

Lesson Plan

Name of the Faculty : Ms. Sucheta
 Discipline : DMLT
 Semester : 2nd
 Subject : FIT
 Lesson plan duration : 06 March 2023 to 23 June 2023

Week	Theory		Practical	
	Lecture Day	Topic (including assignments /tests)	Practical Day	Topic
Week-1	1 st	Brief history of development of computers, Definition of Computer, Block diagram of a Computer, Hardware, Software, Booting: Cold and Hot Booting.	1 st	1. Browser features, browsing, using various search engines, writing search queries 2. Visit various e-governance/Digital India portals, understand their features, services offered
	2 nd	Interaction between the CPU and Memory with Input/Output devices, Function of CPU and major functional parts of CPU.		
Week 2	1 st	Memory, Bit, Nibble, Byte, KB, MB, GB, TB, PB, Functions of memory, Use of storage devices in a Computer	2 nd	1. Read Wikipedia pages on computer hardware components, look at those components in lab, identify them, recognize various ports/interfaces and related cables, etc. 2. Using Administrative Tools/Control Panel Settings of Operating Systems
	2 nd	List types of memory used in a Computer, Importance of cache memory, CPU speed and CPU word length		
Week 3	1 st	Understanding browser, Introduction to WWW, efficient use of search engines, awareness about Digital India portals (state and national portals) and college portals	3 rd	Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their device driver software.
	2 nd	Advantages of Email, Various email service providers, Creation of email id, sending and receiving emails, attaching documents with email and drive.		
	1 st	Effective use of Gmail, G-Drive, Google		2) Explore features of Open

Week4		Calendar	4 th	Office tools and MS-Office, create documents, create presentation, create spread sheet, using these features, do it multiple times
	2 nd	Google Sites, Google Sheets, Online mode of communication using Google Meet & WebEx.		
Week 5	1 st	Introduction to Programming, Steps involved in problem solving	5 th	Working with Conversion Software like pdf To Word, Word To PPT, etc.
	2 nd	Definition of Algorithm, Steps involved in algorithm development		
Week 6	1 st	Definition of Flowchart	6 th	Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Applications
	2 nd	differentiate algorithm and flowchart, symbols used in flowcharts		
Week 7	1 st	Algorithms for simple problems	7 th	1) Creating email id, sending and receiving mails with attachments. 2) Using Google drive, Google calendar
	2 nd	Flowcharts for simple problems, Practice logic building using flowchart/algorithms		
Week 8	1 st	Office Tools like LibreOffice/OpenOffice/MSOffice.	8 th	Create Flow chart and Algorithm for the following: Addition of n numbers and display result
	2 nd	OpenOffice Writer – Typesetting Text and Basic Formatting, Inserting Images, Hyperlinks, Bookmarks, Tables and Table Properties in Writer		
Week 9	1 st	Introducing LibreOffice/OpenOffice Calc, Working with Cells, Sheets, data, tables, using formulae and functions, using charts and graphics.	9 th	1) To convert temperature from Celsius to Fahrenheit 2) To find Area and Perimeter of Square
	2 nd	OpenOffice Impress – Creating and Viewing Presentations, Inserting Pictures and Tables		
Week 10	1 st	Slide Master and Slide Design, Custom Animation.	10 st	1) Swap Two Numbers 2) find the smallest of two numbers
	2 nd	Introduction to Digital Marketing		
Week 11	1 st	Why Digital Marketing, Characteristics of Digital Marketing	11 th	Find whether given number is Even or Odd
	2 nd	Tools for Digital Marketing		

Week 12	1 st	Effective use of Social Media like LinkedIn	12 th	1)To print first n even Numbers 2)find sum of series 1+2+3+.....+N
	2 nd	Google+, Facebook, Twitter		
Week 13	1 st	Concept of Social Media and Features of Social media	13 th	print multiplication Table of a number
	2 nd	Advantages and Disadvantages of Social Media.		
Week 14	1 st	Revision of Google Sheets, Online mode of communication using Google Meet & WebEx.	14 th	generate first n Fibonacci terms 0,1,1,2,3,5...n (n>2)
	2 nd	Revision of LibreOffice/OpenOffice/MSOffice.		
Week 15	1 st	Revision of Creating and Viewing Presentations, Inserting Pictures and Tables	15 th	1)sum and average of given series of numbers 2)Factorial of number n ($n!=1 \times 2 \times 3 \times \dots \times n$)
	2 nd	Revision of Digital Marketing, Characteristics of Digital Marketing		
Week 16	1 st	Practice of use of Social Media like LinkedIn Google+, Facebook, Twitter	16 th	1)Armstrong Number 2)Find whether given number is Prime or not
	2 nd	Revision of Algorithm and Flowchart		