

COURSE DURATION

Weekends

**TEACHING AND LEARNING HOURS -
92HRS**



COURSE FEE

The course fee is only **Rs. 20,000/=** per person

Application closing date: **28th Feb**

Date of commencement: Mid March

Applications Available at;

<http://www.cmb.ac.lk/academic/arts/Geo/compcourse.html>

COURSE MEDIUM

**Sinhala, Tamil &
English**



INQUIRIES

Information can be obtained from the
Department website given below;
<http://www.cmb.ac.lk/academic/arts/Geo>

More Information:

D.K.C. Mahakumarage
Department of Geography
Faculty of Arts
University of Colombo
Email: ccca@geo.cmb.ac.lk

Phone: **0718108203**
Office : +94 (0)11 2500458

Certificate Course in **Computer Applications**

DEPARTMENT OF GEOGRAPHY
AND
COMPUTER TEACHING UNIT
UNIVERSITY OF COLOMBO

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.

TARGET GROUP

University Students, Government and Non-Government Employees, School Leavers and those who want to Manage ICT skills more effectively.

COURSE CONTENT

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



COURSE STRUCTURE

This course will consist of and integrated mix lectures and laboratory exercises using following software

Microsoft office

Adobe Photoshop

Open Source Software

VENUE

Laboratory

Department of Geography / Computer Teaching Unit (CTU)

Faculty of Arts

University of Colombo

NO. OF PARTICIPANTS

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

DEVELOP YOUR IT SKILLS
AND
JOIN WITH A WORLD VILLAGE

