

Bangladesh Open University
School of Science and Technology
Diploma in Computer Science and Application (DCSA)
1st Semester
List of the Practical

Lab work: 10
Record book: 5
Viva-voce: 5
Total marks: 20

Course: Office Automation and MS Office (DCSA 1302)

- Lab 1:** a) Creating, opening, closing, saving and editing a word Document.
b) Insert header and footer in the document.
c) Create a link between two files using Hyperlink.
d) Create a mail - merge and add data of 5 recipients.
e) Protect a document.
f) Implement macro.
- Lab 2:** a) Create duplicate slides in PowerPoint. Give an example.
b) Make a master slide.
c) Design a chart of population.
d) Insert Animation.
e) Insert a background in PowerPoint.
- Lab 3:** a) Creating new Spreadsheet.
b) Entering Data in Spreadsheet.
c) Creating of formula for different operations.
d) Creating different types of chart.
e) How you can filter your data.
f) Sort data in ascending and descending order.
g) To show the use of goal seeks.
- Lab 4:** a) To show the use of scenarios.
b) Perform any 5 Date and Time functions.
c) Perform any 5 Math & Trig functions.
- Lab 5:** a) With the help of Wizard create table having 5 elements.
b) Create a query in design view.
- Lab 6:** a) Make an admission form using design view.in MS-Access.
b) Create a relationship b/w two tables.
c) Create report.

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Course: Computer Programming (DCSA 1303)

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- Lab 1:** a) Write a C program to find area of a rectangle.
b) Write a C program to find area and circumference of a circle by defining the value of PI.
- Lab 2:** a) Write a C program to find area of a rectangle.
b) Write a C program to find area and circumference of a circle by defining the value of PI.
- Lab 3:** a) Write a C program to swap 2 variables without using temporary variable.
b) Write a C program to find simple interest.
c) Write a C program to find area of a triangle, given its sides.
- Lab 4:** a) Write a C program to find check whether the number is positive or negative.
b) Write a C program to find check whether the number is odd or even.
c) Write a C program to check whether the triangle is isosceles, equilateral or scalene using if-else.
d) Write a C program to check whether a given year is a leap year.
- Lab 5:** a) Write a C program to find the biggest of three numbers.
b) Write a C program to add n numbers.
c) Write a C program to find sum of digits of a given number.
- Lab 6:** a) Write a C program to print first 'N' fibonacci numbers.
b) Write a C program to add two matrices.
c) Write a C program to find the factorial of a number.

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Course: Computer Basics (DCSA 1201)

- Lab 1:**
- a) To Identifying external ports and interfacing of PC.
 - b) To make comparative study of motherboards.
 - c) Installing devices.
 - d) To study various cards used in a system viz. display card, LAN card etc.
 - e) To remove, study and replace hard disk.
 - f) To remove, study and replace CD-ROM drive.
- Lab 2:**
- a) Windows Operating System study
 - b) Use of tools in Windows
 - c) Handling tools of control panel



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Academic Calendar
1st Semester (2022-2023 Session), Term: 231
(January - June 2024)

SL	Event	Date
1.	Orientation Class	26 April, 2024
2.	Last date for submission TMA-1 (for all courses)	31 May, 2024
3.	Last date for submission TMA-2 (for all courses)	05 July, 2024
4.	First semester class ends	12 July, 2024
5.	First semester examination begins (theory) (Tentative)	19 July, 2024
6.	2nd semester registration begins	26 July, 2024
7.	First semester examination ends (theory) (Tentative)	09 August, 2024
8.	Practical examination begins (Tentative)	16 August, 2024
9.	Practical examination ends (Tentative)	17 August, 2024
10.	2nd semester class begins (Tentative)	30 August, 2024

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Course: Visual Programming (DCSA 1304)

- Lab 1:** Creating, saving and running a simple visual basic project.
- Lab 2:** Customizing forms and use of basic controls (Textbox, Label, Command Button, Checkbox, Radio Button, Listbox)
- Lab 3:** Use of tree view control, Trackbar, Timer, Image, Msg Box, Input Box, Mathematical Operation, Creating Menu.
- Lab 4:** a) String manipulation.
b) Creating and Undating Database.
- Lab 5:** Use of Loop.
- Lab 6:** Creating Report.