

**B.C.A. Semester – I**  
**BCA-106 : Database Management System and MS-Office**

| Teaching Scheme<br>(per week) |                | Teaching Scheme<br>(per semester) |        | Examination Scheme |                |                |                |                |                |
|-------------------------------|----------------|-----------------------------------|--------|--------------------|----------------|----------------|----------------|----------------|----------------|
|                               |                |                                   |        | INT                |                | EXT            |                | TOTAL          |                |
| Th.<br>(hours)                | Pr.<br>(hours) | Total<br>Hours                    | Credit | Th.<br>(marks)     | Pr.<br>(marks) | Th.<br>(marks) | Pr.<br>(marks) | Th.<br>(marks) | Pr.<br>(marks) |
| --                            | 4              | 40                                | 4      | --                 | 30             | --             | 70             | --             | 100            |

**MS-DOS and WINDOWS**

**I. DOS Commands**

**II. Windows Operation System (Windows XP)**

**MS-Office 2007**

**MS-Word**

**MS-Excel**

**MS-Power Point**

**MS-Access**

- Create a table using wizard and design view.
- Create a form using wizard and design view.
- Create a report using wizard and design view.
- Create Query using wizard and design view.
- Create project on following system
  - o Student Information System
  - o Employee Information System

**Practical Exam Scheme:**

| <b>MS- Word/<br/>PowerPoint<br/>Practical</b> | <b>MS-<br/>Excel<br/>Practical</b> | <b>MS- Access<br/>Practical</b> | <b>Viva DOS<br/>Commands,<br/>Windows,<br/>MS Office</b> | <b>Journal</b> | <b>Total</b> |
|---|------------------------------------|---------------------------------|--|----------------|--------------|
| 15 Marks                                      | 15 Marks                           | 15 Marks                        | 15 Marks   | 10 Marks       | 70 Marks     |