

Government PG College, AmbalaCantt Course

File(Session 2023-24)

Name of Faculty :TanjumKamboj

Course BAMC , ODD Semester

Govt PG College, AmbalaCantt

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.

B23-JMC-104
CC-M2
COMPUTER APPLICATIONS

Time-3Hours
TotalCredits-02
Theory-35
Internalassessment-15
TotalMarks-50

Note- The question paper will contain nine questions. Students are required to attempt five questions in all. There will be two questions in each Unit from Unit-I to Unit-IV. Students are required to attempt one question from each unit from I to IV. Q.No.1 containing short notes covering the entire syllabus is compulsory. All the questions will carry equal marks. The students can attempt question paper either in English or in Hindi language.

COURSE LEARNING OBJECTIVES:

CLO1: To understand the basic knowledge of computer system.
CLO2: To know about the functioning of different parts of computer.
CLO3: To know about Software and Operating System.
CLO4: To understand the basics of Application Software.

UNIT	Topic		Contact Hours
UNIT-I	<ul style="list-style-type: none"> • Computer- Origin, Evolution and Generation of Computer • Characteristics of Computer • Types of Computer • Block Diagram of Computer 	CLO1	12
UNIT-II	<ul style="list-style-type: none"> • Basic Components of a Computer:- • Input Devices • Output Devices • Storage organization: Primary & Secondary Memory 	CLO2	12
UNIT-III	<ul style="list-style-type: none"> • Introduction to Software • Types of Software - System software, Application software • Operating system and its functions 	CLO3	12
UNIT-IV	<ul style="list-style-type: none"> • Introduction to MS Word and its uses • Various Menus, Toolbars & Buttons • Paragraph and Page Formatting • Creation & Working with Tables, Mail Merge • Introduction to MS PowerPoint and its uses • Creating a New Presentation • Introduction to Excel and its uses 	CLO4	12

Suggested Readings:

1. Help files from Apache Open Office, <https://wiki.openoffice.org/wiki/Documentation>
2. Channelle Andy, "Beginning Open Office 3: From Novice to Professional", a Press Publications
3. [Beginning Open Office 3: From Novice to Professional](#), Andichannele, Apress.
4. Microsoft Office 2016 Step by Step: MS Office 2016 Step by S_p1, By Joan Lambert, Curtis Frye
5. Computer Fundamentals- By Pradeep K. Sinha, Priti Sinha, BPB Publications, 6th Edition

COURSE OBJECTIVES:

- CLO1: Understand the basic knowledge of computer system.
- CLO2: Know about the functioning of different parts of computer.
- CLO3: Knowledge about Operating System
- CLO4: Understand the basics of Application Software.

COURSE Outcome:

- 1: Understand the basic knowledge of computer system.
- 2: Understand about the functioning of different parts of computer.
- 3: Knowledge about Operating System
- 4: Understand the basics of Application Software.

BAMC_SEMESTER_I_ Computer Applications

28-07-2023 to 25-11-2023

Week 1	Computer- Origin, Evolution and Generation of Computer
Week 2	CharacteristicsofComputer
Week 3	TypesofComputer
Week 4	BlockDiagramofComputer
Week 5	BasicComponentsofaComputer-:
Week 6	InputDevicesOutputDevices
Week 7	Storageorganization:Primary&SecondaryMemory
Week 8	IntroductiontoSoftware
Week 9	Types of Software - System software, Applicationsoftware
Week 10	Operating systemanditsfunctions
Week 11	IntroductiontoMSWord anditsuses
Week 12	IntroductiontoExcelanditsuses
Week 13	ParagraphandPageFormatting
Week 14	Creation&WorkingwithTables,MailMerge
Week 15	IntroductiontoMSPowerPointanditsuses
Week 16	CreatingaNewPresentation
Week 17	IntroductiontoAccessanditsuses
Week 18	(DiwaliVacations)
Week 19	RevisiontestAssignments
	ExamStarts25-11-2023