# 2022-2023

# St. Joseph's Degree College, Sunkesula Road, Kurnool

## Bridge Course
### on
### "Computer Fundamentals & Typing Master"

### Academic Year – 2022-2023

## Faculty Attended:

Mr.  V Raghavendra Kumar
Mr.  A Mallikarjuna
Mrs. P Sai Srujana
Mrs. K Chaitanya Lakshmi
Mr.   J Raja Ratnam
Mr.  G P Babu
Mrs. B Manju Bhargavi
Mrs. N Rajini Kiran mai

# <u>Request Letter</u>

19-10-2022

Kurnool.

To
The Chairman,
Internal Quality Assurance Cell,
St. Joseph's Degree College,
Kurnool.


Respected Sir/Madam,

Sub: - Request for permission to conduct **Bridge course – "Computer and MS-Office fundamentals"** to provide basic knowledge and familiarity with Computers and MS Office.

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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. So the Department of Computer science has decided to organize a **Bridge course** for the first year students of all groups to use Computers effectively in their academics.

So I request you to consider the proposal and permit me to conduct a Bridge course.

With Regards,


**(S Latha Rani)**
Head, Computer Science Department.

Copy to:

Copy to Principal

# 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 02ndNovember2022 to 16thNovember2022.

The students were given basic training on their computer subjects included in I-Sem. The students get 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. Functional units of Computer
4. Computer languages.
5. Typing Master

# SYLLABUS FOR BRIDGE COURSE

| CLASSWORK | PRACTICE SESSION |
|---|---|
| ➢ Definition of Computer<br><br>➢ Characteristics and Applications of Computers<br><br>➢ Types of Computer,<br><br>➢ Input Devices, Output Devices,<br><br>➢ Introduction & Usage of Keyboard | **Brief Introduction to Touch Typing Basics**<br>1. Finger Positioning<br><br>2. Pressing Keys<br><br>3. Learning Tips<br><br>4. Ready to start |
| ➢ Introduction to Typing Master Pro<br><br>➢ Introduction & Usage of Mouse<br><br>➢ Introduction to MS-Paint<br><br>➢ Usage Of MS-Paint | 1. Touch Typing Course-12 Lessons<br>2. MS-Paint |

# Classes and Attendance

| Sno | Name of the Lecturer | Class | Total Strength | Attendance |
|---|---|---|---|---|
| 1 | V Raghavendra Kumar | I MSCS+MECS C | 45 | URL |
| 2 | P Sai Srujana | I MSCS+MECS A | 53+5 | URL |
| 3 | K Chaitanya Lakshmi | I MPCS C | 57 | URL |
| 4 | J Raja Ratnam | I BCom A | 42 | URL |
| 5 | G P Babu | I BCom D | 70 | URL |
| 6 | N Rajini Kiran mai | I BCom B | 27 | URL |
| 7 | B Manju Bhargavi | I BCom C | 42 | URL |

# Photo Gallery