



**KONGU ARTS AND SCIENCE COLLEGE**  
(AUTONOMOUS)  
**ERODE - 638107**

**KASC ACADEMY OF EXCELLENCE**

**DEPARTMENT OF COMMERCE(CA)**

Value Added Course On

## **BASIC SOFTWARE TOOLS FOR BUSINESS**

Academic Year 2018-2019

### **Course Outcomes**

- A thorough knowledge on basic tools of computer.
- To understand the concepts and usage of hardware tools.
- The knowledge about the information sharing and online payments.

### **Course Content**

- **Computer Basics**
- **Open Source Operating Systems**
- **Internet**
- **Applications**
- **MS - Office**

**40 Hours (Theory & Practical)**

For all  
UG  
Students



**KONGU**  
*Assuring the Best*

**COURSE COORDINATOR**

**Mr.C.P.BALASUBRAMANIAM**  
Assistant Professor  
Commerce (CA)

**Dr. N. RAMAN**  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107