

Mangayarkarasi College of Arts and Science for Women Paravai, Madurai - 625402

DEPARTMENT OF COMPUTER SCIENCE & BCA

BRIDGE COURSE-(2021-20222)

SYLLABUS

Course Outcomes

The course is designed to aim at imparting a basic level programme for the individual. After completing the course the individual is able to the use the computer for basic purposes of preparing his personnel/business letters. This allows a common individual to be also a part of computer users list by making them digitally literate.

Unit 1

Knowing computer: What is Computer, Basic Applications of Computer; Components of Computer System, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information;

Unit 2

Operating Computer using GUI Based Operating System: What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows.

Unit 3

Understanding Word Processing: Word Processing Basics; Opening and Closing of OBJECTIVE: The course is designed to aim at imparting a basic level programme for the individual.

Unit 4

Using Spread Sheet: Basics of Spreadsheet; Manipulation of cells; Basic Formulas and Functions; Editing of Spread Sheet.

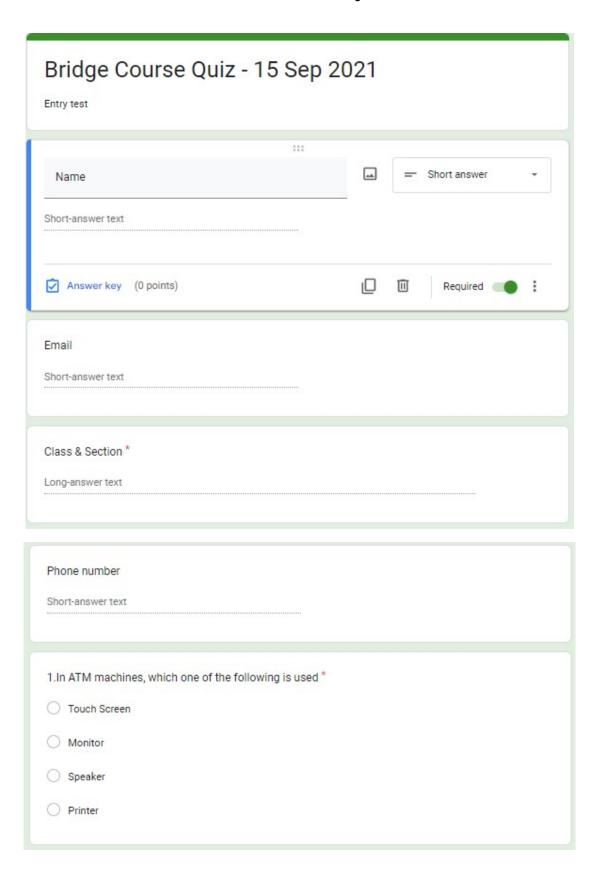
<u>Unit 5</u>

Starting Internet and E-mail: History of the Internet -Introduction to the Internet The Basics- Getting to know the URL-Navigating through the Browser tool bar-Browser Window-Learning to Navigate-Keyboard shortcuts- Internet Bookmarks . **Using the Internet**: Surfing the net - Researching on the net - Search Engines -Search Techniques **Setting up E-mail**: Why use email? - Email addresses

TIME TABLE

		TIME TAE	BLE	
	I BSC CS [A, B)&IB.C.A			
Day	1	2	3	4
Monday	С	ENGLISH	TAMIL	MATHS
Tuesday	С	ENGLISH	TAMIL	MATHS
Wednesday	MATHS	ENGLISH	TAMIL	С
Thursday	С	ENGLISH	TAMIL	MATHS
Friday	MATHS	ENGLISH	TAMIL	С
Saturday	MATHS	ENGLISH	TAMIL	С

ENTRY TEST PREFILLED QS PAPER



nput device *
n-volatile memory *
ion computers used * es
ssors

6 is	an Output device that displays text and media information. *
O Monitor	
Projector	
OPlotter	
O None of t	these
7.Which one	of the following is the Secondary memory? *
RAM	
ROM	
Flash driv	ve
○ Hard disk	(
8.Which gene	eration of computer used Vacuum tubes? *
First	
Second	
○ Third	
Fifth	
9.In monitor	images from tiny dots, called *
O Dots	
Bit	
Pixel	
0 -	
Byte	

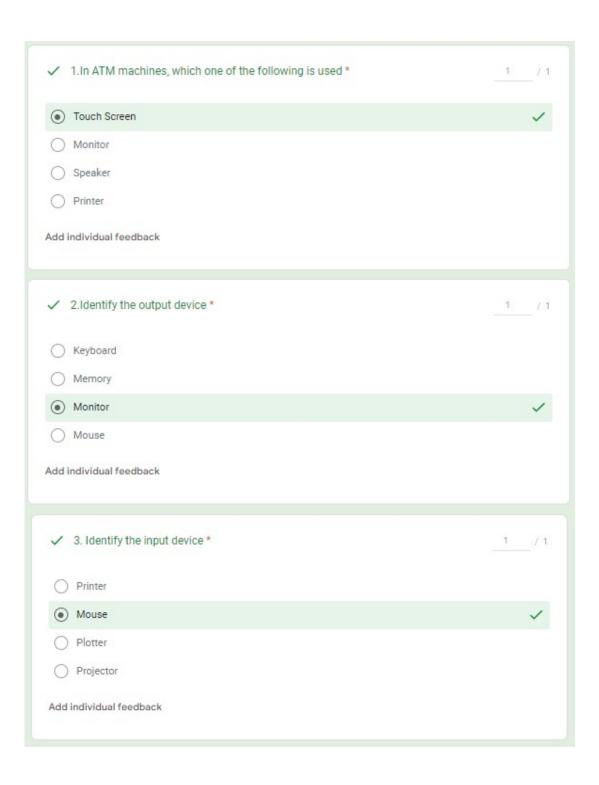
10.How many bytes does 1 Kilobyte contain?*
O 1000
○ 8
O 4
O 1024
11.Which of the following is said to be the brain of a computer?*
Input Devices
Output Devices
Memory Devices
О СРИ
12.Which is the fastest memory? *
Hard disk
Main memory
Cache memory
Blue-Ray disk
13.Operating system is a *
Application Software
System Software
Component
Hardware

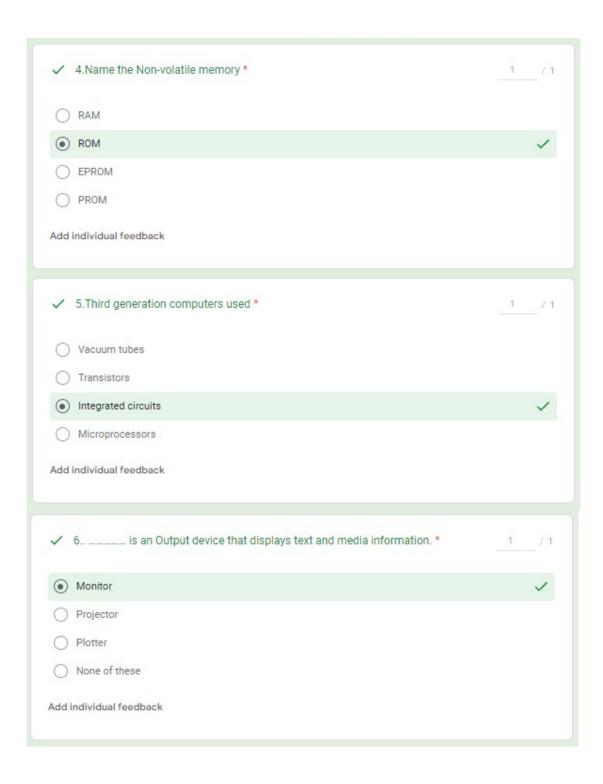
14.Which of the following OS is a commercially licensed Operating system?*	
Windows	
O UBUNTU	
○ FEDORA	
○ REDHAT	
15.What is the expansion of RAM? *	
Read only memory	
Random Access memory	
Read Access Memory	
Random only memory	
16. Which is the default folder for many Windows Applications to save your file? * My Document My Pictures Documents and Settings My Computer	
17.File Management manages *	
Olirectory systems Files	

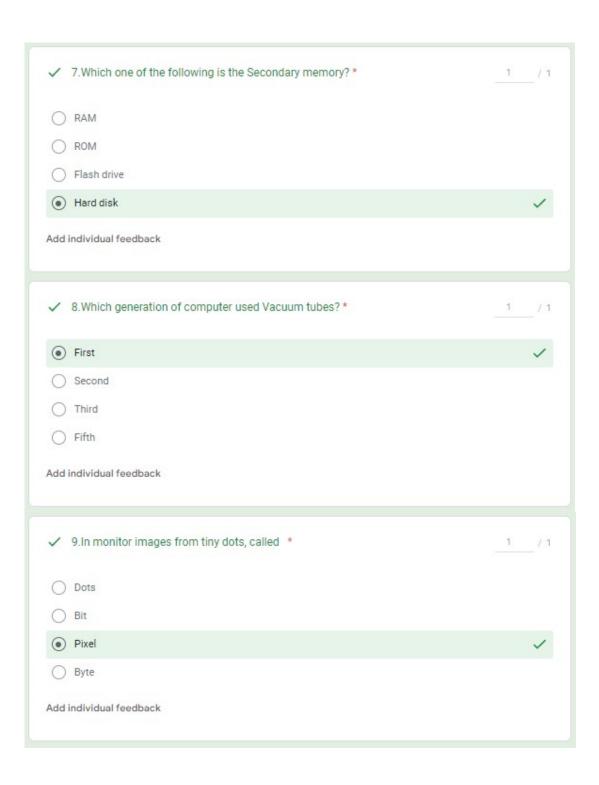
18.	Android is a *
0	Mobile Operating system
0	Open Source
0	Developed by Google
0	All the above
19.	What is the expansion of WLAN?*
0	Wireless Local Area Network
0	Wired local Area Network
0	Wireless Local Area Netware
0	Wireless Area Netbande
20.	Which is displayed at the top most part of the window?*
0	Menu bar
0	Tool bar
0	Title bar

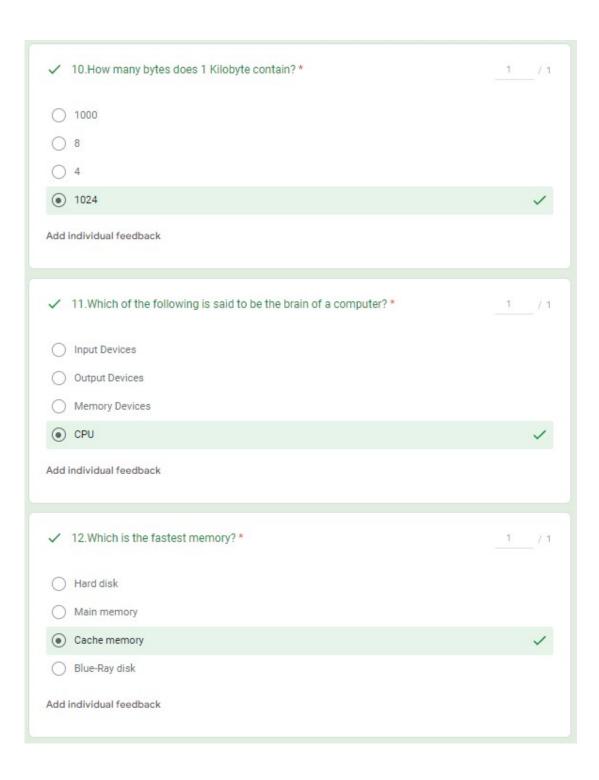
ENTRY TEST FILLED QS PAPER

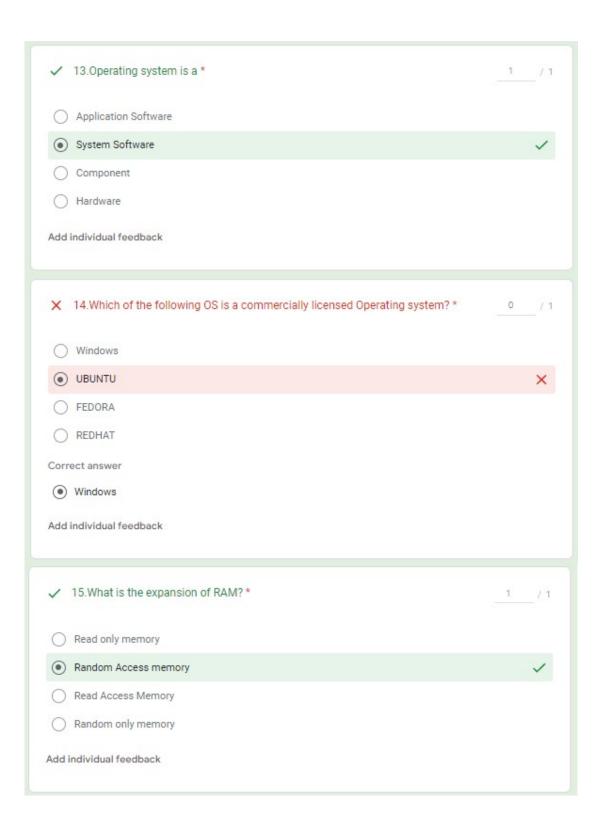
17 of 20 points	Score released 15 Sept 20:03
Bridge Course Quiz - 15 Sep 2021	
Entry test	
*Required	
Name *	/ o
U.Rajeshwari	
Add individual feedback	
Email	/ 0
bulletboy3989@gmail.com	
Add individual feedback	
Class & Section *	/ 0
1st year b	
Add individual feedback	
Phone number	/ 0
7010705481	
Add individual feedback	

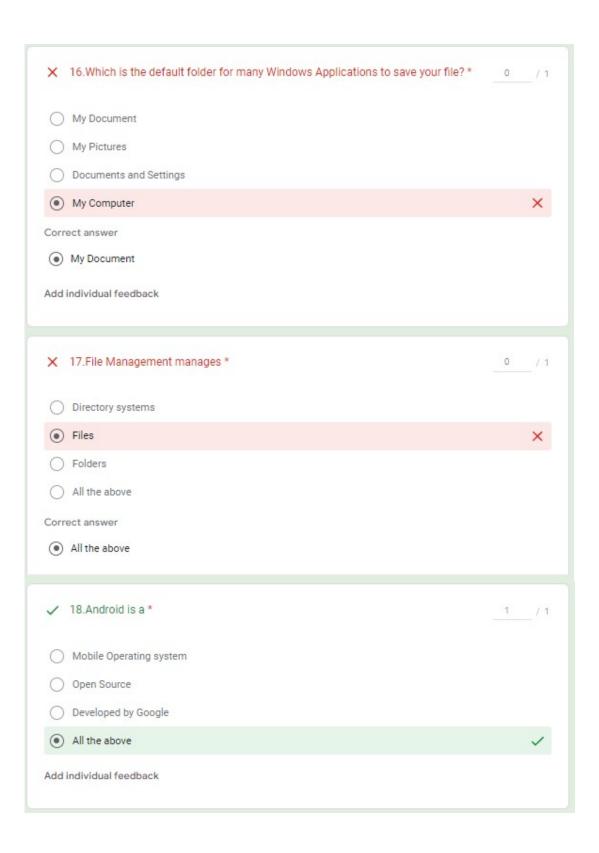


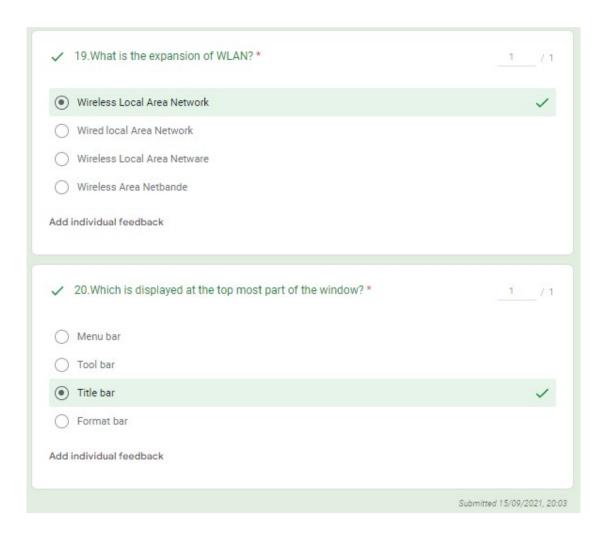




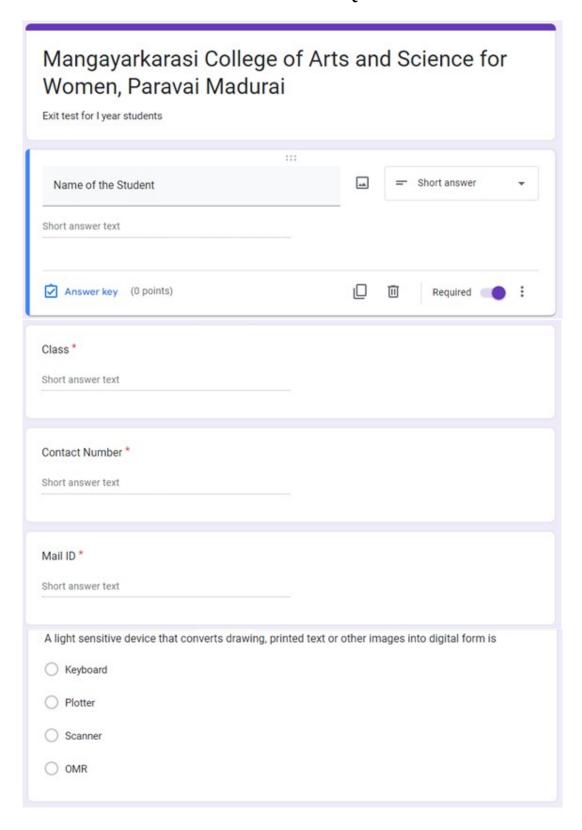








EXIT TEST PREFILLED QS PAPER



Which is the device that converts computer output into a form that can be transmitted over a telephone line Teleport Multiplexer Concentrator Modem
Dot-matrix, Deskjet, Inkjet and Laser are all types of which computer peripherals? Printers Software Monitors Keyboards
Which device of computer operation dispenses with the use of the keyboard? Joystick Light pen Mouse Touch
A pen shaped device which can sense light and is used to point at spots on a video screen. Mouse Light pen Joystick Plotter

Pressing is a quick way to cycle between open program windows.
○ Alt+Tab
○ Ctrl+Tab
○ Shift+Tab
○ Shift+Alt
A right click on the Windows desktop itself will
Open the Display properties dialog box
Show a context -sensitive menu
Open the control panel
minimize all open applications
A device that provides emergency power to your computer, conditions the voltage, and protects against powers surges is called a
O PSU = Power Supply Unit
USP = Universal Surge Protector
UPPS = Universal Power Protection and Supply
UPS = Uninterruptible Power Supply
GUI is used as an interface between
hardware and software
o man and machine
hardware and user
O None of the above

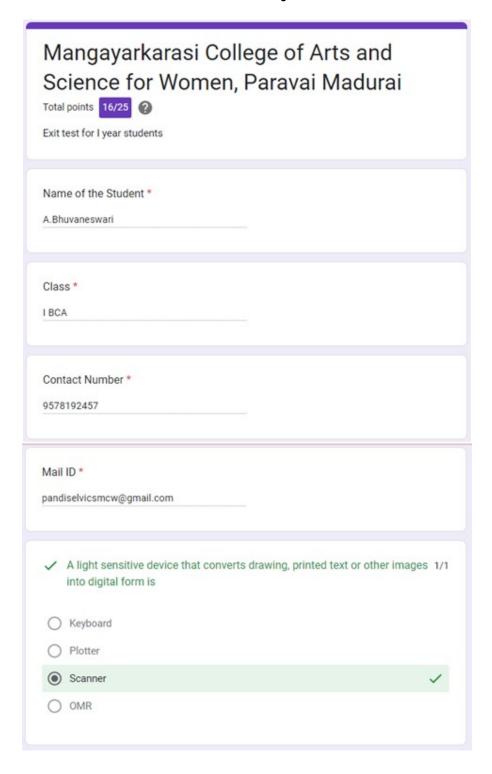
The language that the computer can understand and execute is called:
Machine language
Application software
○ System program
O None of the above
If a computer is on but does not respond to a system reset, what is it said to be?"
O Dead
Off
○ Hang
○ Insensitive
The most common input device used today is the
○ Motherboard
Central processing unit
○ Keyboard
○ System unit
What is the control unit's function in the CPU?
To decode program instructions
To transfer data to primary storage
○ To perform logical operations
To store program instructions

The CPU (ce	entral processing unit) consists of:
O Input, ou	utput and processing
O Control	unit, primary storage and secondary storage
O Control	unit, arithmetic-logic unit and primary storage
O Input, pro	rocessing and storage
Word proces	ssing software allows to text with a minimum of effort
Rearrang	ge
Retrieve	
Save	
Enter	
A spelling cl	hecker is also called
○ Electron	ic encyclopedia
○ Electroni	ic thesaurus
○ Electroni	ic dictionary
O None of	these
Windows are	e especially helpful for
o	text between files
Moving t	
	and-replace operations
Search-a	paste operations

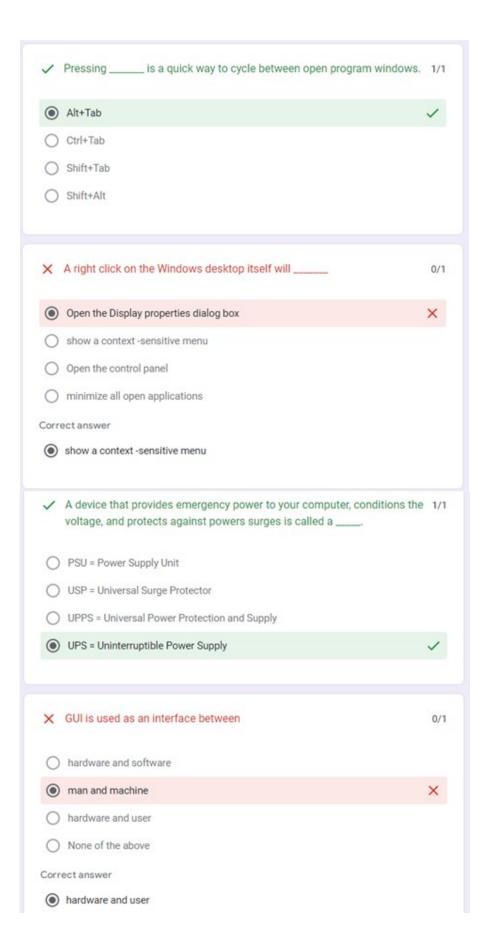
In word processing, a word is defined as 32 bits
An English language word
A string of letters or numerals
O Both (a) and (b)
What is the intersection of a column and a row on a worksheet called?
Column
○ Value
○ Address
○ Cell
What type of chart is useful for comparing values over categories ?
O Pie Chart
○ Column Chart
○ Line Chart
O Dot graph
Which function in Excel tells how many numeric entries are there?
○ NUM
○ COUNT
SUM
○ CHKNUM

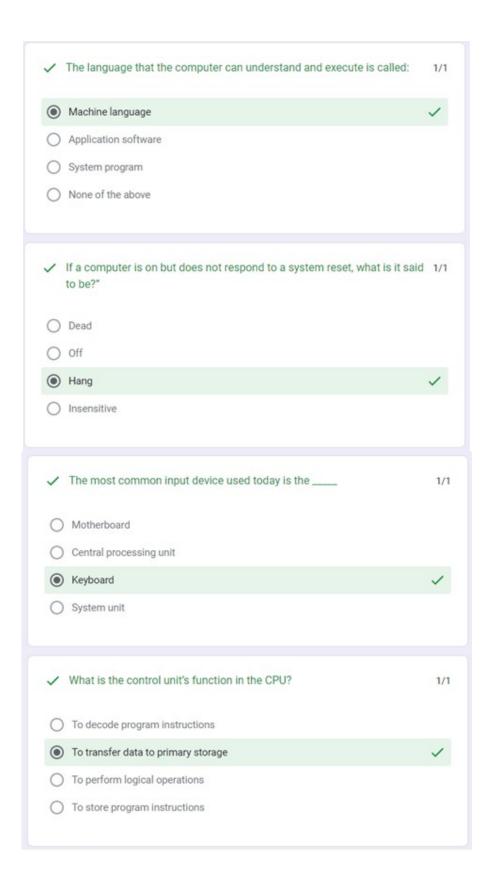
The Internet was originally a project of which agency? ARPA	
○ NSF	
○ NSA	
O None of these	
HTML is used to create	
machine language program	
igh level program	
O web page	
O web server	
The computer jargon - WWWW, stands for :	
○ World Wide Web Worm	
○ World Wide Wildlife Web	
○ World Wide Women's Web	
○ World Wide Women's Week	
Who invented world wide web ?	
○ Tim Berners Lee	
○ Sir Thomas	
○ Charles Babbage	
○ None of these	

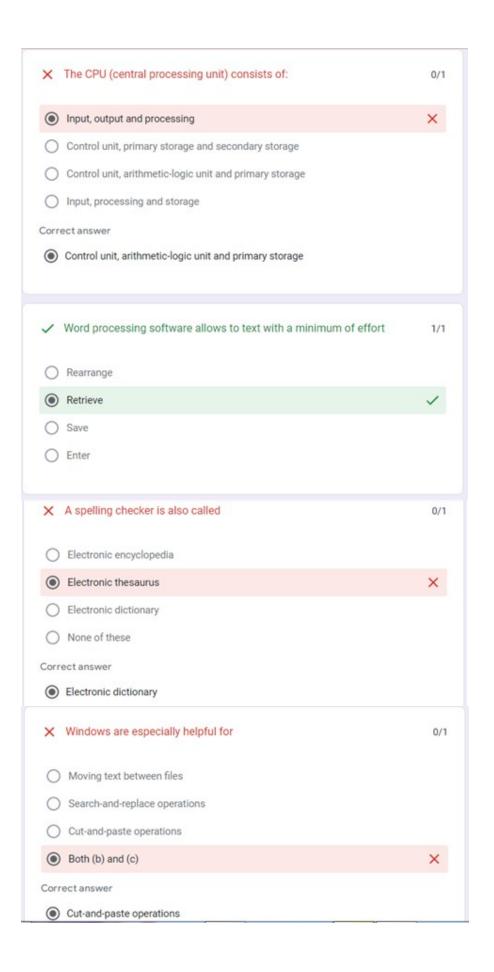
EXIT TEST FILLED QS PAPER

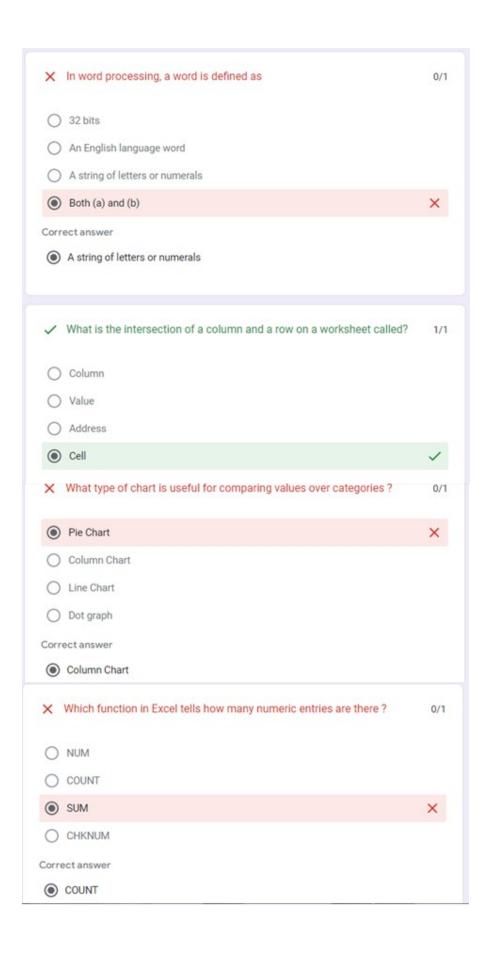


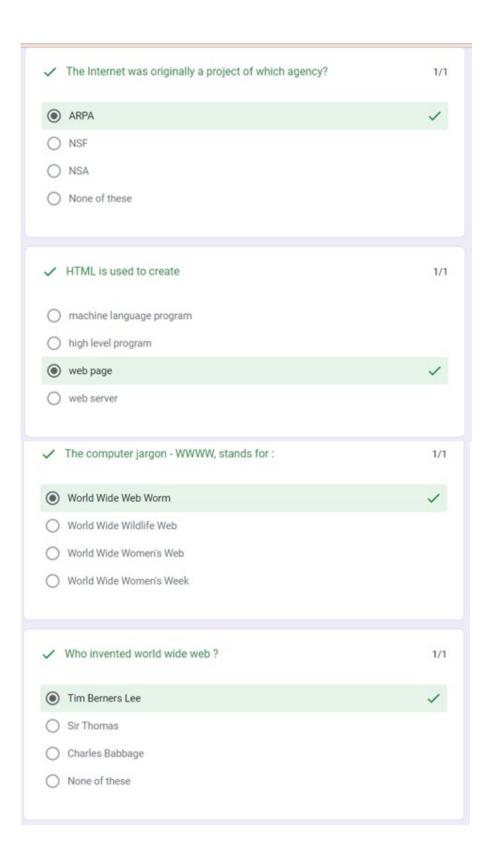
✓ Which is the device that converts computer output into a form that can transmitted over a telephone line	be 1/1
○ Teleport	
Multiplexer	
Concentrator	
Modem	~
Dot-matrix, Deskjet, Inkjet and Laser are all types of which computer peripherals?	1/1
Printers	~
○ Software	
O Monitors	
○ Keyboards	
 Which device of computer operation dispenses with the use of the keyboard? Joystick Light pen Mouse Touch Correct answer Mouse 	0/1 X
 A pen shaped device which can sense light and is used to point at spots a video screen. Mouse 	s on 1/1
Light pen	~
Joystick	
O Plotter	
Oriotte	











SCORE SHEET

CLASS INCHARGE- Mrs.B.Rajalakshmi

Class: I B.Sc CS section 'A'

SNo	Name of the Student	Entry Test(20 marks) Date:14/09/2021	Exit Test(25 marks) Date:20/09/2021
1	AFRIN BANU S	5	8
2	AISWARYA J	10	12
3	ANITHA P	11	18
4	AVUDAIYAMMAL K	17	14
5	BALKIS BEEVI A	6	5
6	BHUVANESHWARI R	18	17
7	BOOMIKA D	9	23
8	DEVAYANI M	16	10
9	HEMA MALINI J	11	20
10	JEEVITHA A	16	22
11	KARTHIKA RAJI C	18	15
12	KIRUTHIGA S K	20	25
13	KRISHIGA N	14	17
14	KRISHNAVENI P	11	17
15	LALITH VARSHINI M	17	16
16	LALITHA KUMARI D	8	23
17	MAHA DEVI T	14	7
18	MALARVIZHI S	18	25
19	MONIKA K	8	6
20	MUTHUKAVIYA M	20	24
21	NAGALAKSHMI P	20	18
22	NITHYASREE B	15	13
23	NIVETHA R	15	21
24	PRIYA R	16	19
25	PRIYADHARSHINI K	19	21
26	PRIYADHARSHINI P	17	16
27	RAJALAKSHMI M	10	22
28	RASIKA P	16	23
29	RENUGADEVI S	17	11
30	SARANYA K	6	9
31	SHANMUGA PRIYA P	11	21
32	SHYAMALA DEVI S	12	11
33	SOUNDARIYA D M	19	20
34	SRIMAHA K	10	9
35	SRIMATHI S	16	22
36	SUBITHA J	18	17
37	SWATHI B	12	12
38	SWATHIKA J	20	25
39	THENMOZHI C	19	22
40	VANDHANA D	18	23
41	VELPRIYA G	17	24
42	YAVANIKA M	17	18

CLASS INCHARGE- Mrs.T.Uma Jothi

Class: I B.Sc CS section 'B'

SNo	Name of the Student	Entry Test(20 marks) Date:14/09/2021	Exit Test(25 marks) Date:20/09/2021
1	AABITHA.S	14	18
2	AARTHI.C	17	25
3	AARTHIKA.V	16	7
4	ABINAYA.R	16	21
5	ANUSIYA.P	6	20
6	ARCHANA.S	16	23
7	DEEPIKA.M	13	18
8	DEEPIKA.S	20	19
9	DURAIDHARSHINI.B	15	22
10	EVANJALIN.P	11	7
11	GAYATHRI.T	12	8
12	JANANI PRIYA	15	17
13	JANANI.V	12	15
14	JENITA.P	17	15
15	KAVIYA PREETHA.D	12	11
16	KIRUTHIKA.R	16	11
17	LAKSHMI.V	13	18
18	LAVANYA.D	9	6
19	MADHUMITHA.M	16	11
20	MAHALAKSHMI.M	9	6
21	MAREESWARI.C	15	11
22	MEGALA.S	13	22
23	NARMATHA.B	6	6
24	NIRANJANA DEVI.M	17	19
25	NOORULINI.N	16	22
26	PALANIYAMMAL.M	17	5
27	PANDEESWARI.M	10	7
28	PRAGATHESWARI.K	19	21
29	RADHIKA.T	16	22
30	RAJESHWARI.U	17	20
31	RANJANA.S	17	10
32	RANJANI.A	14	7
33	SAFRIN FATIMA	14	14
34	SARADHA.G	18	21
35	SHAREEFA PARWIN.M	16	16
36	SIKKANDHAR SAHANA	16	18
37	SOWMIYA.M	14	15
38	SWETHA.M (01-08-2003)	14	25
39	SWETHA.M (25-02-2004)	6	8
40	SWETHA.V	17	19
41	THENMOZHI	7	5
42	VASANTHA MEENA.K	13	18
43	VIJAYALAKSHMI.M	17	23
44	VIJAYALAKSHMI.S	18	23

CLASS INCHARGE- Dr.P.Pandi selvi

SNo	Name of the Student	Entry Test(20 marks) Date:14/09/2021	Exit Test(25 marks) Date:20/09/2021
1	R.ASCENCIA	18	23
2	A.BHUVANESWARI	10	21
3	S.GAYATHRI	20	24
4	M.KARTHIGADEVI	16	17
5	M.KIRUTHIKA	-	-
6	M.MIRUDHULA	17	21
7	M.MUFINANOORIN	19	25
8	A.NAGALAKSHMI	-	-
9	T.NAVANEETHAM	18	19
10	R.NIVETHA	17	22
11	R.RADHA	17	25
12	T.RATHNA	15	21
13	B.SHOBANA	12	23
14	S.SHRIKARTHIGA	19	25
15	V.SRINIDHI	17	16
16	R.VAISHNAVI	15	23
17	V.VARSHINI	16	11
18	S.VISHNUPRIYA	13	23

Class: I BCA



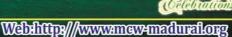
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PARAVAI, MADURAI - 625402

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8888642647,9500706435



DEPARTMENT OF BUSINESS ADMINISTRATION

ACADEMIC YEAR 2021-22

BRIDGE COURSE PLAN

I B.B.A., - I SEMESTER

PRINCIPLES OF MANAGEMENT

COURSE OBJECTIVE

The aim of the Course is to develop an understanding of Management and the role of management in planning, decision making, organizing, directing, communicating, motivating, controlling and co-ordinating towards the achievement of goal.

COURSE OUTCOME

To help students understand the basic concept of Management, principles, Managerial roles, practices, functions, significance of each function in relationship to the existence of the company and theories to be a successful Manager.

UNIT I : Introduction - Meaning of Management- Its need - Importance - Principles of Management

UNIT II: Management-As a Science or an Art- Management as an Art - Management as a Science - Management as a Profession

UNIT III: Management and Administration- Difference between Management and Administration

UNIT IV: Levels of Management - Types of Managers - Managerial Roles - Managerial Skills

UNIT V: P-O-L-C Framework - Principal Functions of Management.