

Curriculum of
Diploma in Office Automation and Assistive Technology
After Revision

2023-2024

Bharathidasan University
Centre for Differently Abled Persons
Tiruchirappalli-620 023
Tamil Nadu, India



**Diploma in Office Automation and Assistive
Technology**

(For Persons with Intellectual Disability, Autism Spectrum Disorder, Mental Illness,
Specific Learning Disorder and Multiple Disabilities)

For the candidates admitted from the academic year
2023-2024 onwards

Diploma in Office Automation and Assistive Technology

For the candidates admitted from the academic year
2023-2024 onwards

SUBJECT OF STUDY AND SCHEME OF EXAMINATION MARKS

Sem	Course code	Title of the paper	Credits	Marks		Total
				CIA	ESE	
I	23DOAAT1	Basics of Office Automation and Assistive Technology	3	25	75	100
	23DOAAT2	Computer Operations with Assistive Technology Practical - I	4	40	60	100
	23DOAAT3	Office Automation Practical – II	4	40	60	100
	23DOAAT4	Adapted Yoga, Sports, and Well-Being Practical – III	2	40	60	100
II	23DOAAT5	Life Skills & Workplace Management	2	25	75	100
	23DOAAT6	Office Automation Practical – IV	4	40	60	100
	23DOAAT7	Data Entry Operations Practical – V	4	40	60	100
	23DOAAT8	Internship	2	40	60	100
Total			25			800

PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

The objectives of the Programme are to;

- PEO1 Serve as a preparatory course to acquire knowledge and skill in the field of Office Automation
- PEO2 Engage the younger generation to tap into their existing knowledge and skills in computer hardware, software, and online communication.
- PEO3 Enhance the office automation abilities of the students, so as to equip them with the ability to pursue self-employment opportunities
- PEO4 Acquire knowledge of assistive technology software that enable students with disabilities to work on Computers
- PEO5 Possess adequate computing skills, self-confidence for higher education in Information Technology, professional qualification to secure employment opportunities

PROGRAM OUTCOMES

PO1: The learners demonstratively groomed in their choice sub-fields of Science and Technology seize/secure/spread relevant Work/Job/Career competencies.

PO2: The learners with the right exposure in the chosen sub-fields of Science and Technology are seasoned-spirited enough to contribute and fulfil Community needs.

PO3: The learners contribute to scientific and societal progress by means of technical innovation and strive to achieve success in workplace or as an entrepreneur.

PROGRAM SPECIFIC OUTCOMES

PSO1: Acquire knowledge about computer and its application in various areas of business

PSO2: Proficiency in using various office automation tools and its Applications

PSO3: Competency to utilize online features of Office Automation in workplace.

PSO4: Comprehend and use the appropriate modern assistive technologies for office automation.

PSO5: Able to source information from internet and perform E-mail operations.

Regulations for the
Diploma in Office Automation and Assistive Technology
(For Persons with Visual Impairment, Intellectual Disability, Autism Spectrum
Disorder, Mental Illness, Specific Learning Disorder and Multiple Disabilities)
2023-2024 onwards

TITLE OF THE COURSE:

Diploma in Office Automation and Assistive Technology

DURATION:

The duration of the programme will be 1 year and a bridge course for one month.

MEDIUM OF INSTRUCTION

The medium of instruction will be Bilingual (Tamil & English)

NUMBER OF INTAKE

The maximum number of student's enrolment for the programme will be 20 (University-10 / NIEPMD-10) and will be increased based on need and approval from the University.

ELIGIBILITY

This program is specifically for Persons with Intellectual Disability, Autism Spectrum Disorder, Mental Illness, Specific Learning Disorder and Multiple Disabilities. The candidates shall be required to have passed in 10th Standard Examination conducted by the Government of Tamil Nadu or an equivalent examination of any other statutory Board (UDID / Disability certificate is mandatory).

ATTENDANCE

- Every student should put in at least 75% attendance in each course.
- No candidate who has put in attendance for less than 75% of the working days in a semester will be permitted to take the ESE unless he/she gets condonation certificate.
- A candidate who has put in less than 65% attendance in a course, he/she has to either repeat the course or take an equivalent course.

SCHEME OF EXAMINATION

Scheme of Examination, Letter Grade and Grade Points and Final Result are assigned as per Bharathidasan University norms

Passing Minimum for a Course

A candidate shall be declared to have passed in each paper if he/she secures not less than 40% of marks in both internal and external Examination. He/She shall be declared to have passed the examination & qualified for the degree if he/she gets 40% and more in both theory and practical examination.

Note: The above regulations are subject to amendments from time to time.

BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI

Centre for Differently Abled Persons

Diploma in Office Automation and Assistive Technology

Semester-I

BASICS OF OFFICE AUTOMATION AND ASSISTIVE TECHNOLOGY

Course Code: 23DOAAT1

Credits : 3

Max. Marks :100

Internal Marks: 25

External Marks: 75

Objectives:

To enable the students to;

- Understand the basic components of computer and operations
- Acquaint them the knowledge on hardware, software, and peripherals
- Access internet and windows directory
- Acquire knowledge on assistive technology that enable /improve their functional capabilities in computer/mobile operations context

UNIT I

Computer: Introduction, Characteristics - Classification of computers¹: - Elements of computer system: Hardware, Software, Role of computer in our life and in society-seminar - discussions.

UNIT II

System Organization; Central Processing Unit: ALU, CU and Memory; Input devices, Output Devices, Memory Units⁵: Memory access, Capacity, Volatility; Classification: Primary memory - secondary memory.

UNIT III

Introduction to Windows Operating System, Accessibility and Basic operations⁶; Keyboard Layout orientation, Ease of Access facilities – Magnifier, Narrator, High Contrast Settings for Low Vision, On Screen Keyboard, Speech Recognition, Keyboard and mouse settings., Other Assistive Technology tools and software that support specific functional difficulties

UNIT IV

Windows Directory/Folder and File system – Create, Copy, Rename, Delete, Sub Directory/Folder; Windows Desktop Layout; Recycle bin; Notepad, WordPad- Navigating with Screen Reader support and other computer operational methods with Assistive Technology (if required)

UNIT V

Concepts of Internet and Email – WWW, Websites, Blogs, Web Applications, Web Server, Hosting, Domains; Browser. Email Clients; Web Email; Web Browsing⁷ – Search Engines; Web Email. Accessibility testing concepts with Screen Readers

Unit VI

Assistive Technology: Definition, Classifications by type, use, various technology tools and software for computer/mobile operations

Pedagogical method used:¹Blended Learning⁵Exploratory Learning⁶Flipped Learning⁷Inquisitive Learning**Text & Reference Books:**

1. Introduction to Digital Computer Design, Raja Raman, PHI
2. Introduction to Computers, Norton Peter, TMH
3. Introduction to Computer Science, Mata Toledo, TMH
4. Introduction to Computer Science, ITL ESL, Pearson Education
5. Online Resources on Assistive Technology

Course Outcomes:

On completion of the course the students will be able to:

CO1	K1	Recall the concept of computer system, its components and types of computers
CO2	K4	Analyze the different types of input, output and storage devices
CO3	K4	Analyze the Concepts of Windows Operating System, Accessibility and Basic operations
CO4	K5	Know about the structural design of Windows Folder and File system
CO5	K3	Understanding the fundamentals of Internet

Mapping with Program Outcomes and Program Specific Outcomes:

CO/ PO&PSO	PO1	PO2	PO3	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	✓			✓	✓			
CO2	✓					✓		
CO3		✓			✓		✓	
CO4			✓		✓		✓	✓
CO5		✓		✓		✓	✓	

BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI
Centre for Differently Abled Persons
Diploma in Office Automation and Assistive Technology
Semester-I
COMPUTER OPERATIONS WITH ASSISTIVE TECHNOLOGY
PRACTICAL – I

Course Code: 23DOAAT2	Max. Marks	:100
Credits : 4	Internal Marks	:40
	External Marks	: 60

Objectives:

- To make students aware of basic computer operations
- To practice on keyboard and typing skills
- To make them to get the practical knowledge in MS-PowerPoint

Exercises^{3, 5, 7}

1. Identification of Component of Computers and Safe Operations

- Switching On/Off
- Safety Rules /components not to touch / to Operate /not exert Pressure/off during operations
- Login Operations and Alert Sounds (May or May not exert present)
- Computer Parts and Peripherals with their role in simple Words
- Use removable storage devices/ CD/DVD
- Check the availability of antivirus in the computer
- Scanning and detecting files/folders/documents for virus

2. Keyboard Mapping, Typing Practices, and Pointing Operations

- Identify the various keys
- Type text, numbers, special characters
- Using appropriate keyboard shortcuts
- Maintain typing ergonomics
- Position fingers on the correct keys on the keyboard
- Use various mouse operations
- Enters data
- Verifies data
- Improve typing speed and spell check using software

3. Basic Windows Operations

- Desktop Elements – Icons / Tool Bar/ System Tray
- Calendar Reference to know the dates / day / find future dates
- Search Applications by knowing Icons / Execute
- Organisation of Data as File / Folder
- Renaming Folder / File (Impact)
- New Folder / File Creation

- Deleting Folder / File (Impact/ Where does it go and how to retrieve)
- Zipping and unzipping files in windows
- Expand compressed directories and files
- View and sort files
- Simple Data Entry like Character, Word, and Phrases in Notepad saving, retrieving, and printing

4. Assistive Technology

- Connect /Start Assistive technology device/software
- Operate features of accessibility in windows/mobile devices
- Troubleshoot for connectivity/operations

5. Internet and Email Operations

- Internet Search
- Internet search with keywords
- Read out / note down content in word document or notepad and save it
- Create a new email Id
- Type username and password
- Read/forward/reply mail from Inbox
- Compose and send mail
- Add attachment
- Move to folders
- Remove Junk and Empty Trash

Pedagogical method used:

- ³Constructivist Learning
- ⁵Exploratory Learning
- ⁷Inquisitive Learning

Course Outcomes:

On completion of the course the students will be able to:

CO1	K1	Identify the Components of Computer and the safe operations on it
CO2	K4	Improve the typing practices, and pointing operations
CO3	K3 K4	Perform basic window operations
CO4	K3 K5	Demonstrate the concepts of assistive technology
CO5	K3	Perform Internet and Email operations

Mapping with Program Outcomes and Program Specific Outcomes:

CO/ PO&PSO	PO1	PO2	PO3	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	✓			✓		✓		
CO2	✓	✓		✓	✓		✓	
CO3		✓			✓	✓	✓	
CO4	✓		✓		✓		✓	✓
CO5		✓		✓		✓	✓	

BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI
Centre for Differently Abled Persons
Diploma in Office Automation and Assistive Technology
Semester-I

OFFICE AUTOMATION PRACTICAL - II

Course Code: 23DOAAT3	Max. Marks	:100
Credits : 4	Internal Marks	: 40
	External Marks	: 60

Objectives:

- To develop the students with practical knowledge of MS Word
- To develop documentation skills with various formatting and other functional features of MS Word

Exercises: ^{1,3,5,7}

1. Perform the following operations in MS Word

- Opening a saved Word document
- Entering text in a document
- Previewing a document
- Saving a document
- Creating a folder
- Printing a document
- Closing a document and exiting Word

2. Perform the following operations of Editing a Document in MS Word

- Navigate through a document
- Scroll through text
- Insert and delete text in a document
- Select text
- Undo and redo commands
- Use drag and drop to move text
- Copy, cut and paste
- Clear formatting

3. Perform the following operations of Formatting a Document in MS Word

- Format and align text
- Line and paragraph spacing
- Add bulleted and numbered lists
- Add borders and shading

4. Perform the following operations using Editing and Proofing Tools:

- Document views
- Spell and grammar check
- Shortcut Menus
- Find and replace text

5. Changing the Layout of a Document

- Adjust page margins.
- Change page orientation
- Create headers and footers.
- Set and change indentations
- Insert and clear tabs.

6. Working with tables

- Insert table
- Align text in a table
- Format a table
- Insert and delete columns and rows
- Merge table cells
- Add digital signature
- Convert a table to text
- Navigate and select text in a table
- Resize parts of a table
- Borders and shading

7. Inserting Elements to Word Documents

- Insert and delete a page break
- Insert page numbers
- Insert and resize a picture
- Insert the date and time
- Insert special characters (symbols)
- Insert a picture from a file
- Resize and reposition a picture.
- Using words new picture tools

8. Working with Columned Layouts & Section Breaks

- Columns
- Section breaks
- Creating columns
- Newsletter style columns
- Remove section break
- Add columns to remainder of a document
- Column widths
- Adjust column spacing
- Insert manual column break

Pedagogical method used:¹Blended Learning³Constructivist Learning⁵Exploratory Learning⁷Inquisitive Learning**Course Outcomes:**

On completion of the course the students will be able to:

CO1	K1	Perform how to open a new document and edit the document
CO2	K3	Design different types of font styles, font sizes, headings
CO3	K2	Know more about editing, proofing tools and Changing the Layout
CO4	K4	Demonstrate the inserting elements into the document
CO5	K4	Perform operations based on table

Mapping with Program Outcomes and Program Specific Outcomes:

CO/ PO&PSO	PO1	PO2	PO3	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	✓			✓	✓			
CO2	✓	✓		✓	✓	✓	✓	
CO3		✓	✓	✓		✓	✓	
CO4	✓						✓	✓
CO5		✓	✓				✓	✓

BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI

Centre for Differently Abled Persons

Diploma in Office Automation and Assistive Technology

Semester-I

ADAPTED YOGA, SPORTS AND WELL-BEING PRACTICAL – III

Course Code: 23DOAAT4

Credits: 2

Max. Marks :100

Internal Marks :40

External Marks :60

Objectives:

To enable the students to:

- Understand the meaning, importance, and types of yoga
- Demonstrate selected Asana and perform its procedure.
- Learn to do various well-being practices in personal and work life

Exercises^{1,3,5}

1. Perform Basic Asanas

- Plough (Halasana)
- Fish (Matsyasana)
- Sitting Forward bend (Paschimothanasana)
- Cobra (Bhujangasana)
- Locust (Shalabhasana)
- Bow (Dhanurasana)
- Spinal twist (Ardha Matsyendrasana)
- Crow (Kakasana) or Peacock (Mayurasana)
- Standing forward bend (Pada Hasthasana)
- Headstand (Sirshasana)
- Shoulderstand (Sarvangasana)

2. Perform Wellbeing Exercises

- Breathing Exercises
- Relaxation Techniques
- Pranayama
 - Bhastrika Pranayama
 - Kapalbhati Pranayama
 - Bahya Pranayama
 - Anulom Vilom Pranayama
 - Bhramari Pranayama
 - Udgeeth pranayama
 - Pranav Pranayama
- Meditation Exercises
 - Basic Meditation technique
 - Mindfulness Meditation
 - Focused Meditation
 - Movement Meditation

- Dance meditation
- Other Wellbeing exercises
 - Arts and Crafts
 - Gardening
 - Reading/Writing
 - Storytelling

3. Perform Adapted Sports

- **Adapted Sports for Physical Wellbeing**
 - Indoor Sports (Adapted Chess, Carrom Board, Table Tennis)
 - Outdoor Sports (Athletic Sports, Throwball, Basketball, Volleyball, Cricket, Badminton, Kho-Kho)

4. Social Wellbeing

Transition, Selfcare, hygiene, money management, travel, home management, shopping, banking, navigation, and community safety skills, utilizing community resources, managing personal health, leisure, and recreation

Pedagogical method used:

¹Blended Learning

³Constructivist Learning

⁵Exploratory Learning

Course Outcomes:

On completion of the course the students will be able to:

CO1	K1	Identify the various types of yoga and understand the concept of adapted yoga
CO2	K3	Learn the basic Asanas and do them in life for well being
CO3	K3	Perform pranayama / Breathing Exercises and do them in life for well being
CO4	K2	Understand the importance of meditation and its techniques
CO5	K3K4	Perform Dance meditation, adapted sports and other activities for well being

Mapping with Program Outcomes and Program Specific Outcomes:

CO/ PO&PSO	PO1	PO2	PO3	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	✓			✓	✓			
CO2		✓		✓	✓			
CO3			✓	✓		✓	✓	
CO4	✓				✓			
CO5			✓				✓	✓

BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI
Centre for Differently Abled Persons
Diploma in Office Automation and Assistive Technology
Semester-II
LIFE SKILLS & WORKPLACE MANAGEMENT

Course Code: 23DOAAT5

Credits: 2

Max. Marks: 100

Internal Marks: 25

External Marks: 75

Objectives:

To enable the students to:

- Understand the basic life skills for independent living
- Acquire knowledge of rights and responsibilities
- Identify the dimensions of workplace behavior and its classifications.
- Learn behavioral communication
- Acquire social behavior

UNIT I

Life Skills: self-awareness, self-esteem, critical thinking, creative thinking, problem-solving, interpersonal relationship, coping with emotion/stress, empathy, decision-making, negotiation skills, life balance, social skills, mindfulness¹

UNIT II

Self-Advocacy: Disclosing their conditions, identifying strengths, challenges, and like, identifying obstacles and asking for assistance, knowing your rights and responsibilities, knowing available resources¹, joining support groups, POA, and guardianship

UNIT III

Etiquette and Manners^{4,8}: Job-related Behaviour, grooming skills, punctuality, regularity, suitable behaviour Communication / social behaviour, working in a group without disturbing, Time management

Managing self: Managing change and being flexible and adaptable, engaging in reflective practices, demonstrating personal responsibility, managing the use of time and other resources to complete task-take responsibility for one's own actions, decisions, and consequences

UNIT IV

Occupational skills¹⁰: related to the job chosen (inclusive of functional academics), using structure to teach independent work skills, health/safety skills, understanding danger, use sharp objects, safety, use electrical items, first aid. Job exploration: search job, application, interview Skills

UNIT V:

Resume Skills: Understanding the job opportunity and job descriptions, preparation and presentation, introduction of resume and its importance, difference between a cv, resume and bio data, essential components of a good resume ii. resume skills: common errors. Alternative modes of communication: Gesturing, Writing, Typing, Augmentative Alternative Communication¹⁰

Pedagogical method used:¹Blended Learning⁴E-mind Map⁸JIGSAW¹⁰Participative Learning**Materials for Study and Reference****Text Books:**

1. V.K.Nanda (2006); Child Development Counselling, ANMOL
2. Dr. Narayan Barik (2011); Children with Special Needs, KUNAL

References:

1. Thressiakutty.A.T, Govinda Rao.L, Transition of Persons with Mental Retardation from School to Home, NIMH, 2001
2. Narayanan Jayanthi ed., Vocational Training and Employment of Persons with Mental Retardation, NIMH

E-Books:

<https://bookboon.com/en/management-and-strategy-ebooks>

<http://store.ncda.org/catalogsearch/result/?q=Employability+Skills>

https://theraceplace.co.uk/books/8054db/skills_employability_part_pre_employmenteffectiveness.pdf

Course Outcomes:

On completion of the course the students will be able to:

CO1	K1	Recognize the importance of life skills
CO2	K2	Aware of self-advocacy and understand the need for decision-making and negotiation
CO3	K3	Understand the self-management in workplace
CO4	K2	Understand health and first aid
CO5	K4K5	Analyze the concepts of workplace behaviour and practice in internship

Mapping with Program Outcomes and Program Specific Outcomes:

CO/ PO&PSO	PO1	PO2	PO3	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	✓			✓	✓			
CO2	✓	✓		✓	✓			
CO3			✓		✓	✓		
CO4	✓				✓			
CO5		✓	✓				✓	✓

BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI
Centre for Differently Abled Persons
Diploma in Office Automation and Assistive Technology
Semester-II

OFFICE AUTOMATION PRACTICAL - IV

Course Code: 23DOAAT6

Credits: 4

Max. Marks: 100

Internal Marks: 40

External Marks: 60

Objectives:

- To make the students acquire the practical knowledge of working in MS-Excel
- To make the students acquire the practical knowledge of working in basic MS-PowerPoint
- To enrich them with the practical knowledge of working on various Mobile Applications for work and daily life

Exercises^{3, 5, 7}

SPREADSHEET

1. Perform the following operations in MS-Excel

- Starting Excel
- Closing Excel
- Navigating within a worksheet
- Selecting cells
- Selecting rows or columns

2. Entering data

- Data entry cell by cell
- Deleting data
- Moving data
- Copying data
- Using Auto-fill
- Saving a workbook

3. Editing data

- Editing cell contents
- Inserting or deleting cells
- Inserting or deleting rows
- Inserting or deleting columns
- Inserting or deleting a worksheet
- Moving or copying a worksheet
- Renaming a worksheet
- Adding comments
- Worksheet Protection

4. Formatting data

- Cell formatting with properties modification
- Formatting rows and columns

- Hiding rows and columns
- Keeping row and column headings in view

5. Functions

- Basic functions and data manipulations
- Sort and Filter - Advanced filter
- The IF () function

6. Printing

- Print preview
- Preparing to print
- Printing a worksheet

7. Charts

- Creating a chart
- Modifying a chart
- Inserting graphics in a worksheet

8. MS PowerPoint

- Create Slide
- Editing basic PowerPoint slides
- Run a slideshow

Pedagogical method used:

³Constructivist Learning

⁵Exploratory Learning

⁷Inquisitive Learning

Course Outcomes:

On completion of the course the students will be able to:

CO1	K1 K2	Know more about the file operations and entering data into Excel
CO2	K3	Demonstrate about the editing and formatting of data
CO3	K4	Perform basic functions and list out the data's by using sort and filter
CO4	K4	Create charts and change its characteristics
CO5	K5	Improve the powerpoint presentation skills

Mapping with Program Outcomes and Program Specific Outcomes:

CO/ PO&PSO	PO1	PO2	PO3	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	✓		✓	✓	✓			
CO2	✓			✓		✓	✓	
CO3		✓	✓	✓	✓			
CO4	✓				✓	✓	✓	
CO5		✓	✓	✓			✓	✓

BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI
Centre for Differently Abled Persons
Diploma in Office Automation and Assistive Technology
Semester-II
DATA ENTRY OPERATIONS PRACTICAL – V

Course Code: 23DOAAT7

Credits: 4

Max. Marks: 100

Internal Marks: 40

External Marks: 60

Objectives:

- To make the students acquire the practical knowledge of working as Data Entry Operator and manage data
- To enrich them with the practical knowledge of working with data management and workplace safety, ethics

LAB EXERCISES ^{1,3,5,6}:

Data entry Operations/Services

- Obtain information from client / supervisors
- Browse the Internet for information for information
- Use online/offline dictionary
- Transfer/ share data from computer to google drive/ cloud
- Practice preparing of google docs, sheets, google forms and sharing for data processing
- Contact technical support when required
- Maintains files of source documents
- Encrypting file with password
- File conversion from PDF to word and word to PDF
- Drives/folder/files sharing

Data Management

- Create separate directory
- Save data for effective retrieval
- Maintain data in directory
- Schedule data backup and perform it
- Contact technician for data recovery
- Securing new/existing data in drives
- Maintain data confidentiality
- Report Creation
- Reporting and presentation of data
- Check accessibility in documents

Workplace Safety

- Following workplace safety and policies
- Electrical safety
- Report any hazards

Pedagogical method used:¹Blended Learning³Constructivist Learning⁵Exploratory Learning⁶Flipped Learning**Course Outcomes:**

On completion of the course the students will be able to:

CO1	K2	Understand the fundamentals of Internet and the Web concepts
CO2	K3	Identify and apply the online information resources
CO3	K3K4	Inspect and utilize the appropriate Google Apps for education effectively
CO4	K4K5	Know more about data handling and Improve the skill in workplace safety
CO5	K5	Follow appropriate data handling procedures, workplace safety and ethics especially in data management

Mapping with Program Outcomes and Program Specific Outcomes:

CO/ PO&PSO	PO1	PO2	PO3	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	✓	✓		✓	✓			
CO2	✓				✓	✓	✓	
CO3		✓		✓	✓	✓	✓	
CO4	✓	✓				✓	✓	✓
CO5		✓	✓		✓			✓

BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI
Centre for Differently Abled Persons
Diploma in Office Automation and Assistive Technology
Semester-II
INTERNSHIP

Course Code: 23DOAAT8

Max. Marks: 100

Credits: 2

Internal Marks: 40

External Marks: 60

Objectives:

- To enable the students to understand their area of work
- To enable the students to understand, participate and appreciate the inclusive work culture of organizations

Case Study Report:

The students will be deputed to organizations that work on office automation for a period of 30 hours. Institutional and Individual case study has to be presented by the students at the end of the internship with the support of the supervisor.

Activities to enrich workplace skills:

- Interpersonal relations of employer/co-worker
- Personal interaction, respecting supervisor cooperating with coworkers
- Emotions management
- Requesting help if necessary
- Support others on requirements / requests
- Avoiding non-friendly behaviour at work
- Participating in Team work and contribution
- Maintaining workplace friendships and workplace ethics
- Taking care of personal belongings
- Respects others belongings, rights and privacy
- Excel in work involvement and reporting

Course Outcomes:

On completion of the course the students will be able to:

CO1	K4	Analyze the concepts of office automation
CO2	K3	Improve workplace communication and Identify their area of interest in work
CO3	K2K3	Acquire the skills related to their area of interest
CO4	K4	Develop a positive outlook improving self-confidence, self-sufficiency and sociability
CO5	K6	Be ready for a job placement and acquire skills to continue sustaining the work

Mapping with Program Outcomes and Program Specific Outcomes:

CO/ PO&PSO	PO1	PO2	PO3	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	✓	✓		✓	✓			
CO2	✓				✓	✓		
CO3		✓	✓	✓	✓	✓		
CO4	✓		✓			✓	✓	
CO5		✓	✓		✓			✓