



**GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)  
SRIKAKULAM**

**CIRCULAR**

Dt:17-09-2024

The Department of Computer Science and Computer Applications will be conducting a 7-day Bridge course on “*Computer Fundamentals and Internet fundamentals*” for the I year Students of **B.Sc Major (Computer Science) and B.Com Major(Computer Applications)** from dt **19-09-2024 to 28-09-2024** The bridge course aims to bridge the gap between the curriculums of the previous educational system with the new system, to know the rules and regulations of the department thus help in smooth transition of the Student.

**Venue : Digital Class room no 50**

**Time : 2.00pm to 5.00pm**

Principal



## **BRIDGE COURSE 2024-2025**

### **Learning Objectives**

- To Identify the parts of the System
- To perform the basic skills in assembling the PC components
- To enable the students to understand the benefits of usage of Google Drive and G-Suite options
- To make the student gain basic knowledge of creation of documents, worksheets and presentations using MS-Office tools

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#### **Day1: Introduction and PreAssessment**

Session1 : Preassessment Test

Session2 : Rules and regulations to be followed by the student and Alumni Talk

Session3 : Email creation and Synchronizing of the Google account in the mobile

#### **Day2 : GSuite**

Session1: Google Drive- Google classroom – Google forms – Organizing the mailbox

Session 2 : Usage of Collaborative tools

#### **Day3 : Know Your Desktop**

Session1 : Windows Operating System - Windows explorer – Control Panel –

Device Drivers - Creating and deleting Folders – Saving the files- Different types of Files - Paint

Session2 : Practice Session

#### **Day4 : MS-Word**

Session1 : MS Word Window – creating and saving a document ShortCut keys –

Formatting Text, paragraph and page – alignments – working with images – tables – headers – footers – wordart

Session2 : Practice Session

#### **Day5: MS-Excel**

Session1 : Worksheet – Inserting data – Creating chart from tables – Working with functions using cell referencing (mathematical and statistical functions)

Session2 : Practice Session

#### **Day6 : MS-Powerpoint**

Session1 : Slide Insertion – design – putting data in the slide – animations – rules to be followed in PPT creation

Session2 : Practice Session

#### **Day7: Practice session and Basic Mathematics for Computing**

#### **Day8 : Carrer Guidance and Feedback**

Session1: Career Guidance

Session2 : PostAssessment and Feedback

## **BRIDGE COURSE - DAY 1 @ 19-08-2023**

**Target Audience : BSc-major(Computer Science) & B.Com-Major(Computer Applications)**

**Topic: Introduction**

**Session1 : Rules and regulations to be followed by the student**

**Session2 : Email creation and Synchronizing of the Google account in the mobile**

**Resource Person : Dr.S.VaniKumari & Smt.I.Srilakshmi**

**Context :** Awareness of rules and regulations to be followed in the class room and in laboratories will help the students avoid unintentionally violating them which can lead to disciplinary action. It helps in promoting responsible behavior and contributes to a positive and respectful college environment.

Email is a primary mode of official communication in this digital era. It facilitates collaboration with peers on group projects and assignments.



## **BRIDGE COURSE - DAY 2 @ 20-08-2023**

**Target Audience : BSc-major(Computer Science) & B.Com-Major(Computer Applications)**

**Topic: GSuite**

**Session1:Google Drive-Google classroom – Google forms – Organizing the mailbox**

**Session 2 : Usage of Collaborative tools**

**Resource Person : Smt.S.Madhavi Latha & Dr..S.Vani Kumari**

**Context :** GSuite prepares students for the digital workplace, where collaboration, communication, and technology skills are essential. These collaborative tools help the students to organize their work take feedbacks and help in datacollection process in various phases of the learning period in the college A cluttered mailbox can be overwhelming and stressful. Organizing it helps reduce stress and increase productivity. Organizing the mailbox ensures that important emails are not missed, and responses are sent in a timely manner.

### **BRIDGE COURSE - DAY 3 @ 23-08-2023**

**Target Audience : BSc-major(Computer Science) & B.Com-Major(Computer Applications)**

**Topic : Know Your Desktop**

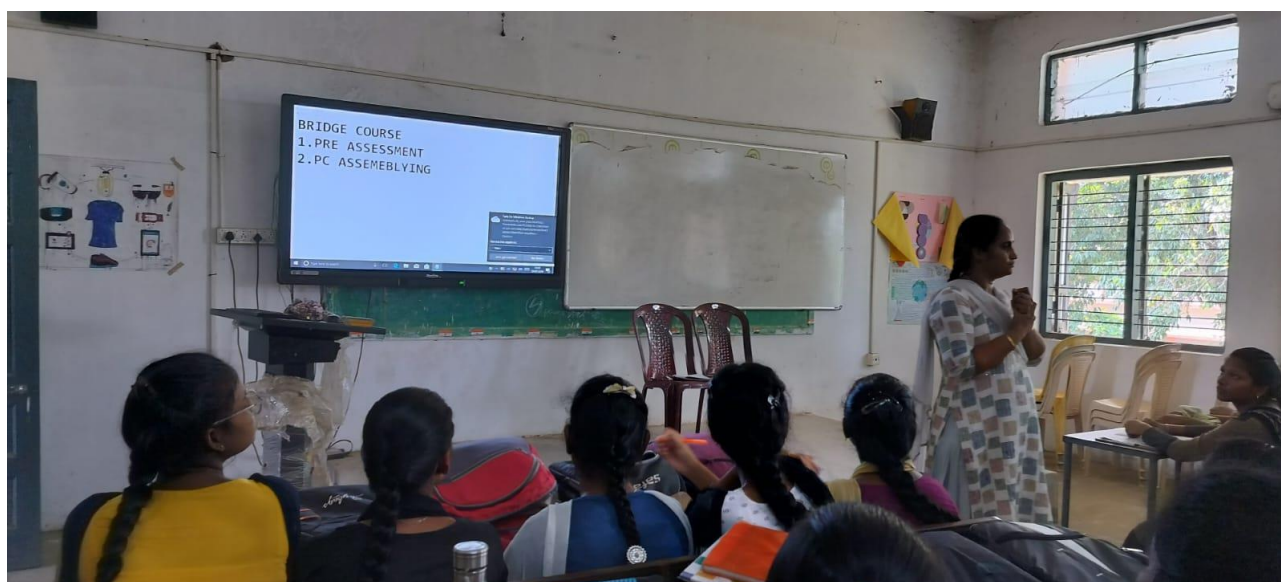
**Session1 : Windows Operating System - Windows explorer – Control Panel –**

**Device Drivers - Creating and deleting Folders – Saving the files-Different types of Files - Paint**

**Session2 : Practice Session**

**Resource Person : Smt.S.Madhavi Latha & Smt.I.Srilakshmi**

**Context :** We live in a digital age where computers and technology are an integral part of our daily lives. Students need to use computers to complete assignments, projects, and research papers. Knowing how to use Windows Explorer, Control Panel, and Device Drivers can help students work more efficiently and effectively protect their computers from viruses and malware. Creating and deleting folders, saving files, and understanding different types of files can help students stay organized and focused.



### **BRIDGE COURSE - DAY 4 @ 24-08-2023**

**Target Audience : BSc-major(Computer Science) & B.Com-Major(Computer Applications)**

**Topic: MS-Word**

**Session1 : MS Word Window – creating and saving a document ShortCut keys – Formatting Text, paragraph and page – alignments – working with images – tables – headers – footers –wordart**

**Resource Person : Smt.S.Vani Kumari**

**Context :** S-Word is widely used in academic writing, and students need to know how to create, edit, and format documents. Learning MS-Word can help students develop digital literacy skills, which are essential in today's technology-driven world. Understanding the MS-Word Window: helps the Students know about the different components of the MS-Word window, such as the ribbon, tabs, and groups and how to create, save, and manage documents in MS-Word

### **BRIDGE COURSE - DAY 5 @ 25-08-2023**

**Target Audience :** BSc-major(Computer Science) & B.Com-Major(Computer Applications)

**Topic:** MS-Excel

**Session1 :** Worksheet – Inserting data – Creating chart from tables – Working with functions using cell referencing (mathematical and statistical functions)

**Resource Person :** Smt.V.Sailaja

**Context :** Excel is widely used in various fields, including business, economics, and science, for data analysis and interpretation. Excel is often used to collect, analyze, and present data, making it a crucial tool for students to master. By understanding and getting aware about the features and usage of basic excel students can utilize it in their various academic activities like data collection and graph preparations during CSP, And Internship record preparations.

### **BRIDGE COURSE - DAY 6 @ 26-08-2023**

**Target Audience :** BSc-major(Computer Science) & B.Com-Major(Computer Applications)

**Topic:** MS-Powerpoint

**Session1 :** Slide Insertion – design – putting data in the slide – animations – rules to be followed in PPT creation

**Resource Person :** Smt.I Srilakshmi

**Context:** PowerPoint's features and tools enable students to express their creativity and imagination. PowerPoint need to be used by the student in academic activities for presentations, seminars, and conferences. Creating a PowerPoint presentation improves critical thinking, analysis, and organization of ideas.

### **BRIDGE COURSE - DAY 7 @ 27-08-2023**

**Topic:** Session 1:Basic Mathematics for Programming - basic statistics – probability, expressions, data interpretation – numbersystems -

**Session 2 :** Practice session

**Resource Person :** Smt.I Srilakshmi & Smt.S.Madhavi Latha

**Context :** The students need to understand how Math concepts help them optimize their code, reducing computational complexity and improving performance. Knowing of basic maths helps them to learn how to breakdown a complex problem into simpler problems and solve them.

### **BRIDGE COURSE - DAY 8 @ 28-08-2023**

**Topic:** Session 1:Career Guidance Session

**Session 2 :** Post Assessment and Feedback

**Resource Person :** Smt.V.Sailaja & Smt.S.Madhavi Latha

**Need for Understanding Career Paths:**

**1. Informed Decision-Making:** Understanding career paths helps students make informed decisions about their degree course.

2. **Clear Goals:** Knowing career paths provides students with clear goals and motivation to work towards.
3. **Relevant Skill Development:** Understanding career paths helps students develop relevant skills and knowledge.
4. **Competitive Advantage:** Having a clear understanding of career paths gives students a competitive advantage in the job market.
5. **Better Preparation:** Understanding career paths helps students prepare better for their future careers.

