

# Govt. Polytechnic Dhangar (Fatehabad)

## Lesson Plan

Name of the Faculty : Mr. Vijay Pal

Discipline : Civil Engg.

Semester : 2<sup>nd</sup> Sem

Subject : FIT

Lesson Plan Duration : 15 week

**Work Load (Lecture/Practical) per Week (In Hours):- Lecture - 02, Practical - 04**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC (including assignment/test)	PRACTICAL DAY	TOPIC
1st	1	Brief history of development of computers	1 <sup>st</sup> Group-1	Browser features, browsing, using various search engines, writing search queries
	2	Definition of Computer, Block diagram of a Computer Hardware, Software, Booting: Cold and Hot Booting		
2nd	3	Interaction between the CPU and Memory with Input/Output devices	3 <sup>rd</sup> Group-1	Visit various e-governance/Digital India portals, understand their features, services offered
	4	Function of CPU and major functional parts of CPU Memory, Bit, Nibble, Byte, KB, MB, GB, TB, PB	4 <sup>th</sup> Group-2	Visit various e-governance/Digital India portals, understand their features, services offered
3rd	5	Functions of memory Use of storage devices in a Computer	5 <sup>th</sup> Group-1	Read Wikipedia pages on computer hardware components, look at those components in lab, identify them, recognize various ports/interfaces and related cables, etc
	6	List types of memory used in a Computer	6 <sup>th</sup> Group-2	Read Wikipedia pages on computer hardware components, look at those components in lab, identify them, recognize various ports/interfaces and related cables, etc
4th	7	Importance of cache memory, CPU speed and CPU word length	7 <sup>th</sup> Group-1	Using Administrative Tools/Control Panel Settings of Operating Systems
	8	Revision unit -1	8 <sup>th</sup> Group-2	Using Administrative Tools/Control Panel Settings of Operating Systems
5th	9	Understanding browser, Introduction to WWW , efficient use of search engines Awareness about Digital India portals (state and national portals) and college portals	9 <sup>th</sup> Group-1	Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their device driver software.
	10	Advantages of Email, Various email service providers, Creation of email i sending and receiving emails, attaching documents with email and drive.	10 <sup>th</sup> Group-2	Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their device driver software.
6th	11	Effective use of Gmail, G-Drive, Google Calendar, Google Sites, Google Sheets Online mode of communication using Google Meet & WebEx.	11 <sup>th</sup> Group-1	Explore features of Open Office tools and MS-Office, create documents, create presentation, create spread sheet, using these features, do it multiple times
	12	REVISION UNIT -2	12 <sup>th</sup> Group-2	Explore features of Open Office tools and MS-Office, create documents, create presentation, create spread sheet, using these features, do it multiple times
7th	13	Introduction to Programming, Steps involved in problem solving, Definition of Algorithm,	13 <sup>th</sup> Group-1	Working with Conversion Software like pdf To Word, Word To PPT, etc.
	14	Definition of Flowchart, Steps involved in algorithm development,	14 <sup>th</sup> Group-1	Working with Conversion Software like pdf To Word, Word To PPT, etc.
8th	15	differentiate algorithm and flowchart Symbols used in flowcharts	15 <sup>th</sup> Group-1	Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Application
	16	algorithms for simple problems, flowcharts for simple problems, Practice logic building using flowchart/algorithms	16 <sup>th</sup> Group-2	Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Application

9th	17	REVISION UNIT - 3	17 <sup>th</sup> Group-1	Creating email id, sending and receiving mails with attachments
	18	Office Tools like LibreOffice/OpenOffice/MSOffice.	18 <sup>th</sup> Group-2	Creating email id, sending and receiving mails with attachments
10th	19	OpenOffice Writer – Typesetting Text and Basic Formatting, Inserting Images, Hyperlinks,	19 <sup>th</sup> Group-1	Using Google drive, Google calendar
	20	Bookmarks, Tables and Table Properties in Writer Introducing LibreOffice/OpenOffice Calc	20 <sup>th</sup> Group-2	Using Google drive, Google calendar
11th	21	Working with Cells, Sheets, data, tables, using formulae and functions, using charts and graphics.	21 <sup>st</sup> Group-1	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 d. Swap Two Numbers
	22	OpenOffice Impress – Creating and Viewing Presentations, Inserting Pictures and Tables, Slide Master and Slide Design, Custom Animation.	22 <sup>nd</sup> Group-2	Create Flow chart and Algorithm for the following a. Addition of n numbers and display result . To convert temperature from Celsius to Fahrenheit c. To find Area and Perimeter of Square d. Swap Two Numbers
12th	23	REVISION UNIT - 4	23 <sup>rd</sup> Group-1	e. find the smallest of two numbers f. Find whether given number is Even or Odd g. To print first n even Numbers h. find sum of series $1+2+3+.....+N$
	24	Introduction to Digital Marketing – Why Digital Marketing	24 <sup>th</sup> Group-2	e. find the smallest of two numbers f. Find whether given number is Even or Odd g. To print first n even Numbers h. find sum of series $1+2+3+.....+N$
13th	25	Characteristics of Digital Marketing, Tools for Digital Marketing	25 <sup>th</sup> Group-1	i. print multiplication Table of a number j. generate first n Fibonacci terms $0,1,1,2,3,5...n$ ( $n>2$ ) k. sum and average of given series of number
	26	Effective use of Social Media like LinkedIn Google+, Facebook, Twitter, etc	26 <sup>th</sup> Group-2	i. print multiplication Table of a number j. generate first n Fibonacci terms $0,1,1,2,3,5...n$ ( $n>2$ ) k. sum and average of given series of number
14th	27	: Features of Social media, Advantages and Disadvantages of	27 <sup>th</sup> Group-1	l. Factorial of number n ( $n!=1x2x3x...n$ ) m. Armstrong Number n. Find whether given number is Prime or not
	28	Social Media	28 <sup>th</sup> Group-2	l. Factorial of number n ( $n!=1x2x3x...n$ ) m. Armstrong Number n. Find whether given number is Prime or not
15th	29	Revision unit-5	29 <sup>th</sup> Group-1	<b>Revision</b>
	30	<b>Revision</b>	30 <sup>th</sup> Group-2	<b>Revision</b>