FUNDAMENTALS OF IT

Weeks 1-4: Unit I – Basics of Computer

Week 1

- **Lecture 1**: Brief History, Definition, and Block Diagram of a Computer
- **Lecture 2**: CPU Functions and Memory Basics

Week 2

- **Lecture 3**: Booting: Cold and Hot Booting
- **Lecture 4**: Interaction of CPU and Memory with I/O Devices

Week 3

- **Lecture 5**: Memory Units, Functions, and Types of Memory
- **Lecture 6**: Storage Devices and Importance of Cache Memory

Week 4

- **Lecture 7**: CPU Speed and Word Length
- **Lecture 8**: Recap and Practice Quiz on Unit I

Weeks 5-6: Unit II – Basic Internet Skills

Week 5

- **Lecture 9**: Introduction to Browsers and WWW
- **Lecture 10**: Efficient Use of Search Engines

Week 6

- **Lecture 11**: Digital India Portals and Email Basics
- **Lecture 12**: Creating and Managing Emails

Weeks 7-8: Unit III – Basic Logic Building

Week 7

- **Lecture 13**: Introduction to Programming and Problem Solving Steps

- **Lecture 14**: Definition and Steps of Algorithm

Week 8

- **Lecture 15**: Definition and Symbols of Flowcharts
- **Lecture 16**: Practice Problems: Algorithms and Flowcharts

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Weeks 9-12: Unit IV – Office Tools

Week 9

- **Lecture 17**: Introduction to Office Tools: LibreOffice/OpenOffice/MSOffice
- **Lecture 18**: OpenOffice Writer: Basic Formatting and Tables

Week 10

- **Lecture 19**: OpenOffice Calc: Working with Cells and Sheets
- **Lecture 20**: Formulae, Functions, and Charts

Week 11

- **Lecture 21**: OpenOffice Impress: Creating Presentations
- **Lecture 22**: Slide Design and Custom Animation

Week 12

- **Lecture 23**: Practical Applications of Office Tools
- **Lecture 24**: Recap and Practice Quiz on Unit IV

Weeks 13-16: Unit V – Use of Social Media

Week 13

- **Lecture 25**: Introduction to Digital Marketing
- **Lecture 26**: Characteristics and Tools of Digital Marketing

Week 14

- **Lecture 27**: Social Media Platforms: LinkedIn, Facebook, Twitter
- **Lecture 28**: Features, Advantages, and Disadvantages of Social Media

Week 15

- **Lecture 29**: Effective Use of Social Media Tools
- **Lecture 30**: Case Studies in Digital Marketing

Week 16

- **Lecture 31**: Recap of Entire Syllabus
- **Lecture 32**: Final Practice and Review for Assessment