



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

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**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.

## **Unit 5**

**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-Keybaord 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**

<b>TIME TABLE</b>				
<b>I BSC CS [A, B]&amp;IB.C.A</b>				
<b>Day</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Monday</b>	C	ENGLISH	TAMIL	MATHS
<b>Tuesday</b>	C	ENGLISH	TAMIL	MATHS
<b>Wednesday</b>	MATHS	ENGLISH	TAMIL	C
<b>Thursday</b>	C	ENGLISH	TAMIL	MATHS
<b>Friday</b>	MATHS	ENGLISH	TAMIL	C
<b>Saturday</b>	MATHS	ENGLISH	TAMIL	C

## ENTRY TEST PREFILLED QS PAPER

### Bridge Course Quiz - 15 Sep 2021

Entry test

Name



Short answer

Short-answer text

.....

Answer key (0 points)



Required



Email

Short-answer text

.....

Class & Section \*

Long-answer text

.....

Phone number

Short-answer text

.....

1. In ATM machines, which one of the following is used \*

Touch Screen

Monitor

Speaker

Printer

2. Identify the output device \*

- Keyboard
- Memory
- Monitor
- Mouse

3. Identify the input device \*

- Printer
- Mouse
- Plotter
- Projector

4. Name the Non-volatile memory \*

- RAM
- ROM
- EPROM
- PROM

5. Third generation computers used \*

- Vacuum tubes
- Transistors
- Integrated circuits
- Microprocessors

...

6. .... is an Output device that displays text and media information. \*

- Monitor
- Projector
- Plotter
- None of these

7. Which one of the following is the Secondary memory? \*

- RAM
- ROM
- Flash drive
- Hard disk

...

8. Which generation of computer used Vacuum tubes? \*

- First
- Second
- Third
- Fifth

9. In monitor images from tiny dots, called \*

- Dots
- Bit
- Pixel
- Byte

10. How many bytes does 1 Kilobyte contain? \*

- 1000
- 8
- 4
- 1024

11. Which of the following is said to be the brain of a computer? \*

- Input Devices
- Output Devices
- Memory Devices
- CPU

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
- 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 \*

- Directory systems
- Files
- Folders
- All the above

18. Android is a \*

- Mobile Operating system
- Open Source
- Developed by Google
- All the above

19. What is the expansion of WLAN? \*

- Wireless Local Area Network
- Wired local Area Network
- Wireless Local Area Netware
- Wireless Area Netbande

20. Which is displayed at the top most part of the window? \*

- Menu bar
- Tool bar
- Title bar
- Format 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 \*

\_\_\_\_\_ / 0

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

✓ 1. In ATM machines, which one of the following is used \*

1 / 1

Touch Screen ✓

Monitor

Speaker

Printer

Add individual feedback

✓ 2. Identify the output device \*

1 / 1

Keyboard

Memory

Monitor ✓

Mouse

Add individual feedback

✓ 3. Identify the input device \*

1 / 1

Printer

Mouse ✓

Plotter

Projector

Add individual feedback

✓ 4. Name the Non-volatile memory \*

1 / 1

RAM

ROM



EPROM

PROM

Add individual feedback

✓ 5. Third generation computers used \*

1 / 1

Vacuum tubes

Transistors

Integrated circuits



Microprocessors

Add individual feedback

✓ 6. .... is an Output device that displays text and media information. \*

1 / 1

Monitor



Projector

Plotter

None of these

Add individual feedback

✓ 7. Which one of the following is the Secondary memory? \*

1 / 1

- RAM
- ROM
- Flash drive
- Hard disk



Add individual feedback

✓ 8. Which generation of computer used Vacuum tubes? \*

1 / 1

- First
- Second
- Third
- Fifth



Add individual feedback

✓ 9. In monitor images from tiny dots, called \*

1 / 1

- Dots
- Bit
- Pixel
- Byte



Add individual feedback

✓ 10. How many bytes does 1 Kilobyte contain? \*

1 / 1

- 1000
- 8
- 4
- 1024



Add individual feedback

✓ 11. Which of the following is said to be the brain of a computer? \*

1 / 1

- Input Devices
- Output Devices
- Memory Devices
- CPU



Add individual feedback

✓ 12. Which is the fastest memory? \*

1 / 1

- Hard disk
- Main memory
- Cache memory
- Blue-Ray disk



Add individual feedback

✓ 13. Operating system is a \*

1 / 1

- Application Software
- System Software ✓
- Component
- Hardware

Add individual feedback

✗ 14. Which of the following OS is a commercially licensed Operating system? \*

0 / 1

- Windows
- UBUNTU ✗
- FEDORA
- REDHAT

Correct answer

- Windows

Add individual feedback

✓ 15. What is the expansion of RAM? \*

1 / 1

- Read only memory
- Random Access memory ✓
- Read Access Memory
- Random only memory

Add individual feedback

✗ 16. Which is the default folder for many Windows Applications to save your file? \* 0 / 1

- My Document
- My Pictures
- Documents and Settings
- My Computer ✗

Correct answer

- My Document

Add individual feedback

✗ 17. File Management manages \* 0 / 1

- Directory systems
- Files ✗
- Folders
- All the above

Correct answer

- All the above

✓ 18. Android is a \* 1 / 1

- Mobile Operating system
- Open Source
- Developed by Google
- All the above ✓

Add individual feedback

✓ 19. What is the expansion of WLAN? \*

1 / 1

Wireless Local Area Network ✓

Wired local Area Network

Wireless Local Area Netware

Wireless Area Netbande

Add individual feedback

✓ 20. Which is displayed at the top most part of the window? \*

1 / 1

Menu bar

Tool bar

Title bar ✓

Format bar

Add individual feedback

Submitted 15/09/2021, 20:03



## EXIT TEST PREFILLED QS PAPER

### Mangayarkarasi College of Arts and Science for Women, Paravai Madurai

Exit test for 1 year students

Name of the Student



Short answer

Short answer text

Answer key (0 points)



Required

Class \*

Short answer text

Contact Number \*

Short answer text

Mail ID \*

Short answer text

A light sensitive device that converts drawing, printed text or other images into digital form is

- Keyboard
- Plotter
- Scanner
- OMR

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 \_\_\_\_\_.

- 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
- man and machine
- hardware and user
- None of the above

The language that the computer can understand and execute is called:

- Machine language
- Application software
- System program
- None of the above

If a computer is on but does not respond to a system reset, what is it said to be?"

- 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 (central processing unit) consists of:

- Input, output and processing
- Control unit, primary storage and secondary storage
- Control unit, arithmetic-logic unit and primary storage
- Input, processing and storage

Word processing software allows to text with a minimum of effort

- Rearrange
- Retrieve
- Save
- Enter

A spelling checker is also called

- Electronic encyclopedia
- Electronic thesaurus
- Electronic dictionary
- None of these

Windows are especially helpful for

- Moving text between files
- Search-and-replace operations
- Cut-and-paste operations
- Both (b) and (c)

In word processing, a word is defined as

- 32 bits
- An English language word
- A string of letters or numerals
- 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 ?

- Pie Chart
- Column Chart
- Line Chart
- 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
- None of these

HTML is used to create

- machine language program
- high level program
- web page
- web server

The computer jargon - WWW, 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

### Mangayarkarasi College of Arts and Science for Women, Paravai Madurai

Total points **16/25** ?

Exit test for I year students

Name of the Student \*

A.Bhuvanewari

Class \*

I BCA

Contact Number \*

9578192457

Mail ID \*

pandiselvicmcw@gmail.com

✓ A light sensitive device that converts drawing, printed text or other images 1/1  
into digital form is

Keyboard

Plotter

Scanner ✓

OMR



✓ Which is the device that converts computer output into a form that can be transmitted over a telephone line 1/1

- Teleport
- Multiplexer
- Concentrator
- Modem ✓

✓ Dot-matrix, Deskjet, Inkjet and Laser are all types of which computer peripherals? 1/1

- Printers ✓
- Software
- Monitors
- Keyboards

✗ Which device of computer operation dispenses with the use of the keyboard? 0/1

- Joystick ✗
- Light pen
- Mouse
- Touch

Correct answer

- Mouse

✓ A pen shaped device which can sense light and is used to point at spots on a video screen. 1/1

- Mouse
- Light pen ✓
- Joystick
- Plotter

✓ Pressing \_\_\_\_\_ is a quick way to cycle between open program windows. 1/1

- Alt+Tab ✓
- Ctrl+Tab
- Shift+Tab
- Shift+Alt

✗ A right click on the Windows desktop itself will \_\_\_\_\_. 0/1

- Open the Display properties dialog box ✗
- show a context -sensitive menu
- Open the control panel
- minimize all open applications

Correct answer

- show a context -sensitive menu

✓ A device that provides emergency power to your computer, conditions the voltage, and protects against powers surges is called a \_\_\_\_\_. 1/1

- 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 \_\_\_\_\_ 0/1

- hardware and software
- man and machine ✗
- hardware and user
- None of the above

Correct answer

- hardware and user

✓ The language that the computer can understand and execute is called: 1/1

- Machine language ✓
- Application software
- System program
- None of the above

✓ If a computer is on but does not respond to a system reset, what is it said to be? 1/1

- Dead
- Off
- Hang ✓
- Insensitive

✓ The most common input device used today is the \_\_\_\_ 1/1

- Motherboard
- Central processing unit
- Keyboard ✓
- System unit

✓ What is the control unit's function in the CPU? 1/1

- To decode program instructions
- To transfer data to primary storage ✓
- To perform logical operations
- To store program instructions

✗ The CPU (central processing unit) consists of: 0/1

- Input, output and processing ✗
- Control unit, primary storage and secondary storage
- Control unit, arithmetic-logic unit and primary storage
- Input, processing and storage

Correct answer

- Control unit, arithmetic-logic unit and primary storage

✓ Word processing software allows to text with a minimum of effort 1/1

- Rearrange
- Retrieve ✓
- Save
- Enter

✗ A spelling checker is also called 0/1

- Electronic encyclopedia
- Electronic thesaurus ✗
- Electronic dictionary
- None of these

Correct answer

- Electronic dictionary

✗ Windows are especially helpful for 0/1

- Moving text between files
- Search-and-replace operations
- Cut-and-paste operations
- Both (b) and (c) ✗

Correct answer

- Cut-and-paste operations

✗ In word processing, a word is defined as

0/1

- 32 bits
- An English language word
- A string of letters or numerals
- Both (a) and (b) ✗

Correct answer

- A string of letters or numerals

✓ What is the intersection of a column and a row on a worksheet called?

1/1

- Column
- Value
- Address
- Cell ✓

✗ What type of chart is useful for comparing values over categories ?

0/1

- Pie Chart ✗
- Column Chart
- Line Chart
- Dot graph

Correct answer

- Column Chart

✗ Which function in Excel tells how many numeric entries are there ?

0/1

- NUM
- COUNT
- SUM ✗
- CHKNUM

Correct answer

- COUNT

✓ The Internet was originally a project of which agency? 1/1

- ARPA ✓
- NSF
- NSA
- None of these

✓ HTML is used to create 1/1

- machine language program
- high level program
- web page ✓
- web server

✓ The computer jargon - WWW, stands for : 1/1

- World Wide Web ✓
- World Wide Wildlife Web
- World Wide Women's Web
- World Wide Women's Week

✓ Who invented world wide web ? 1/1

- Tim Berners Lee ✓
- Sir Thomas
- Charles Babbage
- None of these

## 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'**

<b>SNo</b>	<b>Name of the Student</b>	<b>Entry Test(20 marks) Date:14/09/2021</b>	<b>Exit Test(25 marks) Date:20/09/2021</b>
1	AABITHA.S	14	18
2	AARTHIC	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	DUR Aidharshini.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

Class: I BCA

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



**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.