

CONCEPT NOTE

**Name of Geography
Faculty of Arts
University of Colombo**

Certificate Course in Computer Applications

1. Introduction

Department of Geography seeks the permission of the Senate of the University of Colombo to offer a Certificate Course in Computer Applications.
The course is expected to commence in November 2020.

2. The Need

Computer literacy is considered to be a very important skill to possess now a days, and currently, the employers need their workers to have basic computer skills since the most of the tasks become ever more dependent on computers. Therefore, the concept of computer literacy is moving beyond basic functionality to more powerful applications under the heading of multimedia literacy or new literacies. Knowing how to use a computer properly and navigate the digital terrain helps to keep life organized and streamlined. Mobile media devices are becoming increasingly popular, reinforcing the need for computer illiterates to consider taking basic courses to well-advanced courses.

The course on Computer applications are offered at all levels and can be part of many types of academic programs. Courses prepare students for a variety of jobs, including basic jobs such as data entry and all the way up to more advanced positions since the world continues to advance with smarter, faster technology and the need to be computer literate becomes more imperative.

Considering all above, the Department of Geography with collaboration of the Computer Teaching Unit, University of Colombo intends to introduce a Certificate Course on Computer Applications in order to equip the students for the future since the impact of the computers in our day to-day life is increasing in various ways.

3. Objectives

The objectives of this Certificate Course are as follows:

- 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.

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- 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.

4. Target Groups

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

5. Admission Requirements

To be admitted as a student of this course, a candidate should possess any one of the following qualifications:

- a) Grade NINE school leaving certificate

OR

- b) Completion of primary education and certified work experience equivalent to a minimum of two years

AND

- c) be at least 16 years of age

6. Medium of Instruction: English

- 7. **Course Fee:** Course fee 25,000/= + Registration fee 1,000/= (to be payable in 2 installments .)

- 8. **Course Duration:** No. of contact hours : 90 hrs

- 9. **Teaching Methodology :** lectures and hands-on practical sessions

- 10. **Evaluation :** Practical tests for each module.

Syllabus

1. Introduction to Information Technology (9 hrs)
 - a. Introduction
 - b. Components of a Computer
 - c. Operating Systems
 - d. File Manager
 - e. Internet and Email
2. Software and Hardware (3 hrs)
 - a. Introduction to Software and Application Packages
 - b. Practical session with Hardware
3. Word Processing Application (12 hrs)
 - a. Introduction
 - b. Mail Merge facility
 - c. Reviewing a document
 - d. Referencing facility
4. Presentation Application (12 hrs)
 - a. Introduction
 - b. Slide Layouts
 - c. Slide transitions and Animation
 - d. Slide Master
 - e. Custom Slide show
5. Spreadsheet Applications (12 hrs)
 - a. Introduction
 - b. Tables and Graphs
 - c. Formulae and Functions
 - d. Database Management
6. Database Management Application (9 hrs)
 - a. Introduction
 - b. Creating Tables and maintaining relationships
 - c. Creating and handling Queries, Forms and Reports
7. Desktop Publication Application (3 hrs)
 - a. Introduction
 - b. Using templates
 - c. Creating flyers, cards, invitations banners and brochures
8. Graphic Designing and Image Editing Software (12 hrs)
 - a. Introduction to graphics
 - b. Color corrections
 - c. Working with layers
 - d. Compositing & cloning images
 - e. Painting and Retouching
 - f.

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9. Introduction to Web-Design (6 hrs)

- a. Introduction
- b. Domains, Hosting and Installing settings
- c. Posts vs Pages
- d. Configuration
- e. Themes, menus, plugins
- f. Adding media

10. E-Commerce and E-Security (6 hrs)

- a. Introduction to E-Security
- b. Types of Cyber-attacks and Prevention of Cyber attacks
- c. Introduction to Linux OS
- d. Introduction to E-Commerce
- e. Introduction to business models and types of payments

11. Introduction to Networking (3 hrs)

- a. Introduction to Networking
- b. Types of Networks
- c. Networking Hardware

12. Google Apps (3 hrs)

- a. Introduction
- b. Google Docs, Sheets, Slides
- c. Google Drive
- d. Other facilities