

Prospectus – B

Programme Name	:- Diploma in Office Automation and Assistive Technology
Programme Code	:- DOAAT
Recognized by	:- Centre for Differently Abled Persons – Bharathidasan University – Tiruchirappalli
Level of Programme	:- Diploma.
Duration	:- 1 Year.
Pattern of Programme	:- 2 Semesters.
Sanctioned Intake	:- 10 Per batch.
Reservation Criteria	:- As per State & Central Government norms.
Medium of Instruction	:- English & Tamil.
Eligibility of Admission	:- SSLC (or) Equivalent.
Admission Criteria	:- 1) PwD's candidates namely [Intellectual Disability /Autism Spectrum Disorder /Mental Illness/Specific Learning Disorder /Multiple Disability] 2) Screening cum objective type MCQ test.

Syllabus:-

1	1 st semester	1 Theory paper
		3 Practical paper
2	2 nd semester	1 Theory paper
		3 Practical paper (2+1)
		(2 Practical paper) (1 Internship)

Internship Details :- 2 Credits

Programme Content & Credit :- 25 Credits

Attendance required :- 75%

Theory & Practical:-

1	25 Credits	1 st Semester	13 Credits
		2 nd Semester	12 Credits

Qualifying criteria :- 40 Marks

Evaluation pattern :- Examination in Theory & Practical

Evaluation & Certifying Authority :- Bharathidasan University

Scope

- Higher Education & Job opportunities (open employment)
- Computer operation and Independence skills in Hardware & Software and other peripheral devices
- Know-how of Software Applications in Microsoft Office & Google Workspace
- Introduction to Assistive Technology in Screen readers & alternative Communication tools
- Trends and future outlook in technological innovations in office