

ALAGAPPA UNIVERSTIY STUDY CENTRE TUTICORIN

1ST SEM ASSIGNMENT QUESTION

INTERNAL MARK: 25 / PER SUBJECT

CERTIFICATE COURSE IN OFFICE AUTOMATION

22711 Computer Fundamentals

1. Types of computers
2. DeMorgan's theorems
3. Operating System Design and Implementation
4. Advantages and Disadvantages of Database Management System
5. Algorithms – Explain

22712 FUNDAMENTALS OF INFORMATION TECHNOLOGY

1. Definition of computer and system
2. Explain Computer Networks
3. The practical uses of communications and connectivity
4. Cyber Laws in India – Explain
5. Software and Hardware required for E-governance Implementation ?

22713 OFFICE AUTOMATION

1. Bulleted and numbered lists, Nested lists, Formatting lists ?
2. Database Concepts ?
3. Insert functions and formulas ?
4. Open Office Impress Explain
5. Protect the Document – Explain

22714 OFFICE AUTOMATION – LAB

1. Exercises based on MS Access and Open Office Base
2. Exercises based on MS-Power Point and Open Office Impress