

## **Certificate Course in Computer on Office Automation**

The Directorate of Technical Education conduct “**Certificate Course in Computer on Office Automation**” twice in a year in the month of June & December . This course will help to handle Computers in Government / Government organizations / Business and Industry .Nearly in a year 8000 candidates are benefited . The curriculum is framed at Directorate of Technical Education with a team of experts in the relevant field. The Examination is conducted and qualified candidates are given Certificate by Directorate of Technical Education .

The eligible criteria for this course is given below:

### **A . EDUCATIONAL QUALIFICATION:**

I. A pass in SSLC of Tamilnadu State or Equivalent Examination thereof.

and

A pass in junior Grade or Senior Grade Typewriting Examination in English / Tamil of the Department of Technical Education, Tamilnadu or the Equivalent Examination thereof.

(Or)

II. A pass in Higher Grade Typewriting English / Tamil of the Department of Technical Education, Tamilnadu or Equivalent Examination on thereof.

### **B. TRAINING QUALIFICATION:**

I. Candidate should have undergone a minimum of 120 hours of training in a recognized Typewriting Institute or Government / Government Aided / Self – financing Polytechnic Colleges.

II. Private candidates who have qualified and undergone a minimum of 120 hours of training may also appear for the Examination as Private Candidate.