



MES COLLEGE ERUMELY

BRIDGE COURSE



2020 - 2021

From

Mrs. Betty Joseph

HOD, Computer Science Department

MES College Erumely

To

The Principal,

MES College Erumely

Subject: Request for the approval of Bridge Course

Sir

Our department would like to start a bridge course for first semester BCA students, "Programming Concepts". Course duration is fifteen hours. So please consider the attached syllabus for approval.

Thanking you,

Yours faithfully

Betty Joseph

Erumely

05/11/2020

Forwarded to Principal for Approval

Approved the Bridge Course of Computer Science Department as per the Recommendation of Director HOD

JITHESH K. S.
VICE PRINCIPAL
TRAINING & ACADEMIC

MES COLLEGE ERUMELY

HUMAN RESOURCE DEVELOPMENT CENTRE

1. Name of the certificate course : Programming Concepts
2. Offered Department : Computer Science
3. Duration of the course : 15 Hours
4. Commencement of course : 18th November 2020
5. Proposed date for completion of the course : 10th December 2020
6. No. of students Applied : 42
7. No. of students enrolled : 42
8. Mode of evaluation : Online
9. Course Materials : google slides , Docs, vedio
10. Syllabus of course(enclosed) : Yes
11. Objectives of the course(enclosed) : Yes
12. Details of Faculties : Mrs.Betty Joseph , Mrs.Rejoola O M
13. Certification Authority :
14. Details of Board of studies :
15. Recommendation from board of studies :
16. Date of approval from board of studies :
17. Course approved by

- HOD : Mrs. Betty Joseph

- Director HRDC : Mrs.Sumayya P A

- Vice Principal Academic & Training : Mr. Jithesh K S

- Principal

[Signature]
5/11/2020

[Signature]
5/11/2020

JITHESH K. S.
VICE PRINCIPAL

TRAINING & ACADEMIC -1

ERUMELY

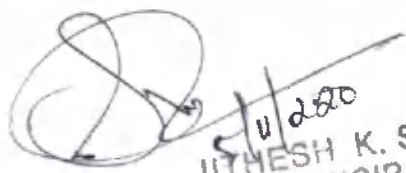
MES College Erumely
Department of Computer Science
Bridge Course
Programming Concepts

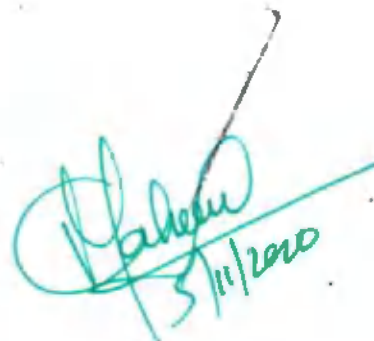
Module- 1 (5 hours)

Computer system – Components, definition of hardware , software , and firmware . Categories of software - system software, application software. Concept of OS – types of OS. Basics of computer language - types of language – low level and high level languages.

Module – 2 (10 hours)

Basic concepts of programming – sequence of commands, conditional structure, looping structure , programming strategy- algorithm.


JITHESH K. S.
VICE PRINCIPAL
TRAINING & ACADEMIC -1


15/11/2020

MES COLLEGE ERUMELY
DEPARTMENT OF COMPUTER SCIENCE
BRIDGE COURSE 2020
PROGRAMMING CONCEPTS
FIRST SEMESTER BCA STUDENTS LIST

| Sl. no | Name |
|--------|----------------------|
| 1. | Abhishek |
| 2. | Abel Kurian Sajan |
| 3. | Aby Arun |
| 4. | Adithya R Gopal |
| 5. | Adithya Unni |
| 6. | Adithya S |
| 7. | Aftab Jamal |
| 8. | Ahalya Manoj |
| 9. | Ajith Suresh |
| 10. | Alfiya Ajish |
| 11. | Alfiya Najimi |
| 12. | Ameen Khan |
| 13. | Amrutha Aji |
| 14. | Anan Aysha Ashraf |
| 15. | Anjaly Jangid |
| 16. | Akash N |
| 17. | Aravind V Nair |
| 18. | Ashna Mol T A |
| 19. | Athira Madhusudhanan |
| 20. | Basith Sali |
| 21. | Blesson Raj |
| 22. | Blesson Raju Thomas |
| 23. | Brittonic Ebinezer |
| 24. | Fathima Salim |
| 25. | Issac Prince |
| 26. | Joel Babu |
| 27. | Jyothika S Nair |
| 28. | Kevin K R |
| 29. | Ligin John Philip |
| 30. | Majid Nazer |
| 31. | Manassa Babu Thomas |

| | |
|-----|---------------------|
| | Muhammad Shajid |
| 33. | Rijo P Raju |
| 34. | Roshan Varghese |
| 35. | Ruben T James |
| 36. | S Harikrishnan Nair |
| 37. | Sabhamol P Haneefa |
| 38. | Sahir Sajudheen |
| 39. | Sandra Saji |
| 40. | Sanju Santhosh |
| 41. | Surya Biju |
| 42. | Tojin Varghese |

Class-in-charge

Sabjan Yousuf

HOD

Betty Joseph

HRDC Coordinator Vice Principal

Principal

TR

TRAIN

MC-1

Principal 3/11/2020

MES COLLEGE ERUMELY

DEPARTMENT OF COMPUTER SCIENCE

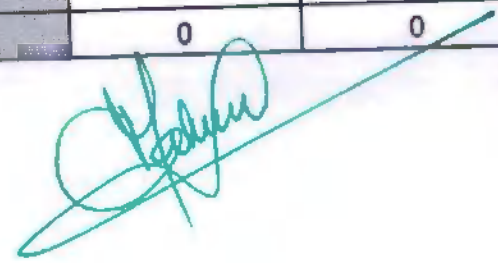
ATTENDANCE RECORD FOR BRIDGE COURSE

| NAME OF THE FACULTY | | Betty Joseph | Betty Joseph | Betty Joseph |
|---------------------|----------------------|--------------------|---------------------|---------------------|
| Sl.No | Date & Hour Alloted | 06/12/2020(1 hour) | 19/12/2020(2 hours) | 20/12/2020(2 hours) |
| | NAME OF THE STUDENT | PRESENT | PRESENT | PRESENT |
| Semester RG | | | | |
| 1 | Abhishek | 1 | 1 | 0 |
| 2 | Abel Kurian Sajan | 1 | 1 | 1 |
| 3 | Aby Arun | 0 | 0 | 0 |
| 4 | Adithya R Gopal | 1 | 1 | 1 |
| 5 | Adithya Unni | 1 | 1 | 1 |
| 6 | Adithya Vijayan | 1 | 0 | 0 |
| 7 | Adithya S | 1 | 1 | 1 |
| 8 | Afthab Jamal | 0 | 1 | 0 |
| 9 | Ahalya Manoj | 1 | 1 | 1 |
| 10 | Ajith Suresb | 1 | 1 | 1 |
| 11 | Alfiya Ajish | 1 | 0 | 1 |
| 12 | Alfiya Najlmi | 0 | 1 | 1 |
| 13 | Ameen Khan | 1 | 1 | 1 |
| 14 | Amrutha Aji | 0 | 1 | 1 |
| 15 | Anan Aysba Asbraf | 0 | 0 | 0 |
| 16 | Anjaly Jangid | 1 | 1 | 1 |
| 17 | Akash N | 1 | 0 | 1 |
| 18 | Aravind V Nair | 1 | 1 | 1 |
| 19 | Ashna Mol T A | 1 | 1 | 1 |
| 20 | Athira Madhusudhanan | 1 | 1 | 1 |
| 21 | Basith Sali | 1 | 0 | 0 |

| | | | | |
|----|---------------------|---|---|---|
| 22 | Blesson Raj | 0 | 0 | 0 |
| 23 | Blesson Raju Thomas | 0 | 0 | 0 |
| 24 | Brittonic Ebinezer | 1 | 1 | 1 |
| 25 | Fathima Salim | 0 | 0 | 0 |
| 26 | Issac Prince | 1 | 0 | 0 |
| 27 | Joel Babu | 1 | 1 | 1 |
| 28 | Jyothika S Nair | 1 | 1 | 1 |
| 29 | Kevin K R | 1 | 1 | 1 |
| 30 | Ligin John Philip | 0 | 1 | 1 |
| 31 | Majid Nazer | 1 | 0 | 1 |
| 32 | Manassa Babu Thomas | 0 | 0 | 0 |
| 33 | Muhammad Shajid | 1 | 1 | 1 |
| 34 | Nithin T H | 1 | 1 | 1 |
| 35 | Rijo P Raju | 0 | 0 | 0 |
| 36 | Roshan Varghese | 0 | 1 | 1 |
| 37 | Ruben T James | 0 | 0 | 0 |
| 38 | S Harikrishnan Nair | 0 | 0 | 0 |
| 39 | Sabhamol P Haneefa | 0 | 0 | 0 |
| 40 | Sabir Sajudheen | 1 | 0 | 1 |
| 41 | Sandra Saji | 1 | 1 | 1 |
| 42 | Sanju Santhosh | 1 | 1 | 1 |
| 43 | Surya Biju | 1 | 1 | 1 |
| 44 | Tojin Varghese | | 0 | 0 |

| MES COLLEGE ERUMELY | | | | | | |
|-------------------------------------|----------------------|-------------|-------------|-------------|-------------|-------------|
| DEPARTMENT OF COMPUTER SCIENCE | | | | | | |
| ATTENDANCE RECORD FOR BRIDGE COURSE | | | | | | |
| NAME OF THE FACULTY | | Rejoola O M | Rejoola O M | Rejoola O M | Rejoola O M | Rejoola O M |
| HOUR ALLOTTED | | 2 hrs. | 2 hrs. | 2 hrs. | 2 hrs. | 2 hrs. |
| Sl.No | NAME OF THE STUDENT | 13/01/2021 | 14/01/2021 | 16/01/2021 | 17/01/2021 | 24/01/2021 |
| 1 | Abhishek | 1 | 0 | 1 | 0 | 1 |
| 2 | Abel Kurian Sajan | 1 | 1 | 1 | 1 | 0 |
| 3 | Aby Arun | 0 | 0 | 0 | 0 | 0 |
| 4 | Adithya R Gopal | 1 | 1 | 1 | 1 | 1 |
| 5 | Adithya Unni | 1 | 1 | 0 | 1 | 1 |
| 6 | Adithya Vijayan | 0 | 0 | 0 | 0 | 0 |
| 7 | Adithya S | 1 | 1 | 0 | 1 | 1 |
| 8 | Afthab Jamal | 0 | 0 | 0 | 0 | 0 |
| 9 | Ahalya Manoj | 1 | 1 | 1 | 1 | 1 |
| 10 | Ajith Suresh | 1 | 1 | 1 | 0 | 1 |
| 11 | Alfiya Ajish | 0 | 1 | 0 | 1 | 1 |
| 12 | Alfiya Najimi | 1 | 1 | 1 | 1 | 1 |
| 13 | Ameen Khan | 1 | 1 | 1 | 0 | 1 |
| 14 | Amrutha Aji | 1 | 1 | 1 | 1 | 1 |
| 15 | Anan Aysha Ashraf | 0 | 0 | 0 | 0 | 0 |
| 16 | Anjaly Jangid | 1 | 1 | 1 | 1 | 1 |
| 17 | Akash N | 1 | 1 | 1 | 1 | 1 |
| 18 | Aravind V Nair | 1 | 1 | 1 | 0 | 1 |
| 19 | Ashna Mol T A | 1 | 1 | 1 | 1 | 1 |
| 20 | Athira Madhusudhanan | 1 | 1 | 1 | 1 | 1 |
| 21 | Basith Sali | 0 | 0 | 0 | 0 | 0 |

| | | | | | | |
|----|---------------------|---|---|---|---|---|
| 22 | Blesson Raj | 0 | 0 | 0 | 0 | 0 |
| 23 | Blesson Raju Thomas | 0 | 0 | 0 | 0 | 0 |
| 24 | Brittonic Ebinezer | 1 | 1 | 1 | 1 | 0 |
| 25 | Fathima Salim | 0 | 0 | 0 | 0 | 0 |
| 26 | Issac Prince | 0 | 0 | 0 | 0 | 0 |
| 27 | Joel Babu | 1 | 1 | 1 | 1 | 1 |
| 28 | Jyothika S Nair | 1 | 1 | 1 | 1 | 1 |
| 29 | Kevin K R | 1 | 1 | 0 | 1 | 1 |
| 30 | Ligin John Philip | 1 | 1 | 1 | 1 | 1 |
| 31 | Majid Nazer | 0 | 1 | 1 | 1 | 1 |
| 32 | Manassa Bahu Thomas | 0 | 0 | 0 | 0 | 0 |
| 33 | Muhammad Shajid | 1 | 1 | 0 | 1 | 1 |
| 34 | Nithin T H | 1 | 1 | 1 | 1 | 1 |
| 35 | Rijo P Raju | 0 | 0 | 0 | 0 | 0 |
| 36 | Roshan Varghese | 1 | 1 | 1 | 1 | 1 |
| 37 | Ruben T James | 0 | 0 | 0 | 0 | 0 |
| 38 | S Harikrishnan Nair | 0 | 0 | 0 | 0 | 0 |
| 39 | Sabhamol P Haneefa | 0 | 0 | 0 | 0 | 0 |
| 40 | Sahir Sajudheen | 1 | 0 | 1 | 1 | 1 |
| 41 | Sandra Saji | 1 | 1 | 1 | 1 | 1 |
| 42 | Sanju Santhosh | 1 | 1 | 1 | 1 | 1 |
| 43 | Surya Biju | 1 | 1 | 1 | 1 | 1 |
| 44 | Tojin Varghese | 0 | 0 | 0 | 0 | 0 |



MES COLLEGE, ERUMELY

Dept. Of Computer Science

Bridge Course - SYLLABUS

Subject : Office Suite Application

No. of Modules - 5

No. of Hours - 15 hours

Aim of the course : To achieve fundamentals of various Microsoft Office programs.

Objectives : Upon completion of the program(s), students will become more proficient in using these software suites within a professional setting.

1. To Prepare personnel and office documents
2. To Create Automated Business files.
3. To develop high-quality visual impact presentations.

Module 1: Office Suite : Introduction, Overview of Office Suite, Benefits, Features, Popular Office Suite Alternatives, Microsoft Office Mobile app. (1 hrs)

Module 2: MS Office Package : Introduction to MS office Package, History, Common for word, excel, powerpoint - Parts of window, File handling operations - Basic Editing - Selection, Clipboard operations - shortcuts, Getting help. (3 hrs)

Module 3 : MS Word : Document preparation, File handling operations, Formatting Techniques : Font formatting - bold, italics, underline, change case, superscript, subscript, font, size, color, highlight text. Paragraph formatting - align, setting tab, spacing - character, line, paragraph. Page formatting - margin, size, orientation, page break, multi column, borders & shading, Header & Footer. Proofing - Find & Replace, Spelling & Grammar checking. Automating documents - Bullets & Numbering, Insert Page number, Date & time. Working with Pictures, Shapes, Symbols, Tables, Clipart, Wordart and Graphics. (4 hrs)

Practical Section:

- Prepare Resume, | Curriculum Vitae | Biographical Data
- Create questionnaire

Module 4 : MS Excel : Introduction to excel - File handling operations, worksheet within workbook - Insert, Delete, Move sheets, Formatting and printing worksheet, Customizing workplace, calculations in worksheet, Charts (4 hrs)

Practical Section:

- Create Marksheet with charts.

Module 5 : MS PowerPoint : Creating Presentation - Applying Themes and Layouts to Slides, Adding Transitions and Animation, Working with Master Slides, Working with SmartArt. Customizing slideshow - Adding Sound and Video, Inserting Pictures, Graphics, Shapes, Tables and Charts, (3 hrs)

Practical Section:

- Prepare a small presentation highlighting the activities of the college day celebration.

MES COLLEGE, ERUMELY

Dept. Of Computer Science

Bridge Course – Multiple Choice Questions

INSTRUCTION: ✓ THE OPTION (A, B, C, D) TO MARK YOUR ANSWER. EACH QUESTION CARRIES 1 MARKS

1. Which of these software applications was not part of the first version of Microsoft Office?
☐ A) Paint ☐ B) Powerpoint
☐ C) Outlook ☐ D) MS Word
2. Which is not a font style ?
☐ A) Bold ☐ B) Superscript
☐ C) Italic ☐ D) Regular
3. Landscape is ?
☐ A) A font style ☐ B) Paper Size
☐ C) Page Layout ☐ D) Page Orientation
4. Font Face option will come under which menu ?
☐ A) Edit ☐ B) Font
☐ C) Format ☐ D) File
5. Background color on a document is not visible in ?
☐ A) Web layout view ☐ B) Print Preview
☐ C) Reading View ☐ D) Print Layout view
6. Which of the following is not available on the Ruler of MS Word screen ?
☐ A) Tab stop box ☐ B) Left Indent
☐ C) Right Indent ☐ D) Center Indent
7. Which key will open an Open dialogue box ?
☐ A) F12 ☐ B) Alt + F12
☐ C) Ctrl + F12 ☐ D) Shift + F12

8. Which of these is not an office suite application?

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> A) MS Office | <input type="checkbox"/> B) LibreOffice |
| <input type="checkbox"/> C) WPS | <input type="checkbox"/> D) Notepad |

9. In MS-Excel value used in a formula that does not change is called a

- | | |
|--|---|
| <input type="checkbox"/> A) Cell Address | <input type="checkbox"/> B) Constant |
| <input type="checkbox"/> C) Function | <input type="checkbox"/> D) None of these |

10. Which of the following is an absolute cell reference?

- | | |
|----------------------------------|---|
| <input type="checkbox"/> A) !A!1 | <input type="checkbox"/> B) \$A\$1 |
| <input type="checkbox"/> C) #a#1 | <input type="checkbox"/> D) None of these |

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

- | | |
|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> A) Column | <input type="checkbox"/> B) Value |
| <input type="checkbox"/> C) Address | <input type="checkbox"/> D) Cell |

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

- | | |
|--|--|
| <input type="checkbox"/> A) Pie Chart | <input type="checkbox"/> B) Column Chart |
| <input type="checkbox"/> C) Line Chart | <input type="checkbox"/> D) Dot Graph |

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

- | | |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> A) NUM | <input type="checkbox"/> B) SUM |
| <input type="checkbox"/> C) COUNT | <input type="checkbox"/> D) CHKNUM |

14. Functions in MS Excel must begin with ?

- | | |
|---|---|
| <input type="checkbox"/> A) An () sign | <input type="checkbox"/> B) A > Sign |
| <input type="checkbox"/> C) A plus Sign | <input type="checkbox"/> D) An Equal Sign |

15. The process of arranging the items of a column in some sequence or order is known as :

- | | |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> A) Align | <input type="checkbox"/> B) Autofill |
| <input type="checkbox"/> C) Sorting | <input type="checkbox"/> D) Filtering |

16. Which of the following is not one of powerpoint views?

- ☐ A) Slide Show View ☐ B) Presentation View
☐ C) Presentation View ☐ D) None of the above

17. Special effects used to introduce slides in a presentation are called

- ☐ A) Slide Show ☐ B) Custom animations
☐ C) Effects ☐ D) Transitions

18. Microsoft PowerPoint is a?

- ☐ A) Presentation ☐ B) Word Processor
☐ C) Database ☐ D) Spreadsheet

19. MS Office provides help in many ways. Which of these are more closer to the answer ?

- ☐ A) What's This ☐ B) Office Assistant
☐ C) Help Menu ☐ D) All of the above

20. An Excel file is generally called a / an .

- ☐ A) Workbook ☐ B) Worksheet
☐ C) e - spreadsheet ☐ D) Table