

TECNIA INSTITUTE OF ADVANCED STUDIES
Grade 'A' Institute
Department of Information, Communication & Technology
Bachelor of Computer Applications (BCA)
Scheme and Syllabus (w.e.f. Academic Session 2024-25)
As per UGC Curriculum & Credit Framework for Undergraduate Programme (CCFUP)
(Dec 2022): GGSIP University, Delhi

COURSE CODE: BCA 103P

COURSE NAME: PRACTICAL – FUNDAMENTAL OF INFORMATION TECHNOLOGY LAB

LEARNING OBJECTIVES:

The objective of this course is to provide the learners:

1. Basic knowledge of computers Software and Hardware
2. Expertise in using DOS Commands.
3. Attain proficiency in using application software for Word Processing, Spreadsheet and Presentation.

PRE-REQUISITES: NIL

COURSE OUTCOMES (COs):

After completion of this course, the learners will be able to:

CO #	Detailed Statement of the CO	BT Level	Mapping to PO #
CO1	Work with basic DOS Commands and Windows Explorer.	BT3	PO1, PO2
CO2	Create Word Documents using advanced features of MS Word.	BT3	PO1,PO2
CO3	Create Worksheet using advanced features of MS Excel.	BT3	PO1,PO2
CO4	Create interactive Presentation using advanced features of MS Power-point.	BT3	PO1, PO2