

Indira Gandhi National Open University
REGIONAL CENTRE BHOPAL

Practical Counseling Schedule for BCA_NEW Programme TEE December- 2025
(Learners attached to RC-1500, Bhopal)

Venue: IGNOU Regional Centre, Bhopal Plat No.12 Arera Hills, Near Old District Jail, Bhopal 462011

BCA_NEW 1 st Semester (BCSL-013: Computer Basics and PC Software Lab)					
Date	Time	Section	Sessi on	Topic to be covered (Block/Unit)	Academic Counselor
08/11/2025	10.00AM to 01.00 PM (Morning)	1. Operating System	1	Familiarization	Dr. Ankur Jain
	01.30 PM to 04.30 PM (Evening)		1	Windows	
			2	Windows	
			1	Linux	
			2	Linux	
09/11/2025	10.00AM to 01.00 PM (Morning)	2. Word Processor (Open Office and MS Word)	1	Basic Operations (Font selection, Justification, Spell check, Table, Indentation)	Dr. Ankur Jain
	01.30 PM to 04.30 PM (Evening)		2	Table of Contents, Track Changes and Commenting	
			3	Mail Merge, Printing, Practice session.	
15/11/2025	10.00AM to 01.00 PM (Morning)	3. Spread Sheet (Concept of Worksheet, Workbook and Cell)	1	Data entry, Data editing and Formula,	Dr. Ankur Jain
	01.30 PM to 04.30 PM (Evening)		2	Functioning	
			3	Graphics and Practice session.	
16/11/2025	10.00AM to 01.00 PM (Morning)	4. PowerPoint	1	Basics operation,	Dr. Ankur Jain
	01.30 PM to 04.30 PM (Evening)		2	Animation and Sounds.	
22/11/2025	10.00AM to 01.00 PM (Morning)	5. E-mail	1	Basic Operation,	Dr. Ankur Jain
	01.30 PM to 04.30 PM (Evening)		2	Address Book, Spam and Filtering	
23/11/2025	10.00AM to 01.00 PM (Morning)	6. Browsing and Discussion Forum	1	Browsing and Search	Dr. Ankur Jain
	01.30 PM to 04.30 PM (Evening)		2	Browsing and Search	
			1	Discussion Forum, Wiki and Google Doc	
			2	Discussion Forum, Wiki and Google Doc	
			3	Discussion Forum, Wiki and Google Doc	

Important points

1. For Lab courses of 02 credits, there are 20 practical sessions in prescribed.
2. 70% attendance is compulsory for each lab course. However, this condition is not applicable for the computer time given for assignment implementation.
3. Please keep your identity card with you whenever you visit any IGNOU Study Centre/Regional Centre.

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