even Numbers
10th	19th	*Revision/Assignment /Test*	h. find sum of series 1+2+3+. +N
	20th	**UNIT IV Office Tools**	i. print multiplication Table of a number
11th	21st	Open Office writer	j. generate first n Fibonacci terms 0,1,1,2,3,5 n (n>2)
	22nd	LibreOffice/OpenOffice Calc	k. sum and average of given series of numbers
12th	23rd	Open Office Impress	l. Factorial of number n (n!=1x2x3x n)
	24th	*Revision/Assignment /Test*	m.armstrong Number
13th	25th	**UNIT V Use of Social Media**	n. Find whether given number is Prime or not
	26th	Introduction to Digital Marketing	
	27th	Effective use of Social Media like LinkedIn, Google+,	
14th	28th	Features of Social media, advantages and Disadvantages of Social Media	
15th	29th	*Revision/Assignment*	
	30th	*Test*	