

**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 2021-22)  
(Dec 2022): GGSIP University, Delhi

**COURSE CODE: BCA 173**  
**COURSE NAME: Practical – II IT 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: NONE COURSE**

**OUTCOMES (COs):**

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

CO #	Detailed Statement of the CO
CO1	Work with basic DOS Commands and Windows Explorer.
CO2	Create Word Documents using advanced features of MS Word.
CO3	Create Worksheet using advanced features of MS Excel.
CO4	Create interactive Presentation using advanced features of MS Power-point