

**IGNOU LEARNING SUPPORT CENTRE (2713)**  
**A.M.U. ALIGARH**  
**Schedule for Counseling of Lab Sessions B.C.A. IST SEMESTER**  
**(JULY – DEC., 2023)**  
**From 06.11.2023-28.11.2023**  
**Venue: Department of Computer Science Lab BCA**

<b>Date</b>	<b>TIME</b>	<b>BCA I SEM (44)</b>	<b>Objectives:</b>
06.11.2023 Monday	4:00- 7:00 P.M.	BCSL-013 (RZ/MA/ZAH)	<b>Operating System</b> Familiarization,(Keyboard, Memory, I/O Port),
07.11.2023 Tuesday	4:00- 7:00 P.M.	BCSL-013 (RZ/MA/ZAH)	Windows
08.11.2023 Wednesday	4:00- 7:00 P.M.	BCSL-013 (RZ/MA/ZAH)	Windows
09.11.2023 Tuesday	4:00- 7:00 P.M.	BCSL-013 (RZ/MA/ZAH)	Linux
10.11.2023 Friday	4:00- 7:00 P.M.	BCSL-013 (RZ/MA/ZAH)	Linux
11.11.2023 Saturday	4:00- 7:00 P.M.	BCSL-013 (RZ/MA/ZAH)	<b>Word Processor (Open Office and MS Word)</b> Basic Operations (Font selection, Justification, Spell check, Table, Indentation).
14.11.2023 Tuesday	4:00- 7:00 P.M.	BCSL-013 (RZ/MA/ZAH)	Table of Contents, Track Changes and Commenting,
15.11.2023 Wednesday	4:00- 7:00 P.M.	BCSL-013 (RZ/MA/ZAH)	Mail Merge, Printing, Practice session. Spread Sheet (Concept of Worksheet, Workbook and Cell)
16.11.2023 Tuesday	4:00- 7:00 P.M.	BCSL-013 (RZ/MA/ZAH)	<b>Spread Sheet (Concept of Worksheet, Workbook and Cell)</b> Data entry, Data editing and Formula,
17.11.2023 Friday	4:00- 7:00 P.M.	BCSL-013 (RZ/MA/ZAH)	Functioning,
18.11.2023 Saturday	4:00- 7:00 P.M.	BCSL-013 RZ/ZAH/ARF)	Graphics and Practice session
19.11.2023 Sunday	4:00- 7:00 P.M.	BCSL-013 RZ/ZAH/ARF).	<b>PowerPoint</b> Basics operation,
20.11.2023 Monday	4:00- 7:00 P.M.	BCSL-013 RZ/ZAH/ARF)	Animation and Sounds.
21.11.2023 Tuesday	4:00- 7:00 P.M.	BCSL-013 RZ/ZAH/ARF)	<b>E-mail</b> mail Basic Operation, Session 2: Address Book, Spam and Filtering.
22.11.2023 Wednesday	4:00- 7:00 P.M.	BCSL-013 RZ/ZAH/ARF)	mail Basic Operation, Session 2: Address Book, Spam and Filtering.
23.11.2023 Thursday	4:00- 7:00 P.M.	BCSL-013 RZ/ZAH/ARF)	<b>Browsing and Discussion Forum</b> Browsing and Search
24.11.2023 Friday	4:00- 7:00 P.M.	BCSL-013 RZ/ZAH/ARF)	Browsing and Search
25.11.2023 Saturday	4:00- 7:00 P.M.	BCSL-013 RZ/ZAH/ARF)	Discussion Forum, W
26.11.2023 Sunday	4:00- 7:00 P.M.	BCSL-013 RZ/ZAH/ARF)	Discussion Forum, W
28.11.2023 Tuesday	4:00- 7:00 P.M.	BCSL-013 RZ/ZAH/ARF)	Discussion Forum, W

	<b>NAME OF THE COUNSELOR</b>	<b>COUNSELOR CODE</b>		<b>NAME OF THE COUNSELOR</b>	<b>COUNSELOR CODE</b>
ARF	DR. ARMAN R. FARIDI	471310131	MA	MR. MOHD ADNAN	ONLINE
RZ	MR. RIZWAN KHAN	471310607	ZAH	MR.ZUBAIR AHMAD HASHMI	471310608