St. JOSEPH'S DEGREE COLLEGE

Sunkesula Road, Kurnool – 518 004 A.P.

(Affiliated to Rayalaseema University, Kurnool)

BRIDGE COURSE
ON
"COMPUTER & MS-OFFICE FUNDAMENTALS"

Academic Year – 2024-2025

FACULTY ATTENDED:

Mrs. P.Armili Devi   Mrs. K Chaitanya Lakshmi   Mr. A.Viswanatha Rao

Mr. J.Raja Ratnam   Mr. P.Hari Krishna Reddy

CIRCULAR

09-09-2024,
Kurnool.

Bridge course reduces the gap between schooling and college and is useful for the students to get knowledge in Computer subject and to know the College rules and regulations. The Department of Computer science has decided to organize a Bridge course– "Computer and MS-Office fundamentals" to provide basic knowledge and familiarity with Computers and MS Office for the first year students of all groups to use Computers effectively in their academics.

S Latha Rani
Head, Computer Science Department.

GIST

If a student wants to join the rewarding field of computer science, but lacks the necessary background to get into it, then the "Bridge course" is a fast and convenient way to advance their education. Bridge course is a program designed for students who are lacking a background in computer science. This training reduces the gap between schooling and college and is useful for the students to get knowledge in their subjects and to know college rules and regulations.

The Bridge course was conducted for all the first-year students from 17th September 2024 to 27th September 2024.

The students were given basic training on the computer subjects included in I-Sem. The students got the basic knowledge in the subjects such as Computer fundamentals and Typing Master to make them familiar with the usage of the keyboard. The topics covered were

1. Generations of Computers.
2. Block diagram of Computers
3. Hardware, Software and types
4. Introduction to Windows Operating System
5. Basic operations in Ms-Word and Ms-Excel

SYLLABUS FOR BRIDGE COURSE

CLASSWORK	PRACTICE SESSION
➢ Definition of Computer ➢ Characteristics and Applications of Computers ➢ Hardware & Software ➢ Input Devices, Output Devices ➢ Windows Operating System basics	Brief Introduction to Windows OS ➢ Desktop Management ➢ Accessing various drives of Hard disk using Windows Explorer ➢ Notepad ➢ Microsoft Paint
➢ Introduction to Ms-Word ➢ File & Edit menu ➢ Introduction to Ms-Excel ➢ Formatting text in Ms-Excel	➢ Creating a new Document and saving it at a specified location ➢ Edit menu with Copy, Cut and Paste options. ➢ Working with Ms-Excel worksheets and cells ➢ Formatting text in Ms-Excel cells

CLASSES AND ATTENDANCE

SNO	NAME OF THE LECTURER	CLASS	TOTAL STRENGTH	ATTENDANCE
1	P.Armili Devi	I BSC(COMPUTER SCIENCE) – A	66	Link
2	A.Viswanatha Rao			
3	K Chaitanya Lakshmi	I BSC(COMPUTER SCIENCE) – C	65	Link
4	J Raja Ratnam			
5	P.Armili Devi	I BSC(Statistics & Computers)-B	15+29+30= 74	Link
6	A.Viswanatha Rao			
7	P Hari Krishna	I BSC(COMPUTER SCIENCE) – D	62	Link
8	J Raja Ratnam			

GALLERY