Certificate Course in Office Automation

PROGRAMME OUTCOMES (PO)

1. To acquire basic knowledge and application of MS. Word
2. To acquire knowledge about spread sheet and its application
3. Able to do presentation through MS. Power point
4. To know the basics of internet and web browsers

PROGRAMME SPECIFIC OUTCOME (PSO)

After successful completion of the course,

1. Student will able to do prepare documents, letters and do formatting using word application
2. Student will carry out record maintenance for day-to-day activities using spread sheet
3. Student will able to do presentation
4. Student will know the basics of internet and how to Communicate using Internet
5. Student will understand how to surf in web browsers.