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Date: 12/07/2016

To,

The Principal,  
Bhavan's Vivekananda College,  
Sainikpuri,  
Secunderabad - 500094.

Sub: Request for starting Value-Added Courses in computer science department.

Sir,

The department of computer science is planning to start value-added courses in this month for all under graduate students.

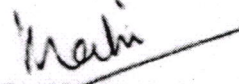
I request you to kindly permit us to conduct this programme.

I recommend Mr. G. Mahesh Kumar as the coordinator for value - added courses.

The details of the courses schedule and fee details are enclosed for your kind perusal.

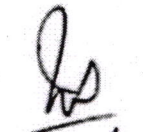
Thanking you,

yours sincerely



(K. V. B SARASWATHI DEVI)

Head. Department of Computer Science

  
2017/16

The department of computer science is conducting value-added certificate courses in the following areas:

<b>Sl.No.</b>	<b>Course Name</b>	<b>Duration</b>	<b>Fees</b>	<b>Eligibility</b>
1	IT –Hardware Workshop	5 days	Rs. 500/-	B.Sc/B.Com/BBA/BA I & II Years
2	Basic MS-Office	30 days	Rs.1000/-	B.Sc I Year (Physical Sciences)
3	Data Analysis & Advanced Excel	30 days	Rs. 1000/-	All UG II & III Years
4	Java & Data Structures	60 days	Rs.2000/-	BCA/B.Sc (Physical Sciences) II & III Years

**Course Title:** Data Analysis & Advanced Excel

**Resource Persons:**

1. Mrs. K Padmapriya  
Lecturer,  
Department of Computer Science,  
Bhavan's Vivekananda College,  
Sainikpuri.
2. Ms. E Vijaya Kumari  
Programmer,  
Department of Computer Science,  
Bhavan's Vivekananda College,  
Sainikpuri.