



St. JOSEPH'S DEGREE COLLEGE

Sunkesula Road, Kurnool – 518 004 A.P.

(Affiliated to Rayalaseema University, Kurnool)

Bridge Course

on

“Basics of Computers”

Academic Year

2025-2026

INSTRUCTORS

- 1. Mrs. P.Armili Devi**
- 2. Mrs. Rajini Kiranmai**
- 3. Mr. D. Mahaboob Basha**
- 4. Mr. P.Harikrishna**
- 5. Mr.V.Raghavendra Kumar**
- 6. Mr.A.Mallikarjuna**

Request Letter to IQAC for Commencement of Bridge Course

To
**The Coordinator,
SJCQAC,
St. Joseph's Degree College,
Sunkesula Road, Kurnool.**

Date: October 20, 2025

Subject: Request for Approval and Commencement of Mandatory Bridge Course for I Year Students.

Dear Madam,

The Department of Computer Science formally requests the approval and commencement of a mandatory **Bridge Course** for all incoming students of the First Year (I Semester) Computer Science program for the academic year 2025-2026.

Rationale and Objectives

We have observed that many first-year students lack the essential foundational knowledge in computer basics and software proficiency required to successfully navigate the I-Sem curriculum. The proposed Bridge Course directly addresses this gap, aligning with the institution's commitment to quality education and student success.

The primary objectives of the course are:

1. To provide essential technical training, minimizing the transition gap between schooling and college.
2. To impart foundational knowledge in subjects like Computer Fundamentals and Typing proficiency.
3. To familiarize students with basic college rules, regulations, and the academic environment.

Proposed Details of the Program - Proposed Curriculum

The training will focus on providing practical skills necessary for immediate academic engagement, covering:

- **Core Skills:** Computer Fundamentals and Typing Master (to ensure comfort with keyboard usage).
- **Applications:** Windows Operating System Basics, Notepad, Wordpad, and Paint.

We believe that the implementation of this Bridge Course is a vital step toward enhancing the quality of intake and ensuring the academic preparedness of our students. We look forward to your favorable approval and guidance in commencing this important initiative.

Thank you for your time and consideration.

Sincerely,

S.Latharani

Head, Department of Computer Science

CIRCULAR

This is to inform all first-year Computer Science students that the **Bridge Course** training program is **mandatory** for all students entering the I Semester. This course is specifically designed to ensure all incoming students have the necessary foundational skills to succeed in their computer science studies, irrespective of their prior academic background.

Course Details

- Duration** : November 3, 2025 – November 22, 2025
- Timings** : 3.00 PM to 5.00 PM
- Objective** : To bridge the knowledge gap, provide basic computer skills, and introduce college rules/regulations.

(S Latha Rani)

Head, Computer Science Department.

GIST

The Bridge Course is a crucial, fast-track program specifically designed to support first-year Computer Science students who may **lack the foundational background** necessary for their studies, effectively reducing the transition gap between secondary schooling and college academics. This initiative ran from **November 3 to November 22, 2025**, targeting all new students to not only impart essential subject knowledge but also to familiarize them with college regulations and rules. The training focused on basic computer subjects included in the I-Semester curriculum, providing students with essential practical skills like **Computer Fundamentals** and proficiency in **Typing** to ensure comfort with keyboard usage.

Core Subject Areas:

- **Computer Fundamentals:** Laying the theoretical groundwork for how computers operate.
- **Typing Master:** Dedicated training to make students familiar with the usage of the keyboard and improve typing proficiency, a critical skill for any computer science major.

Specific Topics Covered:

The training sessions focused on basic, universally used applications to build confidence:

- **Windows Operating System Basics:** Understanding the graphical user interface, file management, and core settings of the primary OS.
- **Notepad & Wordpad:** Learning basic text editing, formatting, and document creation within simple word processing environments.
- **Paint:** Utilizing a simple application to understand graphics creation, saving files, and working with digital media.
- **Typing:** Practical exercises to develop speed and accuracy on the keyboard.

thereby ensuring students gain the fundamental knowledge needed to confidently begin developing their computer skills.

Class Strength Details

S.No.	Name	Course	No. of students attended
1	Mrs. P.Armili Devi	I B.Sc. (CS) – B Section	43
2	Mrs. Rajini Kiranmai	I BCA – B Section	55
3	Mr. D. Mahaboob Basha	I BCA – A Section	53
4	Mr. P.Harikrishna	I B.Sc. (CS) – C Section	69
5	Mr.V.Raghavendra Kumar	I B.Sc (CS) – D Section	73
6	Mr.A.Mallikarjuna	I B.Sc. (CS) – A Section	48

GALLERY

