KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE – 638107

KASC ACADEMY OF EXCELLENCE

Academic Year 2020-2021

OFFICE AUTOMATION
AND
WEB DESIGNING

DEPARTMENT OF COMMERCE(CA)

COURSE OUTCOMES

- Understand the basic concepts of Operating system and Computer networks
- Create MS WORD Documents and MS EXCEL Worksheets
- Apply Graphics and Effects
- Working with HTML

COURSE CONTENT

- Basics of a Computer
- MS Word and MS Excel
- MS Powerpoint and MS Access
- Introduction to Web Technologies
- HTML Forms

COURSE DURATION

**40 HOURS
(THEORY & PRACTICAL)**

FOR ALL UG STUDENTS

COURSE COORDINATOR

**S.SINDHUJA
ASSISTANT PROFESSOR
COMMERCE CA**

KONGU
Assuring the Best

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