



# Bharath

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

## Requisition Letter

Date:20.05.2019

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

To  
PRO VICE CHANCELLOR,  
Bharath Institute of Higher Education and Research,  
Chennai

Respected sir

Subject: Request of Permission to conduct a value-added course on "DATA ENTRY" -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 "DATA ENTRY" in our campus premises from **29.05.2019**. 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

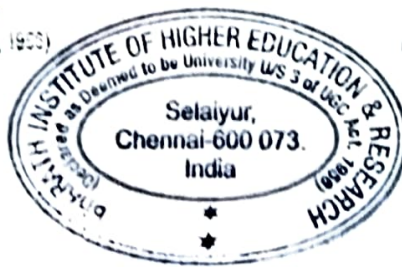
DEAN (Engineering)

Bharath Institute of Science & Technology

BHARATH INSTITUTE OF HIGHER EDUCATION & RESEARCH

(Declared as Deemed to be University U/S 3 of UGC Act. 1956)

Selayur, Chennai-600 073.





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## CIRCULAR

24.05.2019

The school of computing, Bharath Institute of Higher Education and Research is planned to conduct a certification value added course on **Certificate Course of DATA ENTRY** for the benefit of students. This course is scheduled from 29.05.2019 to 10.06.2019 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. Micheal	Professor
2	Mrs. S. Kavitha	Assistant Professor.

**Head of Department**

**HEAD OF DEPARTMENT**

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

To

Copy to CSE

Copy to IT



# **Bharath**

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## **CERTIFICATE COURSE ON DATA ENTRY**

**Date of Introduction of the Course: 03.07.2019**

### **COURSE SYLLABUS**

#### **1. Introduction to Data entry**

Data entry is the process of transcribing information into an electronic medium such as a computer or other electronic device.

#### **2. Getting known to Excel**

Microsoft Excel is a software program produced by Microsoft that allows users to organize, format and calculate data with formulas using a spreadsheet system.

#### **3. Knowledge of essential formulas**

Being good with formulas allows you to build elegant solutions that avoid complexity  
Knowledge of essential formulas

#### **4. Functions in MS Excel**

A function in Excel is a pre-set formula, which helps perform mathematical, statistical and logical operations

#### **5. Optimization of Data**

The data optimization process makes use of sophisticated data quality tools, such as those provided by precisely, to access, organize, and cleanse data.

#### **6. Data Analysis**

It is a collection which we need to make enhancing, classifying, summarising, interpreting, modelling and enlarging the information.

#### **7. MS WORD**

A form in Word is a means of soliciting and recording information. You can use forms like the one shown to enter data faster and to reduce data-entry errors.

#### **8. Computer Fundamentals**

A form in Word 2016 is a means of soliciting and recording information. You can use forms like the one shown to enter data faster and to reduce data-entry errors.

#### **9. Spreadsheets**

There are several ways to add data into a spreadsheet. The simplest data entry technique involves typing the data into a spreadsheet by hand.

#### **10. Basic knowledge of functions, formulas used**

To manipulate data and to extract useful information from Excel worksheets, formulas and worksheet functions play very important role.

#### **11. Creating, Editing, Formatting and Managing Data in Spreadsheets**

Good formatting will help enhance your data in several ways: Formatting cells so they present data correctly will give more value to your data. Using styles (such as table styles) can make your data stand out and helps the reader to focus on important parts of the worksheet.

### **COURSE OBJECTIVES**

To learn and acquire all the necessary technical skills required for the data entry through MS Office software .This course helps the students to know the tips and tricks of updating, manipulating, editing the data.

**Specifically, the course has the following objectives:**

**Students will learn**

1. Understand Data entry and home based entry.
2. Know the qualifications and skills required for Data entry.
3. Get ideas on how to improve skill
4. Ability to multitask effectively.
5. Strong written and verbal communication skills.
6. Ability to perform repetitive tasks with a high degree of accuracy.

*G. Mich*

**COURSE COORDINATOR**

**HEAD OF THE DEPARTMENT**

**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



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INSTITUTE OF HIGHER EDUCATION AND RESEARCH  
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## CERTIFICATE COURSE ON DATA ENTRY

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	29-05-2019(FN)	<b>1. Introduction to Data entry</b> Data entry is the process of transcribing information into an electronic medium such as a computer or other electronic device.
2	30-05-2019 (FN)	<b>2. Getting known to Excel</b> Microsoft Excel is a software program produced by Microsoft that allows users to organize, format and calculate data with formulas using a spreadsheet system.
3	31-05-2019 (FN)	<b>3. Knowledge of essential formulas</b> Being good with formulas allows you to build elegant solutions that avoid complexity Knowledge of essential formulas
4,5	1-06-2019 (FN & AN)	<b>4. Functions in MS Excel</b> A function in Excel is a pre-set formula, which helps perform mathematical, statistical and logical operation
6	3-06-2019 (FN)	<b>5. Optimization of Data</b> The data optimization process makes use of sophisticated data quality tools, such as those provided by precisely, to access, organize, and cleanse data.
7	4-08-2016 (FN)	<b>6. Data Analysis</b> It is a collection which we need to make enhancing, classifying, summarising, interpreting, modelling and enlarging the information.
8	5-06-2019 (FN)	<b>7. MS WORD</b>

		A form in Word is a means of soliciting and recording information. You can use forms like the one shown to enter data faster and to reduce data-entry errors.
<b>9</b>	<b>6-06-2019 (FN)</b>	<b>8. Computer Fundamentals</b> A form in Word 2016 is a means of soliciting and recording information. You can use forms like the one shown to enter data faster and to reduce data-entry errors.
<b>10</b>	<b>7-06-2019 (FN)</b>	<b>9. Spreadsheets</b> There are several ways to add data into a spreadsheet. The simplest data entry technique involves typing the data into a spreadsheet by hand.
<b>11,12</b>	<b>8-06-2019 (FN &amp; AN)</b>	<b>10. Basic knowledge of functions, formulas used</b> To manipulate data and to extract useful information from Excel worksheets, formulas and worksheet functions play very important role.
<b>13</b>	<b>10-06-2019(FN)</b>	<b>11. Creating, Editing, Formatting and Managing Data in Spreadsheets</b> Good formatting will help enhance your data in several ways: Formatting cells so they present data correctly will give more value to your data. Using styles (such as table styles) can make your data stand out and helps the reader to focus on important parts of the worksheet.

*G. Michu*

**COURSE COORDINATOR**

**HEAD OF THE DEPARTMENT**

**HEAD OF DEPARTMENT**  
Department Of Computer Science & Engg.,  
Bharath Institute Of Higher Education & Research  
(Declared as Deemed to be University, U.T.C. U.C.C Act. 1955)  
Chennai - 600 073, INDIA



# 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 Ministry of Human Resource Development, Govt. of India dated 4<sup>th</sup> July 2002)

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Academic Year 2019-20

B.Tech Computer Science and Engineering - First Year

S.No	REG.NO	NAME OF THE CANDIDATE
1	U19CB001	THANNEERU RAM PRIYATHAM CHOWDARY
2	U19CB002	THARALA PRANAY
3	U19CB003	THATIPARTHI PAVAN KALYAN REDDY
4	U19CB004	THELLAGORLA RAM GOPI
5	U19CB005	THELLURI HEMANTH RATNA SAGAR REDDY
6	U19CB006	THIRUMAL REDDY NITHIN KUMAR REDDY
7	U19CB007	THIRUMALAI VASAN R
8	U19CB008	THIRUMANI THARUN
9	U19CB009	THOKALA SRI RAM CHARAN
10	U19CB010	THOTA ANAND
11	U19CB011	THOTA BHARATH KUMAR
12	U19CB012	THOTA DINESH
13	U19CB013	THOTA HEMANTH
14	U19CB014	THOTAKURA VEERA SATYA SAI CHANDRA
15	U19CB015	THULLURI SAI RAM
16	U19CB016	TIKKALA PARTHIV ADITYA
17	U19CB017	TIRUMALASETTI PAVAN SAI
18	U19CB018	TIRUVEEDULA SATISH
19	U19CB019	TOGARANA YASWANTH
20	U19CB020	TOKLE PRASAD UDDHAV
21	U19CB021	TUMMALA ANJAN MAHESH BABU
22	U19CB022	TUNGALA TEJOSAI
23	U19CB023	ULLI MANIKANTA
24	U19CB024	UMMAGANI VIGNESH
25	U19CB025	UNDAMATLA VENKATA PRASAD
26	U19CB026	UNDELA LEKHANA
27	U19CB027	UNDRA VAMSI KRISHNA
28	U19CB028	S UPENDRA REDDY
29	U19CB029	UPPALA HARSHAVARDHAN SAI
30	U19CB030	UPPALA RAKESH
31	U19CB031	UPPALA SAI PRASAD
32	U19CB032	UPPALAPATI PAVAN KUMAR
33	U19CB033	UPPARI SAI RAHUL
34	U19CB034	UPPU SATHISH
35	U19CB035	UPPUTURI AKANKSHA
36	U19CB036	VADDELLI SRIJA
37	U19CB037	VADDI AKASH

38	U19CB038	VADLA SAI BHARGAVA ACHARI
39	U19CB039	VADLA SHRAVAN KUMAR
40	U19CB040	VADLA VENKAT JAYANTH ACHARI
41	U19CB041	VADLAKONDA SAI KIRAN
42	U19CB042	VADLAMUDI ANIL
43	U19CB043	VADLAMUDI MAHESH
44	U19CB044	VAKKALAGADDA BHARGAVI
45	U19CB045	VALLABHASETTI DURGA KALYAN

G. Mich .

Course Coordinator

HOD

HEAD OF DEPARTMENT

Department Of Computer Science & Engg.

Bharath Institute Of Higher Education & Research

(Declared as Deemed to be University) U.S.O Of UGC Act, 1956.

Chennai - 600 073, INDIA



# COURSE FEEDBACK FORM

Academic Year	2019-2020			
Term				
Course Number				
Course Title	DATA ENTRY			
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	<input checked="" type="checkbox"/>
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3. **Preparation for the course by the student:**

(i)	Have done part of this course earlier	No
(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	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. 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	YES <input checked="" type="checkbox"/>				
7. Others (please specify)	YES <input checked="" type="checkbox"/>				

A: Excellent		B: Very Good	<input checked="" type="checkbox"/>	C: Good		D: Satisfactory		E: Poor	
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**HEAD OF THE DEPARTMENT**

**HEAD OF DEPARTMENT**  
 Department Of Computer Science & Engg.,  
 Bharath Institute Of Higher Education  
 (Department of Computer Science & Engg.)

# COURSE FEEDBACK FORM

Academic Year		2019-2020			
Term					
Course Number					
Course Title		DATA ENTRY			
Number of Credits					
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0-2		2-4		4-6		6-8		8-10	<input checked="" type="checkbox"/>
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3. **Preparation for the course by the student:**

(i)	Have done part of this course earlier	No
(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:**

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(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	YES ✓				
7.	Others (please specify)	YES ✓				

A: Excellent		B: Very Good	<input checked="" type="checkbox"/>	C: Good	D: Satisfactory	E: Poor
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**HEAD OF THE DEPARTMENT**

# COURSE FEEDBACK FORM

Academic Year		2019-2020					
Term							
Course Number							
Course Title		DATA ENTRY					
Number of Credits							
Type of Course	Regular		Elective		Add-on		<input checked="" type="checkbox"/>

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

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0-2		2-4		4-6		6-8		8-10	<input checked="" type="checkbox"/>
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3. **Preparation for the course by the student:**

(i)	Have done part of this course earlier	No
(ii)	Has adequate prior exposure to the prerequisites	No
(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

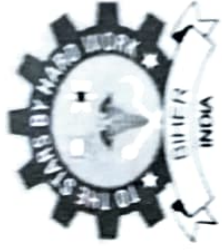
**About the Instructor: Information on the Respondent: (Tick (✓) Appropriately)**

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

A: Excellent	<input checked="" type="checkbox"/>	B: Very Good		C: Good		D: Satisfactory		E: Poor	
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**HEAD OF THE DEPARTMENT**

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



# Ashworth

**INSTITUTE OF HIGHER EDUCATION AND RESEARCH**  
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CERTIFICATE OF PARTICIPATION



## MR. THOTA ANAND

For actively participating in the value added course "DATA  
ENTRY" - Conducted by School of Computing, BHHER  
from 29-05-2019 to 10.06-2019 .

*G. Meek*

Course Coordinator

*[Signature]*

Head of the Department

*[Signature]*

Director

**CERTIFICATE COURSE ON DATA ENTRY**

**Introduction of the Course: 3.07.2019**



*G. Mich*

**Course Coordinator**

**Head of the Department**

**HEAD OF DEPARTMENT**

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Bharath Institute Of Higher Education & Research  
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Chennai - 600 073, INDIA