



Bharath
INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Declared as deemed to be university under section 3 of UGC Act 1956, vide notification No.F.9-5/2000-U.3)

SCHOOL OF ARTS

Date 28.03.2022

Value Added Course

CIRCULAR

Sub: Organising Short-Term Course on Technical Writing and Presentation - reg.,

With reference to the above mentioned subject, we bring it to your notice that School of Arts, Bharath Institute of Higher Education & Research is organising “**Short-Term Course on Technical Writing and Presentation**”. The syllabus and registration form is enclosed below.

The candidates those who are interested to join must fill the registration form and submit to the course coordinator Mrs. K. Rajakumari, School of Arts on or before 04.04.2022. The Registration form received after the mentioned date shall not be entertained under any circumstances.

Encl: A copy of Syllabus & Registration form


Dean-Faculty of Arts & Science
Bharath Institute of Higher Education & Research
(Declared as Deemed to be University U/S 3 of UGC Act 1956)
Chennai-600 073. INDIA

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Bharath

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SCHOOL OF ARTS

Registration Form

Short-Term Course on Technical Writing and Presentation

Date: 07/04/2022

Name : Kevitha . c

Reg., No. : 016P3020

Gender : Female


Department : Physics.

Year : 2021 -2022

Contact No. : 8612312312

Email ID : Ckevitha123@yahoo.co.in

Course Applied For : Technical Writing & Presentations


Signature



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SCHOOL OF ARTS

Registration Form

Short-Term Course on Technical Writing and Presentation

Date: 07.04.2022

Name : Jayasree . R

Reg., No. : 016B5008

Gender : Female

Department : Bse - Bio

Year : 2021 - 2022

Contact No. : 9444111222

Email ID : rjayasree@yahoo.co.in

Course Applied For : Technical Writing & presentation.

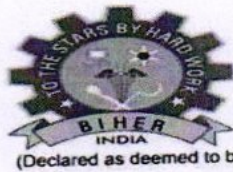
Signature

**Bharath Institute of Higher Education & Research
School of Arts**

Student Participant List

Short-Term Course on Technical Writing and Presentation

S.NO	REG.No	NAME OF THE CANDIDATE	DEPARTMENT
1	U16BA011	SRINIVASAN G	BBA
2	U16BA025	PRABHAKARAN M	BBA
3	U16BA033	KARTHICK S	BBA
4	U16BC012	MADHAN KUMAR D	COMMERCE
5	U16BC013	AKSHAYA A	COMMERCE
6	U16BC024	NISHAJITH S	COMMERCE
7	U16BC025	VIJAYA KUMAR R	COMMERCE
8	U16BC050	GOPINATH D	COMMERCE
9	U16BC065	VIJAY P	COMMERCE
10	U16BC079	YAMENISHA T	COMMERCE
11	U16BC080	NANDHA KUMAR S	COMMERCE
12	U16BS006	GOWTHAM B	BSC-BIO
13	U16BS007	NARMADHA M	BSC-BIO
14	U16BS008	JAYASREE R	BSC-BIO
15	U16BS009	BHARGABJYOTI BORAH	BSC-BIO
16	U16BS010	MARTIN MANUEL	BSC-BIO
17	U16BS011	VELMURUGAN S	BSC-BIO
18	U16BS012	MANIKANDAN R	BSC-BIO
19	U16CA001	ARUN S	BCA
20	U16CA002	YUVANESH K	BCA
21	U16CA003	NANDHINI POOJA R	BCA
22	U16CA004	SARAVANAN K	BCA
23	U16CA005	EVANGELIN DARTHI K	BCA
24	U16CA023	VENKATESH S	BCA
25	U16CA024	VIGNESHWARAN M	BCA
26	U16CA025	SANTHOSH G	BCA
27	U16CA026	PAVINRAJ P	BCA
28	U16CA027	M LOGANATHAN	BCA
29	U16CA028	DEVAKIRUBAI I	BCA
30	U16MI003	RAMESH P	MICROBIOLOGY
31	U16MI014	MICHEAL RAJA P	MICROBIOLOGY
32	U16MI018	SARATHI E	MICROBIOLOGY
33	U16PS006	SELVAKUMAR K	BSC-PHYSICS
34	U16PS015	VALARMATHI R	BSC-PHYSICS
35	U16PS017	YESHWANTH T	BSC-PHYSICS
36	U16PS018	VIJAYA BASKAR B	BSC-PHYSICS
37	U16PS019	YUKANTHAN A	BSC-PHYSICS
38	U16PS020	KAVITHA C	BSC-PHYSICS
39	U16PS021	PAVANKRISHORE P	BSC-PHYSICS
40	U16SC097	GAYATHRI C	BSC-CS
41	U16SC098	SANGEETHA M	BSC-CS
42	U16SC099	SASIREKHA G	BSC-CS
43	U16SC108	GANESHPRASANTH A	BSC-CS
44	U16SC109	MANIKANDAN K	BSC-CS
45	U16SC110	VIJAY J	BSC-CS



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SCHOOL OF ARTS

Value Added Course

Short-Term Course on Technical Writing and Presentation

Syllabus

- Technical Writing
- Why Technical Writing Technical communicators
- SDLC (Software Development Life Cycle)
- DDLC
- Documentation Process
- Technical Writing Process
- Microsoft Word
- Ms Visio
- Adobe Frame maker
- Image Capturing Tool
- MS-Visio
- Image Drawing Tool
- PowerPoint
- Presentation Tool
- Photoshop
- Graphic Editor

Bharath Institute of Higher Education & Research
School of Arts
Time Table

Short-Term Course on Technical Writing and Presentation

Course Duration : 30 Hours

S.No	Date	Time	Hour
1	08-04-22	2.00-4.00p.m	2
2	10-04-22	2.00-4.00p.m	2
3	11-04-22	2.00-4.00p.m	2
4	17-04-22	2.00-4.00p.m	2
5	18-04-22	2.00-4.00p.m	2
6	24-04-22	2.00-4.00p.m	2
7	25-04-22	2.00-4.00p.m	2
8	26-04-22	2.00-4.00p.m	2
9	03-05-22	2.00-4.00p.m	2
10	04-05-22	2.00-4.00p.m	2
11	05-05-22	2.00-4.00p.m	2
12	08-05-22	2.00-4.00p.m	1
13	09-05-22	2.00-4.00p.m	2
14	10-05-22	2.00-4.00p.m	1
15	15-05-22	2.00-4.00p.m	1
16	16-05-22	2.00-4.00p.m	1
17	17-05-22	2.00-4.00p.m	2

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School of Arts
COURSE LESSON PLAN
Short-Term Course on Technical Writing and Presentation
Course Duration : 30 Hours

S.No	Date	Topic	Time	Hours
1	08-04-22	Technical Writing	2.00-4.00p.m	2
2	10-04-22	Why Technical Writing Technical commu	2.00-4.00p.m	2
3	11-04-22	SDLC (Software Development Life Cycle)	2.00-4.00p.m	2
4	17-04-22	DDLC	2.00-4.00p.m	2
5	18-04-22	Documentation Process	2.00-4.00p.m	2
6	24-04-22	Technical Writing Process	2.00-4.00p.m	2
7	25-04-22	Microsoft Word	2.00-4.00p.m	2
8	26-04-22	Ms Visio	2.00-4.00p.m	2
9	03-05-22	Adobe Frame maker	2.00-4.00p.m	2
10	04-05-22	Image Capturing Tool	2.00-4.00p.m	2
11	05-05-22	MS-Visio	2.00-4.00p.m	2
12	08-05-22	Image Drawing Tool	2.00-4.00p.m	1
13	09-05-22	PowerPoint	2.00-4.00p.m	2
14	10-05-22	Presentation Tool	2.00-4.00p.m	1
15	15-05-22	Photoshop	2.00-4.00p.m	1
16	16-05-22	Graphic Editor	2.00-4.00p.m	1
17	17-05-22	Graphic Editor Demo	2.00-4.00p.m	2



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Course Feedback form

Value Added Course


Date: 07/05/2022

Course Title: Short-Term Course on Technical Writing and Presentation

Name: Gayathri. C
Reg No: 016SC097
Department: Computer Science.

S.No	Particulars	1	2	3	4	5
(1. Very Unsatisfied 2. Unsatisfied 3. Neutral 4. Satisfied 5. Very Satisfied)						
1.	Objectives of the course clear to you					✓
2.	Course contents met with your expectations					✓
3.	Lecture sequence was well planned					✓
4.	Lectures were clear and easy to understand					✓
5.	Teaching aids were effective					✓
6.	Instructors encourage interaction and were helpful					✓
7.	The level of the course					✓
(1. Very poor 2. Poor 3. Average 4. Good 5. Excellent)						
8.	Overall rating of the course:					5

Please give Suggestion for the improvement of the course: good


Signature



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Course Feedback form

Value Added Course

Date: 17/05/2022

Course Title: Short-Term Course on Technical Writing and Presentation

Name:

Gopinath. D

Reg No:

01613050

Department:

Commerce

S.No	Particulars	1	2	3	4	5
(1. Very Unsatisfied 2. Unsatisfied 3. Neutral 4. Satisfied 5. Very Satisfied)						
1.	Objectives of the course clear to you				✓	
2.	Course contents met with your expectations					✓
3.	Lecture sequence was well planned					✓
4.	Lectures were clear and easy to understand				✓	
5.	Teaching aids were effective				✓	
6.	Instructors encourage interaction and were helpful					✓
7.	The level of the course					✓
(1. Very poor 2. Poor 3. Average 4. Good 5. Excellent)						
8.	Overall rating of the course:					✓

Please give Suggestion for the improvement of the course: good


Signature



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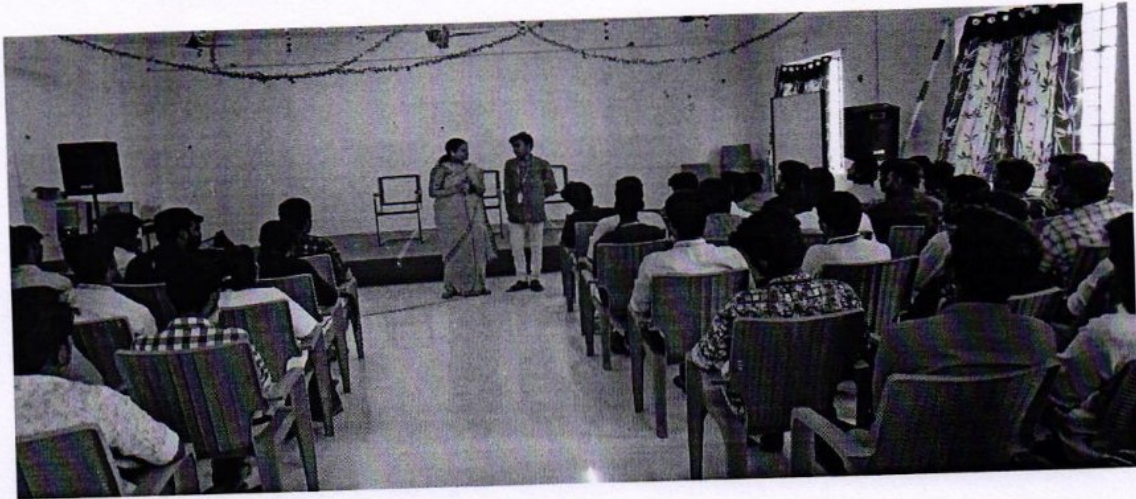
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Value Added Courses

Short-Term Course on Technical Writing and Presentation



TechTotal Soft Systems Pvt Ltd.,

#172, Srinagar Colony,

T.Nagar, Chennai – 600 017.

Email: stephen@techtotalsystems.com



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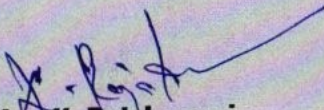
Bharath Institute of Science and Technology

83,3,Agharam Main Road, Secretariat Colony, Tiruvanchery, Selaiyur, Chennai - 600126, Tamil Nadu, India.

School of Arts

Certificate of Participation

This certificate is awarded to Mr./ Ms. VIJAY P for enthusiastic participation and completion of the Short-Term Course on Technical Writing and Presentation from 08.04.2022 to 17.05.2022.


Mrs. K. Rajakumari
Course Coordinator


Mr. S. Kannan
Convener


Dr. A. Muthukumaravel
Dean - Arts & Science