* To provide an overview of peripheral devices.
* To provide internet, Multimedia concepts.
* To get familiar with Windows Operating System.
* To understand the important Application software used in office automation.
* To provide the concepts word processing software for document writing.
* To provide internet, multimedia and animation concepts.
* To get familiar with Windows Operating System.
* To provide the students with a foundation in computer programming.
* To develop the basic programming skills in students.
* To applying the basic knowledge of programming to solve problems.
* Students are able to do Word Processing, Spreadsheet designing, E-mail as a part of OFFICE AUTOMATION.
* Communication skills played an important role to develop their self-confidence and personality. Student learn to write resumes, report writing, technical letters and participation in group discussions.To understand the components of computer, software, hardware.