

## Course Duration

15 weeks (Teaching Learning hours : 90 hrs)

Classes will be held on **Saturdays** from 9.00 am – 12.00 noon and 1.00 pm – 4.00 pm → duration is approximately 3 ½ months

## Medium of Instructions

**Sinhala & English**

## Course Fee

**Rs. 26,000/=**

## Important

**Date of Commencement :**

End of October, 2023

**Closing date of Applications :**

26<sup>th</sup> October 2023

## Inquiries

Information can be obtained from the Department website given below:

<https://arts.cmb.ac.lk/geo/index.php/computer-applications/>

### More Information:

Dr. R. N. Gunathilake  
(Course Coordinator)

Department of Geography  
Faculty of Arts  
University of Colombo

**Email** : [ccca@geo.cmb.ac.lk](mailto:ccca@geo.cmb.ac.lk)

**Office** : 011 2500458

**Mobile** : 071 4406228

Duly filled applications should be sent to the Coordinator.

## How to Apply

- by post
- [by email](#)
- [apply online](#)



## CERTIFICATE COURSE IN COMPUTER APPLICATIONS

Department of Geography  
University of Colombo

*Classes will be conducted  
on **onsite** mode*

## Introduction

Computers are transforming the ways we work and play, from the living room to the office and being used with increased frequency and success in schools, universities, industry and other work places.

The **Department of Geography**, Faculty of Arts is one of the pioneers in this discipline in the University of Colombo, since the Department has offered courses in Computer Applications for undergraduates in the Faculty of Arts from year 2000 onwards.

This course provides an overview of computer applications (word processing, spreadsheets, databases and multimedia presentations). Students will also be able to investigate Internet based applications, work with email and learn how to browse the web. Coursework includes hands-on practical sessions and this hands-on approach paves the way for a smooth transition to the workforce and the students can leave with the knowledge, skills and passion to succeed in any number of computing careers.

As individual attention is imperative to preserve the quality of the course, only 50 participants will be admitted.

## Target Group

School Leavers, Employees of Government Ministries, Departments, Corporations & Private Sector Employees, University Students and those who wish to enhance their knowledge in ICT skills more effectively.

## Course Content

- Introduction to Computers & Information Technology
- Hardware and Software
- Internet and Email
- Word Processing Application
- Spreadsheet Application
- Presentation Application
- Database Application
- Graphic and Image Editing Applications
- Introduction to Web Designing, E-Security, E-Commerce and Networking
- Google apps and Google Map

## Objectives

- To train the students in the different applications in scientific or socio-economic fields.
- To increase the productivity by attaining the skills and knowledge to work confidently with advanced levels of computer applications effectively.
- To provide a platform for the students on the basis of which they can further explore the field of computer applications in their related discipline.
- To build the necessary skills and analytical abilities for developing computer-based solutions.

**CERTIFICATE  
COURSE IN  
COMPUTER  
APPLICATIONS  
2023**