

Certificate Course in Computer on Office Automation (COA) – 2025 Updated Syllabus

Are you planning to appear for the **Government Technical Examination (GTE)** for the **Certificate Course in Computer on Office Automation (COA)**? Here's a comprehensive breakdown of the **June 2025 updated syllabus** released by the **Department of Technical Education, Government of Tamil Nadu**.

This blog post will guide you through the syllabus, units, and important exam details. If you're looking for **COA books, training, or exam preparation support**, visit [CCE India – Creative Computer Education](#), your trusted center for COA coaching.

What is the COA Certificate Course?

The **COA course** is designed to empower students, job seekers, and office staff with essential **computer skills** including:

- Basic computer knowledge
- Operating system use (Windows & Linux)
- Word processing
- Spreadsheet management
- PowerPoint presentations
- Digital communication
- E-Office tools

Ideal for government job aspirants, this certificate is highly valuable for clerical and data entry roles.

COA 2025 Syllabus Units

The syllabus consists of **7 major theory units**:

Unit 1: Basics of Computer

Covers computer generations, types, memory units, hardware/software, and input/output devices.

Unit 2: Operating Systems

Learn about Windows & Linux systems – GUI, file management, Linux commands, and more.

Unit 3: Word Processing

MS Word and OpenOffice Writer – formatting, templates, styles, tables, mail merge, etc.

✅ **Unit 4: Spreadsheet Applications**

MS Excel and OpenOffice Calc – formulas, charts, pivot tables, validation, and formatting.

✅ **Unit 5: Presentations**

PowerPoint and OpenOffice Impress – slide design, transitions, animations, and handouts.

✅ **Unit 6: E-Office Applications**

Covers file creation, notes, drafts, e-signing, dispatch, closure, and volume management.

✅ **Unit 7: Digital Communication**

Internet basics, browser tools, email, social media, Google Docs/Forms/Sheets/Slides.



Related Page: [COA Books for Theory and Practical – Buy Now](#)



Exam Pattern

Theory Exam

- Duration: 1 Hour
- Total Marks: 50
- Passing Marks: 20
- Question Types: MCQ, True/False, Match the Following

Practical Exam

- Duration: 1 Hour
- Total Marks: 50
- Includes MS Office task and E-Office file submission



Need guidance? Join our [COA Coaching Classes in Tamil Nadu](#)



Typing Practice – English & Tamil

The syllabus also includes **typing skills**, essential for data entry roles:

- English typing with QWERTY keyboard (target speed: 30-45 wpm)
- Tamil typing with **Tamil99 layout**

- Practice includes alphabets, words, paragraphs, and proverbs

 [Check Tamil Typing Setup Guide on Windows](#)

Why Choose [CCE India](#) for COA Training?

At **Creative Computer Education (CCE India)**:

- We are **TNGTE-approved**.
- We offer **bilingual instruction** (Tamil & English).
- You get hands-on practicals on **MS Office + LibreOffice**.
- Affordable fees for **rural students**.
- Online/offline support available.

 [Buy COA Books & Notes](#) |  Contact us at 936067577

Internal Links for More Learning

- [COA Practical Notes PDF](#)
 - [COA Record Format Download](#)
 - [COA Typing Practice Material](#)
 - [Join COA Coaching Now](#)
-

 **Download Full Syllabus PDF (June 2025)**

 [Download from CCE India – Click Here](#)