

LABORATORY PRACTICAL PLANNING

Institute Name: K. K. Wagh Polytechnic, Nashik

Academic Year: 2026-27 (ODD)

Program: Information Technology (IF) **Course:** Fundamentals of ICT

Course code: 311001

Semester: First **Scheme:** K **Class:** FYIF-CRAY

Batch: A/B/C

Name of Faculty: Mrs. P. A. Thakare

● **Teaching-Learning & Assessment Scheme:**

Course Code	Course Title	Abbr	Course Category	Learning Scheme						Credits	Paper Duration	Assessment Scheme										Total Marks
				Actual Contact Hrs./Week			SLH	NLH	Theory				Based on LL & TSL Practical				Based on SL					
				C L	T L	L L			FA-TH			SA-TH	Total		FA-PR		SA-PR		SLA			
													Max	Max	Max	Min	Max	Min	Max	Min	Max	
311001	Fundamentals of ICT	ICT	SEC	1	-	2	1	4	2	-	-	-	-	-	25	10	25@	10	25	10	75	

Total IKS Hrs for Sem. : 0 Hrs

Abbreviations: CL- Classroom Learning , TL- Tutorial Learning, LL-Laboratory Learning, SLH-Self Learning Hours, NLH-Notional Learning Hours, FA - Formative Assessment, SA -Summative assessment, IKS - Indian Knowledge System, SLA - Self Learning Assessment

Legends: @ Internal Assessment, # External Assessment, *# On Line Examination , @\$ Internal Online Examination

● **COURSE LEVEL LEARNING OUTCOMES (COS)**

By learning course Fundamentals of ICT(311001) First Year students will be able to achieve & demonstrate the following COs on completion of course based learning.

- 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

● **COs, Practical Laboratory Learning Outcome (LLOs) and Mapping:**

Sr. No	LLO	Practical Title	Planned Date	Performance Date	Remarks	Related self-learning (if any)
1	LLO1.1 LLO1.2	* a) Work with Computer System, Input/output devices, and peripherals b) Work with files and folders	A-05/08/26 B-08/08/26 C-03/08/26	A-12/08/26 B-22/08/26 C-10/08/26		
2	LLO2.1 LLO2.2	* Work with document files: a) Create, edit and save document in Word Processing b) Text, lines and paragraph level formatting	A-12/08/26 B-08/08/26 C-03/08/26	A-19/08/26 B-22/08/26 C-10/08/26		

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3	LLO3.1	Work with Images and Shapes in Word Processing.	A-12/08/26 B-22/08/26 C-10/08/26	A-19/08/26 B-29/08/26 C-17/08/26		
4	LLO4.1	* Work with tables in Word Processing	A-19/08/26 B-22/08/26 C-10/08/26	A-02/08/26 B-29/08/26 C-17/08/26		
5	LLO5.1 LLO5.2 LLO5.3	* Working with layout and printing a) Document page layout, Themes, and printing b) Use of mail merge with options	A-19/09/26 B-29/08/26 C-17/08/26	A-02/09/26 B-05/09/26 C-24/08/26		
6	LLO6.1 LLO6.2 LLO6.3	* Create, open and edit Worksheet	A-02/09/26 B-05/09/26 C-17/08/26	A-09/09/26 B-12/09/26 C-24/08/26		
7	LLO7.1 LLO7.2	* Formulas and functions in Worksheet	A-02/09/26 B-05/09/26 C-24/08/26	A-09/09/26 B-12/09/26 C-31/08/26		
8	LLO8.1	* Sort, Filter and validate data in Spreadsheet	A-09/09/26 B-12/09/26 C-24/08/26	A-23/09/26 B-19/09/26 C-31/08/26		
9	LLO9.1	* Charts for Visual Presentation in Spreadsheet	A-09/09/26 B-19/09/26 C-31/08/26	A-23/09/26 B-26/09/26 C-07/09/26		
10	LLO11.1 LLO11.2 LLO11.3	* Make Slide Show Presentation	A-23/09/26 B-26/09/26 C-31/08/26	A-30/09/26 B-03/09/26 C-07/09/26		
11	LLO 12.1 LLO12.2 LLO 12.3	* Use Tables and Charts in Slide	A-23/09/26 B-26/09/26 C-07/09/26	A-30/10/26 B-03/10/26 C-21/09/26		
12	LLO 13.1 LLO 13.2	* a) Insert Animation effect to Text and slide b) Insert Audio and video files in presentation	A-30/09/26 B-03/10/26 C-21/09/26	A-07/10/26 B-10/10/26 C-28/09/26		
13	LLO15.1 LLO15.2	Working with Browsers	A-30/09/26 B-03/10/26 C-21/09/26	A-07/10/26 B-10/10/26 C-28/09/26		
14	LLO16.1	* Prepare Web Forms for Survey	A-30/09/26 B-03/10/26 C-28/09/26	A-07/10/26 B-10/10/26 C-05/10/26		
15	LLO16.1	* Prepare Web Forms for Quiz	A-07/10/26 B-10/10/26 C-05/10/26	A-14/10/26 B-17/10/26 C-12/10/26		
16	**Content Beyond syllabus Basic Data Visualization		A-07/10/26 B-10/10/26 C-05/10/26	A-14/10/26 B-17/10/26 C-12/10/26		

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ASSESSMENT METHODOLOGIES/TOOLS

A. Formative assessment (Assessment for Learning) (FA-TH)

- Continuous assessment based on process and product related performance indicators. Each practical will be assessed considering

B. Summative Assessment (Assessment of Learning) (SA-TH)

- Continuous Assessment based on Process and Product related performance indicators. Each practical will be assessed considering
 - 60% weightage to Process
 - 40% weightage to Product

SUGGESTED MICRO PROJECT / ASSIGNMENT/ ACTIVITIES FOR SPECIFIC LEARNING /SKILLS DEVELOPMENT (SELF LEARNING)

Self Learning

- Following are some suggestive self-learning topics: 1) Use ChatGPT/any other AI tool to explore information. 2) Use Calendar to Schedule and edit activities. 3) Use Translate app to translate the given content from one language to another. 4) Use cloud based storage drive to store and share your files.

Mrs. P. A. Thakare
(Name & Signature of Staff)

Ms. M. S. Karande
(Name & Signature of HOD)