

Maharashtra State Board of Technical Education, Mumbai

TEACHING PLAN (TP)

Institute Code and Name: 0078- K. K. Wagh Polytechnic, Nashik

Programme and Code: Information Technology (IF)

Course and Code: Fundamentals of ICT (ICT)

Name of Faculty: Mrs. P. A. Thakare

Scheme: K

CLASS: FYIF(CRAY)

Semester: First

Course Index: 104

Course Code: 311001

Allocated Hrs. 15

COURSE LEVEL LEARNING OUTCOMES (COS)

- 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 & 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		
				CL	TL	LL					FA-TH	SA-TH	Total		FA-PR		SA-PR		SLA		
													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

TEACHING-LEARNING & ASSESSMENT SCHEME

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

SUGGESTED COS - POS MATRIX FORM

Course Outcomes (COs)	Programme Outcomes (POs)							Programme Specific Outcomes (PSOs)	
	PO-1 Basic and Discipline Specific Knowledge	PO-2 Problem Analysis	PO-3 Design/ Development of Solutions	PO-4 Engineering Tools	PO-5 Engineering Practices for Society, Sustainability and Environment	PO-6 Project Management	PO-7 Life Long Learning	PSO- 1	PSO- 2
CO1	1	-	-	-	-	-	1	1	-
CO2	-	-	-	3	-	-	1	1	1
CO3	-	2	1	3	-	-	1	2	1
CO4	-	-	-	3	-	-	1	1	2
CO5	1	-	-	3	-	-	3	2	2
CO6	1	-	-	3	-	-	3	2	3
Legends :- High:03, Medium:02,Low:01, No Mapping: -									
*PSOs are to be formulated at institute level									

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Unit No. (Allotted Hrs.)	CO (Mention only Number)	TLO (Mention only Number)	Unit Name and Learning Content Title/ Details	Plan (No. of Lectures)		Actual Execution (From-To & No. of Lectures)		Pedagogy used (Teaching method/ Media)	Remarks
				From	To	From	To		
1(02)	CO1		Unit - I Introduction to Computer System					Chalk, Board, PPT+ LCD Videos, Google Classroom, MKCL ERA	
				01 Lectures					
		TLO 1.1 TLO 1.2 TLO 1.3	1.1 Basics of Computer System: Overview of Hardware and Software 1.2 Internal components: processor, motherboards, random access memory (RAM), read-only memory (ROM) 1.3 External Devices: Types of input/output devices	04/08/26					
		TLO 1.4 TLO 1.5	1.4 Application Software: word processing, spreadsheet. 1.5 Network environments: network interface cards, hubs 1.6 Working with Operating Systems	01 Lectures					
				11/08/26					
2(03)	CO2		Unit – II Word Processing					Chalk, Board, PPT Videoss, MKCL ERA	
				02 Lectures					
		TLO 2.1, TLO 2.2, TLO 2.3	2.1 Word Processing: Overview of Word processor Basics of Font type, size, colour, Effects like Bold, italic, underline 2.2 Editing a Document: Navigate through a document. 2.3 Changing the Layout of a Document	11/08/26	18/08/25				

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				02 Lectures					
		TLO 2.5, TLO 2.6.	2.4 Inserting Elements to Word Documents: Insert and delete a page break. 2.5 Working with Tables 2.6 Working with Columned Layouts and Section Breaks	18/08/26	25/08/26				
03 (03)	CO3		Unit - III Spreadsheets					Chalk, Board, PPT, MKCL ERA	
				01 Lectures					
		TLO 3.1, TLO 3.2	3.1 Write steps to create the given spreadsheet. 3.2 Explain the given formatting feature of a worksheet.	01/09/26					
		TLO 3.3 TLO 3.4	3.3 Write steps to insert formula and functions in the given worksheet. 3.4 Write steps to create charts for the given data set.	01 Lectures					
				08/09/26					
		TLO 3.5 TLO 3.6	3.5 Explain steps to perform data filter, sort and validation operations on the given data set. 3.6 Write steps to setup and print a spreadsheet.	01 Lectures					
				15/09/26					
04 (04)	CO4		Unit - IV Presentation Tool					Chalk, Board, PPT Videos, MKCL ERA	
				01 Lectures					
		TLO 4.1 TLO 4.2	4.1 Write the steps to create the given slide presentation. 4.2 Write the steps to insert multiple media in the given presentation.	22/09/26					

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Unit No. (Allotted Hrs.)	CO (Mention only Number)	TLO (Mention only Number)	Unit Name and Learning Content Title/ Details	Plan (No. of Lectures)		Actual Execution (From-To & No. of Lectures)		Pedagogy used (Teaching method/ Media)	Remarks
		TLO 4.3 TLO 4.4	4.3 Explain the method of including animation, transition effects in slide show. 4.4 Write steps to apply table features in the given presentation 4.5 Write steps to manage charts in the given presentation	02 Lectures					
				22/09/26	29/09/26				
05 (03)	CO5		Unit - V Basics of Internet and Emerging Technologies					Chalk, Board, PPT Videos, MKCL ERA	
				01 Lectures					
		TLO 5.1 TLO 5.2 TLO 5.3	5.1 Explain use of the given setting option in browsers. 5.2 Explain the given option used for effective searching in search engine 5.3 Explain features of the given web service.	06/10/26					
		TLO 5.4	5.4 Explain concepts and applications of emerging technologies 5.5 Use various elementary cloud-based tools.	01 Lectures					
				13/10/26					

ASSESSMENT METHODOLOGIES/TOOLS

- Formative Assessment (F.A.) of each experiment will be done out of 25 marks on the basis of Tool Selection Ability, Use of Appropriate tool to perform the Identified tasks, Quality of output achieved, Answer to sample questions and Submit report in time total
- Final term work(FA-PR) of 25 marks is calculated based on scored in Formative Assessment for each experiment
 - Term Work Marks = $(25 \times \text{Total Marks Obtained in P.A.}) / (25 \times \text{Total Number of Experiments})$
- Self-learning Activities (SLA) includes micro project / assignment / other activities related to subject and it will be evaluated out of 25 Marks

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4. A comprehensive Final Internal Practical examination (SA-PR) of 25 Marks will be conducted by MSBTE at the end of semester. The schedule of MSBTE Practical Examination will be display on Notice board prior to examination.

SUGGESTED LEARNING MATERIALS / BOOKS

Sr.No	Author	Title	Publisher with ISBN Number
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 vSpace 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, Mary Leete	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
3	https://s3-ap-southeast-1.amazonaws.com/r4ltue295xy0d/Special_Edition_Using_StarOffice_6_0.pdf	Open Office
4	https://ashishmodi.weebly.com/uploads/1/8/9/7/18970467/computer_fundamental.pdf	Computer Fundamental
5	http://www.tutorialsforopenoffice.org/	Open Office
6	https://www.tutorialspoint.com/computer_fundamentals/index.htm	Computer Fundamental
7	https://www.tutorialspoint.com/word/	Word Processing
8	https://www.javatpoint.com/ms-word-tutorial	Word Processing
9	https://support.microsoft.com/en-au/office/word-for-windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847	Word Processing
10	https://www.javatpoint.com/excel-tutorial	Spreadsheet
11	https://support.microsoft.com/en-au/office/excel-video-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb	Spreadsheet

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12	https://www.javatpoint.com/powerpoint-tutorial	Power point Presentation
13	https://support.microsoft.com/en-au/office/powerpoint-for-windows-training-40e8c930-cb0b-40d8-82c4-b	Power point Presentation
14	https://www.geeksforgeeks.org/ms-dos-operating-system/	Operating System
15	https://www.javatpoint.com/windows	Windows Operating System
16	https://www.javatpoint.com/what-is-linux	Linux Operating System
17	https://www.techtarget.com/iotagenda/definition/Internet-of-Things-IoT	IoT
18	https://www.geeksforgeeks.org/introduction-to-internet-of-things-iot-set-1/	IoT
19	https://www.javatpoint.com/machine-learning	AI & Machine Learning
20	https://www.skillrary.com/blogs/read/introduction-to-drone-technology	Drone Technology
21	https://www.cnet.com/tech/computing/what-is-3d-printing/	3D Printing
22	https://support.google.com/a/users/answer/9389764?hl=en	Apps

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

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