

# COMPUTER OFFICE AUTOMATION

**Duration: 03 Months**

**Eligibility : 10<sup>th</sup>**

3 Months				
Subject code	Subject Title	Exam	Max. Marks	Min. Marks
COA	Computer Fundamentals	Term 1	100	35
	Windows Operating System			
	Microsoft Word			
	Microsoft Excel			
	Microsoft PowerPoint			
	Microsoft Access			
Assignment Marks 10% add with final		Final	100	35
<b>TOTAL</b>			<b>200</b>	<b>70</b>



## Why At "C" POINT

- ❖ Regular Classes (Weekly 6 Days )
- ❖ On line Demo with Friendly Discussion & Personal Guide
- ❖ Guest Faculty from Outside Professionals
- ❖ Web publishing Tutorials
- ❖ Library Facilities with 1500 nos BOOKS
- ❖ Advance Study Materials (Hard Copy & Soft Copy)
- ❖ Job Oriented Training (Skill Development )

