

Government PG College, AmbalaCantt Course

File(Session 2023-24)

Name of Faculty :Sandeep Kumar

Course BAMC , ODD Semester

**Govt PG College, Ambala Cantt**

**Department of Mass Communication & Journalism**

**B.A. Mass Communication**

**PROGRAMME OUTCOMES**

On successful completion of the programme, the student will be able to:-

**PO1-** Acquire knowledge related to the discipline under study.

**PO2 -** Communicate and reflect effectively and efficiently on the issues related to the discipline.

**PO3-** Exhibit the professional skills and competencies acquired during the Programme of study.

**PO4-** Apply the knowledge and skills acquired in planning, organizing, evaluation and decision making.

**PO5-** Explore, analyze and provide solutions to the problems related to the discipline and life.

**PO6 -** Develop exposure to actual working environment leading to employability and entrepreneurship.

**PO7-** Exhibit scientific & research capabilities in academic, professional and general life pursuits.

**PO8-** Recognize, appreciate and follow ethical issues relating to the discipline and Society

**Programme Specific Outcomes (PSOs)**

After completing the undergraduate programme, a learner will be able to:

**PSO1 -** Acquire fundamental knowledge of Mass communication & Journalism and related study areas.

**PSO2 –** Learn communication and professional skills related to various fields of mass communication.

**PSO3 -** Become competent enough to undertake professional job as per demands and requirements of Media & Entertainment Industry.

**PSO4 -** Become ethically committed media professional adhering to the human values and the values of the Indian culture.

**PSO5 -** Acquire the primary research skills, understand the importance of innovation, entrepreneurship and global vision.

## BAMCPaper- I sem– Basic IT Tools

Unit	Topics	Contact Hours
I	IntroductiontoComputer:Computer andLatestIT gadgets,Evolution ofComputers& itsapplications,BasicsofHardwareandSoftware, ApplicationSoftware, SystemsSoftware,Utility Software.Central ProcessingUnit,Inputdevices,Outputdevices,ComputerMemory & storage, Mobile Apps.	6
II	IntroductiontoOperating System,FunctionsoftheOperating system, Operating SystemsforDesktopandLaptop, Operating Systemsfor Mobile Phone andTablets,UserInterfaceforDesktopandLaptop, TaskBar,Icons&shortcuts,RunninganApplication, Operating SystemSimple Setting,Changing SystemDateandTime,Changing Display Properties, To Add or Remove Program and Features, Adding, Removing &SharingPrinters, Fileand FolderManagement.	6
III	IntroductiontoInternetandWorldWide Web,BasicofComputer Networks,LocalArea Network (LAN), Wide Area Network (WAN), Network Topology, Internet, Applications of Internet, Website AddressandURL,Popular WebBrowsers(InternetExplorer/Edge, Chrome, Mozilla Firefox,Operaetc.),Popular SearchEngines, Searchingon theInternet.	6
IV	E-mail:Using E-mails,OpeningEmailaccount,Mailbox:Inboxand Outbox,Creatingand Sendinga newE-mail,replying toanE-mail message,forwarding anE-mailmessage,searching emails,Attaching fileswithemail,Email Signature.SocialNetworking:Facebook, Twitter, LinkedIn, Instagram, Instant Messaging (WhatsApp, Facebook Messenger, Telegram), Introduction to Blogs, Digital Locker.	6
V*	Practicum: <ul style="list-style-type: none"><li>•Identifythe various partsof computer</li><li>•Usingcomputer/mobile software and hardware</li><li>• Useof operatingsystem forvarious tasks suchasfile creation, directorycreation, shortcut creation, usingcontrolpanel, etc.</li><li>•Using Internet&amp;variousbrowsers.</li><li>•Identifythe various hardware/software required forInternet</li><li>•Howto create and usee-mail account</li><li>•Using Facebook, WhatsApp,Instagram,LinkedIn, Telegram</li><li>•Writingblogs</li></ul>	25

## **BAMCPaper- I sem– Basic IT Tools**

### **Course Objectives:**

This course is designed to aware the students about Bsic IT Tools

### **Course Learning Outcomes:**

After the completion of the course, the students:

- 1 Identifythe various partsof computer
- 2 Usingcomputer/mobile software and hardware
- 3 Useof operatingsystem forvarious tasks suchasfile creation, directorycreation
- 4 Using Internet&variousbrowsers.
- 5 Identifythe various hardware/software required forInternet
- 6 Howto create and usee-mail account
- 7UsingFacebook, WhatsApp,Instagram,LinkedIn, Telegram

## BAMC\_SEMESTER\_I\_Basic IT Tools

28-07-2023to25-11-2023

<b>Week 1</b>	IntroductiontoComputer:Computer andLatestIT gadgets,Evolution ofComputers
<b>Week 2</b>	BasicsofHardwareandSoftware, ApplicationSoftware, SystemsSoftware
<b>Week 3</b>	IntroductiontoOperating System,FunctionsoftheOperating system
<b>Week 4</b>	Operating SystemsforDesktopandLaptop, Operating Systemsfor Mobile Phone
<b>Week 5</b>	Outputdevices,ComputerMemory & storage, Mobile Apps.
<b>Week 6</b>	To Add or Remove Program and Features, Adding, Removing &SharingPrinters
<b>Week 7</b>	IntroductiontoInternetandWorldWide Web,BasicofComputer Networks
<b>Week 8</b>	LocalArea Network (LAN), Wide Area Network (WAN), Network Topology
<b>Week 9</b>	Internet, Applications of Internet, Website AddressandURL,Popular WebBrowsers
<b>Week 10</b>	Popular SearchEngines, Searchingon theInternet.
<b>Week 11</b>	E-mail:Using E-mails,OpeningEmailaccount
<b>Week 12</b>	Mailbox:Inboxand Outbox
<b>Week 13</b>	Creatingand Sendinga newE-mail,replying toanE-mail message,
<b>Week 14</b>	forwarding anE-mailmessage,searching emails,Attaching fileswithemail,Email Signature
<b>Week 15</b>	SocialNetworking:Facebook, Twitter, LinkedIn, Instagram, Instant Messaging
<b>Week 16</b>	TaskBar,Icons&shortcuts,RunninganApplication,
<b>Week 17</b>	Operating SystemSimple Setting
<b>Week 18</b>	<b>DEEWALIVACATION</b>
<b>Week 19</b>	<b>RevisiontestAssignments</b>
	<b>ExamStarts25-11-2023</b>