

	Discipline	Architectural Assistantship	
	Semester	2nd	
	Subject	Fundamentals of IT	
	Practicals per week	4	
	Lecture per week	2	

Week	Theory			Practical
	Lecture Day	Topic (including assignment / test)	Practical Week	Practical Day
	Unit -1 Basics of Computer			
1st	1st	Brief history of development of computers, Definition of Computer, Block diagram of a Computer, Hardware, Software, Booting: Cold and Hot Booting,	1st	To Know Browser features, browsing, using various search engines, writing search queries
	2nd	Interaction between the CPU and Memory with Input/output devices, Function of CPU and major functional parts of CPU., CPU speed and CPU word length		
2nd	3rd	Memory, Bit, Nibble, Byte, KB, MB, GB, TB, PB, Functions of memory, Use of storage devices in a Computer, List types of memory used in a Computer, Importance of cache memory,	2nd	To Visit various e-governance/Digital India portals, understand their features, services offered
	Unit -2 Basic Internet Skills			
	4th	efficient use of search engines, awareness about Digital India portals (state and national portals) and college portals.		
3rd	5th	Advantages of Email, Various email service providers, Creation of email id, sending and receiving emails,	3rd	To Read Wikipedia pages on computer hardware components, look at those components in lab, identify them, recognize various ports/interfaces and related cables, etc.
	6th	Creation of email id, sending and receiving emails, attaching documents with email and drive.		
4th	7th	1st SESSIONAL WEEK	4th	1st SESSIONAL WEEK
	8th			
	9th	Effective use of Gmail, G-Drive, Google Calendar, Google Sites, Google Sheets, Online mode of communication using Google Meet & WebEx.		To learn Using Administrative Tools/Control Panel

5th	Unit -3 Basic Logic building		5th	Settings of Operating Systems &To Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their device driver software.
	10th	Introduction to Programming, Steps involved in problem solving, Definition of Algorithm, Definition of Flowchart,symbols used in flowcharts,		
6th	11th	Steps involved in algorithm development, differentiate algorithm and flowchart, symbols used in flowcharts,	6th	To Explore features of Open Office tools and MS-Office, create documents, create presentation, create spread sheet, using these features, do it multiple times
	12th	algorithms for simple problems, flowcharts for simple ,problems, , Practice logic building using flowchart/algorithms		
	Unit -4 Office Tools			
7th	13th	Office/MsOffice.,Open Office Writer – Typesetting Text and Basic Formatting, Inserting Images, Hyperlinks, Bookmarks, Tables and Table Properties in Writer	7th	To Working with Conversion Software like pdf To Word, Word To PPT, etc.
	14th	Introducing Libre Office/Open Office Calc, Working with Cells, Sheets, data, tables, using formulae and functions, using charts and graphics.		
8th	15th	Open Office Impress – Creating and Viewing Presentations, Inserting Pictures and Tables,	8th	To learn Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Applications
	16th	Slide Master and Slide Design, Custom Animation.		
9th	17th	IInd SESSIONAL WEEK	9th	IInd SESSIONAL WEEK
	18th			
	Unit -5 Use of social media			
10th	19th	Introduction to Digital Marketing – Why Digital Mar	10th	To Creating email id, sending and receiving mails with attachments. & Using Google drive, Google calendar
	20th	Characteristics of Digital Marketing,		

11th	21st	Tools for Digital Marketing, , Effective use of Social Media like LinkedIn,	11th	To find Addition of n numbers and display result;. To find Area and Perimeter of Square; find the smallest of two numbers
	22nd	Google+, Facebook, Twitter, etc.: Features of Social media, .		
12th	23rd	Advantages and Disadvantages of Social Media.	12th	To convert temperature from Celsius to Fahrenheit;d. Swap Two Numbers;f. Find whether given number is Even or Odd;n. Find whether given number is Prime or not
	24th	Assignments on full syllabus MCQ's & VSA & Long Q/Ans		
13th	25th	IIIrd SESSIONAL WEEK		
	26th			
14th	27th	Revision of UNIT -I,II,III		
	28th	Revision of UNIT -IV,V		
15th	29th	Revision of full syllabus as per previous question		
	30th	Revision of full syllabus as per previous question		

