

## Lesson Plan

**Name of the Faculty :-** Upkar Singh  
**Discipline :-** Mechanical Engineering  
**Semester :-** 1st  
**Subject :-** FIT  
**Lesson Plan Duration :-** 15 weeks

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

| WEEK            | THEORY |                                                                                                       | PRACTICAL |                                                                                                                                                                  |
|-----------------|--------|-------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 | Lect   | TOPIC                                                                                                 | Pract.    | TOPIC                                                                                                                                                            |
| 1 <sup>st</sup> | 1      | Brief history of development of computers                                                             | 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 |           |                                                                                                                                                                  |
| 2 <sup>nd</sup> | 3      | Interaction between the CPU and Memory with Input/Output devices                                      | 2         | 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       |           |                                                                                                                                                                  |
| 3 <sup>rd</sup> | 5      | Functions of memory Use of storage devices in a computer                                              | 3         | 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                                                               |           |                                                                                                                                                                  |
| 4 <sup>th</sup> | 7      | Importance of cache memory, CPU speed and CPU word length                                             | 4         | Using Administrative Tools/Control Panel Settings of Operating Systems                                                                                           |

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|                 | 8  | Revision unit -1                                                                                                                                                    |   |                                                                                                                                                             |
| 5 <sup>th</sup> | 9  | Understanding browser, Introduction to WWW , efficient use of search engines Awareness about Digital India portals (state and national portals) and college portals | 5 | 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.                   |   |                                                                                                                                                             |
| 6 <sup>th</sup> | 11 | Effective use of Gmail, G-Drive, Google Calendar, Google Sites, Google Sheets Online mode of communication using Google Meet & WebEx.                               | 6 | 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                                                                                                                                                    |   |                                                                                                                                                             |
| 7 <sup>th</sup> | 13 | Introduction to Programming, Steps involved in problem solving, Definition of Algorithm,                                                                            | 7 | Working with Conversion Software like pdf To Word, Word To PPT, etc.                                                                                        |
|                 | 14 | Definition of Flowchart, Steps involved in algorithm development,                                                                                                   |   |                                                                                                                                                             |
| 8 <sup>th</sup> | 15 | differentiate algorithm and flowchart Symbols used in flowcharts                                                                                                    | 8 | Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Application                         |

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|                 | 16 | algorithms for simple problems, flowcharts for simple problems, Practice logic building using flowchart/algorithms                       |    |                                                                                                                                                                                                                         |
| 9 <sup>a</sup>  | 17 | REVISION UNIT - 3                                                                                                                        | 9  | Creating email id, sending and receiving mails with attachments                                                                                                                                                         |
|                 | 18 | Office Tools like LibreOffice/OpenOffice/MSOffice.                                                                                       |    |                                                                                                                                                                                                                         |
| 10 <sup>a</sup> | 19 | OpenOffice Writer – Typesetting Text and Basic Formatting, Inserting Images, Hyperlinks,                                                 | 10 | Using Google drive, Google calendar                                                                                                                                                                                     |
|                 | 20 | Bookmarks, Tables and Table Properties in Writer Introducing LibreOffice/OpenOffice                                                      |    |                                                                                                                                                                                                                         |
|                 | 21 | Working with Cells, Sheets, data, tables, using formulae and functions, using charts and graphics.                                       | 11 | Create Flow chart and Algorithm for the following<br>a. Addition of n numbers and display result<br>b. To convert temperature from Celsius to Fahrenheit c. To find Area and Perimeter of Square<br>d. Swap Two Numbers |
|                 | 22 | OpenOffice Impress – Creating and Viewing Presentations, Inserting Pictures and Tables, Slide Master and Slide Design, Custom Animation. |    |                                                                                                                                                                                                                         |
|                 | 23 | REVISION UNIT - 4                                                                                                                        | 12 | e. find the smallest of two numbers f. Find whether given number is Even or Odd<br>g. To print first n even Numbers<br>h. find sum of series                                                                            |
|                 | 24 | Introduction to Digital Marketing – Why Digital Marketing                                                                                |    |                                                                                                                                                                                                                         |

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|                 | 25 | Characteristics of Digital Marketing, Tools for Digital Marketing           | 13 | i. print multiplication Table of a number<br>j. generate first n Fibonacci terms<br>0,1,1,2,3,5...n (n>2)<br>k. sum and average of given series of number |
|                 | 26 | Effective use of Social Media like LinkedIn Google+, Facebook, Twitter, etc |    |                                                                                                                                                           |
|                 | 27 | : Features of Social media, Advantages and Disadvantages of                 | 14 | l. Factorial of number n ( $n!=1 \times 2 \times 3 \times \dots \times n$ )<br>m. Armstrong Number<br>n. Find whether given                               |
|                 | 28 | Social Media                                                                |    |                                                                                                                                                           |
| 15 <sup>a</sup> | 29 | Revision unit-5                                                             | 15 | <b>Revision</b>                                                                                                                                           |
|                 | 30 | <b>Revision</b>                                                             |    |                                                                                                                                                           |