Lesson Plan

Name of the Faculty   :   Ms. Sucheta
Discipline   :   Electrical Engg.
Semester   :   1st year
Subject   :   FIT
Lesson plan duration   :   15 week

Week	Theory		Practical	
	Lecture Day	Topic (including assignments /tests)	Practical Day	Topic
Week-1	1st	Brief history of development of computers, Definition of Computer, Block diagram of a Computer, Hardware, Software, Booting: Cold and Hot Booting.	1st	Browser features, browsing, using various search engines, writing search queries Visit various e-governance/Digital India portals, understand their features, services offered
	2nd	Interaction between the CPU and Memory with Input/Output devices, Function of CPU and major functional parts of CPU.		
Week 2	1st	Memory, Bit, Nibble, Byte, KB, MB, GB, TB, PB, Functions of memory, Use of storage devices in a Computer	2nd	Read Wikipedia pages on computer hardware components, look at those components in lab, identify them, recognize various ports/interfaces and related cables, etc. Using Administrative Tools/Control Panel Settings of Operating Systems
	2nd	List types of memory used in a Computer, Importance of cache memory, CPU speed and CPU word length		
Week 3	1st	Understanding browser, Introduction to WWW, efficient use of search engines, awareness about Digital India portals (state and national portals) and college portals	3rd	Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their device driver software.
	2nd	Advantages of Email, Various email service providers, Creation of email id, sending and receiving emails, attaching documents with email and drive.		
Week4	1st	Effective use of Gmail, G-Drive, Google Calendar	4th	2) Explore features of Open Office tools and MS-Office, create documents, create presentation, create spread sheet, using these features, do it multiple times
	2nd	Google Sites, Google Sheets, Online mode of communication using Google Meet & WebEx.		
Week 5	1st	Introduction to Programming, Steps involved in problem solving	5th	Working with Conversion Software like pdf To Word, Word To PPT, etc.
	2nd	Definition of Algorithm, Steps involved in algorithm development		
Week 6	1st	Definition of Flowchart	6th	Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Applications
	2nd	differentiate algorithm and flowchart,		

		symbols used in flowcharts		
Week 7	1st	Algorithms for simple problems	7th	1) Creating email id, sending and receiving mails with attachments.
	2nd	Flowcharts for simple problems, Practice logic building using flowchart/algorithms		2) Using Google drive, Google calendar
Week 8	1st	Office Tools like LibreOffice/OpenOffice/MSOffice.	8th	Create Flow chart and Algorithm for the following: Addition of n numbers and display result
	2nd	OpenOffice Writer – Typesetting Text and Basic Formatting, Inserting Images, Hyperlinks, Bookmarks, Tables and Table Properties in Writer		
Week 9	1st	Introducing LibreOffice/OpenOffice Calc, Working with Cells, Sheets, data, tables, using formulae and functions, using charts and graphics.	9th	1) To convert temperature from Celsius to Fahrenheit 2) To find Area and Perimeter of Square
	2nd	OpenOffice Impress – Creating and Viewing Presentations, Inserting Pictures and Tables		
Week 10	1st	Slide Master and Slide Design, Custom Animation.	10st	1) Swap Two Numbers 2) find the smallest of two numbers
	2nd	Introduction to Digital Marketing		
Week 11	1st	Why Digital Marketing, Characteristics of Digital Marketing	11th	Find whether given number is Even or Odd
	2nd	Tools for Digital Marketing		
Week 12	1st	Effective use of Social Media like LinkedIn	12th	1)To print first n even Numbers 2)find sum of series 1+2+3+…..+N
	2nd	Google+, Facebook, Twitter		
Week 13	1st	Concept of Social Media and Features of Social media	13th	print multiplication Table of a number
	2nd	Advantages and Disadvantages of Social Media.		
Week 14	1st	Revision of Google Sheets, Online mode of communication using Google Meet & WebEx.	14th	generate first n Fibonacci terms 0,1,1,2,3,5…n (n>2)
	2nd	Revision of LibreOffice/OpenOffice/MSOffice.		
	1st	Revision of Creating and Viewing Presentations, Inserting Pictures and		1)sum and average of given series of numbers

Week 15		Tables	15th	2)Factorial of number n (n!=1x2x3x…n)
	2nd	Revision of Digital Marketing, Characteristics of Digital Marketing		