

Department of Civil Engineering

Semester : 2nd
 Subject : Fundamentals of IT (Load- Th-02, Pr-4)
 Faculty : Mr. Gourav Soni

Week	Theory	
	LectureDay	Topic(Including Assignment/Test)
1	1	Brief History of Development of Computers, Generations of Computer
	2	Generations of Computer, Definition of Computer, Block Diagram of a Computer
2	1	Computer Hardware & Software, Booting: Cold and Hot Booting,
	2	Interaction between CPU and Memory with Input/output Devices, Function of CPU and major functional parts of CPU.
3	1	Memory, Memory size, Functions of memory, Use of storage devices in a Computer
	2	Types of memory used in Computer....,Importance of cache memory, CPU speed and CPU word length
4	1	Revision
	2	Understanding of browser, Introduction to WWW, Efficient use of search engines
5	1	Awareness about Digital India portals (state and national portals such as UIDAI, Scholarship Portals, etc.) and college portals
	2	Various email service providers, Creation of email id, sending and receiving emails
6	1	Attaching documents with email and drive, Advantages of Emails
	2	Revision
7	1	Effective use of Gmail, G-Drive, Google Calendar, Google Sites
	2	Google Sheets, Online mode of communication using Google Meet & WebEx.
8	1	Introduction to Programming, Steps involved in problem solving
	2	Definition of Algorithm, Definition of Flowchart, Steps involved in Algorithm Development
9	1	Differentiate algorithm and flowchart, symbols used in flow charts, algorithms for simple Problems
	2	Flow charts for simple problems, Practice logic building using flow chart/algorithm
10	1	Revision and Discussion of Questions
	2	Revision
11	1	Office Tools like Libre Office/Open Office/MSOffice, Open Office Writer– Typesetting Text and Basic Formatting
	2	Learn how to insert images, hyperlinks, bookmarks, tables along with properties
12	1	Introducing Libre Office/Open Office Calc, Working with Cells, Sheets, data, tables, using Formula and functions using charts and graphics
	2	Open Office Impress–Creating and Viewing Presentations, Inserting Pictures and Tables, Slide Master and Slide Design, Custom Animation.
13	1	Introduction to Digital Marketing Why Digital Marketing, Characteristics of Digital Marketing,
	2	Tools for Digital Marketing
14	1	Effective use of Social Media like LinkedIn, Google+, Facebook, Twitter, etc.
	2	Effective use of Social Media , features of social media
15	1	Advantages and Disadvantages of Social Media
	2	Revision

Subject Incharge

Ananddeep
HOD