



Bharath

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

Requisition Letter

Date:07.06.2019

From
Dr. K.P.Kaliyamurthie,
Professor & Head,
Department of CSE,
Bharath Institute of Higher Education and Research,
Chennai

To
The Dean Engineering,
Bharath Institute of Higher Education and Research,
Chennai

Respected sir

Subject: Request of Permission to conduct a value-added course on **“Hands on Training on computer Hardware and Software”** -Reg

With reference to above subject, I would like to bring to your kind notice that, our department interested to organize value added course on **“Hands on Training on Computer Hardware and Software”** in our campus premises on **17.06.2019**, students would be participating in this course. We request you kindly to give permission to organize this event.

Venue: **CSE Smart Room**

Timing : 9:30 AM to 12:30 PM (FN) and 1:30 PM to 4:30 PM(AN) and Saturday (FN&AN).

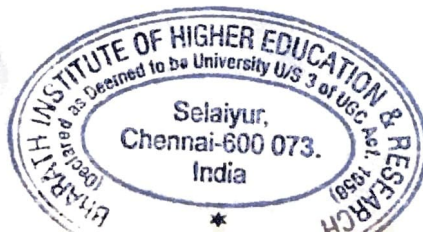
Submitted to Principal for approval to organize this value-added course.

HOD
HEAD OF DEPARTMENT

Department Of Computer Science & Engg.,
Bharath Institute Of Higher Education & Research
(Declared as Deemed to be University U/S 3 OF UGC Act, 1956)
Chennai - 600 073. INDIA

DEAN ENGINEERING
DEAN (Engineering)

Bharath Institute of Science & Technology
BHARATH INSTITUTE OF HIGHER EDUCATION & RESEARCH
(Declared as Deemed to be University U/S 3 of UGC Act. 1956)
Selaiyur, Chennai-600 073.





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CIRCULAR

12.06.2019

The school of computing, Bharath Institute of Higher Education and Research is planned to conduct a certification value added course on **Certificate Course of Hands on Training on Hardware and Software** for the benefit of students. This course is scheduled from 17.06.2019 to 29.06.2019 which includes theory and practical. The timings are 9:30 AM to 12:30 PM (FN) and 1:30 PM to 4:30 PM(AN) and Saturday (FN&AN).

All Registered Students must attend all the classes without fail. The following faculty members are assigned to handle the course. S.NO	Name of the Faculty	Designation
1	Dr. G. Michael	Professor
2	Mrs. G. Kavitha	Assistant Professor

To

Copy to CSE

Copy to IT

Head of Department

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Department Of Computer Science & Engg.,
Bharath Institute Of Higher Education & Research
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Chennai - 600 073. INDIA



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CERTIFICATE COURSE ON HANDS ON TRAINING ON COMPUTER HARDWARE AND SOFTWARE

Date of Introduction of the Course: 03.07.2019

COURSE SYLLABUS

1. Introduction to Computers and Windows Operating System

Introduction to the functions of an Operating System, Popular Operating Systems in Use. Main features of Windows O.S Various Input/ Output devices in use and their features.

2. Computer Hardware basics and Software Installation

Introduction to the booting process, BIOS settings and their modification. Introduction to various types of memories and their features. Basic Hardware and software issues and their solutions.

3. Introduction to DOS Command Line Interface & Linux Operating System.

Introduction to Linux Operating System features, structure, files and processes. Introduction to various Linux Shells. Basic Linux commands.

4. Word Processing and Spread Sheet Application

Introduction to the various applications in office. Introduction to Word features, Office button, toolbars. Introduction to Excel features and Data Types. Cell referencing. Use of functions of various categories, linking Sheets.

5. Image editing, Creating presentations & Using Open Office

Introduction to Open Office. Introduction to the properties and editing of images. Introduction to Power Point and its advantages.

6. Database Management Systems

Concepts of Data, Information and Databases. Overview of popular databases, RDBMS, OODB and NOSQL. Rules for designing good tables. Integrity rules and constraints in a table.

7. Networking Concepts and Internet Concepts

Introduction to Computer Networks, Necessity and Advantages. Client Server and peer to Peer networking concepts. Introduction to WWW, Concept of Internet, Web Browsers, internet servers

8. Web Design Concepts

Concepts of Static and Dynamic Web pages. Introduction to HTML and various tags in HTML. Creating Forms with controls using HTML. Concepts of CSS and applying CSS to HTML

9. Java Script

Algorithms and flowcharts. Introduction to Web Servers and their features. Introduction to Programming and Scripting Languages. Introduction to JavaScript and its application for the web. JavaScript Basics

10. Introduction to VBA, Features and Applications.

Introduction to VBA features and applications. VBA Data types, Variables and Constants. Operators in VBA and operator precedence. Mathematical Expressions in VBA.

11. Smart Accounting and E Commerce

Basics of Accounting, Golden Rules of Accounting, Voucher Entry, Ledger Posting, Final Accounts Preparation. Cash Book. Ratio Analysis, Depreciation, Stock Management
Definition of E commerce, Types, scope and benefits of E commerce. Difference between E commerce and traditional commerce.

12. Cyber Security

Overview of Information Security, Security threats, information Security vulnerability and Risk management Introduction to Directory Services, Access Control, Software Development Security, Privacy protection, Audit and Security.

COURSE OBJECTIVES

Introduces students that how to operate and manage the use of hardware systems, networks, minicomputers, control a single or group of mainframe computers, setting functional controls and codes as instructed by programmers and other types of systems learn

Specifically, the course has the following objectives:

1. Read & interpret technical parameters/document, plan and organize work processes, identify necessary materials and tools;
2. Perform task with due consideration to safety rules, accident prevention regulations and environmental protection stipulations;
3. Apply professional skill, knowledge, core skills & employability skills while performing jobs and solve problem during execution.
4. Check the job/assembly as per drawing for functioning, identify and rectify errors in job/assembly.
5. Document the technical parameters related to the task undertaken.



COURSE COORDINATOR



HEAD OF THE DEPARTMENT

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Department Of Computer Science & Engg.,
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Chennai - 600 033, INDIA



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CERTIFICATE COURSE ON HANDS ON TRAINING ON COMPUTER HARDWARE AND SOFTWARE

Date of Introduction of the Course: 03.07.2019

**The timings are 9:30 AM to 12:30 PM (FN) and 1:30 PM to 4:30 PM (AN)
Saturday (FN&AN).**

Time Table & Lesson plan

CLASS	DATE	TOPIC
1	17-06-2019 (FN)	1. Introduction to Computers and Windows Operating System Introduction to the functions of an Operating System, Popular Operating Systems in Use. Main features of Windows O.S Various Input/ Output devices in use and their features.
2	18-06-2019 (FN)	2. Computer Hardware basics and Software Installation Introduction to the booting process, BIOS settings and their modification. Introduction to various types of memories and their features. Basic Hardware and software issues and their solutions.
3	19-06-2019 (FN)	3. Introduction to DOS Command Line Interface & Linux Operating System. Introduction to Linux Operating System features, structure, files and processes. Introduction to various Linux Shells. Basic Linux commands.
4	20-06-2019 (FN)	4. Word Processing and Spread Sheet Application Introduction to the various applications in office. Introduction to Word features, Office button, toolbars. Introduction to Excel features and Data Types
5	21-06-2019 (FN)	Image editing, Creating presentations & Using Open Office Introduction to Open Office. Introduction to the properties and editing of images. Introduction to Power Point and its advantages.

6,7	22-06-2019 (FN & AN)	<p>. Database Management Systems</p> <p>Concepts of Data, Information and Databases. Overview of popular databases, RDBMS, OODB and NOSQL. Rules for designing good tables.</p>
8	24-06-2019 (FN)	<p>. Networking Concepts and Internet Concepts</p> <p>Introduction to Computer Networks, Necessity and Advantages. Client Server and peer to Peer networking concepts.</p>
9	25-06-2019 (FN)	<p>Web Design Concepts</p> <p>Concepts of Static and Dynamic Web pages. Introduction to HTML and various tags in HTML. Creating Forms with controls using HTML.</p>
10	26-06-2019 (FN)	<p>Java Script</p> <p>Algorithms and flowcharts. Introduction to Web Servers and their features. Introduction to Programming and Scripting Languages.</p>
11	27-06-2019 (FN)	<p>Introduction to VBA, Features and Applications.</p> <p>Introduction to VBA features and applications. VBA Data types, Variables and Constants. Operators in VBA and operator precedence. Mathematical Expressions in VBA.</p>
12	28-06-2019 (AN)	<p>. Smart Accounting and E Commerce</p> <p>Basics of Accounting, Golden Rules of Accounting, Voucher Entry, Ledger Posting, Final Accounts Preparation. Cash Book. Ratio Analysis, Depreciation, Stock Management</p>
13,14	29-06-2019 (FN & AN)	<p>. Cyber Security</p> <p>Overview of Information Security, Security threats, information Security vulnerability and Risk management Introduction to Directory Services, Access Control,</p>

G. K.

COURSE COORDINATOR



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Department Of Computer Science & Engg.,
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 Chennai - 600 073. INDIA



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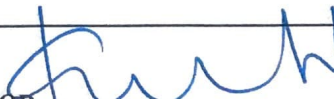
Hands on Training on Computer Hardware and Software
Date of Introduction of the Course: 03.07.2019

School of Computing **Registered Students Name List**

S.NO	REG.NO	NAME OF THE STUDENT
1	U19CN003	KOGURU INDRASENA REDDY
2	U19CN004	KOLA VAMSI VARDHAN
3	U19CN005	KOLAGANI VALESH
4	U19CN007	KOLLURI SAI SUMANTH
5	U19CN008	KOLLURI SINDHU SRI VANI
6	U19CN009	KOLLURU LAKSHMI NARAYANA SETTY
7	U19CN010	KOLLURU PRADEEP
8	U19CN011	KOMARAVELLY MAYUR
9	U19CN012	KOMMA HARI SAI PRADHYUMNA
10	U19CN013	KOMMANENI GAYATRI DEVI
11	U19CN014	KOMMI SAI SANDEEP KUMAR
12	U19CN015	KOMMINENI AJAY
13	U19CN016	KOMMINENI NAVEEN
14	U19CN017	KOMMU JASWANTH
15	U19CN018	KOMMU KUMAR
16	U19CN019	KONAKALLA REVANTH KUMAR
17	U19CN020	KONAKANCH RUDRA
18	U19CN021	KONAKANCHI GOPI CHAND
19	U19CN022	KONDA BALAJI
20	U19CN023	KONDA SRINIVASA REDDY
21	U19CN024	KONDAVEETI BALAJI
22	U19CN025	KONDAVETI SARVAN NAGA PAVAN
23	U19CN026	KONDIBOINA MADHU KUMAR
24	U19CN027	KONDU CHARITHA REDDY
25	U19CN028	KONDUPALLI GREESHMANTH KUMAR R
26	U19CN029	KONDURU KALYAN VARMA
27	U19CN030	KONETI SAI ANVITHA

28	U19CN031	KOPANATHI SIVAJI
29	U19CN032	KORRAPATI BHUVANESWARA CHARI
30	U19CN033	KORUKONDA LOKESH SATYA VEERASAI
31	U19CN034	KOTA VENKATRAO
32	U19CN035	KOTAPATI ASHOK REDDY
33	U19CN036	KOTEKANTI MOHAMMED ARIF
34	U19CN037	KOTHAPALLI LOKESH
35	U19CN038	KOTHAPALLI PREMVEER
36	U19CN039	KOTIPALLI SYAM SUNDAR
37	U19CN040	KOTLA SHASHANK
38	U19CN041	KOTTADA SATYA PRAKASH
39	U19CN042	KOTTURI SANDEEP KUMAR
40	U19CN043	KOVVURU HARSHA VARDHAN REDDY
41	U19CN044	KRUPASHANKARI S
42	U19CN045	KUDIKALA AKHIL
43	U19CN046	KUDITHI SAIMOHAN REDDY
44	U19CN047	KUKKADAPU SAI SUMANTH
45	U19CN048	KUKKALA PRIYANKA
46	U19CN049	KUKKALA RAJA SEKHAR
47	U19CN050	KUMBAGANTI KARTHIK
48	U19CN051	KUMMARI MARUTHI VARAPRASAD
49	U19CN052	KUNCHAPU SRIKANTH
50	U19CN053	KUNCHAPU VENKATESH
51	U19CN054	KURMA MADHU REDDY
52	U19CN055	KURRE AKHIL
53	U19CN056	KUSUNURI JYOTHI SAI SIDDARTHA
54	U19CN057	LAGIMSETTI MURALINADH
55	U19CN058	LAKA KASI PRAVEEN
56	U19CN059	S LAKSHMIDHAR RAO
57	U19CN060	LANSANI PRASHANTH
58	U19CN062	LEKKALA NAVEEN
59	U19CN063	LOGANATHAN K
60	U19CN064	MAAHA VISHNU B V


COURSE COORDINATOR


HOD
HEAD OF DEPARTMENT
Department Of Computer Science & Engg.,
Bharath Institute Of Higher Education & Research
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Chennai - 600 073. INDIA

COURSE FEEDBACK FORM

Academic Year		2019-2020			
Term					
Course Number					
Course Title		Hands on Training on Computer Hardware and Software			
Number of Credits					
Type of Course	Regular		Elective		Add-on
					<input checked="" type="checkbox"/>

I. Information on the Respondent: (Tick (✓) Appropriately)

1.	Percentage of classes attended									
	0-20		20-40		40-60		60-80		80-100	<input checked="" type="checkbox"/>
2.	Number of hours per week spent on the course (Other than lecture hours)									
	0-2		2-4		4-6		6-8		8-10	<input checked="" type="checkbox"/>

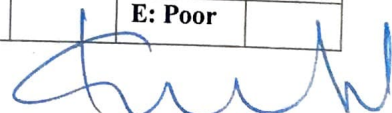
3.	Preparation for the course by the student:									
	(i)	Have done part of this course earlier Yes								
	(ii)	Has adequate prior exposure to the prerequisites Yes								
	(iii)	Had to pickup relevant additional topics through concurrent study No								
	(iv)	Have no exposure to the background material Yes								

4.	The expectations for taking the course by the student are:									
	(a)	Enhance by skill base in the area of specializations Yes								
	(b)	Get exposed to a relevant subject Yes								
	(c)	Curiosity Yes								
	(d)	Better Employment Opportunity No								
	(e)	Complete Course requirements Yes								
	(f)	To Improve CGPA Yes								

About the Instructor: Information on the Respondent: (Tick (✓) Appropriately)

		A	B	C	D	E
1.	Pace of the Teaching/lecture	<input checked="" type="checkbox"/>				
2.	Content of the Subject		<input checked="" type="checkbox"/>			
3.	Clarity of expression	<input checked="" type="checkbox"/>				
4.	Level of preparation	<input checked="" type="checkbox"/>				
5.	Level of interaction		<input checked="" type="checkbox"/>			
6.	Accessibility outside the class	<input checked="" type="checkbox"/>				
7.	Others (please specify)		<input checked="" type="checkbox"/>			

A: Excellent		B: Very Good	<input checked="" type="checkbox"/>	C: Good		D: Satisfactory		E: Poor	
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COURSE FEEDBACK FORM

Academic Year		2019-2020			
Term					
Course Number					
Course Title		Hands on Training on Computer Hardware and Software			
Number of Credits					
Type of Course	Regular		Elective		Add-on <input checked="" type="checkbox"/>

I. Information on the Respondent: (Tick (✓) Appropriately)

1. Percentage of classes attended

0-20		20-40		40-60		60-80	<input checked="" type="checkbox"/>	80-100	
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2. Number of hours per week spent on the course (Other than lecture hours)

0-2		2-4		4-6		6-8		8-10	
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3. Preparation for the course by the student:

(i)	Have done part of this course earlier	yes
(ii)	Has adequate prior exposure to the prerequisites	yes
(iii)	Had to pickup relevant additional topics through concurrent study	No
(iv)	Have no exposure to the background material	yes.

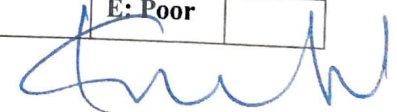
4. The expectations for taking the course by the student are:

(a)	Enhance by skill base in the area of specializations	yes
(b)	Get exposed to a relevant subject	yes
(c)	Curiosity	yes
(d)	Better Employment Opportunity	yes
(e)	Complete Course requirements	No
(f)	To Improve CGPA	yes

About the Instructor: Information on the Respondent: (Tick (✓) Appropriately)

	A	B	C	D	E
1. Pace of the Teaching/lecture	<input checked="" type="checkbox"/>				
2. Comment of the Subject	<input checked="" type="checkbox"/>				
3. Clarity of expression		<input checked="" type="checkbox"/>			
4. Level of preparation	<input checked="" type="checkbox"/>				
5. Level of interaction	<input checked="" type="checkbox"/>				
6. Accessibility outside the class		<input checked="" type="checkbox"/>			
7. Others (please specify)	<input checked="" type="checkbox"/>				

A: Excellent	<input checked="" type="checkbox"/>	B: Very Good		C: Good		D: Satisfactory		E: Poor	
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COURSE FEEDBACK FORM

Academic Year		2019-2020			
Term					
Course Number					
Course Title		Hands on Training on Computer Hardware and Software			
Number of Credits					
Type of Course	Regular		Elective		Add-on <input checked="" type="checkbox"/>

I. Information on the Respondent: (Tick (✓) Appropriately)

1. Percentage of classes attended

0-20		20-40		40-60		60-80	✓	80-100	
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2. Number of hours per week spent on the course (Other than lecture hours)

0-2		2-4		4-6		6-8		8-10	✓
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3. Preparation for the course by the student:

- | | | |
|-------|---|-----|
| (i) | Have done part of this course earlier | yes |
| (ii) | Has adequate prior exposure to the prerequisites | yes |
| (iii) | Had to pickup relevant additional topics through concurrent study | yes |
| (iv) | Have no exposure to the background material | No. |

4. The expectations for taking the course by the student are:

- | | | |
|-----|--|------|
| (a) | Enhance by skill base in the area of specializations | yes |
| (b) | Get exposed to a relevant subject | yes |
| (c) | Curiosity | yes |
| (d) | Better Employment Opportunity | yes |
| (e) | Complete Course requirements | yes. |
| (f) | To Improve CGPA | yes. |

About the Instructor: Information on the Respondent: (Tick (✓) Appropriately)

		A	B	C	D	E
1.	Pace of the Teaching/lecture	✓				
2.	Comment of the Subject	✓				
3.	Clarity of expression		✓			
4.	Level of preparation	✓				
5.	Level of interaction	✓				
6.	Accessibility outside the class	✓				
7.	Others (please specify)		✓			

A: Excellent **B: Very Good** **C: Good** **D: Satisfactory** **E: Poor**

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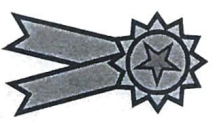
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CERTIFICATE OF PARTICIPATION



M.R. YOGESHWARAN

For actively participating in the value added course "Certificate course on
Hands on Training on Computer Hardware and Software" Conducted by
School of Computing, BIHER from 17-06-2019 to 29.06.2019 .

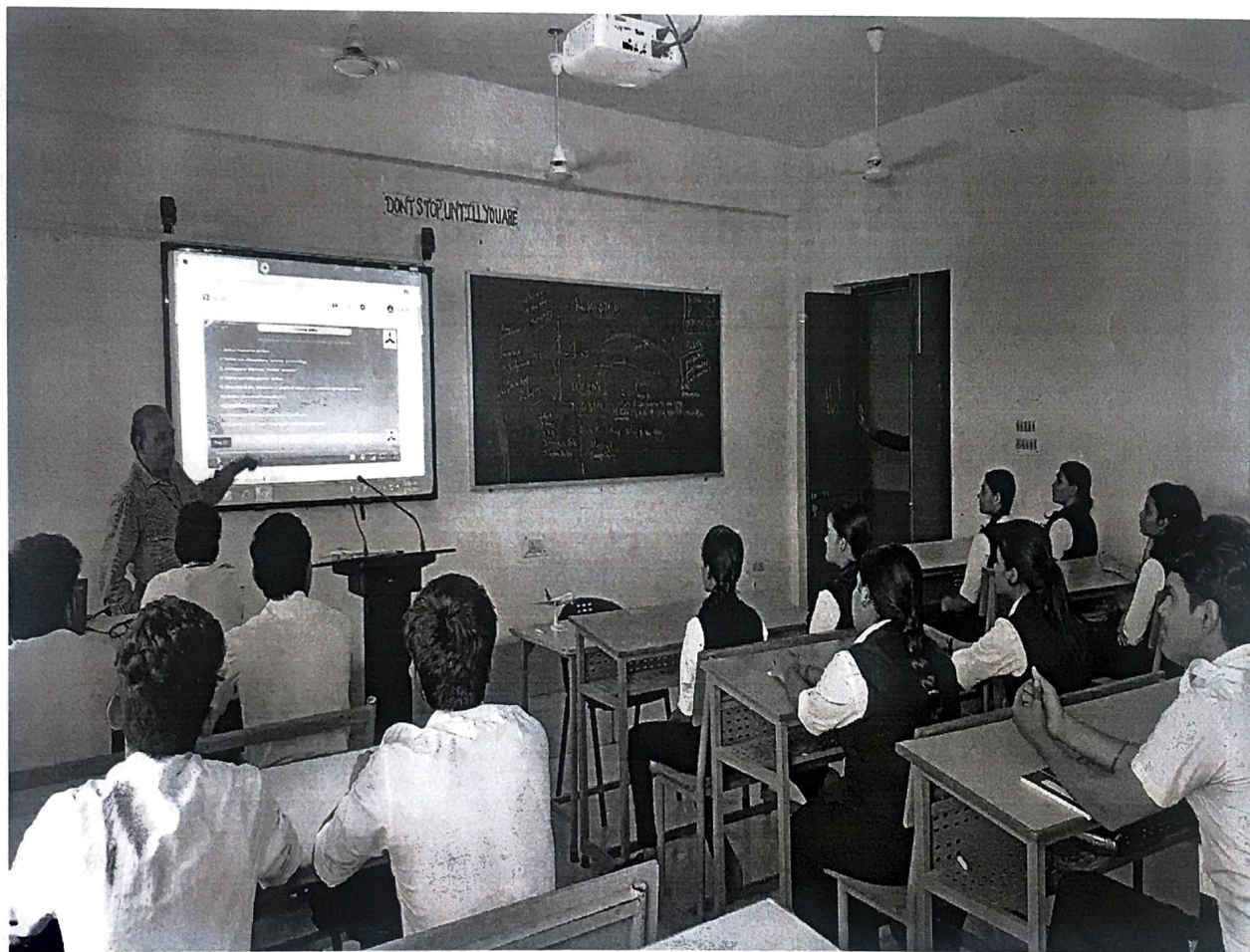

Course Coordinator


Head of the Department


Director

**CERTIFICATE COURSE ON HANDS ON TRAINING ON COMPUTER
HARDWARE AND SOPFTWARE**

Introduction of the Course: 03.07.2019



G. K.

Course Coordinator

[Signature]

Head of the Department

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