

Academic Year: 2026-27

Date: 01/08/2026

Institute Name & Code: K. K. Wagh Polytechnic, Nashik-3 (0078)

Program & Code: Artificial Intelligence & Machine Learning (AN) **Course Code & Abbr.:** 311001 (ICT)

Course Name: Fundamentals of ICT (ICT)

Name of Faculty: Ms. V. N. Lawand

Class: FYAN-Neural **Course Index:** 104 **Semester:** Ist

Scheme: K

Total Hrs: 30

● Course Outcomes (COs):

By learning course Fundamentals of ICT (ICT-311001) First Year students will be able to:

- CO1 - Use computer system and its peripherals for given purpose
- CO2 - Prepare Business document using Word Processing Tool
- CO3 - Analyze Data and represent it graphically using Spreadsheet
- CO4 - Prepare professional Slide Show presentations
- CO5 - Use different types of Web Browsers and Apps
- CO6 - Explain concept and applications of Emerging Technologies

● Teaching-Learning and Assessment Scheme:

Course Code	Course Title	Abb	Course Category	Learning Scheme						Credit	Assessment Scheme														Total Mark
				Actual Contact H/W			SLH	NLH	Paper Duration		Theory			Based on LL & TSL				Bases on SL							
				CL	TL	LL					Practical														
											FA-TH	SA-TH	TOTAL	FA-PR		SA-PR		SLA							
														Max	Min	Max	Min	Max	Min	Max	Min	Max	Min		
311001	FUNDAMENTALS OF ICT	ICT	SEC	1	-	2	1	4	2	-	-	-	-	-	25	10	25@	10	25	10	75				

● Laboratory Learning Outcome (LLO)

- LLO 1.1 Identify various Input/output devices, connections and peripherals of computer system
- LLO 1.2 Work with Computer System, I/O devices, and peripherals for managing files and folders..
- LLO 2.1 Create and manage word documents.
- LLO 2.2 Apply formatting features on text at line, paragraph and page level.
- LLO 3.1 Insert and edit images, shapes in a document file.
- LLO 4.1 Insert table and apply various table formatting features on it.
- LLO 5.1 Apply page layout features in word processing.
- LLO 5.2 Print a document by applying various print options
- LLO 5.3 Use mail merge in word processing
- LLO 6.1 Enter and format data in a worksheet.
- LLO 6.2 Insert and delete cells, rows and columns
- LLO 6.3 Apply alignment feature on cell
- LLO 7.1 Create formula and “If” condition on cell data
- LLO 7.2 Apply various functions and named ranges in the worksheet.
- LLO 8.1 Implements data Sorting, Filtering and Data validation features in a worksheet.
- LLO 9.1 Create charts using various chart options in spreadsheets.
- LLO 11.1 Apply design themes to the given presentation
- LLO 11.2 Insert pictures text/images/shapes in slide
- LLO 11.3 Use pictures text/images/shapes editing options.
- LLO 12.1 Add tables and charts in the slides.
- LLO 12.2 Run slide presentation in different modes
- LLO 12.3 Print slide presentation as handouts/notes
- LLO 13.1 Apply animation effects to the text and slides
- LLO 13.2 Add/set audio and video files in the presentation.
- LLO 16.1 Create web forms for surveys using different options.
- LLO 17.1 Create web forms for Quiz using different options.

● **Lab Plan:**

Sr. No	CO	LLO	Name of Practical	Planned Date		Actual Date	Remark/ Assessment Date with Staff sign
				From	To		
1.	CO104.1	1.1 1.2	a) Work with Computer Systems, Input/output devices, and peripherals. b) Work with files and folders	A- 07/08/2026 B-01/08/2026 C-06/08/2026	A- 07/08/2026 B-01/08/2026 C-06/08/2026		
2.	CO104.2	2.1 2.2	*Work with document files: a) Create, edit and save documents in Word Processing. b) Text, lines and paragraph level formatting	A-14/08/2026 B-08/08/2026 C-13/08/2026	A-14/08/2026 B-08/08/2026 C-13/08/2026		
3.	CO104.2	3.1	Work with Images and Shapes in Word Processing	A-21/08/2026 B-22/08/2026 C-20/08/2026	A-21/08/2026 B-22/08/2026 C-20/08/2026		
4.	CO104.2	4.1	*Work with tables in Word Processing.	A-28/08/2026 B-29/08/2026 C-27/08/2026	A-28/08/2026 B-29/08/2026 C-27/08/2026		
5.	CO104.2	5.1 5.2 5.3	*Working with layout and printing a) Document page layout, Themes, and printing. b) Use of mail merge with options.	A-04/09/2026 B-05/09/2026 C-03/09/2026	A-04/09/2026 B-05/09/2026 C-03/09/2026		
6.	CO104.3	6.1 6.2 6.3	*Create, open and edit Worksheet.	A-11/09/2026 B-12/09/2026 C-10/09/2026	A-11/09/2026 B-12/09/2026 C-10/09/2026		
7.	CO104.3	7.1 7.2	*Formulas and functions in Worksheet	A-18/09/2026 B-19/09/2026 C-17/09/2026	A-18/09/2026 B-19/09/2026 C-17/09/2026		
8.	CO104.3	8.1	*Sort, Filter and validate data in Spreadsheet	A-25/09/2026 B-26/09/2026 C-24/09/2026	A-25/09/2026 B-26/09/2026 C-24/09/2026		
9.	CO104.3	9.1	*Charts for Visual Presentation in Spreadsheet.	A-09/10/2026 B-03/10/2026 C-08/10/2026	A-09/10/2026 B-03/10/2026 C-08/10/2026		
10.	CO104.4	11.1 11.2 11.3	*Make Slide Show Presentation.	A-16/10/2026 B-10/10/2026 C-15/10/2026	A-16/10/2026 B-10/10/2026 C-15/10/2026		
11.	CO104.4	12.1 12.2 12.3	*Use Tables and Charts in Slide	A-23/10/2026 B-17/10/2026 C-22/10/2026	A-23/10/2026 B-17/10/2026 C-22/10/2026		

12	CO104.4	13.1 13.2	*a) Insert Animation effects to Text and Slides. b) Insert Audio and Video files in presentation	A-23/10/2026 B-17/10/2026 C-22/10/2026	A-23/10/2026 B-17/10/2026 C-22/10/2026		
13	CO104.5	16.1	*Prepare Web Forms for Survey.	A- 30/10/2026 B-24/10/2026 C-29/10/2026	A- 30/10/2026 B-24/10/2026 C-29/10/2026		
14	CO104.5	17.1	*Prepare Web Forms for Quiz	A- 30/10/2026 B-24/10/2026 C-29/10/2026	A- 30/10/2026 B-24/10/2026 C-29/10/2026		

● **Direct Assessment Criteria :(Practical)**

Process Related	Product Related	Total
15 Marks	10 Marks	25 Marks

● **Rules for Formative Assessment:**

Formative assessment (Assessment for Learning)

Lab performance, Assignment, Self-learning and Seminar/Presentation

Summative Assessment (Assessment of Learning)

Lab. Performance, viva vice

● **Practical wise LLO-CO Mapping:**

PR. No.	LLO	CO104.1	CO104.2	CO104.3	CO104.4	CO104.5
Practical 1	1.1 1.2	✓				
Practical 2	2.1 2.2		✓			
Practical 3	3.1		✓			
Practical 4	4.1		✓			
Practical 5	5.1 5.2 5.3		✓			
Practical 6	6.1 6.2 6.3			✓		
Practical 7	7.1 7.2			✓		
Practical 8	8.1			✓		
Practical 9	9.1			✓		
Practical 10	11.1 11.2 11.3				✓	
Practical 11	12.1 12.2 12.3				✓	
Practical 12	13.1 13.2				✓	

Practical 13	16.1					✓
Practical 14	17.1					✓

● **SUGGESTED LEARNING MATERIALS / BOOKS**

Sr. No	Author	Title	Publisher
1	Goel, Anita	Computer Fundamentals	Pearson Education, New Delhi, 2014, ISBN-13: 978-8131733097
2	Miller, Michael	Computer Basics Absolute Beginner's Guide, Windows 10	QUE Publishing; 8th edition August 2015, ISBN: 978-0789754516
3	Alvaro, Felix	Linux: Easy Linux for Beginners	Create Space Independent Publishing Platform- 2016, ISBN-13: 978-1533683731
4	Johnson, Steve	Microsoft Office 2010: On Demand	Pearson Education, New Delhi India, 2010. ISBN :9788131770641
5	Schwartz, Steve	Microsoft Office 2010 for Windows: Visual Quick Start	Pearson Education, New Delhi India, 2012, ISBN : 9788131766613
6	Leete, Gurdy, Finkelstein Ellen, MaryLeete	OpenOffice.org for Dummies	Wiley Publishing, New Delhi, 2003 ISBN :978-0764542220

● **LEARNING WEBSITES & PORTALS**

Sr.No	Link / Portal	Description
1	https://www.microsoft.com/en-in/learning/office-training.aspx	Office
2	http://www.tutorialsforopenoffice.org/	Open Office

● **Tools for conducting Practical's and Assessment:**

1. Microsoft Office 2. Google classroom 3. YouTube 4. MKCL LMS-Learn Live

Ms. V. N. Lawand
(Name & Signature of Staff)

Mrs. R. Y. Thombare
(Name & Signature of HOD)

CC: 1. Lab File

2. Course File-ICT

3. Notice Board-AN Lab-01

4. Formative Assessment