Lesson Plan

Name of Faculty   :   Ms. SHALU
Discipline   :   Computer Engineering
Semester   :   1st Semester
Subject   :   Computer Fundamental
Lesson Plan Duration   :   16 Weeks

| Week | Theory | | Practical | |
	Lecture Day	Topic (including Assignment / Test)	Practical Day	Topic
1st	1	Fundamentals of Computer: Introduction	1	**Familiarization with Operating System** Practice of internal and external commands of DOS Working practice on windows operating system : creating file, folder. Copying, moving, deleting file, folder.
	2	Draw the block diagram of a Computer.	2	
	3	Explain the interaction between the CPU, Memory Input/Output devices.	3	
	4	Describe the function of CPU and major functional parts of CPU.	4	
2nd	5	Describe the function of memory	5	**MS-Word/Open Office Writer** File Management: Operation, creating and saving a document, location files, copying contents in some different file(s), protection files, giving password protection for a file.
	6	Describe the function of input/output devices, State the relevance of speed and word length for CPU Performance	6	
	7	Recognize the current family of CPUs used in Computers	7	
	8	State the use of storage devices used in a Computer.	8	
3rd	9	List types of memory used in a Computer, State the importance of cache memory	9	Page Setup: ▪ Setting margin, tab setting, ruler, indenting ▪ Editing a document: ▪ Entering text, cut, copy, paste using toolbars
	10	Generations of computers, Classification of computers –based on size, processor	10	
	11	Know importance of binary number system for use in Digital Computers	11	
	12	List the various number systems used in digital Computer, Convert decimal number into binary number	12	
4th	13	Convert binary number into decimal number, Convert binary number into hexadecimal number.	13	Formatting a Document: ▪ Using different font, changing font size and color, changing the appearance through bold/italic/underline, highlighting a text, changing case, using subscript and superscript, editing different underline methods aligning of text in a document, justification of the document, interesting bullets and
	14	Convert hexadecimal number into binary number.	14	
	15	Understand the ASCII coding scheme.	15	
	16	Understand the EBCDIC coding scheme, Revision. Assignment No: 1	16	

					numbering
5th	17	DOS & Windows Operating Systems: Introduction	17	Formatting paragraph, inserting page breaks and column break, line spacing use of headers, footer: inserting footnote, end note, use of comments inserting date, time, special symbols, importing graphic images, drawing tool
	18	Describe the need for an operating system, List the various operating system used presently	18	
	19	DOS Prompt, Types of Commands, Internal & External Commands	19	
	20	Directories and files , wild cards, autoexec.bat, config.says	20	
6th	21	Test No. 1	21	Tables and border: ▪ Creating table, formatting cells, use of different border styles, shading in tables, merging of cells, and partition of cells, inserting and deleting a row in a table.
	22	List the features of Window desktop, List the components of Window	22	
	23	State the function of each component of Window, Explain the method of starting a program using start button	23	
	24	Understand maximize, minimize, restore down and close button, State the meaning of a file	24	
7th	25	State the meaning of a folder	25	Print preview, zoom, page set up, printing options ▪ Using find, replace option using tool like: spell checker, help, use of macros, mail merge, thesaurus word content and statistics, printing envelops and labels using shapes and drawing toolbar, macro.
	26	Explain the method of viewing the contents of hard disk drive using explore option	26	
	27	Explain the method of finding a file using search option	27	
	28	Explain formatting a floppy disk using explore option	28	
8th	29	Describe installing new software using control panel	29	**MS-Excel/Open Office Calc** Starting excel/calc, open worksheet, enter, edit, data formulae to calculate values, format data, create chart, printing chart, save worksheet, switching between different spread sheets
	30	Describe uninstalling software using control panel	30	
	31	Explain installing a new hardware using control panel	31	
	32	Explain uninstalling a hardware using control panel	32	
9th	33	Narrate finding out drive space using system tool option of accessories group	33	**Menu commands:** Create format charts, organize, manage data, solving problem by analyzing data, exchangewith other application. Programming with MS-Excel/Calc,getting information while working.
	34	Explain the procedure of disk defragmentation using system tool	34	
	35	Narrate installing a Printer using control panel	35	
	36	Explain the procedure for changing resolution, colour, appearances, and screensaver	36	

		option of the display		
10th	37	Narrate the process of charging the system date and time	37	Work Books: Managing workbooks (create, open, close, save), working in worl book, selection the cells, choosing command, data entry techniques, formula creation and links, controlling calculation, working with arrays Editing a worksheet, coping, moving cells, pasting, inserting, deletion cells, rows, columns, find and replace text, numbers of cells, formatting worksheet.
	38	Revision, Assignment No: 2	38	
	39	Fundamentals of Internet: Introduction	39	
	40	Explain meaning of a computer network, Describe the concept of a local area network, Explain the concept of wide area network	40	
11th	41	Compare internet & intranet, Describe the relevance of an internet service provider Explain the role of the modem in accessing the internet	41	Creating a Chart: Working with chart types, changing data in chart, formatting a chart, use chart to analyze ate using a list to organize data, sorting and filtering data in list retrieve data with query: create a pivot table, customizing a pivot table. Statically analysis of data exchange data with other application: embedding objects, linking to other application, import, export document.
	42	Explain the installation procedure of a modem using control panel	42	
	43	Explain the purpose of web browser software	43	
	44	Explain the structure of a Universal Resources Locator(URL)	44	
12th	45	Describe the purpose of World Wide Web, FTP, telnet and E-mail.	45	**MS-PowerPoint/Open Office Impress** ▪ Introduction to PowerPoint/Impress ▪ How to start PowerPoint/Impress, working environment: concept of toolbars, slide layout, templates etc. ▪ Opening a new/existing presentation ▪ Different views for viewing slides in
	46	Explain the process of sending and receiving e-mail, Understand different connection methods	46	
	47	Describe address format and IP address, Describe DNS	47	
	48	Describe the role of search engines with example, Differences between search engines and directory.	48	
13th	49	Know about social network sites. Understand internet security, Revision, Test No. 2	49	Presentation: normal, slides sorter etc – Addition, deletion and saving of slides – Insertion of multimedia elements
	50	Understand Programming Methodology: Concept & Meaning	50	

	51	State the different steps involved in problem solving-1	51	▪ Adding text boxes ▪ Adding/importing pictures ▪ Adding movie and sound ▪ Adding tables and chart etc ▪ Adding organizational chart
	52	State the different steps involved in problem solving-2	52	
14th	53	State the steps involved in algorithm development-1	53	Formatting slides ▪ formatting slides ▪ Using slides master ▪ Text formatting ▪ Changing slide layout ▪ Changing slide color scheme ▪ Changing background ▪ Applying design template ▪ How to view the slide show? ▪ Viewing the presentation using slide navigator ▪ Slide transition ▪ Animation effects etc
	54	State the steps involved in algorithm development-2	54	
	55	Differentiate algorithm and flowchart	55	
	56	Develop algorithms for simple problems-1	56	
15th	57	Develop algorithms for simple problems -2, Assignment No: 3	57	**Communicating Electronically:** Creating email id, managing email account, using a search engine.
	58	Develop algorithms for simple problems-3	58	
	59	Draw the symbols used in flowcharts	59	
	60	Draw flowcharts for simple problems-1	60	
16th	61	Draw flowcharts for simple problems-2	61	
	62	Draw flowcharts for simple problems-3	62	
	63	Draw flowcharts for simple problems-4, Revision	63	
	64	Test No. 3	64	

❖ Value Aided Lecturers are also delivered