LESSON PLAN

Name of Faculty: Ms.Madhu Madhan
Discipline: Mechanical Engg.Semester: IST
Subject: FIT
Lesson plan Duration: 15 WEEKS
Work Load per week: Theory- 2 Hours, Practical 4 Hours

WEEK		LECTURE		PRACTICAL	
	LECTURE DAY	TOPIC	PRACTICAL DAY	TOPIC	
1	1	UNIT I Basics of Computer Brief history of development of computers, Definition of Computer, Block diagram of a Computer, Hardware, Software,	1	Browser features, browsing, using varioussearch engines, writingsearch queries	
	2	Booting: Cold and Hot Booting, Interaction between the CPU and Memory with Input/Output devices,	2	Browser features, browsing, using varioussearch engines, writingsearch queries	
2	1	Function of CPU and major functional parts of CPU.Memory, Bit, Nibble, Byte, KB, MB, GB, TB, PB	1	Visit various e- governance/Digital India portals, understand their features, services offered	
	2	Functions of memory, Use of storage devices in a Computer, List types of memory used in a Computer	2	Visit various e- governance/Digital India portals, understand their features, services offered	
3	1	Importance of cache memory, CPUspeed and CPU word length	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	Revision	2	Read Wikipedia pages on computer hardware components, look at those components in lab, identify them, recognize various ports/interfaces and related cables, etc.	
4	1	UNIT II Basic Internet Skills Understanding browser, Introduction to WWW, efficientuse of search engineS	1	Using AdministrativeTools/Control Panel Settings of OperatingSystems	
	2	awareness about Digital India portals (state and national portals) and college portals.	2	Using AdministrativeTools/Control Panel Settings of OperatingSystems	

5	1	Advantages of Email, Various email service providers, Creation of email id, sending and receiving emails, attaching documents with email and drive.	1	Connect various peripherals (printer, scanner, etc.) to computer,explore various features ofperipheral and their devicedriver software.
	2	Effective use of Gmail, G-Drive, Google Calendar, GoogleSites, Google Sheets,	2	Connect various peripherals (printer, scanner, etc.) to computer,explore various features ofperipheral and their devicedriver software.
6	1	Online mode of communication using Google Meet & WebEx.	1	Explore features of Open Office tools and MS-Office,create documents, create presentation, create spread sheet, using these features, do it multiple times
	2	revision	2	Explore features of Open Office tools and MS-Office,create documents, create presentation, create spread sheet, using these features, do it multiple times
7	1	UNIT III Basic Logic building Introduction to Programming, Steps involved in problemsolving	1	Working with Conversion Software like pdfToWord, WordToPPT, etc.
	2	Definition of Algorithm, Definition of Flowchart, Steps involved in algorithm development	2	Working with Conversion Software like pdfToWord, WordToPPT, etc.
8	1	differentiate algorithm and flowchart, symbols used in flowcharts,	1	Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of IndiaMobile Applications
	2	algorithms for simple problems, flowcharts for simpleproblems,	2	Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of IndiaMobile Applications
9	1	Practice logic building using flowchart/algorithms	1	Creating email id, sendingand receiving mails with attachments
	2	revision	2	Creating email id, sendingand receiving mails with attachments
10	1	UNIT IV Office Tools Office Tools like LibreOffice/OpenOffice/MSOffice.	1	Using Google drive, Google calendar
	2	OpenOffice Writer – Typesetting Text and Basic Formatting, Inserting Images, Hyperlinks, Bookmarks, Tables and Table Properties in Write	2	Using Google drive, Google calendar

11	1	Introducing LibreOffice/OpenOffice Calc, Working withCells, Sheets, data, tables, using formulae and functions, using charts and graphics.	1	revision
	2	Introducing LibreOffice/OpenOffice Calc, Working withCells, Sheets, data, tables, using formulae and functions, using charts and graphicscontinue…..	2	revision
12	1	OpenOffice Impress – Creating and Viewing Presentations	1	Create Flow chart and Algorithm for the following Addition of n numbersand display result To convert temperaturefrom Celsius to Fahrenheit To find Area and Perimeter of Square Swap Two Numbers find the smallest of twonumbers
	2	Inserting Pictures and Tables, Slide Master and Slide Design, Custom Animation.		Find whether given number is Even or Odd To print first n evenNumbers find sum of series1+2+3. +N print multiplicationTable of a number generate first n Fibonacciterms 0,1,1,2,3,5 n (n>2) sum and average of given series of numbers Factorial of number n (n!=1x2x3x. n) Armstrong Number Find whether givennumber is Prime or not
			2	Create Flow chart and Algorithm for the following Addition of n numbersand display result To convert temperaturefrom Celsius to Fahrenheit To find Area and Perimeter of Square Swap Two Numbers find the smallest of twonumbers Find whether given number is Even or Odd To print first n evenNumbers find sum of series1+2+3. +N print multiplicationTable of a number generate first n Fibonacciterms 0,1,1,2,3,5 n (n>2) sum and average of given series of numbers Factorial of number n (n!=1x2x3x. n) Armstrong Number Find whether givennumber is Prime or not
13	1	UNIT V Use of Social Media Introduction to Digital Marketing – Why Digital Marketing,	1	revision
	2	Characteristics of Digital Marketing, Tools for Digital Marketing	2	revision
14	1	Effective use of Social Media like LinkedIn, Google+, Facebook,Twitter, etc.	1	Viva vice
			2	Viva vice
	2	Features of Social media, Advantages and Disadvantagesof Social Media.		
15	1	revision	1	Final evaluation
	2	viva -vice	2	Final evaluation