



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 BASIC SCIENCE

Date: 25.06.2019

CIRCULAR

Sub: Organising Value added Course: certificate Course on DTP

With reference to the above mentioned subject, we bring it to your notice that School of Basic science, Bharath Institute of Higher Education & Research is organising “**Value added course on certificate Course on DTP**”. 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 HOD, Department of Computer Science and Computer Applications on or before 02.07.2019. 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
Deo Faculty of Arts & Science
Bharath Institute of Higher Education & Re
(Declared as Deemed to be University U/S 3 of UGC Act. 1956)
Chennai-600 073. INDIA

Copy To:

- 1.All HODs
- 2.Office File/ Notice Board

Bharath Institute of Higher Education & Research
School of Basic Science

TIMETABLE

Value Added Courses Certificate course on DTP

Course Duration:30 Hrs

S.No	Date	Time	Hour
1	7/3/2019	2.00-4.00p.m	2
2	7/4/2019	2.00-4.00p.m	2
3	7/10/2019	2.00-4.00p.m	2
4	7/11/2019	2.00-4.00p.m	2
5	7/17/2019	2.00-4.00p.m	2
6	7/18/2019	2.00-4.00p.m	2
7	7/24/2019	2.00-4.00p.m	2
8	7/25/2019	2.00-4.00p.m	2
9	7/31/2019	2.00-4.00p.m	2
10	8/1/2019	2.00-4.00p.m	2
11	8/7/2019	2.00-4.00p.m	2
12	8/8/2019	2.00-4.00p.m	2
13	8/21/2019	2.00-4.00p.m	2
14	8/22/2019	2.00-4.00p.m	2
15	8/28/2019	2.00-4.00p.m	2



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SCHOOL OF BASIC SCIENCE

Value Added Course

Certificate Course on DTP

Syllabus

Introduction to Microsoft Office 2007
Customizing Microsoft Word 2007
Charts and Graphics in Microsoft Word 2007
Working with Tables in Microsoft Word 2007
Working with Longer Documents
Additional Commands of Microsoft Word 2007
Keyboard Shortcuts of Microsoft Word 2007
Spreadsheet Basics
Introduction to Microsoft Excel 2007
Importing Data in Microsoft Excel 2007
Functions in Microsoft Excel 2007
Introduction to Microsoft PowerPoint 2007
Page Maker Introduction
Introduction to using layers
Introduction to Photoshop CS3

Reference Books:

1. Comdex 9-in-1 DTP Course Kit Kindle Edition by Vikas Gupta
2. Desktop Publishing by Bittukumar CPL

Bharath Institute of Higher Education & Research
School of Basic Science
Course Lesson plan

Value Added Courses on Certificate Course on DTP

Course Duration:30 Hrs

S.No	Date	Topic	Time	Hours
1	7/3/2019	Introduction to Microsoft Office 2007	2.00-4.00p.m	2
2	7/4/2019	Customizing Microsoft Word 2007	2.00-4.00p.m	2
3	7/10/2019	Charts and Graphics in Microsoft Word 2007	2.00-4.00p.m	2
4	7/11/2019	Working with Tables in Microsoft Word 2007	2.00-4.00p.m	2
5	7/17/2019	Working with Longer Documents	2.00-4.00p.m	2
6	7/18/2019	Additional Commands of Microsoft Word 2007	2.00-4.00p.m	2
7	7/24/2019	Keyboard Shortcuts of Microsoft Word 2007	2.00-4.00p.m	2
8	7/25/2019	Spreadsheet Basics	2.00-4.00p.m	2
9	7/31/2019	Introduction to Microsoft Excel 2007	2.00-4.00p.m	2
10	8/1/2019	Importing Data in Microsoft Excel 2007	2.00-4.00p.m	2
11	8/7/2019	Functions in Microsoft Excel 2007	2.00-4.00p.m	2
12	8/8/2019	Introduction to Microsoft PowerPoint 2007	2.00-4.00p.m	2
13	8/21/2019	Page Maker Introduction	2.00-4.00p.m	2
14	8/22/2019	INTRODUCTION TO USING LAYERS	2.00-4.00p.m	2
15	8/28/2019	Introduction to Photoshop CS3	2.00-4.00p.m	2



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SCHOOL OF BASIC SCIENCE

Registration Form

Certificate Course On DTP

Date: 2/7/2019

Name : kishore N
Reg.No. : U17BA028
Date of Birth : 15/9/2000
Gender : Male
Department : BBA
Year : 2017 - 2020
Contact No. : 8732539568
Email ID : kishoreen@gmail.com
Course Applied For : DTP

kishore

Signature

Bharath Institute of Higher Education & Research
School of Basic Science

Participant List
Value Added Courses on Certificate Course on DTP

S.NO	REG.No	NAME OF THE CANDIDATE	DEPT
1	U17BA027	ARUN KUMAR G	BBA
2	U17BA028	Kishore N	BBA
3	U17BA037	MOHAMED NOUSATH A	BBA
4	U17BA042	HANUMANTH G	BBA
5	U17BA044	ARJUN A	BBA
6	U17BA058	MELVIN AKASH S	BBA
7	U17BA060	KARTHICK K	BBA
8	U17BA069	Navjot Balouria .	BBA
9	U17BA072	PARSHV JOSHI	BBA
10	U17BA075	NASIR R	BBA
11	U17BA080	ASWINKUMAR -	BBA
12	U17BA081	Jagadeesan .	BBA
13	U17BC033	AJAI KUMAR G G	B.Com
14	U17BC047	Vasantha Kumar .	B.Com
15	U17BC121	VINOTHKUMAR K K	B.Com
16	U17BC157	Arun Raj .	B.Com
17	U17BC173	Abdul Azees .	B.Com
18	U17BC183	NAVEEN KUMAR S	B.Com
19	U17BC203	REENA K K	B.Com
20	U17BC208	ASHWINKUMAR B B	B.Com
21	U17BC273	REVATHY M	B.Com
22	U17BE010	AmanRam B A	BA Eng
23	U17BE033	Monika .	BA Eng
24	U17BE050	Andrew Petbr P	BA Eng
25	U17BS011	Preetha .	Biotech

26	U17BS015	Subhmoy Samanta .	Biotech
27	U17BS028	Sofia A	Biotech
28	U17BS037	SANDHIYA T	Biotech
29	U17CI005	A.RANJANI .	Chemistry
30	U17IA003	BHAVANI M	Tamil
31	U17IA004	Charumathi .	Tamil
32	U17IA005	Durga .	Tamil
33	U17IA007	KASTHURI S	Tamil
34	U17IA009	VIJAYALAKSHMI A	Tamil
35	U17MA016	Nithiya .	Maths
36	U17MI020	Abbas .	B.SC Micro
37	U17MI025	Poovarasan .	B.SC Micro
38	U17MI056	Sumithra .	B.SC Micro
39	U17PS004	A. SATHISH .	Phy
40	U17VC004	Nirmal E	Viscom
41	U17VC010	Ajith Kumar .	Viscom
42	U17VC020	Akshaya .	Viscom
43	U17VC030	MohamedRizaudeen A M	Viscom



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SCHOOL OF BASIC SCIENCE

Course Feedback form

Value Added Courses on Certificate Course on DTP

Date: 28/08/2019

Course Title: Certificate Course on DTP

Name: Kishore N

RegNo: 017BA028

Department: Business Administration

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:

Signature



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Value Added course on Certificate course on DTP



Students are attending Certificate course on DTP



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Bharath Institute of Science and Technology

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

SCHOOL OF BASIC SCIENCE

Certificate of Participation

This certificate is awarded to Mr./ Ms. Kishore N for enthusiastic participation and completion of the Value Added Courses on certificate Course on DTP organized by the School of Basic Science from 03.07.2019 to 28.08.2019.

Mrs. K. Hemalakshmi
Course Coordinator

Dr. D. Kerana Hanirex
Convener

Dr. A. Nuthukumaravel
Dean - Faculty of Arts & Science