HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai.)

Uthamapalayam, Theni District. Pin Code: 625 533.

DEPARTMENT OF COMPUTER SCIENCE

PART – IV NME COMPUTER SCIENCE

SYLLABUS

Choice Based Credit System – CBCS

(As per TANSCHE/MKU Guidelines)

(Academic Year 2020 -2021 onwards)

Details of Course Category, Code, Credits & Title

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max. Marks	Credits
Semester - I							
Part – IV							
NME - I	20UCSN11	Office Automation Tools-I Lab	2	25	75	100	2
Semester – II							
Part – IV							
NME - II	20UCSN21	Office Automation Tools-II Lab	2	25	75	100	2
Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max. Marks	Credits

Course Code	Course Title	Category	Total Hours	Credits
20UCSN11	**Office Automation Tools-I Lab**	NME – I	30	2

Nature of Course	
Knowledge Oriented	✔
Skill Oriented	✔
Employability Oriented	✔
Entrepreneurship Oriented	✔

Course Relevance	
Local	
Regional	
National	
Global	✔

Preamble

An office automation system is a tool that enables data to move from one system to another on its own without human intervention and inaccuracies. These tools help organizations collect, manage, and analyze securely to accomplish everyday tasks and processes. It optimizes and automates existing business processes and procedures.

Syllabus

List of Experiments:

MS Word:

Text Formatting, Borders and Shading, Find and Replace, Header and Footer, Page Formatting, Tables, Pictures, Clip Art, Shapes, Text Box, Equation & Symbols, Mail Merge, and Spelling and Grammar.

MS PowerPoint:

Entering the text, Moving the text, Changing the color, Adding Inserting Deleting Re-ordering Slides, Viewing a Presentation, Making Slideshow, Animations and Sound.

Reference Books

Dinesh Maidasani, 3rd Edition, ***Learning Computer Fundamentals, MS Office and Internet & Web Technology*** – Firewall Media, 2016.

Course Designer
Mr. S. Sirajudeen
Associate Professor of Computer Science.

Course Code	Course Title	Category	Total Hours	Credits
20UCSN21	Office Automation Tools-II Lab	NME – II	30	2

Nature of Course	
Knowledge Oriented	✔
Skill Oriented	✔
Employability Oriented	✔
Entrepreneurship Oriented	✔

Course Relevance	
Local	
Regional	
National	
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Preamble

An office automation system is a tool that enables data to move from one system to another on its own without human intervention and inaccuracies. These tools help organizations collect, manage, and analyze securely to accomplish everyday tasks and processes. It optimizes and automates existing business processes and procedures.

Syllabus

List of Experiments:

MS Excel:

Creating a Worksheet, Copying the formula, Creating Chart in Excel, Worksheet fitting on a Page, Typing with Auto Fill, Changing the size of Rows & Columns, Adding and Deleting Rows & Columns, Functions in excel and Sort & Filter.

MS Publisher:

Publication Types, Working with Templates.

Reference Books

Dinesh Maidasani, 3rd Edition *Learning Computer Fundamentals, MS Office and Internet & Web Technology* – Firewall Media, 2016

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