SCHOOL OF ARTS

Date : 27/2/2022

CIRCULAR

Sub: Organizing Value added Course: Short term course on Technical Writing in English - 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 organizing **Value added course "Short term course on Technical Writing in English".** 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, Mr.P.Chinnappa, Department of English on or before 26/3/2022.The Registration form received after the mentioned date shall not be entertained under any circumstances.

Dean-Faculty of Arts & Science

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

Encl: A copy of Syllabus & Registration form

Copy To:

1.All HODs

2.Office File/ Notice Board

3.Course Coordinator

SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 29-3-22

Name	: R. Nimedita
Reg.No.	: U16BA017
Gender	: Female
Department	: BA
Year	: (1)
Contact No.	:
Email ID	:
Course Applied For	: Technical English in english

R. Nimedita.

Signature

SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 29-8-22

Name : Lavanya-S

Reg.No. : U16BC104

Gender : Female

Department : B.com

Year : 2022

Contact No. : 9840679685

Email ID : vasulavanya@gmail.com

Course Applied For : Short term course on Technical Writing In English

S. Lavanya

Signature

Bharath Institute of Higher Education & Research
School of Arts
Students Registration List
Value Added Course: Short term course on Technical Writing in English

S.NO	REG.N0	NAME OF THE CANDIDATE	DEPARTMENT
1	U16BE001	JASMINE SOPIA G	BE
2	U16BE002	JANAKI M	BE
3	U16BE003	SHALINI SARASWATHI S	BE
4	U16BE004	SAI DURGA D	BE
5	U16BE005	MEENAKSHI S	BE
6	U16BE006	PADMA SHRI R	BE
7	U16BE007	GOUTHEM E S	BE
8	U16BE008	AJITH A	BE
9	U16BE009	SARATH KUMAR R	BE
10	U16BE010	SANDHIYA B	BE
11	U16BE011	OBRIAN CAMBELL	BE
12	U16BE012	ANKUSH MUKHERJEE	BE
13	U16BA013	BALAJI I	BA
14	U16BA014	PRIYA A	BA
15	U16BA015	ARUNA D	BA
16	U16BA016	JOMOL J S	BA
17	U16BA017	NAVEEN MUTHUPANDIAN L	BA
18	U16BA018	AMARNATHA S R	BA
19	U16BA019	NIVEDITA R	BA
20	U16BA020	SAINATH M	BA
21	U16BA021	SAURAV PANDEY	BA
22	U16BA022	KARUN ANBU KUMAR R	BA
23	U16BC101	DEEPTHI G	BC
24	U16BC102	SELVARAJ R	BC
25	U16BC103	MAGESH G	BC
26	U16BC104	LAVANYA S	BC
27	U16BC105	MOHAMED AKRAM A	BC
28	U16BC106	ANNIE BEAULAH B	BC
29	U16BC107	RAJESH R	BC
30	U16BC108	JOSEPH MILTON D	BC
31	U16BC109	SHANKAR P	BC
32	U16BC110	SATHISH M	BC
33	U16BC111	AATHIYAMMAL V	BC
34	U16BC112	SELVA VARSHA S	BC
35	U16BC113	MANIGANDAN R	BC

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Short term course on Technical Writing in English

Syllabus

Technical Writing

Technical Writing is a unique and diverse field computer hardware and software, aerospace industry, robotics, finance, consumer electronics, and biotechnology. It communicates technical (specialized) information, generally in the form of user manuals, training materials, information guides and many. These may be printed or portable documentation such as PDF or online help.

Why Technical Writing

A career in technical communication also allows you to pick up skills in programming and Web designing that will broaden your knowledge while making you a more valuable employee and a more marketable job seeker.

Role of a Technical Writer

Engineers, scientists, and other professionals may also produce technical writing, often handling their work to a professional technical writer for editing and formatting. The challenge for a good technical writer is to convey the information clearly, briefly and in language that is understandable yet is suited to the requirements of the audience.

Documentation Process

Understanding Audience/Readers
Collecting and Organizing information
Drafting information verbally and visually
Producing Information

Technical Writing Process

Document development process
Estimating Technical Documentation
Documentation Planning
Selection of Tools
Information Architecture
Templates and Page design
Audience Profiling

Bharath Institute of Higher Education & Research
School of Arts
Course TimeTable
Value Added Course: Short term course on Technical Writing in English   Course Duration:30 Hrs

S.No	Date	Time	Hour
1	29/3/2022	10 am- 12 noon	2
2	30/3/2022	10 am- 12 noon	2
3	31/3/2022	10 am- 12 noon	2
4	04-03-22	10 am- 12 noon	2
5	04-04-22	10 am- 12 noon	2
6	04-05-22	10 am- 12 noon	2
7	04-06-22	10 am- 12 noon	2
8	04-07-22	10 am- 12 noon	2
9	04-10-22	10 am- 12 noon	2
10	04-11-22	10 am- 12 noon	2
11	04-12-22	10 am- 12 noon	2
12	13/4/2022	10 am- 12 noon	2
13	14/4/2022	10 am- 12 noon	2
14	17/4/2022	10 am- 12 noon	2
15	18/4/2022	10 am- 12 noon	2

Value Added Course:Short term course on Technical Writing in EnglishCourse Duration:30 Hrs

S.No	Date	Topic	Time
1	29/3/2022	Technical Writing-aerospace industry, robotics, finance, consumer	10am-12 noon
2	30/3/2022	user manuals, training materials, information guides	10am-12 noon
3	31/3/2022	skills in programming and Web designing	10am-12 noon
4	04-03-22	employee and a more marketable job seeker.	10am-12 noon
5	04-04-22	Engineers, scientists, and other professionals may also produce technical w	10am-12 noon
6	04-05-22	Understanding Audience/Readers	10am-12 noon
7	04-06-22	Drafting information verbally and visually , Producing Information	10am-12 noon
8	04-07-22	Document development process	10am-12 noon
9	04-10-22	Estimating Technical Documentation	10am-12 noon
10	04-11-22	Documentation Planning , Selection of Tools	10am-12 noon
11	04-12-22	Information Architecture	10am-12 noon
12	13/4/2022	Templates and Page design	10am-12 noon
13	14/4/2022	Audience Profiling	10am-12 noon
14	17/4/2022	printeddocumentation such as PDF or online help.	10am-12 noon
15	18/4/2022	portable documentation such as PDF or online help.	10am-12 noon

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Course Feedback form

Value Added Course

Date: 29-3-22

Course Title: Certificate course on Technical Writing in English

Name: R. Nivedita

RegNo: U16BA017

Department: BA

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)	1	2	3	4	5
8.	Overall rating of the course:	1	2	3	✓4	5

Please give Suggestion for the improvement of the course:

R. Nivedita

Signature

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Course Feedback form

Value Added Course

Date: 18-4-22

Course Title: Short term course on Technical Writing in English

Name: Lavanya. S

RegNo: U16BC104

Department: B.com

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:	1	2	3	4	5

Please give Suggestion for the improvement of the course:

S. Lavanya

Signature

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Resource Person Details
Dr.K. Sahaya Devan
Dept of English
Govt Arts & Science College.
Kancheepurum

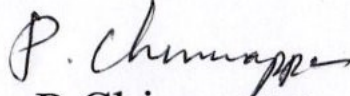# Bharath

INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Declared as Deemed - to - be - University under section 3 of UGC Act 1956)

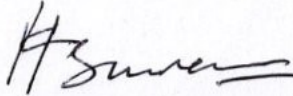TO THE STARS BY HARD WORK

BIHER
INDIA

School of Arts

CERTIFICATE OF PARTICIPATION

This is to certify that LAVANYA S has participated **Short term course on Technical Writing in English**, conducted by the School of Arts, BIHER from 29th March 2022 to18th April2022

Mr. P.Chinnappa

Course Co Coordinator

Dr. A. Subramaniyan

Convener

Dr. A. Muthukumaravel

Dean- Arts & Science