

OFFICE AUTOMATION CERTIFICATE COURSE
DEPARTMENT OF COMPUTER SCIENCE AND APPLICATIONS

Department of Computer Science and Applications organized OFFICE automation course for other department students of SIAS using MS office with the guidance encouragement and hearted support of Prof. E. P. Imbichikoya, Principal SIAS. The practical oriented certificate course was inaugurated by department HOD Mr Abdul Samad on 10th February 2020 at 3:430pm(Computer Lab, SIAS), Mr Arshad , Mr Muhammed Haneesh Kp felicitated in the inaugural function .



The underlined spirit of the course was to make students to handle basic office automation courses Ms Word, Ms Power point and Ms excel. These are basic important education applications to process raw facts into meaningful information and can benefits students to create new innovative methods of learning and teaching.

Course Session Details

Venue: Computer Lab;

Time:3:30pm to 5pm

| Course Session | Name of Faculty |
|-----------------------|-----------------------------------------------------|
| Ms. Word | Mr. Arshad PT, Assistant Professor(DCSA) |
| Ms. Powerpoint | Mr. Muhammed Haneesh KP, Assistant Professor(DCSA) |
| Ms Excel | Mr. Abdul Samad C.(Head), Assistant Professor(DCSA) |

