

Name of Faculty: **SUNIL KUMAR**  
 Discipline: **FOOD TECHNOLOGY**  
 Semester: **1st**  
 Subject: **FUNDAMENTALS OF IT**  
 Lesson Plan Duration: **16 Weeks (July 2025-Nov. 2025)**

**Work load (Theory/Practical) per week (in hours): Theory: 02, Practical: 04**

Week	Lecture day	Theory
1 <sup>st</sup>	1. 2.  3. 4. 5. 6	<p><b>Basics of Computer</b>            Brief history of development of computers, Definition of Computer, Block diagram of a Computer, Hardware, Software, Booting: Cold and Hot Booting</p> <p><b>Browser features, browsing, using various search engines, writing search queries (Practical)</b>  <b>Visit various e-governance/Digital India portals, understand their features, services offered (Practical)</b>  <b>Read Wikipedia pages on computer hardware components, look at those components in lab, identify them, recognize various ports/interfaces and related cables, etc. (Practical)</b>  <b>Using Administrative Tools/Control Panel Settings of Operating Systems (Practical)</b></p>
2 <sup>nd</sup>	7 8 9 10 11 12	<p>Interaction between the CPU and Memory with Input/output devices, Function of CPU and major functional parts of CPU.</p> <p>Memory, Bit, Nibble, Byte, KB, MB, GB, TB, PB, Functions of memory, Use of storage devices in a Computer,</p> <p><b>Connect various peripherals (printer, scanner, etc.) to computer, explore (Practical)</b>  <b>various features of peripheral and their device driver software. (Practical)</b>  <b>Explore features of Open Office tools and MS-Office, create documents, (Practical)</b>  <b>create presentation, create spread sheet, using these features, do it multiple times Working with Conversion Software like pdfToWord, WordToPPT, etc. (Practical)</b></p>
3 <sup>rd</sup>	13 14 15 16 17 18	<p><b>Basic Internet Skills</b>-Understanding browser, Introduction to WWW, efficient use of search engines, awareness about Digital India portals (state and national portals) and college portals.</p> <p>Advantages of Email, Various email service providers, Creation of email id, sending and receiving emails, attaching documents with email and drive.</p> <p><b>Working with Mobile Applications – Searching for Authentic Mobile app. (Practical)</b>  <b>Installation and Settings, Govt. of India Mobile Applications (Practical)</b>  <b>Creating email id, sending and receiving mails with attachments. (Practical)</b>  <b>Using Google drive, Google calendar</b>  <b>Create Flow chart and Algorithm for the following</b>  <b>Addition of n numbers and display result (Practical)</b></p>

4 <sup>th</sup>	19 20 21 22 23 24	Effective use of Gmail, G-Drive, Google Calendar, Google Sites, Google Sheets, Online mode of communication using Google Meet & WebEx <b>Basic Logic building</b> - Introduction to Programming, Steps involved in problem solving, Definition of Algorithm, Definition of Flowchart, <b>To convert temperature from Celsius to Fahrenheit (Practical)</b> <b>To find Area and Perimeter of Square (Practical)</b> <b>Swap Two Numbers (Practical)</b> <b>find the smallest of two numbers (Practical)</b>
5 <sup>th</sup>	25 26 27 28 29 30	Steps involved in algorithm development, differentiate algorithm and flowchart, symbols used in flowcharts, algorithms for simple problems, flowcharts for simple problems, Practice logic building using flowchart/algorithms <b>Office Tools</b> - Office Tools like Libre Office/Open Office/Microsoft Office <b>Find whether given number is Even or Odd (Practical)</b> <b>To print first n even Numbers (Practical)</b> <b>find sum of series 1+2+3+.....+N (Practical)</b> <b>print multiplication Table of a number (Practical)</b>
6 <sup>th</sup>	31 32 33 34 35 36	Open Office Writer – Typesetting Text and Basic Formatting, Inserting Images, Hyperlinks, Bookmarks, Tables and Table Properties in Writer Introducing Libre Office/Open Office Calc, Working with Cells, Sheets, data, tables, using formulae and functions, using charts and graphics <b>generate first n Fibonacci terms 0,1,1,2,3,5...n (n&gt;2) (Practical)</b> <b>sum and average of given series of numbers(Practical)</b> <b>Factorial of number n ( n!=1x2x3x...n) (Practical)</b> <b>Armstrong Number (Practical)</b>
7 <sup>th</sup>	37 38 39 40 41 42	Open Office Impress – Creating and Viewing Presentations, Inserting Pictures and Tables, Slide Master and Slide Design, Custom Animation Use of Social Media <b>Browser features, browsing, using various search engines, writing search queries (Practical)</b> <b>Visit various e-governance/Digital India portals, understand their features, services offered (Practical)</b> <b>Read Wikipedia pages on computer hardware components, look at those components in lab, identify them, recognize various ports/interfaces and related cables, etc. (Practical)</b> <b>Using Administrative Tools/Control Panel Settings of Operating Systems (Practical)</b>
8 <sup>th</sup>	43 44 45 46 47 48	Introduction to Digital Marketing – Why Digital Marketing, Characteristics of Digital Marketing, Tools for Digital Marketing, Effective use of Social Media like LinkedIn, Google+, Facebook, Twitter, etc. <b>Connect various peripherals (printer, scanner, etc.) to computer, explore (Practical)</b> <b>Various features of peripheral and their device driver software. (Practical)</b> <b>Explore features of Open Office tools and MS-Office, create documents, (Practical)</b> <b>Create presentation, create spread sheet, using these features, do it multiple times Working with Conversion Software like pdfToWord, WordToPPT, etc. (Practical)</b>
9 <sup>th</sup>	49 50 51	Features of Social media, Advantages and Disadvantages of Social Media. <b>Working with Mobile Applications – Searching for Authentic Mobile app,</b>

	52	<b>Installation and Settings, Govt. of India Mobile Applications(Practical)</b>
	53	<b>Creating email id, sending and receiving mails with attachments. (Practical)</b>
	54	<b>Using Google drive, Google calendar (Practical)</b>
	54	<b>Create Flow chart and Algorithm for the following</b>
	54	<b>Addition of n numbers and display result (Practical)</b>
<b>10<sup>th</sup></b>	55	Brief history of development of computers,
	56	Definition of Computer, Block diagram of a Computer, Hardware, Software, Booting: Cold and Hot Booting
	57	<b>To convert temperature from Celsius to Fahrenheit (Practical)</b>
	58	<b>To find Area and Perimeter of Square (Practical)</b>
	59	<b>Swap Two Numbers (Practical)</b>
	60	<b>find the smallest of two numbers (Practical)</b>
<b>11<sup>th</sup></b>	61	Interaction between the CPU and Memory with Input/output devices, Function of CPU and major functional parts of CPU.
	62	Memory, Bit, Nibble, Byte, KB, MB, GB, TB, PB, Functions of memory, Use of storage devices in a Computer
	63	<b>Find whether given number is Even or Odd (Practical)</b>
	64	<b>To print first n even Numbers (Practical)</b>
	65	<b>find sum of series 1+2+3+.....+N(Practical)</b>
	66	<b>print multiplication Table of a number(Practical)</b>
<b>12<sup>th</sup></b>	67	-Understanding browser, Introduction to WWW, efficient use of search engines, awareness about Digital India portals (state and national portals) and college portals.
	68	Advantages of Email, Various email service providers, Creation of email id, sending and receiving emails, attaching documents with email and drive.
	69	<b>generate first n Fibonacci terms 0,1,1,2,3,5...n (n&gt;2) (Practical)</b>
	70	<b>sum and average of given series of numbers (Practical)</b>
	71	<b>Factorial of number n ( n!=1x2x3x...n) (Practical)</b>
	72	<b>Armstrong Number (Practical)</b>
<b>13<sup>th</sup></b>	73	Effective use of Gmail, G-Drive, Google Calendar, Google Sites, Google Sheets, Online mode of communication using Google Meet & WebEx
	74	Introduction to Programming, Steps involved in problem solving, Definition of Algorithm, Definition of Flowchart,
	75	<b>Browser features, browsing, using various search engines, writing search queries (Practical)</b>
	76	<b>Visit various e-governance/Digital India portals, understand their features, services offered (Practical)</b>
	77	<b>Read Wikipedia pages on computer hardware components, look at those components in lab, identify them, recognize various ports/interfaces and related cables, etc. (Practical)</b>
	78	<b>Using Administrative Tools/Control Panel Settings of Operating Systems (Practical)</b>
<b>14<sup>th</sup></b>	79	Steps involved in algorithm development, differentiate algorithm and flowchart, symbols used in flowcharts, algorithms for simple problems, flowcharts for simple problems, Practice logic building using flowchart/algorithms
	80	Office Tools like Libre Office/Open Office/MSOffice
	81	<b>Connect various peripherals (printer, scanner, etc.) to computer, explore (Practical)</b>
	82	<b>various features of peripheral and their device driver software. (Practical)</b>
	83	<b>Explore features of Open Office tools and MS-Office, create documents,</b>

		<b>create presentation, create spread sheet, using these features, do it multiple times (Practical)</b>
	84	<b>Working with Conversion Software like pdfToWord, WordToPPT, etc.</b>
<b>15<sup>th</sup></b>	85	Open Office Writer – Typesetting Text and Basic Formatting, Inserting Images, Hyperlinks, Bookmarks, Tables and Table Properties in Writer
	86	Introducing Libre Office/Open Office Calc, Working with Cells, Sheets, data, tables, using formulae and functions, using charts and graphics
	87	<b>Working with Mobile Applications – Searching for Authentic Mobile app, (Practical)</b>
	88	<b>Installation and Settings, Govt. of India Mobile Applications (Practical)</b>
	89	<b>Creating email id, sending and receiving mails with attachments. (Practical)</b>
	90	<b>Using Google drive, Google calendar Create Flow chart and Algorithm for the following Addition of n numbers and display result (Practical)</b>
<b>16<sup>th</sup></b>	91	Introduction to Digital Marketing – Why Digital Marketing, Characteristics of Digital Marketing, Tools for Digital Marketing,
	92	Effective use of Social Media like LinkedIn, Google+, Facebook, Twitter, etc.
	93	<b>To convert temperature from Celsius to Fahrenheit (Practical)</b>
	94	<b>To find Area and Perimeter of Square(Practical)</b>
	95	<b>Swap Two Numbers (Practical)</b>
	96	<b>find the smallest of two numbers (Practical)</b>