

# PROSPECTUS FOR EXTENSION PROGRAMMES FACULTY OF ARTS



University of Colombo  
Sri Lanka



**UNIVERSITY OF COLOMBO**

**FACULTY OF ARTS**

**PROSPECTUS OF EXTENSION COURSES-2022/2023**

Faculty of Arts

University of Colombo 00700

Colombo -03, Sri Lanka

**Telephone/Fax: +94-112 500457**

e-mail: [dospostgrad@arts.cmb.ac.lk](mailto:dospostgrad@arts.cmb.ac.lk)

Website: <https://arts.cmb.ac.lk/>

## OUR VISION

*To be a center of excellence in Creative thinking, Teaching, Research and Community outreach in the South Asian Region.*

## OUR MISSION

*To promote collectively scholarship, critical inquiry, competencies and skills in the Social Sciences and Humanities in keeping with the highest academic and ethical standards in teaching, research, training and evaluation.*

## MESSAGE FROM THE VICE CHANCELLOR



I am immensely pleased to convey my message of support and compliments on the occasion of the publication of this prospectus for extension courses. This prospectus is an excellent guide, designed to give you information regarding diplomas, advanced certificate courses, and certificate courses offered by the Faculty of Arts, University of Colombo.

As the pioneer and the leading University in Sri Lanka, the University of Colombo offers divers of postgraduate and extension programmes to fulfil learner expectations and their career pursuits. We believe that our effort will ultimately contribute to the sustainable development of the country with your positive contribution to the advancement of knowledge through creative and critical thinking.

With the aim of providing world-class education, the University of Colombo guides thousands of students every year with its highly qualified world-renowned academia and provides the ideal environment for university education. I hope you will embrace all of the treasured opportunities that will be bestowed on you and will achieve the pinnacle of success.

**Senior Professor (Chair) H.D. Karunaratne**

Vice Chancellor

University of Colombo

Sri Lanka

## MESSAGE FROM THE DEAN, FACULTY OF ARTS



On behalf of the faculty of Arts, I extend my heartiest wishes to all the students who have enrolled in the postgraduate and extension programs offered by the Faculty of Arts, University of Colombo.

Our faculty is consistently working on introducing more advanced and sophisticated postgraduate and extension programs for our students to provide them with a novel learning experience. At present, the faculty of Arts at the University of Colombo offers 67 postgraduate and extension programs. Among them, 43 programs are extension programs that offer certificates, advanced certificates, and diplomas. Each of these programs has been designed to fulfill the career expectations of our students by enabling their critical and creative thinking skills, research skills, and communication skills through research and teaching.

As a faculty, we wish to produce individuals with graduate qualifications in their respective disciplines who can face the challenges of development, both locally and internationally. Our well-qualified and highly experienced academics are always ready to facilitate you by providing you with the most rewarding student experience possible.

Finally, I wish you all the success in your academic activities!

**Senior Professor Lasantha Manawadu**

Dean, Faculty of Arts

University of Colombo

## MESSAGE FROM THE DIRECTOR OF STUDIES



On behalf of the University of Colombo, Faculty of Arts, it gives me immense pleasure to welcome you to the postgraduate studies and extension programs for the academic year 2023. At present, the Faculty of Arts of the University of Colombo offers 24 postgraduate degree programs and 43 extension programmes for graduates of different disciplinary and professional backgrounds to acquire formal qualifications and other training through a choice of programmes from certificate courses, advanced certificate courses, diplomas, postgraduate diplomas, Masters' to Doctoral degrees in a wide range of subjects in the field.

These postgraduate and extension programs have been well designed for students to fulfill their career aspirations and provide them with a better learning experience. With the mission to promote collective scholarship, critical inquiry, competencies, and skills in the Social Sciences and Humanities in keeping with the highest academic and ethical standards in teaching, research, training, and evaluation, our faculty is constantly committed to enhancing the quality of our study programs. As the director of postgraduate studies and extension courses, I hope that you will make the best use of this prospectus for the successful completion of your studies.

Best wishes with the new higher learning experience that you are going to gain at the faculty of Arts, University of Colombo.

**Prof. Fareena Ruzaik**

Director of Studies – Postgraduate Programmes

Faculty of Arts

University of Colombo, Sri Lanka.

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## UNIVERSITY OF COLOMBO



The history of Higher Education in Sri Lanka is closely linked to the history of the University of Colombo. The Ceylon Medical College (from which the present Faculty of Medicine has evolved) was established in 1870. It is celebrating 150 years in 2020. University College was established for higher learning in the Arts and Sciences in 1921. The Faculty of Arts will celebrate its 100 years in 2021. University College, then affiliated to the University of London, was housed in College House, which is the central administrative building of the University today. The University of Colombo became an autonomous university in 1978. This is a legacy of higher education which inspires pride in undergraduates entering the University of Colombo.

Over the past several decades, the University of Colombo has expanded substantially in terms of academic excellence, study programmes, student enrolment, and facilities.

Owing to its location in the metropolitan centre, the University of Colombo has the advantage of being at the hub of cultural, economic and socio-political activity in the country. It offers students opportunities to access libraries, museums, research centres, professional associations, theatres, art galleries and cinemas. Students can make use of these facilities for their academic work as well as for personal enrichment.

## UNIVERSITY ADMINISTRATION

### **Chancellor**

Sasana Keerthi Sri Buddha Sasana Shobhana  
Venerable Muruththettuwe Ananda Nayaka Thero  
Chief Sanghanayake Western Province

### **Vice Chancellor**

Senior Professor (Chair) H.D. Karunaratne  
Contact No: +94 11 2583810  
Email: vc@cmb.ac.lk

### **Registrar**

Mr. K.A.S. Edward  
Contact No: +94 11 2583818  
Email: registrar@cmb.ac.lk

### **Bursar**

Ms. J.T.L. Dharmasena  
Contact No: +94 11 2586652  
Email: bursar@cmb.ac.lk

### **Librarian**

Ms. H.M.D. Sajeewanie D Somaratna  
Acting Librarian  
Email: librarian@lib.cmb.ac.lk | sajees@lib.cmb.ac.lk

### **Senior Student Counsellor**

Dr. G.R.P. Silva  
Contact No: +94 773635218  
Email: grpriyankara@hrm.cmb.ac.lk

## THE FACULTY OF ARTS



The Faculty of Arts is located between Reid Avenue and Prof. Stanley Wijesundara Mawatha. It is currently the largest faculty in the University of Colombo in terms of student population. The Faculty has eleven departments and several teaching units offering courses in Humanities and Social Sciences. Apart from undergraduate BA courses, all departments offer courses towards Certificates, Diplomas, Masters and MPhil and PhD degrees.

The Faculty of Arts has responded in various ways to the challenges and problems of higher learning and employment. The introduction of the Course Unit System in 1998 was a major step towards offering students greater flexibility in terms of the possibility of selecting from a variety of courses, as well as the duration of study and new methods of teaching, learning and evaluation. From 2015 onwards, the three-year BA General Degree programme has been redesigned as Study Streams to elevate the status of academic study programmes and enhance the employability of graduates. Currently the undergraduate degree programmes are conducted in all three languages and plans are also underway to change the medium of instruction of all programmes to English in the near future. Some Departments have also introduced internship programmes for final year Honours Degree undergraduates with a view to enhancing their employability.

The Department of Information Technology within the Faculty has enabled students to become computer literate – an essential skill in the economic and academic climate of today – within a short period of time. Computer application is a compulsory course unit in the first year for all students in the Faculty. In addition to that, several Departments also offer further courses in computer applications as a regular course unit. From 2015 onwards, a study stream in IT was also introduced for those who have not opted for an Honours Degree.

The Department of English Language Teaching (DELT) provides undergraduates with a working knowledge of English through its proficiency courses in English. There cannot be any dispute that a working knowledge of English offers students a distinct advantage to function with confidence in today's society. English proficiency courses do not carry credits. However, it is compulsory for all undergraduates in the Faculty to pass at least level 2 of proficiency in English.

The Faculty has been awarded a World Bank grant titled Accelerating Higher Education Expansion and Development (AHEAD) to enhance student's English Language skills, Research skills, and Employability. Furthermore, the grant is focused on developing accessibility to education for students with disabilities. The activities planned under these areas under the project is underway and is hoped to be completed by 2022.

## INTRODUCTION

### Different SLQF Levels with Higher Education Qualification Types

SLQF Level	Qualification Type Awarded
4	Higher Diploma
3	Diploma
2	Advanced Certificate (GCE A/L or equivalent)
1	Certificate (GCE O/L or equivalent)

\*Source: University Grants Commission 2015 (Updated Version)

## Minimum Volume of Learning Required for Each Level of SLQF (7-12)

SLQF Level	Qualification Type Awarded	Minimum Volume of Learning for the Award
4	Higher Diploma	60 credits after SLQL 2 of which 30 credits after SLQL 3
3	Diploma	30 credits after SLQL 2
2	Advanced Certificate (GCE A/L or equivalent)	-
1	Certificate (GCE O/L or equivalent)	-

\*Source: University Grants Commission 2015 (Updated Version)

## EXTENSION COURSES OFFERED BY THE FACULTY

The Faculty of Arts of the University of Colombo offers a number of extension programmes which include diplomas, advanced certificate courses and certificate courses in specific fields of study.

The Faculty of Arts of the University of Colombo presently offers the following extension courses.

### **Diploma (Two-Year Programmes - SLQF Level 3)**

- \* Diploma in Advanced English for Administration and Academic Purposes – (DAE)
- \* Diploma in English for English Medium Instruction Teachers – (DEEMIT)
- \* Diploma in English for Teachers of English – (DETE)

### **Diploma (One Year - SLQF Level 3)**

- \* Executive Diploma of Business and Financial Economics (EDBFE)
- \* Diploma in Travel & Tourism Economics and Hotel Management (DTTEHM)
- \* Diploma in Microfinance (DMF)
- \* Diploma in Sinhala (DPS)
- \* Diploma in Business English (DBE)
- \* Diploma in Communication & Media Studies (DCMS)
- \* Diploma in Modern Arabic (DMA)

### **Advanced Certificate courses (SLQF Level 2)**

- \* Advanced Certificate in Tourism Entrepreneurship and Business Development (ACTEBD)
- \* Advanced Certificate Course in Sinhala for Indian Students
- \* Advanced Certificate Course in Political & Governance Studies (ACCPG) - 2022
- \* Advanced Certificate Course for A/L Geography Teachers
- \* Advanced Certificate in English for Tourism and Hospitality Management (ACETHM)
- \* Advanced Certificate in Business English (ACBE)



## **Certificate courses**

- \* Certificate in Sustainable Tourism Destination Management (CSTDM)
- \* Certificate in Travel & Tour Management and Best Practices (CTTMBP)
- \* Certificate Course in Business English
- \* Certificate in English for Tourism & Hospitality Management (CETHM)
- \* Certificate Course in Computer Application
- \* Certificate Course in GIS
- \* Certificate Course in Disaster Risk Reduction
- \* Certificate Course in Geology
- \* Application of Geographical Information System (GIS) Techniques for Disaster Risk Reduction and Management (DRR+M)
- \* Certificate Course in International Relation (CCIR)
- \* Certificate Course in Conflict, Peace & Reconciliation (CPR)
- \* Certificate Course in Spoken Tamil
- \* Certificate Course in Written Tamil
- \* Certificate Course in Communicative Arabic
- \* Certificate Course in Research Methodology
- \* Certificate Course in Methods of Data Evaluation - online& onsite
- \* Certificate Course in Demography & Applied Statistics - online& onsite
- \* Certificate Course in Data Analysis using R/R studio - online& onsite
- \* Certificate Course in Chinese Language (7)
  - Certificate Course in Chinese Language for Beginners
  - Certificate Course in Elementary Chinese Language
  - Certificate Course in Intermediate Chinese Language I
  - Certificate Course in Intermediate Chinese Language II
  - Certificate Course in Advance Chinese Language I
  - Certificate Course in Spoken Chinese Language for Beginners
  - Certificate Course in Intermediate Spoken Chinese Language
- \* Certificate Course on Braille
- \* Certificate Course on Sri Lankan Sign Language
- \* Certificate Courses - Language Centre

## DEPARTMENT WISE EXISTING EXTENSION COURSES

Name of the Department	Name of the available extension courses	SLQF levels	Coordinator/ Person in-charge
Demography	Certificate Course in Research Methodology	1	Prof. K.D. Manori S.K. Weeratunga
	Certificate Course in Methods of Data Evaluation	1	Prof. K.D. Manori S.K. Weeratunga
	Certificate Course in Demography & Applied Statistics	1	Prof. K.D. Manori S.K. Weeratunga
	Certificate Course in Data Analysis using R/R studio	1	Prof. K.D. Manori S.K. Weeratunga
Economics	Executive Diploma of Business and Financial Economics (EDBFE)	3	Dr. B.M.W.U.C.B. Jayasundara
	Diploma in Travel & Tourism Economics and Hotel Management (DTTEHM)	3	Prof. D.A.C. Silva
	Diploma in Microfinance (DMF)	3	Prof. S. P. Premaratne
	Advanced Certificate in Tourism Entrepreneurship and Business Development (ACTEBD)	2	Prof. D.A.C. Silva
	Certificate in Sustainable Tourism Destination Management (CSTDM)	1	Prof. D.A.C. Silva
	Certificate in Travel & Tour Management and Best Practices (CTTMBP)	1	Prof. D.A.C. Silva

<b>Name of the Department</b>	<b>Name of the available extension courses</b>	<b>SLQF levels</b>	<b>Coordinator/ Person in-charge</b>
English	Diploma in Advanced English for Dip (Advanced English)	4	Mr. M M M Murshid
	Diploma in English Medium Instruction Dip (EMI)	4	Mr. M M M Murshid
	Diploma in English for Teachers of English Dip (ETE)	4	Mr. M M M Murshid
English Language Teaching (DELT)	Diploma in Business English (DBE)	3	W.N.M. Wickramasekera
	Advanced Certificate in English for Tourism and Hospitality Management (ACETHM)	2	Dr. B.L.F Abeywickrama
	Advanced Certificate in Business English (ACBE)	2	Mr. A.S.R. Peiris
	Certificate Course in Business English	1	Mr. A.S.R. Peiris
	Certificate in English for Tourism and Hospitality Management (CETHM)	1	Dr. B.L.F Abeywickrama
Geography	Advanced Certificate Course for A/L Geography Teachers	2	Dr. F. Ruzaik
	Certificate Course in Computer Application	1	Dr. R. N. Gunathilake
	Certificate Course in GIS	1	Prof. L. Manawadu
	Certificate Course in Disaster Risk Reduction (DRR)	1	Dr. Pathmakumara

<b>Name of the Department</b>	<b>Name of the available extension courses</b>	<b>SLQF levels</b>	<b>Coordinator/ Person in-charge</b>
Geography	Certificate Course in Geology	1	Dr. Pathmakumara
	The Certificate in Application of Geographical Information System (GIS) Techniques for Disaster Risk Reduction and Management (DRR+M) -	1	Senior Prof. L. Manawadu
International Relations	Certificate Course in International Relation (CCIR)	1	Dr. Hasith E. Kandaudahewa
	Certificate Course in Conflict, Peace & Reconciliation (CPR)	1	Dr. B. A. C. Ajith Balasooriya
Political Science	Advanced Certificate Course in Political & Governance Studies (ACCPG)	2	Ms. Maneesha Ruwanpathirana
Sinhala	Diploma in Sinhala (DPS)	3	Dr. Latha Gurusinghe
	Advanced Certificate Course in Sinhala for Indian Students	2	Mr. Osanda Gunaratne
	Certificate Course in Spoken Tamil	1	Dr. Ranjith Senanayake
	Certificate Course in Written Tamil	1	Dr. Ranjith Senanayake
Journalism Unit	Diploma in Communication & Media Studies (DCMS)	3	Senior Prof. Samantha Herath

<b>Name of the Department</b>	<b>Name of the available extension courses</b>	<b>SLQF levels</b>	<b>Coordinator/ Person in-charge</b>
ICV Unit	Diploma in Modern Arabic (DMA)	3	Dr. N. Gafoordeen
	Certificate Course in Communicative Arabic	1	M.M.M. Sabir
Confucius Institute	Certificate Course in Chinese Language for Beginners	1	Ms Zhao Yu
	Certificate Course in Elementary Chinese Language	1	Ms. Han Dongqing
	Certificate Course in Intermediate Chinese Language I	1	Ms. Roshani Wanninayake
	Certificate Course in Intermediate Chinese Language II	1	Ms. Shi Qiao
	Certificate Course in Advance Chinese Language I	1	Ms. Shi Qiao
	Certificate Course in Spoken Chinese Language for Beginners	1	Rev. M. Nimalarathana
	Certificate Course in Intermediate Spoken Chinese Language	1	Ms. Han Dongqing
eCentre for Disability (CEDREP)	Certificate Course on Braille	1	Dr Tharindi Udalagama
	Certificate Course on Sri Lankan Sign Language	1	Dr Tharindi Udalagama
Language Centre	Short course in Spoken Tamil	1	Mr P. Krishanthan
	Short course in Basic Japanese	1	Ms. K.K.H. Pavithra
	Short course in Basic Korean	1	Dr. Ananda Y. Karunaratne

	Short course in Basic French	1	Dr. B. L. F. Abeywickrama
	Short course in Basic Hindi	1	Ms. U. L. I. M. Senarathna
Career Guidance Unit	Certificate Course in Human Resource Management and Business Management	1	?
	Certificate Course in Professional Career Skills (DMP Career Plus)	1	?

**Diploma in Advanced English Dip (Advanced English) - SLQF Level 4**



**Coordinator**

**Mr. M M M Murshid**

The Diploma in Advanced English is a two-year programme, consisting of a Preliminary Year and a Final Year. The course is suitable for those who want to develop their language skills for professional purposes. People who have completed their G.C.E. Advanced Level examination and people who are employed are encouraged to apply. The examinations will consist of a Continuous Assessment Test (CAT Examination), as well as examinations in Listening, Reading and Writing, and an Oral Examination.

Website: <https://arts.cmb.ac.lk/english/index.php/extension-courses-in-english-2/>

**Target Group:**

This course is suitable for those with a higher intermediate knowledge of English and want to develop language skills to meet the professional demands of administration and the work environment.

**Admission Criteria:**

Website: <https://arts.cmb.ac.lk/english/index.php/extension-courses-in-english-7/>

- Persons with at least 3 passes at the GCE Advanced Level Examination before the year 2000 or 2 passes in 2000 and thereafter can apply. Important: a certified copy of the A/Level Results Sheet must be supplied with the application.

AND

- The required score at the Selection Test.

**Duration:**

The course is designed as a one year course consisting of 160 teaching hours.

**Medium of Instruction:** English**Course Fee:****Syllabus:****Contact Details:**

Mr. M M M Murshid

Email: [extensioncourses@english.cmb.ac.lk](mailto:extensioncourses@english.cmb.ac.lk)



## Diploma in English Medium Instruction Dip (EMI) - SLQF Level 4



### Coordinator

Mr. M M M Murshid

Teachers who are English medium instructors or teachers who hope to teach in the English medium in Sri Lankan schools are encouraged to apply for this course. The course consists of English language enhancement in the skills of Speech, Reading, Writing, Listening and Grammar in as well as a practical teaching component in the second year.

Website : <https://arts.cmb.ac.lk/english/index.php/979-2/>

### Target Group:

This course is for teachers who are already teaching in English medium and those who hope to teach in the English medium, who want to equip themselves with the required English language skills. Teachers who are already fluent and accurate in the use of English and are efficiently performing their duties are requested to refrain from applying for this course.

### Admission Criteria:

Website: <https://arts.cmb.ac.lk/english/index.php/extension-courses-in-english/>

- Teachers already teaching or hoping to teach in the English medium in a Sri Lankan school, pre-school, or other educational institutions (e.g. Pirivena). Important : a letter from the principal or head of your institution stating that you are / will be teaching English language or literature must be supplied with the application.

AND

- The required score at the Selection Test.

### Duration:

The course is designed as a one year course consisting of 160 teaching hours. Classes take place over the weekend.

**Medium of Instruction:** English

**Course Fee:**

**Syllabus:**

**Contact Details:**

Mr. M M M Murshid

Email: [extensioncourses@english.cmb.ac.lk](mailto:extensioncourses@english.cmb.ac.lk)

## Diploma in English for Teachers of English Dip (ETE) - SLQF Level 4



### Coordinator

Mr. M M M Murshid

Teachers of English Language and/or Literature attached to any school in Sri Lanka, who are keen on improving their English are encouraged to apply. This is a one-year programme and the Diploma in English for Teachers of English will be awarded to those who complete both Part I and II of the course successfully. The course expects active participation in activities in Listening, Speech, Reading, Writing and Grammar and includes an introductory course in English literature. Examinations consist of Continuous Assessments and written papers in Grammar and Composition, Reading Comprehension, Literature, a Listening Test and an Oral Examination.

Website : <https://arts.cmb.ac.lk/english/index.php/extension-courses-in-english-3/>

### Target Group:

This course is designed for teachers of English attached to any school in Sri Lanka. We welcome teachers who want to become better teachers of English language and literature.

### Admission Criteria:

- Teachers of English language or literature in a Sri Lankan school, pre-school, or other educational institutions (e.g. Piriven). Important : a letter from the principal or head of your institution stating that you are / will be teaching English language or literature must be supplied with the application.

AND

- The required score at the Selection Test.

**Duration:** The course is designed as a one year course consisting of 160 teaching hours.

**Medium of Instruction:** English

**Course Fee:**

**Syllabus:**

**Contact Details:**

Mr. M M M Murshid

Email: [extensioncourses@english.cmb.ac.lk](mailto:extensioncourses@english.cmb.ac.lk)

## DIPLOMA (ONE -YEAR PROGRAMMES - SLQF LEVEL 3)

### Executive Diploma of Business and Financial Economics (EDBFE) - SLQF Level 3



**Coordinator**

**Dr. B.M.W.U.C.B. Jayasundara**

MBA (PIM Jayewardenepura)

Lecturer

This programme imparts specialized knowledge and skills in the following fields of Business and Financial Economics, Entrepreneurship and Microfinance, Quantitative Economics, and Project Planning and Management. It would enhance the opportunities for young and energetic professionals and entrepreneurs, and open the door for advanced studies in Economics.

**Target Group:**

**Admission Criteria:**

**Duration:** 1 Year and 3 Months

**Medium of Instruction:**

**Course Fee:**

**Syllabus:**

**Contact Details:**

Dr. B.M.W.U.C.B. Jayasundara

Email: [chinthaka@econ.cmb.ac.lk](mailto:chinthaka@econ.cmb.ac.lk)

## **Diploma in Travel & Tourism Economics and Hotel Management (DTTEHM) - SLQF Level 3**



### **Coordinator**

**Prof. D.A.C. Silva**

PhD (VU, Amsterdam)

Professor

Senior Treasurer, Economics Students' Association / Coordinator,  
Economics Computer Lab

A multi-disciplinary diploma designed to meet the increasing demand for multi-skilled professionals for the travel, tourism and hotel industry. The programme is aimed at improving competency through interactive and application-oriented approaches in the socio-economic, ecological, marketing, managerial, accounting, information technological and legal aspects of travel and tourism industry. The Tourism Leaders' Summit (TLS) and International Tourism Symposium (ITS) are two major industry-interactive and application-oriented practical components of this study programme.

### **Target Group:**

The course targets those who are already engaged in the travel and tourism fields at different professional levels and those who aspire career opportunities in the industry.

### **Admission Criteria:**

- (i) Three passes at the G.C.E. (Advanced Level) Examinations or its equivalent.  
(Preference will be given to the applicants who possess adequate work experience).
- or
- (ii) Three passes at the G.C.E. (Ordinary Level) Examination or its equivalent and have sufficient practical experience in the industry.
- and
- (iii) A good working knowledge of English

**Duration:** 1 Year

**Medium of Instruction:** English

**Course Fee:**

**Syllabus:**

1. DTTEHM 01: Economics of Travel and Tourism
2. DTTEHM 02: Travel and Tourism Marketing
3. DTTEHM 03: Accountancy and Statistical Analysis
4. DTTEHM 04: Travel and Tourism Operations
5. DTTEHM 05: Sri Lanka in the Context of Global Tourism
6. DTTEHM 06: Hotel Management and Human Resource Development
7. DTTEHM 07 Applications of Information & Communication Technology in Travel and Tourism
8. DTTEHM 08: Planning and Project Evaluation

Organizing Tourism Leaders' Summit (TLS) and International Tourism Research Conference (ITRC); Workshops, guest lectures, seminars, and field trips covering practical knowledge and developing analytical skills in tourism management are also part of the course.

**Contact Details:**

Prof. D.A.C. Silva

Email: [suranga@econ.cmb.ac.lk](mailto:suranga@econ.cmb.ac.lk)

## **Diploma in Microfinance (DMF) - SLQF Level 3**



**Coordinator**

**Prof. S. P. Premaratne**

PhD (Netherlands)

Professor

Coordinator, Business and Managerial Economics

Department of Economics, University of Colombo commenced the first ever Diploma in Microfinance (DMF) programme in Sri Lanka on 11th October 2008. The Diploma programme is conducted by the Department of Economics, University of Colombo, in close collaboration with the Faculty of Arts, and the Faculty of Management and Finance, both University of Colombo, and involving government and non-government organizations in the field of micro finance.

**Target Group:**

**Admission Criteria:**

**Duration:** 1 Year

**Medium of Instruction:**

**Course Fee:**

**Syllabus:**

**Contact Details:**

Prof. S. P. Premaratne

Email: [dmf@econ.cmb.ac.lk](mailto:dmf@econ.cmb.ac.lk)



## Diploma in Sinhala (DPS) - SLQF Level 3



**Coordinator**  
**Dr. Latha Gurusinghe**  
PhD (Colombo)  
Senior Lecturer

The objective of this one year diploma programme is to offer knowledge in the field of Sinhala language, literature and culture for those who seek to develop their skills in for a professional career.

### **Target Group:**

The Diploma in Sinhala is suitable for those who are;

- Seeking employment in the field of Sinhala Studies
- Sinhala teachers employed in government and private sector
- Professionals in the field of media, advertising and writing
- Wishing to enhance their language competencies in Sinhala

### **Admission Criteria:**

The entry requirements are:

- (i) G.C.E. A/L with 3 passes with one year experience or equivalent qualifications(NVQ Level 04)

OR

- (ii) G.C.E. O/L with 6 passes or equivalent qualifications (department specifications may apply) and 3 years' experience in a relevant field

OR

- (iii) Completion of a Certificate Course in the relevant subject/field from a recognized institution, accepted by the Department and 3 years' experience in a relevant field

And

- (iv) Passing the interview.

**Duration:** 1 Year

**Medium of Instruction:** Sinhala

**Course Fee:****Syllabus:**

The Course will consist of five papers and a Critical Essay.

The titles of the course units are:

- (i) DPS 001 - Ancient Sinhala Literature
- (ii) DPS 002 - Introduction to Literature
- (iii) DPS 004 - Creative Writing
- (iv) DPS 005 - Sinhala Culture
- (v) DPS 006 - Critical Essay ( 8000 words)

**Contact Details:**

Dr. Latha Gurusinghe  
Email: latha@sinh.cmb.ac.lk

## Diploma in Business English (DBE) - SLQF Level 3



### **Coordinator**

**W.N.M. Wickramasekera**

MPhil in Linguistics (Kelaniya)

Senior Lecturer

Coordinator for Faculty of Science, Faculty of Technology & UCSC,  
Coordinator for the Diploma in Business English

In this highly interactive course, participants will acquire an understanding of crucial business vocabulary and related syntactical structures through role-playing, group work, practical exercises and simulated discussions. The aim of this course is to cultivate participants' general comprehension of Business English and to provide them with practical language strategies, which they can use to communicate effectively in a variety of business contexts.

### **Target Group:**

The Diploma in Business English is suitable for those who are;

- Seeking employment
- Already in employment in both the public and corporate sectors
- Ready to venture out into self-employment
- Engaged in higher studies
- Wishing to enhance their language competencies

### **Admission Criteria:**

No candidate shall be eligible to be admitted to the DBE unless she/he has satisfied at least one of the following requirements as per the SLQF 2015.

(i) G.C.E. A/L with 3 passes or equivalent qualification

or

(ii) G.C.E. O/L with 6 passes or equivalent qualification (department specifications may apply) and 3 years' experience in a relevant field.

or

(iii) Completion of a Certificate Course in the relevant subject/field from a recognized institution, accepted by the Department and 3 years' experience in a relevant field

(iv) Passing the selection test with scores above 80 (out of 100)

**Duration:** 1 Year

**Medium of Instruction:** English

**Course Fee:**

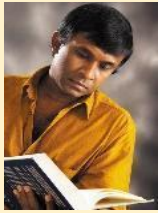
**Syllabus:**

- (i) Communication skills
  - Introducing yourself and others
  - Engaging in small talk
  - Giving advice
  - Discussing conditions
  - Making plans, apologies, suggestions
  - Expressing possibility, opinions and obligations
  
- (ii) Business writing skills
  - Emails
  - Reports
  
- (iii) Meeting and negotiation skills
  - Meetings
  - Negotiations
  
- (iv) Presentation skills
  - Presentation language
  - Presentation equipment
  
- (v) Job interview skills
  - Cover letters
  - Job interviews
  -

**Contact Details:**

W.N.M. Wickramasekera  
Email: ebiz@delt.cmb.ac.lk

## Diploma in Communication & Media Studies (DCMS) - SLQF Level 3



### **Coordinator**

**Prof. Samantha Herath** - Head of Department

MSc. (Bangalore)

Professor

Overall Course Coordinator, Diploma in CMS

This Diploma Programme is primarily planned in order to provide basic knowledge, both theoretical and practical, to the students who have been selected for the course. This programme includes considerably a wide range of academic concerns specifically in the area of Communication and Media Studies. This programme will provide the orientation in the process of communication both print and electronic media, the background to communication and media activities, issues linked to the practice of media, the impact of communication and journalism on society, historical evolution and new developments and technological advancements in the field of Communication and Media Studies.

### **Target Group:**

### **Admission Criteria:**

The entry requirements are:

- (i) G.C.E. A/L with 3 passes with one year experience or equivalent qualifications (NVQ Level 04)

OR

- (ii) G.C.E. O/L with 6 passes or equivalent qualifications (department specifications may apply) and 3 years' experience in a relevant field

OR

- (iii) Completion of a Certificate Course in the relevant subject/field from a recognized institution, accepted by the Department and 3 years' experience in a relevant field

And

- (iv) Passing the interview.

**Duration:** 1 Year

**Medium of Instruction:**

This course will be conducted in Sinhala. Parallel courses in the Tamil/Englishmedium will also be conducted if thereisareasonable number of applicants.

**Course Fee:****Syllabus:**

The Course will consist of four papers and each paper carries 05 credits. In addition, all candidates are required to write a Project Report which offers 10 credits.

The titles of the four papers are:

- (i) DCMS 01 - Evolution and Fundamentals of Communication
- (ii) DCMS 02 - Language and Communication
- (iii) DCMS 03 - Creative writing in Media
- (iv) DCMS 04 - Techniques of News Casting
- (v) DCMS 05 - The Project Report should be written on a theme related to the fields of Communication and Media Studies and it shall contain not less than 15,000 words.

**Contact Details:**

Prof. Samantha Herath  
Email: cmsuoc@gmail.com

## Diploma in Modern Arabic (DMA) - SLQF Level 3



**Coordinator**  
**Dr. N. Gafoordeen,**  
**PhD (UKM, Malaysia)**

### Course Description

This course is designed following the SLQF guidelines for level 3, as one - year diploma program, to prepare individuals who intend to enhance their communications skills in Arabic language in the modern Arab world. This course will support extensively to develop Arabic language skills of those who wish to pursue their future education in Middle Eastern Studies, Religious/Islamic Studies and International Relations or those who intend to migrate to Arab-speaking countries.

Upon completion of the course, students will be able to gain a good command of the Arabic language and communicate confidently in day – to-day social and professional situations. The course includes cultural and historical themes that provide students with an insight into the history and heritage of Arabic language and Arab nations.

### Aim of the Course

- To develop learners' ability to communicate confidently and clearly in the target language.
- To provide students with the opportunity to understand the people and culture of the natives by knowing modern Arabic.
- To understand the professional contexts and importance of the modern standard of Arabic language in different cultural backgrounds on a global level.

### Employment opportunities

Those who complete the course successfully will be able to find jobs in the fields journalism, business and industry, education, finance and banking, translation and interpretation, consulting, working for local councils and international organizations and also will be able to pursue further studies in translation and Middle Eastern studies.

### Target Group:

Applicants must have completed:

- a. G.C.E. A/L with 3 passes or equivalent qualification.

OR

- b. A foundation course equivalent to SLQF level 2, after a minimum of 12 years of schooling.  
OR
- c. G.C.E. Ordinary level pass or completion of a Certificate Course in the relevant subject and 2 years' field experience in the relevant field accepted by the Department.

AND/OR, WHERE NECESSARY

- d. Passing the admission/selection test and/or interview

**Duration:** One year

**Medium of Instruction:** Arabic (English, Sinhala/ Tamil will be used for clarity)

**Course Fee:**

- a. Application: Rs. 1000/=
- b. Registration: Rs. 2000/=
- c. Tuition and materials: Rs. 55,000/=
- d. Final assessment Rs. 2000/=

**Syllabus:**

Course Code	Course title	Credit
DMA 101	Basic Arabic	05
DMA 102	The morphology and syntax of Arabic	05
DMA 103	Applied Grammar & Composition	05
DMA 201	Arabic Conversation	05
DMA 202	Reading Comprehension	05
DMA 203	Arabic for Correspondence	05
	<b>Total Credits</b>	<b>30</b>

**Contact Details:**

Dr. N. Gafoordeen

Email: gafoordeen@icv.cm.ac.lk



**Advanced Certificate in Tourism Entrepreneurship and Business  
Development (ACTEBD) - SLQF Level 2**



**Coordinator**

**Prof. D.A.C. Silva**

PhD (VU, Amsterdam)

Professor

Senior Treasurer, Economics Students' Association / Coordinator,  
Economics Computer Lab

The major objective of this Advance Certificate Programme in Tourism Entrepreneurship and Business Development (ACTEBD) is to provide the essential conceptual and analytical knowledge with required skills through an Industry-Interactive and Application-Oriented Learning Approach to create professional excellence and analytical preparedness for innovative entrepreneurs for tourism development of the country, more specifically focusing to ensure People-Centered Sustainable Tourism Development.

The specific objectives of this course are:

- To provide the conceptual and analytical knowledge and skills of entrepreneurship in travel, tourism and hospitality management
- To apply the gained knowledge and skills to start innovative and responsible tourism entrepreneurship through investment ventures in the industry.
- To offer the entrepreneurial skills and knowledge to promote and formalize SME and People-Centered Tourism Investments in different parts of the country.
- To develop necessary skills and knowledge to apply for responsible and sustainable tourism business management align with national objectives of the industry.

**Target Group:**

The main target groups of this advance certificate course are the different levels of professional employees of the industry and those who aspire to be professional entrepreneurs in travel, tourism and hospitality management in both domestic and international tourism industry in Sri Lanka.

**Admission Criteria:**

The minimum educational qualifications of the prospective students to follow this certificate programme should possess any of the following qualifications:

(i) G. C.E. A/L or Equivalent Qualification

OR

(ii) Completion of NVQ Level 4 or Equivalent Qualification

AND

(iii) Passing the Admission/Selection Test and Interview

**Duration:** 6 Months

**Medium of Instruction:** English

**Course Fee:**

**Syllabus:**

**Contact Details:**

Prof. D.A.C. Silva

Email: drsuranga@econ.cmb.ac.lk

## Advanced Certificate Course in Sinhala for Indian Students- SLQF Level 2



**Coordinator**  
**Mr. Osanda Gunaratne**  
MA (Colombo)  
Lecturer

**Target Group:**

**Admission Criteria:**

**Duration:** 6 Months

**Medium of Instruction:**

**Course Fee:**

**Syllabus:**

**Contact Details:**

Mr. Osanda Gunaratne  
Email: [osanda@sinh.cmb.ac.lk](mailto:osanda@sinh.cmb.ac.lk)

## Advanced Certificate Course in Political & Governance Studies (ACCPG)

### SLQF Level 2



**Coordinator**

**Ms. Maneesha Ruwanpathirana**

Senior Lecturer

Department of Political Science & Public Policy

The Advanced Certificate Course in Political and Governance Studies (ACCPGS) is a systematic programme of education for provincial and local level political practitioners, media practitioners, social and political activists, and those who aspire to be people's representatives or public sector employees. It intends to contribute to strengthening and deepening public awareness on democratic values, principles and practices. The Department of Political Science and Public Policy considers this as an important initiative to extend its services to the community at large.

**Target Group:** This Advanced certificate course intends to attract students from diversity of interests and backgrounds, but with a commitment to acquiring knowledge and skills in democratic politics and governance. The key target group includes representatives at provincial and local levels, aspiring representatives, civil society activists, media personnel employees in the public and private sectors, and the interested citizens.

**Admission Criteria:** To be submitted as students of this course, candidates should possess any one of the following qualifications:

(a) General Certificate of Education (Ordinary Level) (any six subjects with three credits) or equivalent qualification

OR

(b) Grade ten school leaving certificate with a minimum of five years of experience in the public private or NGO sectors or in active politics

OR

(c) Completion of NVAF Level 3

AND

(d) A selection interview or selection examination based on the number of applicants.

**Duration:** 6 Months (Saturdays only)

**Medium of Instruction:** Sinhala and/or Tamil

**Course Fee:** Rs.70,000/-

**Syllabus:**

**Course I – ACCPGS-101 – Theory and Practice of Politics and Governance**

This course unit is designed to introduce the key concepts in Political Science such as power, state, governance, democracy, representation and enables the students to get a basic theoretical knowledge on these concepts.

**Course II – ACCPGS- 102 – Politics and Governance in Sri Lanka**

This course unit explains the political history of Sri Lanka from colonial period to the present. It mainly explores the major constitutional changes and political movements that shaped the political culture in Sri Lanka emerged and evolved since the British colonial period.

**Course III – ACCPGS -103 – Understanding World Politics**

This course unit aims at introducing the major political changes that occurred in the international arena since the end of the Second World War. It also explains the important role played by international and regional organizations in national and international politics. This course also focuses on the contemporary issues and trends in international relations such as climate change, new social movements and the rise of China as a new global power.

**Contact Details:**

Ms. Maneesha Ruwanpathirana

Email: [maneesha@poli.cmb.ac.lk](mailto:maneesha@poli.cmb.ac.lk)

## Advanced Certificate Course for A/L Geography Teachers - SLQF Level 2



**Coordinator**  
**Prof. F. Ruzaik**  
PhD (Colombo)  
Senior Lecturer

Geography is a multi-disciplinary subject in the field of social science. It is a highly demanded subject, but it shows a slight regressive trend in relation to the A/L students in the recent past. The students have a common misunderstanding that Geography is a difficult subject. The major reason behind this is lack of subject knowledge and incorrect method of teaching by School Teachers. They are lacking in the area of applicability of modern techniques in the Geography, such as Cartography/mapping, GIS applications, GPS and Remote Sensing and answering and selection of questions etc. At the same time, they are not updated with recent changes, taken place in the field of Geography. Further, accumulation of new subjects in the school curriculum provides more choice/options in selecting subjects for their A/L stream of studies and also they have poor understanding about the importance/value of this subject for their professional career in the future. Therefore, teaching and learning of Geography in the schools have become a challenging task at present.

Considering all above, the Department of Geography, University of Colombo intends to introduce a short course for teachers in order to enhance their knowledge and teaching techniques of Geography. Department believes that this course will improve the service quality and delivery standard of the teachers, absorbing more students towards this subject.

### **Target Group:**

Advanced Level Geography Teachers

### **Admission Criteria:**

Minimum two years teaching experience in Geography

### **Duration:**

90 hours (Saturdays only)

### **Medium of Instruction:**

Sinhala, Tamil and English

**Course Fee:**

Course fee: Rs.

Registration fee:

**Syllabus:**

1. Recent trends of geographical study.
2. Importance of practical geography.
3. Various types of maps and new cartographic techniques.
4. Types of data.
5. Statistical techniques and their applications.
6. Preparation of statistics based diagrams.
7. Interpretation of data.
8. Importance of map marking.
9. Geo informatics information (E.g.: GIS, RS...)
10. Construction of multiple choice questions (MCQ).
  - Designing of right set of MCQ
  - Selecting accurate answer
  - Quick answering techniques
  - Importance for enrichment of general knowledge on geography
11. Examination techniques
  - Selection of suitable questions
  - Effective ways of answering system-Essay type questions
  - Attention for selection of correct number of questions
  - Ways of attractive answering methods
  - Time management

**Contact Details:**

Prof. F. Ruzaik

Email: fareena@geo.cmb.ac.lk

## **Advanced Certificate in English for Tourism and Hospitality Management (ACETHM) - SLQF Level 2**



**Coordinator**  
**Dr. B.L.F Abeywickrama**  
PhD in Linguistics (Kelaniya)  
Senior Lecturer

This course is ideal for students, studying at upper-intermediate level, who will need to use English in work situations. It aims to equip the participants with the specialized language and skills they need to communicate effectively within the tourism, hospitality and leisure industry. The core language skills are developed through a wide range of communicative tasks, which give participants the opportunity to enrich their vocabulary, build confidence and improve fluency.

### **Target Group:**

School leavers and individuals who wish to work in travel, tourism, hospitality industries and state and private sector employees already in the field who wish to expand their career prospects and anyone interested in improving their competence in English language in order to be more successful in a career in tourism and hospitality management.

### **Admission Criteria:**

To be admitted as students of this course, candidates should possess any one of the following qualifications:

- a) G.C.E. O/L or equivalent qualification

OR

- b) Completion of NVQF Level 3

AND

- c) Receiving a score between 51 percent and 79 percent in the selection test

An applicant whose application for admission to the Advanced Certificate is accepted is required to register for the Advanced Certificate not later than the prescribed date and shall pay the required fees to the University. The registration lapses at the end of its period of validity.



When the registration lapses the student may renew registration for a further period subject to the registration fees applicable, where the student is still eligible to be in the Advanced Certificate programme.

**Duration:** 4 Months

**Medium of Instruction:** English

**Course Fee:** Rs. 30,000

**Syllabus:**

1. Arrivals
  - Use different expressions for welcoming
  - Greet and make introductions
  - Carry out a car hire dialogue
  - Write about travel information
  
2. A place to stay
  - Understand reports describing guests' perceptions of hotels
  - Register different types of arriving guests
  - Tell guests where different hotel facilities are in the building
  - Give accurate information about hotel services and facilities
  - Understand people talking about hotel staffing
  
3. Tourist information services
  - Understand and describe different ways of giving tourist information
  - Give directions in spoken and written forms
  - Make recommendations in spoken and written forms
  
4. Rural tourism and holiday representatives
  - Understand what rural tourism is
  - Understand rural accommodation grading systems
  - Check campers into a campsite
  - Write a welcome text describing rural tourism in a region
  - Give a simple weather forecast
  - Understand people talking about the work of holiday representatives
  - Talk about different skills and qualities holiday representatives need
  - Prepare and give a welcome meeting talk to new groups
  - Understand texts talking about tipping when on holiday
  - Produce a leaflet giving advice on holiday health, safety and tipping
  
5. Eating out
  - Understand articles about food tourism and local food
  - Use basic vocabulary to talk about the ingredients and preparation of different dishes

- Describe local dishes to a customer in a restaurant
  - Write an introduction to the food of one's country / region
  - Deal with simple problems in a restaurant
6. Attractions and events
- Talk about visitor attractions in general
  - Write descriptions of built attractions
  - Describe festivals and events
  - Discuss different ways of bringing attractions to life
7. On tour
- Explain arrangements
  - Make written notes to help with commentaries and presentations
  - Give a guided commentary
  - Deal with problems on tours
8. Checking out
- Understand somebody talking about front office duties
  - Respond to common hotel guest problems effectively
  - Understand the check-out procedure in a training manual
  - Check a hotel guest out following standard procedures
  - Write a short report summarizing feedback on hotel services

**Contact Details:**

Dr. B.L.F Abeywickrama  
Email: bihimini@delt.cmb.ac.lk

## Advanced Certificate in Business English (ACBE) - SLQF Level 2



### **Coordinator**

**Mr. A.S.R. Peiris**

MA in Linguistics (Kelaniya)

Lecturer

Coordinator for the Level Four Academic Courses, FoA

This course is intended for intermediate level students who want to develop communication skills in a business context. The course focuses on improving their communication skills in specific business contexts such as meetings, interviews, presentations, etc. Similarly, a thorough grounding of conventions to be followed in communication formats such as emails, letters, memos, and reports will be provided. The students will be introduced to the structural requirements, expressions, and language conventions typical of the above verbal and written communication contexts.

### **Target Group:**

School leavers, state and private sector employees, professionals, anyone interested in improving their communication skills in English as applicable to the world of work.

### **Admission Criteria:**

To be admitted as students of this course, candidates should possess any one of the following qualifications:

- a) G.C.E. O/L or equivalent qualification

OR

- b) Completion of NVQF Level 3

AND

- c) Receiving a score between 51 percent and 79 percent in the selection test

An applicant whose application for admission to the Advanced Certificate is accepted is required to register for the Advanced Certificate not later than the prescribed date and shall pay the required fees to the University. The registration lapses at the end of its period of validity. When the registration lapses the student may renew registration for a further period subject to the registration fees applicable, where the student is still eligible to be in the Advanced Certificate programme.

**Duration:** 04 months

**Medium of Instruction:** English

**Course Fee:**

**Syllabus:**

1. At a new workplace
  - Meeting new people and getting to know them
  - Introductions and greetings, work activities & contact information
  - Present simple & forming questions
2. Describing people, things and processes
  - Talking about skills and experience
  - Job descriptions, contracts
  - Present perfect & articles
3. Talking about events, habits and routines
  - Workplace routines, habits and employment history
  - Describing trends and patterns
  - Simple past, prepositions and adverbs
4. Giving opinions and advice
  - Agreeing, disagreeing, suggesting & giving advice
  - emails, letters and reports
  - Present continuous, pronouns and signposting devices
5. Making requests and apologizing
  - Requests, explanations, apologies and complains
  - Slides and presentations
  - modal verbs
6. Traveling for business
  - Making plans and arrangements; hotels, restaurants and customs
  - Travel itineraries, brochures and travel vocabulary
  - Future Tenses
7. Telephoning
  - telephone etiquette
  - memos, minutes and agendas
  - conditionals and imperatives

**Contact Details:**

Mr. A.S.R. Peiris

Email: [sajith@delt.cmb.ac.lk](mailto:sajith@delt.cmb.ac.lk)

**Certificate in Sustainable Tourism Destination Management (CSTDM) -  
SLQF Level 1**



**Coordinator**

**Prof. D.A.C. Silva**

PhD (VU, Amsterdam)

Professor

Senior Treasurer, Economics Students' Association / Coordinator,  
Economics Computer Lab

Despite the impact of COVID-19 Pandemic in this year, tourism has become one of the fastest growing single industries in the world, accounting more 10% of world's GDP, 330 million jobs or 1 in every 10 jobs around the world. Similarly, Sri Lanka Tourism has become the 3rd highest foreign exchange generator of the country, representing nearly 5% out of the GDP and generating nearly 450.000 direct and indirect employments to the country.

In spite of such impressive performance, tourism development is more than just a powerful economic benefit. The tourism industry is inherently multifaceted and interdependent industry, connected with socio-economic, cultural and natural environment of the country. Therefore, sustainable tourism is based on trio-fundamental requirement of sustainable development, namely Maximizing Economic Benefits while Maintaining Ecological Balance and Community Well-Being simultaneously.

The biggest challenge facing with tourism development in Sri Lanka at present is lack of application of sustainability practices in tourism development, though tourism development continues to grow exponentially. On the other, what many are unable to realize is that sustainability itself is also a great opportunity for higher economic benefits with green growth. Furthermore, the tourism industry's prosperity is mainly determined only through the creative decision making, innovative management, effective marketing and responsible leadership.

Therefore, this CSTDMM is an interdisciplinary program designed to prepare the students for leadership roles in tourism organizations looking to commit to sustainable practices. The CSTDMM is to provide a strategic management skills and competencies in sustainable destination management along with practical applications.

## Target Group:

This advanced certificate course is designed for the tourism professionals, who wish to start or/and advance their career in sustainable tourism management. Furthermore, this course expects to provide necessary knowledge and skills on middle and higher level of management level professionals, practitioners, entrepreneurs, researchers and higher educational students on Sustainable Tourism Destination Management.

## Admission Criteria:

Minimum educational qualification of the prospective students to follow this certificate programmes should possess any one of the following qualifications:

- a) G.C.E. O/L or Equivalent Qualification

OR

- b) Completion of NVQ Level 3

AND

- c) Passing the admission/selection test and interview

**Duration:** 6 Months with approximately 250 lecture Hours

**Medium of Instruction:** English and Sinhala Mediums

**Course Fee:** Rs. 65000/ = (PAYABLE IN INSTALLMENTS)

## Syllabus:

### First Semester

Module Code	Module Name	Lecture Hours	No of Credits
CSTDM-1	Introduction to Sustainable Tourism Development and SDG Application	30	2
CSTDM-2	Biodiversity for sustainable tourism	30	1
CSTDM-3	Marketing and Product Designing for Sustainable Tourism	30	2
CSTDM-4	Resource Management for Sustainable Tourism Development	30	2

## Second Semester

<b>Module Code</b>	<b>Module Name</b>	<b>Lecture hours</b>	<b>Credits</b>
<b>CSTDM-5</b>	Destination Management and Planning for Sustainable Tourism	30	2
<b>CSTDM-6</b>	Economics of Tourism Business & Cooperate Sustainability	30	1
<b>CSTDM-7</b>	Sustainable Audit and Certification	30	2
<b>CSTDM-8</b>	Tourism Projects and Best Practices for Sustainable Tourism Development	30	2
<b>CSTDM-9</b>	Project Report Writing (Between 5000 to 6000 words)	30	2
<b>CSTDM-10</b>	Internship and Field Visits	30	2

### Contact Details:

Prof. D.A.C. Silva

Email: drsuranga@econ.cmb.ac.lk

**Certificate in Travel & Tour Management and Best Practices (CTTMBP) -  
SLQF Level 1**



**Coordinator**

**Prof. D.A.C. Silva**

PhD (VU, Amsterdam)

Professor

Senior Treasurer, Economics Students' Association / Coordinator,  
Economics Computer Lab

**Course description**

**Target Group:**

**Admission Criteria:**

**Duration:** 6 Months

**Medium of Instruction:**

**Course Fee:**

**Syllabus:**

**Contact Details:**

Prof. D.A.C. Silva

Email: [drsuranga@econ.cmb.ac.lk](mailto:drsuranga@econ.cmb.ac.lk)



## Certificate Course in Business English - SLQF Level 1



### **Coordinator**

**Mr. A.S.R. Peiris**

MA in Linguistics (Kelaniya)

Lecturer

Coordinator for the Level Four Academic Courses, FoA

This course is intended for preliminary level students interested in using English in business who want to develop communication skills in a business context. Participants will acquire an understanding of vocabulary development for basic business situations and related syntactical structures through role-playing, group discussions, and oral presentations. The aim of this course is to provide language instruction and training in business correspondence, formal presentations, informal networking and business vocabulary.

### **Target Group:**

School leavers, individuals who wish to expand their career prospects, state and private sector employees who need support for career advancement and anyone interested in improving their competence in English language in order to be more successful in a business environment.

### **Admission Criteria:**

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

AND

- d) Receiving a score between 21 percent and 50 percent in the selection test

**Duration:** 04 months [64 contact hours]

**Medium of Instruction:** English

**Course Fee:****Syllabus:**

1. Business and you
  - Talking about everyday work activities
  - Exchanging basic personal and professional details
2. Business organization
  - Describing the company
  - Talking about duties and responsibilities
  - Giving directions
3. The business manager
  - Discussing travel arrangements
  - Describing people
  - Working with numbers
4. Business language
  - Talking about business
5. Business communication
  - Delivering a formal presentation
  - Designing visual aids
  - Talking about meetings
  - Describing trends
6. Business writing
  - Writing simple and responding to simple official letters and emails
  - Filling formal applications
  - Writing a basic CV
7. Business functions
  - Explaining different business functions
8. General business
  - Discussing a variety of business-related issues

**Contact Details:**

Mr. A.S.R. Peiris

Email: [sajith@delt.cmb.ac.lk](mailto:sajith@delt.cmb.ac.lk)

# Certificate in English for Tourism and Hospitality Management (CETHM)

## SLQF Level 1



**Coordinator**  
**Dr. B.L.F Abeywickrama**  
PhD in Linguistics (Kelaniya)  
Senior Lecturer

This course is intended for students, at pre-intermediate level, who will need to use English for a career in tourism and hospitality management. It aims to teach the basic communication skills needed to communicate in a variety of different work situations in the field of tourism and hospitality management. Special emphasis is placed on the relevant vocabulary, register and grammatical structures that are used in the field and the participants are given the opportunity to practice using the language that they have acquired by means of role-plays and group activities. The participants will also receive supplementary training in the essential English language skills of reading, writing, listening, and speaking.

### **Target Group:**

School leavers and individuals who wish to work in travel, tourism, hospitality industries and state and private sector employees already in the field who wish to expand their career prospects and anyone interested in improving their competence in English language in order to be more successful in a career in tourism and hospitality management.

### **Admission Criteria:**

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

AND

- d) Receiving a score between 21 percent and 50 percent in the selection test

**Duration:** 04 months [64 contact hours]

**Medium of Instruction:** English

**Course Fee:** Rs.25, 000

**Syllabus:**

1. What is tourism?
  - Understand articles describing the tourism industry
  - Understand people talking about their jobs in tourism
  - Describe job / work routines and skills
  - Ask questions about personal profiles of tourism employees
  
2. World destinations
  - Talk about tourist destinations and flows
  - Understand and describe statistical charts and simple graphs
  - Understand people talking about their favorite destinations
  - Understand and produce descriptions of resources and features in tourist destinations
  
3. Tour operators
  - Understand someone talking about package holidays
  - Understand articles about package tours and tour operation
  - Ask questions to get information about a package tour
  - Produce a tour itinerary for a web page or a brochure
  
4. Tourist motivations
  - Talk about purpose and reason
  - Understand a simple passenger survey
  - Describe past and current trends in tourism and tourist motivation
  - Read articles about changes in tourist motivation
  
5. Travel agencies
  - Investigate a client's holiday needs
  - Make suggestions and give advice to a new customer
  - Make a report on travel agency quality and features
  - Understand texts about travel agency work today
  
6. Accommodation
  - Organise tourist accommodation into different categories
  - Understand texts describing tourist accommodation
  - Understand people talking about different accommodation
  - Describe the location, services, and facilities of a hotel
  - Take a hotel room reservation by telephone

7. Reservations and sales

- Take a holiday booking from a client in a travel agency
- Understand basic ideas about Global Distribution Systems
- Ask for the meaning of travel abbreviations and codes
- Issue a ticket and check the booking details with a client

8. Airport departures

- Describe airport facilities and services
- Respond politely to questions and requests
- Understand and participate in a variety of airport dialogues
- Give orders and stop people doing something

**Contact Details:**

Dr. B.L.F Abeywickrama

Email: bihimini@delt.cmb.ac.lk

## Certificate Course in Computer Application - SLQF Level 1



**Coordinator**

**Dr. R. N. Gunathilake**

PhD (Colombo).

Senior Lecturer in Geography – Grade I

Department of Geography seeks the permission of the Senate of the University of Colombo to offer a Certificate Course in Computer Applications.

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.
- 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.

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

**Admission Criteria:** 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

**Duration:** No. of contact hours : 90 hrs (Classes will be held on Saturdays from 9.00 am – 12.00 noon and 1.00 pm – 4.00 pm --à duration is 3 ½ months)

**Medium of Instruction:** Sinhala, Tamil and English

**Course Fee:** Rs. 26,000/= (Course fee 25,000 + Registration fee 1,000) . to be payable in 2 installments .

### **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
  - b. Color corrections
  - c. Working with layers
  - d. Compositing Images
  - e. Painting and Retouching
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

**Contact Details:**

**Dr. R. N. Gunathilake**

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



## Certificate Course in GIS - SLQF Level 1



### **Coordinator**

**Prof. L. Manawadu**

PhD (Colombo)

Senior Professor of Geography (Chair) / Dean, Faculty of Arts

Geographical Information Systems (GIS), Global Positioning Systems (GPS) and Remote Sensing (RS) are considered as the fastest growing discipline since the present world. All three are inter related and mutually depended enabling technologies which influence the other disciplines to enhance the quality of their research work.

The Department of Geography, Faculty of Arts is one of the pioneers in this discipline in Sri Lanka. The Department has organized its first GIS training programme in Sri Lanka during 1992 with the assistance of EMSO (Local agent of the ESRI). Since then, the Department has conducted more than 45 short training courses in GIS for government and non-governmental organizations in the country to up to date. The Department has trained nearly 1000 officers from relevant departments and institutions. Several GIS related consultancies for government agencies have been also conducted. Department of Geography is the first department which offered GIS courses for the undergraduates among the national Universities in Sri Lanka. In addition to the courses offered for the undergraduates in the Faculty of Arts, the Department offers two undergraduate GIS courses for the Faculty of Science.

Considering all above, the Department of Geography, University of Colombo intends to introduce a short course for Students and officers from relevant departments and institutions in order to enhance their knowledge about GIS, GPS and RS field. Department believes that this course will improve the service quality and delivery standard of the officers.

### **Target Group:**

Students and officers from relevant departments and institutions.

**Admission Criteria:** Basic IT. Knowledge

**Duration:** 60 Hours – 8 days (Sundays only)

**Medium of Instruction:** English

**Course Fee:**

Course fee:

Registration fee:

**Syllabus:**

1. Introduction and Overview of GIS.
2. Data and Spatial Data Model.
3. GIS & Maps, Map Projections and Coordinate System.
4. Introduction to ArcGIS Desktop.
5. Managing Data with ArcCatalog
6. Spatial Data Visualization & Making Maps.
7. Digitization & Data Capture from Maps.
8. Database Concepts.
9. GIS Data Collection & Mapping.
10. Spatial Analysis
11. GIS Applications

**Contact Details:**

Prof. L. Manawadu

Email: lasan@geo.cmb.ac.lk

## Certificate Course in Disaster Risk Reduction (DRR) - SLQF Level 1



### **Coordinator**

#### **Dr. Pathmakumara**

BSc.Sp (Hons) in Geology (Perad'ya), MSc in Env. Sci (Perad'ya), PhD in Earth Sci (Perad'ya), Senior Lecturer

This certificate course of DRR focuses on basic concepts of Disaster Risk Reduction which is the new approach on Disaster in the world. In addition, it discusses on main strategies of disaster risk reduction process with the focus on preparedness, management and mitigation.

In addition to theoretical aspects, practical experiences by conducting a field visit to an event of disaster occurred at the field (Ex: Landslide) and mitigated sites etc will be gained to get a proper understanding of the disaster risk reduction process.

The main objective is to provide a comprehensive platform to interested personnel to follow the basics of DRR process which gives a foundation for the other applications.

### **Target Group:**

Any interested party needed to enhance the knowledge in DRR such as school leavers, school teachers, professionals, Academics, Employees of Government and private sector.

### **Admission Criteria:**

Candidate should have the minimum requirement of passing of Advanced Level (3 S passes) in any subject stream.

**Duration:** 10 weeks (60 hours in total, a full day per week and 6 hours per day)

**Medium of Instruction:** English

**Course Fee:**

### **Syllabus:**

1. Introduction to DRR (1hour)
2. Hazards and Disasters (6 hours)
3. Human and natural impacts on Disasters (3 hours)
4. DRR process and concepts (3 hours)

5. Strategies in DRR (12 hours)
6. Disaster Risk Evaluation Process in DRR (3 hours).
7. Preparedness in DRR (6 hours)
8. Mitigation in DRR (6 hours)
9. Disaster Management in DRR (3 hours)
10. Global and Local Approach in DRR (3 hours)
11. Legal aspects and institutes in DRR (6 Hours)
12. Field Visit (8 hours)

**Contact Details:**

Dr. Pathmakumara

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

## Certificate Course in Geology - SLQF Level 1



### Coordinator

#### **Dr. Pathmakumara**

BSc.Sp (Hons) in Geology (Perad'ya), MSc in Env. Sci (Perad'ya), PhD in Earth Sci (Perad'ya), Senior Lecturer

Geology focuses on basic principles of the subjects Geology/Earth Sciences. It gives a comprehensive knowledge on the materials of Earth which composed of and its geological phenomena/processes existing interactively in the four spheres naming Lithosphere, Hydrosphere, Atmosphere and Biosphere. It also discusses the historical background of the field of Geological Sciences briefly. And also some practical and industrial applications are included in the curriculum.

In addition to theoretical aspects, practical experiences by conducting laboratory practical and field work are given to get a proper understanding of the subject. The main objective of the course is to provide a comprehensive platform to interested personnel to follow the basics of Geology which gives a foundation for the other applications.

### **Target Group:**

Any interested party needed to enhance the knowledge in geology such as school leavers, school teachers, professionals, Academics, Employees of Government and private sector.

### **Admission Criteria:**

Candidate should have the minimum requirement of passing of Advanced Level (3 S passes) in any subject stream.

**Duration:** 10 weeks (60 hours in total, a full day per week and 6 hours per day)

**Medium of Instruction:** English

### **Course Fee:**

Registration fee (Nonrefundable) – Rs.1000

Course fee - Rs. 25,000/-

## **Syllabus:**

1. Introduction to geology
2. Historical background of geology
3. Origin of Universe, Solar system and Earth
4. Earth structure
5. Earth materials; Minerals and Rocks
6. Geological processes
7. Rock weathering and soil formation
8. Plate tectonics and continental drifting
9. Earthquakes and Tsunamis
10. Stratigraphy and paleontology
11. Geochronology
12. Geological timescale
13. Geological structures and field geology
14. Geological mapping and Geological Maps
15. New trends in Geology
16. Laboratory and Field practical

## **Contact Details:**

Dr. Pathmakumara

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

**The Certificate in Application of Geographical Information System (GIS)  
Techniques for Disaster Risk Reduction and Management (DRR+M) -  
SLQF Level 1**



**Coordinator**

**Prof. L. Manawadu**

PhD (Colombo)

Senior Professor of Geography (Chair) / Dean, Faculty of Arts

Climate Change Impacts have adversely been escalated throughout the world. This is because the occurrence of unexpected natural calamities such as torrential rains, mas flooding events, landslides and storms has dramatically been accelerated in the Sri Lankan context as well for decades. The bad consequences of those natural calamities are very serious including loss of lives, loss of livelihoods and properties of hundreds of thousands of people and so on. This is because the application of GIS/Geo-information technologies for Disaster Risk Reduction and Management has been come to the fore. Especially there is a lacking of the application of GIS technologies for DRR+M in the Sri Lankan context. In order to fill this gap, the Department of Geography, University of Colombo is planning to offer a Certificate course in Application of Geographical Information System (GIS) Techniques for Disaster Risk Reduction and Management (DRR+M) probably since June/2022 for the stakeholders in the field of Disaster Management and related working backgrounds. Thus, this certificate will be impacted in training and improving the knowledge on the DRR+M context plus disaster preparedness practices in Sri Lanka.

By the completion of this certificate course, participants will be able to;

- Identify and realize the key concepts of DRR+M and GIS
- Recognize and discuss the key issues related to DRR+M based on spatial dimensions
- Understand the current applications of spatial dimensions in DRR+M
- Analyze/Evaluate current issues of DRR+M using GIS applications
- Simulate and demonstrate possible solutions for existing DRR+M issues using GIS technologies

**Target Group:** DRR+M stakeholders and practitioners

**Admission Criteria:**

- (i) GCE/AL or above
- (ii) At least one year experience in relevant field (e.g. DRR+M)

**Duration:** 80 hours (Teaching plus practical)

**Medium of Instruction:** English/ Sinhalese

**Syllabus:**

- 1) Introduction to the conceptual contexts of disaster risk analysis/assessment; disaster risk reduction; and management
- 2) Introduction to the key methods of Spatial data gathering/collection
- 3) Introduction to the key elements of spatial data analysis in GIS
- 4) The UNDRR mechanism of Disaster management and risk reduction and their spatial approaches (in Disaster Management and Risk Reduction)
- 5) GIS applications in disaster risk analysis/assessment; Mapping; disaster risk reduction; and management
- 6) Modelling and simulating of local disaster management approaches/mechanisms with the application of spatial techniques

**Contact Details:**

Prof. L. Manawadu

Email: lasan@geo.cmb.ac.lk



## Certificate Course in International Relation (CCIR) - SLQF Level 1



### **Coordinator**

**Dr. Pavithra Jayawardena**

Senior Lecturer

Ph.D. The University of Wellington, New Zealand

### **Course description**

This certificate course is to offer basic understanding of theory and praxis in the discipline. This course will be taught by academicians, practitioners, policymakers and other experts in the field and this student-centered course focuses on introducing and enhancing knowledge under broad themes of international relations as a discipline, international politics, peace building and organizations in international relations.

**Target Group:** School leavers, professionals, policy makers in a relevant field

**Admission Criteria:** Minimum of 3 Ordinary Passes at the G.C.E. (Advanced Level examination)

**Duration:** 6 Months

**Medium of Instruction:** English

**Course Fee:** LKR 30,000

**Syllabus:** CCIR 01: Introduction to International Relations

CCIR 02: International Politics

CCIR 03: Peacebuilding

CCIR 04: International and Regional Organizations

### **Contact Details:**

Dr. Pavithra Jayawardena

Email: pavithraj@inr.cmb.ac.lk

## Certificate Course in Conflict, Peace & Reconciliation (CPR)

### SLQF Level 1



**Coordinator**

**Dr. B. A. C. Ajith Balasooriya**

PhD, Japan

Senior Lecturer

Study Stream Coordinator, Temporary Student Counsellor

#### Course description

This certificate course is designed in the format of a seminar, in that it combines in-depth theoretical understanding with hands-on practice. The four courses, designed for 30 hours each, provide an integrated and multidisciplinary understanding of the field.

**Target Group:** School leavers, professionals, policy makers in a relevant field

**Admission Criteria:** The Certificate Course is intended for those with G.C.E.(Advance Level) Examination Pass grade in 03 subjects OR Three years work experience in a relevant field with G.C.E. (Ordinary Level) Examination Credit Pass grade in eight (08) subjects.

**Duration:** 6 Months

**Medium of Instruction:** English

**Course Fee:** Rs. 15,000/=

**Syllabus:** CPR 101: Basic principles of Conflict

CPR 102: Culture of Negotiation and Mediation

CPR 103: Peace Studies: theory and praxis

CPR 104: Conflict Transformation through Reconciliation

#### Contact Details:

Dr. B. A. C. Ajith Balasooriya

Email: [ajithbalasooriya@inr.cmb.ac.lk](mailto:ajithbalasooriya@inr.cmb.ac.lk)

## Certificate Course in Spoken Tamil - SLQF Level 1



**Coordinator**

**Dr. Ranjith Senanayake**

PhD (Jayawardanepura)

Senior Lecturer

Certificate in Spoken & Written Tamil Courses Coordinator

### Course description

**Target Group:**

**Admission Criteria:**

**Duration:** 4 months

**Medium of Instruction:**

**Course Fee:**

**Syllabus:**

**Contact Details:**

Dr. Ranjith Senanayake

Email: [ranjith@sinh.cmb.ac.lk](mailto:ranjith@sinh.cmb.ac.lk)

## Certificate Course in Written Tamil - SLQF Level 1



**Coordinator**

**Dr. Ranjith Senanayake**

PhD (Jayawardanepura)

Senior Lecturer

Certificate in Spoken & Written Tamil Courses Coordinator

### Course description

**Target Group:**

**Admission Criteria:**

**Duration:** 4 months

**Medium of Instruction:**

**Course Fee:**

**Syllabus:**

**Contact Details:**

Dr. Ranjith Senanayake

Email: [ranjith@sinh.cmb.ac.lk](mailto:ranjith@sinh.cmb.ac.lk)

## Certificate Course in Communicative Arabic - SLQF Level 1



### **Coordinator**

**Mr. M.M.M. Sabir**

MA (Peradeniya)

Coordinator, Undergraduate Examinations

This course is introduced to students interested in Arabic as a foreign language, covering the following language skills: listening, speaking, rather than reading, and writing. The aims of this course are to develop students' communicative skills in the Arabic language by focusing on learning strategies and to encourage positive attitudes towards the learning of Arabic and towards the speakers of the target language. Students will be required to practice language communicative skills individually or collaboratively by listening to audio clips, speaking simple sentences.

### **Target Group:**

This programme has been designed for whom are interesting or wish to work with Arabic language in tourism, foreign employments, diplomatic missions and other relevant areas in Sri Lanka as well as overseas.

### **Admission Criteria:**

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

**Duration:** 4 months

**Medium of Instruction:** Arabic

**Course Fee:**

## **Syllabus:**

- 1) General information about the language: Alphabet, script, and pronunciation.
- 2) Introducing Self and Others: Greetings and leave-taking Asking/Giving some personal details/ Describing family members and friends
- 3) Counting skills: Asking/Telling time/ Asking/Stating age / Asking for/giving phone numbers / Asking/Telling prices
- 4) Tourism and Travel: Asking/Giving basic directions / Describing weather / Planning and inviting
- 5) General Expressions: Describing routines and sports/hobbies/ Asking about/Expressing likes dislikes / Describing some sports and hobbies
- 6) Food and Drink: Identifying essential food and drinks / Asking for/buying items/ Expressing quantities
- 7) Services: Dining / Shopping / Using transport

## **Contact Details:**

M.M.M. Sabir  
sabir@icv.cmb.ac.lk

## Certificate Course in Research Methodology - SLQF Level 1



### Coordinator

**Prof. K.D. Manori S.K. Weeratunga** -Head of Department  
PhD (Adelaide)  
Senior Lecturer  
Coordinator, Masters in Demography

The course appeals to those who need a better understanding of research methodology to deploy them in the studies or in professional fields. Prior knowledge or experience in research is not essential to enroll this course and this course is for everyone. This entire course will provide thorough knowledge through all steps of designing and conducting research from the formulation of the research problem to the final stage of writing a report.

### Target Group:

This certificate course is designed for local and international participants; undergraduates, graduates and professionals who are interested or obliged to gain knowledge to improve skills in research methodology.

### Admission Criteria:-----

**Duration:** 15 Weeks (90 Hours)

**Medium of Instruction:** English

### Course Fee:

Local participants: Rs. 25,000 per participant

International participants: USD 300/= per participant

### Syllabus:

1. Introduction to Research and Research Process
2. Research Paradigms and Types of Research
3. Research Design
4. Methods of Data Collection –Quantitative vs Qualitative
5. Survey Methods and Sampling Surveys
6. Formulation of Research Proposal
7. Quantitative Data Analysis using SPSS
8. Qualitative Data Analysis using Nvivo
9. Presentation of Research Findings
10. Report Writing.

### Contact Details:

Prof. K.D. Manori S.K. Weeratunga  
Email: manori@demo.cmb.ac.lk

## Certificate Course in Methods of Data Evaluation - SLQF Level 1



### Coordinator

**Prof. K.D. Manori S.K. Weeratunga** -Head of Department  
PhD (Adelaide)  
Senior Lecturer  
Coordinator, Masters in Demography

The course has been developed in recognizing the importance in data evaluation of Census Births, Deaths and Migration. The participants would reflect on theoretical and practical knowledge on the methods of data evaluation. Further the certificate course will develop confidence and skills that are required in evaluating demographic data effectively in academic and professional platforms.

### Target Group:

This certificate course is designed for local and international participants; A/L pass outs, undergraduates, graduates and professionals who are interested or obliged to gain knowledge to improve skills in demography and statistics.

### Admission Criteria:

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

- a) Completion of G.C.E. (A/L) Examination with certified work experience in a relevant field equivalent for minimum six months

OR

- b) Undergraduate/graduate from a state or private university

OR

- c) Professionals with minimum of six months working experience in a relevant field

AND

- d) Be at least 18 years of age

AND

- e) Should possess basic knowledge in demography/statistics

**Duration:** 15 Weeks (90 Hours)

**Medium of Instruction:** English



**Course Fee:**

Local participants:

International participants:

**Syllabus:**

1. Methods for Evaluation of Census Data
  - 1.1. Methods for overall assessment of census quality
  - 1.2. Identification of sources of errors
  - 1.3. Types of Census Error:
    - 1.3.1. Coverage versus content error
      - 1.3.1.1. Omissions
      - 1.3.1.2. Duplications
      - 1.3.1.3. Erroneous inclusions
    - 1.3.2. Net versus gross error
    - 1.3.3. Sampling versus non-sampling error
    - 1.3.4. Methods based on a single source of data
      - 1.3.4.1. Demographic analysis
      - 1.3.4.2. Interpenetration studies
  - 1.4. Methods based on comparison of data from two or more sources
  - 1.5. Matching studies
    - 1.5.1. Post-censal matching surveys
    - 1.5.2. Reinterview surveys
    - 1.5.3. Record checks
    - 1.5.4. Comparison with existing household surveys
  - 1.6. Non-matching studies
  - 1.7. Demographic analysis using previous censuses
    - 1.7.1. Comparison with administrative records
    - 1.7.2. Comparison with existing household surveys
2. Completeness of Vital Statistics
  - 2.1. Effects of errors in vital statistics on population estimates
    - 2.1.1. Coverage
    - 2.1.2. Time and place of occurrence
    - 2.1.3. Factors affecting the completeness of birth registration
    - 2.1.4. Relative completeness of birth and death registration

- 2.2. Internal consistency of vital statistics
  - 2.2.1. Numbers of reported births, deaths and infant deaths
  - 2.2.2. Levels of rates
  - 2.2.3. Birth rates
  - 2.2.4. Consistency of crude birth rates with age structure
  - 2.2.5. Death rates
  - 2.2.6. Infant mortality rates
  - 2.2.7. Trends in crude rates
  - 2.2.8. Patterns of death rates, by age and sex
- 2.3. The use of balancing equations
  - 2.3.1. Appraisal of death statistics by means of balancing equations
  - 2.3.2. Appraisal of birth statistics by means of balancing equations
  - 2.3.3. Application to the subdivisions of a country
- 2.4. Direct checks on completeness of vital statistics registration
- 3. Use of Indirect Techniques
  - 3.1. Estimates of completeness of birth registration from Brass method on comparison of period fertility rates from reported average parities
  - 3.2. Completeness of death registration from population enumerated at two points in time classified by age
- 4. Adequacy of migration statistics
  - 4.1. Adequacy of international migration statistics
  - 4.2. Use of the balancing equation
  - 4.3. International comparison
  - 4.4. Direct checks
  - 4.5. Adequacy of statistics on internal migration
    - 4.5.1. Census statistics relating to internal migration
    - 4.5.2. Continuous population registers
    - 4.5.3. Tests of data on place of birth
    - 4.5.4. Tests of data on place of residence at a previous date
    - 4.5.5. Direct checks

**Contact Details:**

Prof. K.D. Manori S.K. Weeratunga  
Email: manori@demo.cmb.ac.lk

## Certificate Course in Demography & Applied Statistics - SLQF Level 1



### Coordinator

**Prof. K.D. Manori S.K. Weeratunga** -Head of Department  
PhD (Adelaide)  
Senior Lecturer  
Coordinator, Masters in Demography

Certificate Course on Demography and Applied Statistics is designed for those who do not have proper knowledge on either demography or statistics but are interested or obliged to gain such knowledge in order to improve skills in the combination of these two disciplines as required by their employment. The Information Communication Technology stage as well as in the 21st century 4<sup>th</sup> Industrial Revolution demand more and more technical analyses with the mass amount of generated at every moment of time throughout the world in various sectors. This certificate course will provide a unique foundation to step into a meaningful data analysis, especially with a combination of rich demographic as well as statistical techniques in a very practical oriented way.

### Target Group:

This certificate course is designed for local and international participants; A/L pass outs, undergraduates, graduates and professionals who are interested or obliged to gain knowledge to improve skills in demography and statistics.

### Admission Criteria:

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

- (i) Completion of G.C.E. (A/L) Examination with certified work experience in a relevant field equivalent for minimum six months

OR

- (ii) Undergraduate/graduate from a state or private university

OR

- (iii) Professionals with minimum of six months working experience in a relevant field

AND

- (iv) Be at least 18 years of age

AND

- (v) Should possess basic knowledge in demography/statistics

**Duration:** 15 Weeks (72 Hours)

**Medium of Instruction:** English

**Course Fee:**

Local participants: Rs. 20,000 per participant

International participants: USD 300 per participant

**Syllabus:**

1. Introduction to Demography
2. Introduction to Applied Statistics
3. Interaction between Demography and Applied Statistics
4. Basic Principles of Cohort Analysis
5. Basic Principles of Period Analysis
6. Analysis of Mortality I
7. Analysis of Nuptiality I
8. Analysis of Fertility I
9. Analysis of Migration I
10. Sampling
11. Exploratory Data Analysis
12. Descriptive Statistics
13. Inferential Statistics
14. Introduction to SPSS, STATA, R and Python
15. Introduction to Data Mining and Visualization
16. Introduction to GIS

**Contact Details:**

Prof. K.D. Manori S.K. Weeratunga

Email: manori@demo.cmb.ac.lk

## Certificate Course in Data Analysis using R/R studio - SLQF Level 1



### Coordinator

**Prof. K.D. Manori S.K. Weeratunga** -Head of Department  
PhD (Adelaide)  
Senior Lecturer  
Coordinator, Masters in Demography

R is currently one of the most requested programming languages in the data science job market. R language is widely used data miners and statisticians for data analysis. Therefore, this course will highlight the benefits of using R for analyzing, visualizing, and sharing data. Thus, this course will provide a unique foundation to step into a meaningful data analysis.

The objectives of this Certificate Course are as follows:

1. Identify the benefits and the limitations of the R and RStudio compared with other applications
2. Develop the knowledge on how to program in R and how to use R to manage a given dataset.
3. Use the R/RStudio to perform a wider range of the Statistical Data Analysis
4. Develop the basic skills to face the challenges of modern Data Science requirement.

### Target Group:

This certificate course is designed for local and international participants those who are interested in learning data analysis using statistical packages. Participants from all categories such as A/L pass outs, undergraduates, graduates and professionals are welcomed to this course.

### Admission Criteria:

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

- a) Completion of G.C.E. (A/L) Examination with certified work experience in a relevant field equivalent for minimum six months

OR

- b) Undergraduate/graduate from a state or private university

OR

c) Professionals with minimum of six months working experience in a relevant field

AND

d) Be at least 18 years of age

AND

e) Should possess basic knowledge in statistics

**Duration:** 15 Weeks (90 Hours)

**Medium of Instruction:** English

**Course Fee:**

Local participants:

International participants:

**Syllabus:**

**R/RStudio**

1. Getting start with R/RStudio Understanding basic syntax
2. Basic Univariate Statistics of a dataset
3. Data visualization
4. Data Analysis (Inference Statistics)
5. Data Analysis (Regression & Classification – Supervised Learning)
6. Data Analysis (Unsupervised Learning)
7. Machine Learning Models
8. Text mining and sentimental analysis

**Contact Details:**

Prof. K.D. Manori S.K. Weeratunga

Email: manori@demo.cmb.ac.lk

## Certificate Courses in Chinese Language - SLQF Level 1

### Certificate Course in Chinese Language for Beginners - SLQF Level 1



**Coordinator**

**Prof. Wimal Hewamanage**

PhD (Wuhan)

Senior Lecturer

Director of the Confucius Institute

Certificate Course in Chinese Language for Beginners facilitates the listening, speaking, reading comprehension and writing abilities of students who are willing to start learning Chinese. Since Chinese Language is widely used all over the world, it will provide sufficient contribution to upgrade the understanding level of Chinese and Chinese culture.

#### **Target Group:**

This course is designed for those who has the willingness to learn and master Chinese language.

#### **Admission Criteria:**

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

AND/OR, WHERE NECESSARY

- d) Passing the admission/selection test and/or interview

**Duration:** 6 months duration / 60 contact hours

**Medium of Instruction:** English/Chinese/Sinhala

**Course Fee:** Rs. 20,000

## Syllabus:

- i. General ideas of components of Chinese language
- ii. Initials, finals, tones, tone sandhi, retroflex of tones, and combinations in the Chinese sound system
- iii. Basic and combined strokes, rules of order, character components, structure, and ways of consulting a Chinese dictionary
- iv. **Question sentences with 吗 *ma* (a yes/no question indicator), 呢 *ne* (and...?), 有 *yǒu* (there be/have), 几 *jǐ* (several), 多少 *duōshǎo* (how many/much), 好吗? *hǎo ma?* (is it ok)**
- v. **Sentences with an adjectival predicate, verbal predicate, nominal predicate, 是 *shì* (be verb), double objects, the optative verbs, serial verb phrases, subject-predicate phrase as a predicate**
- vi. **Attributive expressing possession, the particle 了 *le* (indicating having done something), the position of adverb 也 *yě* (also, too), 都 *dōu* (both, all), and pivotal sentences, numbers from 0-100 and expressions of time**
- vii. Topics related to greetings, names, nationalities, professions, age, likes and dislikes, invitation and refusal, location, time and date, shopping, daily activities, etc.

Chinese culture related to Chinese names, ways of addressing, cuisine, Traditional Chinese Medicine, currency and cities, etc.

## Contact Details:

Prof. Wimal Hewamanage  
Email: wimal@bs.cmb.ac.lk



## Certificate Course in Elementary Chinese Language - SLQF Level 1



### **Coordinator**

**Prof. Wimal Hewamanage**

PhD (Wuhan)

Senior Lecturer

Director of the Confucius Institute

Certificate Course in Elementary Chinese Language enables the students who has the basic understanding of Chinese Language to learn creatively and further improve the listening, speaking, reading comprehension and writing abilities. Due to the popularity of Chinese Language all over the world, it will develop the communicative skills by learning language structures, functions and related cultural knowledge. The objectives of this Certificate Course are, to provide fundamental Chinese sentence structure, to develop communication skills in basic topics that is commonly used, to master new Chinese characters by figuring out common radicals and strokes.

### **Target Group:**

This course is designed for those who has the basic understanding about Chinese and Chinese culture.

### **Admission Criteria:**

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

- a) Grade NINE school leaving certificate

AND

- b) Pass Certificate Course in Chinese Language for Beginners or corresponding Chinese language certificates accepted by the Confucius Institute at University of Colombo

OR

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

AND

- d) Be at least 16 years of age

AND/OR, WHERE NECESSARY

- e) Passing the admission/selection test and/or interview

**Duration:** 6 months duration / 60 contact hours

**Medium of Instruction:** English/Chinese/Sinhala

**Course Fee:**

**Syllabus:**

- i. Methods of Constructing Chinese characters
- ii. Differentiating homophones, and characters of similar form
- iii. Complement of modal, simple and complex direction, duration, quality, resultative, and frequency
- iv. Construction of particle 了 *le* (confirming the completion or realization of something), location words, Related words (不但 *búdàn*.....而且 *érqiě* not only...but also, 如果 *rúguǒ*.....就 *jiù*if...then..., 虽然 *suīrán*.....但是 *dànshì*though...), past experience, 的 *de* (of) phrase, action aspect, circumstance changes, numbers from 100 to 1000
- v. Sentences of 把 *bǎ* (*bǎ* sentence), 是 *shì* (yes-question), 被 *bèi* (*bèi* passive sentence), serial verb phrases, verbal predicate, indicating existence, 是.....的 (indication of emphasis), notional passive
- vi. An action of progression, continuance, going to happen, make comparisons by using 跟 *gēn*.....(不 *bù*) 一样 *yíyàng* (be different from and the same to) and 比 *bǐ* (compare)
- vii. Communicate on topics related to money changing, comparing, place and past experience describing, emphasizing, reason asking, asking for location and direction, dating, job seeking, commenting, planning, talking weather, suggesting, complaining, visiting, etc. by using newly - learned words
- viii. Chinese culture related to ancient capitals, educational system, garment, transportation, festivals and customs, sports, administrative divisions, historical periods, and bikes, etc.

**Contact Details:**

Prof. Wimal Hewamanage

Email: wimal@bs.cmb.ac.lk

## Certificate Course in Intermediate Chinese Language I - SLQF Level 1



### Coordinator

**Prof. Wimal Hewamanage**

PhD (Wuhan)

Senior Lecturer

Director of the Confucius Institute

Certificate Course in Intermediate Chinese Language I is designed to cultivate the listening, speaking, reading comprehension and writing abilities for students who has successfully completed Elementary Chinese Course. It will contribute to further studies on Chinese and related research. The objectives of this Certificate Course are as follows:

- To read and understand common and simple written materials related to daily life or study, with limited support of pinyin or without pinyin
- To make conversations on familiar topics with basic words, phrases, or sentences to communicate with others
- To further enrich the knowledge regarding Chinese characters
- To identify certain material and values of Chinese culture

### Target Group:

This course is designed for those who has already successfully completed the Certificate Course in Elementary Chinese Language.

### Admission Criteria:

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

- a) Grade NINE school leaving certificate

AND

- b) Pass Certificate Course in Elementary Chinese Language or corresponding Chinese language certificates accepted by the Confucius Institute at University of Colombo

OR

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

AND

- d) be at least 16 years of age

AND/OR, WHERE NECESSARY

- e) Passing the admission/selection test and/or interview

**Duration:** 6 months duration / 60 contact hours

**Medium of Instruction:** English/Chinese/Sinhala

**Course Fee:** Rs. 20,000

**Syllabus:**

- i. Grammar Points : The complement of result “好”, Negative structure “一....也/都+不/没...”, The conjunction “那”, The complement of direction “来”、“去”, The successive occurrence of two action, The rhetoric question “能.....吗”, Comparison of “还是” and “或者”, “冈” and “刚才”, The expression of existence/Interest/ approximate numbers, “会” Indicating the possibility, Complements of possibility introduced by “V得/不”, The structure 又...又, 越来越+ Adj, 越A越B, reproaching and questioning, talking about climate, eating in a restaurant, consoling, encouraging, and congratulating, etc., Sentences with 把, rhetoric, serial verb phrases, indications of existence and emergence, pivotal, non-subject, a subject-predicate phrase as a predicate, etc.
- ii. Self- explanatory characters (一、二、三、上、下、本、末) , Associative compounds (明、休、从、看) , Pictophonetic characters I (妈、住、放、邻)
- iii. Common Saying  
He who has never been to the great wall is not a true man  
  
A walk after dinner makes one live to 99  
  
Good tea attracts frequenters  
  
The first step is always the hardest  
  
The two cannot be mentioned in the same breath

**Contact Details:**

Prof. Wimal Hewamanage  
Email: wimal@bs.cmb.ac.lk

## Certificate Course in Intermediate Chinese Language II - SLQF Level 1



### Coordinator

**Prof. Wimal Hewamanage**

PhD (Wuhan)

Senior Lecturer

Director of the Confucius Institute

Certificate Course in Intermediate Chinese Language II is intended to further develop the listening, speaking, reading comprehension and writing skills of students who has successfully completed Certificate Course in Intermediate Chinese Language I. It will provide sufficient contribution to upgrade the learning and research level of Chinese and Chinese culture. The objectives of this Certificate Course are as follows:

- To understand constructing methods of Chinese characters.
- To identify new characters with the knowledge regarding characters.
- To pronounce the unfamiliar words and sentences based on the pronunciation rules.
- To enhance the communicative skills on higher levels of topics.

### Target Group:

This course is designed for those who has successfully completed Certificate Course in Intermediate Chinese Language I

### Admission Criteria:

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

- a) Grade NINE school leaving certificate

AND

- b) Pass Certificate Course in Intermediate Chinese Language I or corresponding Chinese language certificates accepted by the Confucius Institute at University of Colombo

OR

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

AND

- d) be at least 16 years of age

AND/OR, WHERE NECESSARY

- e) Passing the admission/selection test and/or interview

**Duration:** 6 months duration / 60 contact hours

**Medium of Instruction:** English/Chinese/Sinhala

**Course Fee:**

**Syllabus:**

- i. Word formation methods
- ii. Distinguish polysemic and polyphonic characters
- iii. Topics related to expressing an opinion, surprise, concern and modesty, giving examples, retorting, worrying, gift-giving and appreciation, making a summary, indicating a change, guessing, explaining, giving additional comment, making emphasis and decision, telling a story, refusing, reproaching and questioning, talking about climate, eating in a restaurant, consoling, encouraging, and congratulating, etc.
- iv. Sentences with 把, rhetoric, serial verb phrases, indications of existence and emergence, pivotal, non-subject, a subject-predicate phrase as a predicate, etc.
- v. Grammar constructions: 又yòu.....又yòu(again...gain), 一边yíbiān.....一边yíbiān(while), 只要zhǐyào.....就jiù(as long as), make comparisons by using 更gèng, 最zuì, 有yǒu, 没有méiyǒu(more, extremely, have more, don't have enough), 既jì.....又yòu(and...and), 连lián...也ě/都dōu.....(even...also), 一yī.....都dōu/也ě+bù/没méi(not even have...), 就jiùshì.....也ě.....(even...), 一yì.....就jiù(as soon as), 除了chúle.....以外yǐwài(except...), 还hái/都dōu/也ě, 越yuè.....越yuè(more...more), etc.
- vi. Complement: modal complement, 上shàng, 下xià, 着zhe, 住zhù as resultative complement, complement of possibility, etc.
- vii. Grammatical words (particle 了le, 的de, 得de, 地de)(indicators of being finished, adjectival phrase, predicative phrase, and verb phrase), reduplication of adjective, nouns, measure words, numeral-measure word phrases, adverbs of 就jiù, 还hái, 再zài, 又yòu(just, still, again), interrogative pronouns, the extended usage of 下去xiàqù (go down), etc.
- viii. Numbers: over 10,000 and approximate numbers, percentages, fractions and multiples
- ix. Chinese culture related to consumption of Chinese people, natural scenic spots, gift-giving customs, marriage customs, verbal communication, martial arts, and calligraphy, etc.

**Contact Details:**

Prof. Wimal Hewamanage

Email: [wimal@bs.cmb.ac.lk](mailto:wimal@bs.cmb.ac.lk)

## Certificate Course in Advance Chinese Language I - SLQF Level 1



### **Coordinator**

**Prof. Wimal Hewamanage**

PhD (Wuhan)

Senior Lecturer

Director of the Confucius Institute

Certificate Course in Advance Chinese Language I is setup to cultivate the students who has already completed Certificate Course in Intermediate Chinese Language II the ability of mastering the main ideas of both formal and informal short speeches in academic settings. Since Chinese Language is widely used all over the world, it will enhance the students' linguistic sensitivity and awareness which will enable them to communicate with others in an appropriate way.

The objectives of this Certificate Course are as follows:

- To consolidate, expand and advance the knowledge of Chinese and corresponding skills.
- To improve communication fluidity.
- To lay a foundation for study of more advanced authentic Chinese language.
- To expand the mastery of advanced vocabulary and their usage and learn more complex sentence structures.

### **Target Group:**

This course is designed for those who has successfully completed Certificate Course in Intermediate Chinese Language II.

### **Admission Criteria:**

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

AND

- b) Pass Certificate Course in Intermediate Chinese Language II or corresponding Chinese language certificates accepted by the Confucius Institute at University of Colombo

OR

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

AND

- d) be at least 16 years of age

AND/OR, WHERE NECESSARY

- e) Passing the admission/selection test and/or interview

**Duration:** 6 months duration / 60 contact hours

**Medium of Instruction:** English/Chinese/Sinhala

**Course Fee:** 25,000

**Syllabus:**

- i. Learn the characters with same radicals and groups of associated words
- ii. Topics related to expressing an emphasis, necessity, agreement, a sudden realization, mindlessness, regret, satisfaction and affirmation, praising and making responses, making complaints or explanations, interviewing people, making speech, making additional explanation, spring festival greetings, asking rhetorical question, describing people or *things*, applying for a job, making complaint, making a promise, unable to say for sure,
- iii. explaining the reason, making an estimate, persuading or dissuading, giving an explanation, narrating etc.
- iv. **Word usage and examples:** 总是 *zǒng shì* (always), 终于 *zhōngyú* (finally), 必须 *bìxū* (must), 究竟 *jiùjìng* (actually), 几乎 *jīhū* (nearly), 为了 *wèile* (in order to), 方面 *fāngmiàn* (aspect), 在……中 *zài... zhōng* (during), 靠 *kào* (to depend on), 关于 *guānyú* (with regard to), 受 *shòu* (to obtain), 之内 *zhī nèi* (within), 怪不得 *guàibùdé* (no wonder), 尤其 *yóuqí* (especially), 连忙 *liánmáng* (promptly), 仍然 *réngrán* (still), 还是 *háishì* (after com.), 那么 *nàme* (then), 似的 *shì de* (indicating similarity), 就, 遍, 一下子, 从来, 本 *jiù, biàn, yīxià zi, cónglái, běn* (native), 一切 *yīqiè* (all kinds of), 成为 *chéngwéi* (to become), 根据 *gēnjù* (according to), 就是 *jiùshì* (only), 本来 *běnlái* (original), 先 *xián* (to dislike), 并 *bìng* (neg. Emphasis), 基本上 *jīběn shàng* (basically), 却 *què* (but), 以来 *yǐlái* (since), 关系到 *guānxì dào* (to affect), 一直 *yīzhí* (continuously), 其实 *qíshí* (in fact), 看来 *kàn lái* (it seems), 某 *mǒu* (certain), 正好 *zhènghǎo*



- (happen to), 简直 *jiǎnzhí* (simply), 恨不得 *hènbudé* (be dying), 从此 *cóngcǐ* (from now on), 左右 *zuǒyòu* (about), 进行 *jìnxíng* (to conduct)
- v. The modal particles: 吧 *ba*, 呢 *ne*, 了 *le*
- vi. Grammar methods for expressing emphasis: By using rhetorical question, by using double negation, by using “连……也 ……*lián...yě...*”, by using adverb 就 *jiù*, by using the verb 是, by using the “是……的 *shì... de*”
- vii. Grammar constructions: reduplication of adjectives, reduplication of verbs, ways of expressing comparison by using “比/不比”, “一天比一天” *bǐ/bùbǐ*, “*yītiān bǐ yītiān* and “还是” *háishì*, coordinated complex sentences (“不是…而是…” *bùshì.. er shì / “…，也 就是说，… *yě jiùshì shuō*”, progressive complex sentences (“不但不/没 …反而…””) *bùdàn bù/méi...fǎn'ér...*, subordinate complex sentences (“要是…就…”), complex sentences of purpose (“为了…”/ “…，好…” *wèile.../ ..., hǎo...*, complex sentences of alternatives (“不是…，“就是 …”/ “要么…，要么…””) *bùshì..., “jiùshì...”/ “yàome..., yàome* , complex sentences of cause and effect (“既然…就…”)*
- viii. Reading comprehension and paraphrasing: 宁静咖啡屋 *níngjìng kāfēi wū* (Calm Coffee Shop), 女农民企业家 *nǚ nóngmín qǐyè jiā* (Western Farmer Businesswoman), 西部歌王 *xībù gē wáng* (Western Singer) etc.

### Contact Details:

Prof. Wimal Hewamanage  
 Email: wimal@bs.cmb.ac.lk

# Certificate Course in Spoken Chinese Language for Beginners - SLQF

## Level 1



### Coordinator

**Prof. Wimal Hewamanage**

PhD (Wuhan)

Senior Lecturer

Director of the Confucius Institute

Certificate Course in Spoken Chinese Language for Beginners aims at improving the listening and speaking skills of students who are willing to start learning Chinese. Since Chinese Language is widely used all over the world, it will provide sufficient contribution to communicative capabilities in simple topics.

The objectives of this Certificate Course are as follows:

- To cultivate students' ability of daily conversation and general communication in Chinese.
- To master phonics rules, the accuracy of pronunciation, intonation of Chinese.
- To grasp certain Chinese culture and combine the speaking skills with the cultural background.
- To develop the sense of Chinese language based on the well understanding of general knowledge.

### Target Group:

This course is designed for those who has the willingness to build up communicative skills in Chinese language.

### Admission Criteria:

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

AND/OR, WHERE NECESSARY

d) Passing the admission/selection test and/or interview

**Duration:** 6 months duration / 60 contact hours

**Medium of Instruction:** English/Chinese/Sinhala

**Course Fee:**

**Syllabus:**

- i. Initials, finals, tones and spelling principles of Chinese
- ii. Pinyin: initials, finals.
- iii. Basic Pinyin Rules
- iv. Tone sandhi of the third sound
- v. Tone sandhi of "No"
- vi. Master the numbers from 1-20
- vii. Number and date expression
- viii. The expression of self-introduction and acquaintance.
- ix. The expression of the amount of money
- x. The expression of the date
- xi. Tone sandhi of "one"
- xii. The expression of time

**Contact Details:**

Prof. Wimal Hewamanage

Email: wimal@bs.cmb.ac.lk

## Certificate Course in Intermediate Spoken Chinese Language - SLQF

### Level 1



#### Coordinator

**Prof. Wimal Hewamanage**

PhD (Wuhan)

Senior Lecturer

Director of the Confucius Institute

Certificate Course in Intermediate Spoken Chinese Language is designed to improve further communicative skills of students who has successfully completed Certificate Course in Spoken Chinese Language for beginners. It will concentrate on higher verbal communication ability to meet the general needs of Chinese speaking environment.

The objectives of this Certificate Course are as follows:

- To fluently communicate on daily topics.
- To master the sense of Chinese expressions.
- To understand the cultural context which lays foundation for better speaking skills.
- To transform the sentence and dialogue inward and freely adapt to the different communicative situation.

#### Target Group:

This course is designed for those who has successfully completed Certificate Course in Spoken Chinese Language for beginners.

#### Admission Criteria:

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

AND

- b) Pass Certificate Course in Spoken Chinese Language for Beginners or corresponding Chinese language certificates accepted by the Confucius Institute at University of Colombo

OR

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

AND

- d) be at least 16 years of age

AND/OR, WHERE NECESSARY

- e) Passing the admission/selection test and/or interview

**Duration:** 6 months duration / 60 contact hours

**Medium of Instruction:** English/Chinese/Sinhala

**Course Fee:** Rs. 20,000

**Syllabus:**

- i. Express surprise, dissatisfaction, evaluate, consent, envy
- ii. Requests and require
- iii. Summarize, show and repeat exercises at any time
- iv. Key grammatical structures: “越来越.....”、“出去V.....”、“不A也不B, 正好.....”、“这个是....., 是.....”“她是.....”、“一直”、“一会儿.....一会儿.....”、“A跟B不一样”“.....很有特点”、“V+得/不+了”
- v. “麻烦” derives from “不麻烦”、“很麻烦”、“有点儿麻烦”
- vi. Negotiate, praise, explain, accept, invite, refuse, give examples, make suggestions
- vii. Explanation of “约” and “做”

**Contact Details:**

Prof. Wimal Hewamanage

Email: wimal@bs.cmb.ac.lk

## Short Course in Spoken Tamil - SLQF Level 1



**Coordinator**

**Mr P. Krishanthan**

BA (Colombo), M.EM (Colombo)

Lecturer

In Sri Lanka, there has been a considerable demand for spoken Tamil over the last several decades. Spoken Tamil is seen by many government employees as a second language that can help them secure employment in the permanent cadre and open new career opportunities. Therefore, government employees are now given the opportunity to learn spoken Tamil in government institutions and private institutions for the Official Language Proficiency Examination conducted by the Department of Official Languages.

### **Objectives**

At the end this course, students will be able to:

- Write and read simple sentences using the Tamil alphabet.
- Engage in simple day-to-day conversations in Tamil
- Pass the oral test of the Official Language Proficiency Examination conducted by the Department of Official Languages

### **Target Groups**

- Those intending to learn Spoken Tamil for the Official Language Proficiency Examination conducted by the Department of Official Languages.
- Those intending to study Tamil for G.C.E. Ordinary Level
- Anyone interested in learning spoken Tamil

### **Minimum Admission Requirements**

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

- a) Passed the G.C.E. Ordinary Level examination

**AND**

- b) be at least 18 years of age

**Medium of Instruction:** Sinhala and English

**Course Fee:** Rs. 25,000

**Course Duration:** 3 months (60 contact hours)

Teaching Methodology: Communicative

Evaluation: Mid-course assessment (15%), End of course assessment (15%), Final examination (70%)

Syllabus:

Alphabet – Tami letters – Basic letters, Syllabic letters and sound variation

Self-Introduction

Polite requests

Dealing with time

Dealing with location

Mid-course assessment

Dealing with position

Dealing with distance

Dealing with direction

Listening and speech exercises

**Contact Details:**

**Mr P. Krishanthan**

krishanthan@geo.cmb.ac.lk

## Short Course in Basics in Japanese -SLQF Level 1



### **Coordinator**

**Ms. K.K.H. Pavithra**

BA (Colombo)

Assistant Lecturer

In Sri Lanka, there is a considerable demand for learning Japanese as a foreign language. Over the last several decades, Japanese has been seen by many Sri Lankans as a language that can improve one's employment and career opportunities. Therefore, young Sri Lankans are now given the opportunity to learn Japanese in school for the G.C.E. Ordinary Level and Advanced Level examinations. In light of the government's plans to open up employment opportunities for Sri Lankans in Japan, a course of this nature seems especially opportune.

### **1. Objectives**

At the end this course, students will be able to:

- write and read simple sentences using the Hiragana and Katakana and limited number of Kanjis
- listen to simple dialogues in Japanese and comprehend them
- engage in simple day-to-day conversations in Japanese.

### **2. Target Groups**

- Those who intend to take the Japanese Language Proficiency Test (JLPT)
- Those who intend to study Japanese Language for G.C.E. Ordinary Level or Advanced Level examination
- Anyone interested in learning Japanese

### **3. Admission Requirements**

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

- a) Passed the G.C.E. Ordinary Level examination

OR

- b) Completion of Grade Nine certificate with certified work experience equivalent to a minimum of two years

AND

- c) be at least 16 years of age



4. **Medium of Instruction:** Sinhala and English
5. **Course Fee:** Rs. 25,000
6. **Course Duration:** 3 months (60 contact hours)
7. **Teaching Methodology:** Blended
8. **Evaluation:** Mid-course assessment (20%), End of course assessment (20%), Final examination (60%)
9. **Syllabus:**

Alphabet – Complete Hiragana and Katakana alphabets with 50 Kanji characters

Basic Japanese sentence structure – A wa B desu

Self-Introduction

Ko, So, A, Do – This, that, that over there and which

Mid-course assessment

Counting in Japanese

Expressing one's likes and dislikes – suki, kirai, tai form, tagaru form

Japanese verbs – masu form, nai form, ta form and te form

Japanese adjectives – nai form, ta form

Listening exercises

## Short Course in Basics in Korean - SLQF Level 1



**Coordinator**

**Dr. Ananda Y. Karunarathne**

Ph.D.(Seoul National University (SNU), South Korea.)

Senior Lecturer

In Sri Lanka, there is a considerable demand for learning Korean as a foreign language. Over the last several decades, Korean has been seen by many Sri Lankans as a language that can improve one's employment and career opportunities. In light of the government's plans to open up more employment opportunities for Sri Lankans in Korea, a course of this nature seems especially opportune.

### 1. Objectives

At the end this course, students will be able to:

- write and read simple sentences using the Korean alphabet.
- listen to simple dialogues in Korean and comprehend them
- engage in simple day-to-day conversations in Korean.

### 2. Target Groups

- Those who intend to take the Korean Language Proficiency Test
- Those who intend to study Korean Language for G.C.E. Ordinary Level or Advanced Level examination
- Anyone interested in learning Korean

### 3. Admission Requirements

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

- a) Passed the G.C.E. Ordinary Level examination

OR

- b) Completion of Grade Nine certificate with certified work experience equivalent to a minimum of two years

AND

- c) be at least 16 years of age

### 4. Medium of Instruction: Sinhala and English

5. **Course Fee:** Rs. 25,000
6. **Course Duration:** 3 months (60 contact hours)
7. **Teaching Methodology:** Blended
8. **Evaluation:** Mid-course assessment (20%), End of course assessment (20%), Final examination (60%)
9. **Syllabus:**

Basic information about Korea and greetings (appropriate gestures)

‘Hangul’ Consonants and Vowels (Korean Alphabet)

Self-Introduction

Word order in the sentence

Declarative, Interrogative patterns

Engage in simple dialogues related to day-to-day situations

Mid-course assessment

Numeral (Sino-Korean/ Native Korean) and counting units

Past tense

Ask and respond about likes and dislikes.

Imperative, Negative patterns

Listening and speaking exercises

Reading and writing exercises

## Short Course in Basic French - SLQF Level 1



### **Coordinator**

**Dr. B. L. F. Abeywickrama**

PhD in Linguistics (Kelaniya)

Senior Lecturer

French is one of the most frequently studied second languages in the world. A sound knowledge of French will open up opportunities to study at renowned universities and business schools in France. In addition, it can be beneficial for those who plan to enter professions in international affairs, law, journalism, tourism, social services, and business. It is also the language of a rich literary, philosophical, and cultural heritage. Thus, many individuals opt to follow courses in French.

### **1. Objectives**

The objectives of this Short Course in French are as follows:

- comprehend short recordings set in everyday social contexts.
- comprehend written documents that are likely to be encountered on a daily basis.
- write simple phrases or short texts that are personal or semi-formal in style
- engage in guided conversations and role-plays in French

### **2. Target Groups**

- Those intending to take the A1 level of the Diplôme d'Etudes en Langue Française (DELFF) for immigration or study purposes
- Those intending to study French for G.C.E. Ordinary Level examination or G.C.E. Advanced Level examination
- Those who plan to enter careers in international relations, tourism, journalism, law, non-governmental organizations, and international business

### **1. Admission Requirements**

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

a) Passed the G.C.E. Ordinary Level examination

OR

b) Completion of Grade Nine certificate with certified work experience equivalent to a minimum of two years

AND

c) be at least 16 years of age

2. **Medium of Instruction:** French and English

3. **Course Fee:** Rs. 25,000

4. **Course Duration:** 3 months (60 contact hours)

5. **Teaching Methodology:** Blended

6. **Evaluation:** Mid-course assessment (20%), End of course assessment (20%), Final examination (60%)

7. **Syllabus:**

Greetings, introductions, presentations

Alphabet

Accents

Numbers (cardinal and ordinal)

Gender (masculine and feminine)

Countries

Days, months, seasons

Articles (definite and indefinite)

Punctuation

Adjectives (interrogative)

Verbs (affirmative, negative, interrogative): être, avoir, -er verbs

Polite forms

Nationalities

Professions

Revision test

Prepositions

Adjectives (demonstrative)

Verbs (affirmative, negative, interrogative): -ir verbs

Articles (partitive, contracted)

Revision test

Adjectives (possessive)

Adjectives (qualitative) 1

Describing a person

Likes, dislikes

Sports

Parts of the body

Revision test

Verbs (affirmative, negative, interrogative): -re verbs

Reading the time, talking about daily routines and leisure activities

Reflexive verbs

Imperative

Mid-course assessment

Tenses (present, past, future)

Pronouns (personal and interrogative)

Describing places

Adjectives (qualitative) 2

End of course assessment

Colours, shapes, animals

Food and beverages

Weather conditions, festivals, social events

Filling forms, composing short messages, simple stories on everyday topics

Revision test

## Short Course in Basics in Hindi - SLQF Level 1



### **Coordinator**

**Ms. U. L. I. M. Senarathna**

MA (Colombo), BA (Hons) (Colombo)

Hindi is the second most widely spoken language in the world, after Mandarin Chinese. There are approximately 370 million native speakers and about 120 million people who speak Hindi as a second language. In the universities of many developed and developing countries, courses on Hindi are offered. In Sri Lanka, Hindi language has been taught for nearly 25 years. This course has been designed for anyone who is interested in learning Hindi language.

### **Objectives**

At the end this course, students will be able to:

- Write and read simple sentences using the Hindi alphabet.
- Listen to simple dialogues in Hindi and comprehend them.
- Engage in a simple day-to-day conversations in Hindi

### **Target Groups**

- Those intending to start learning Hindi for professional purposes.
- Those intending to study Hindi Language for G.C.E. Ordinary Level or Advanced Level examination.
- Anyone interested in learning Hindi.

### **Admission Requirements**

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

- a) Passed the G.C.E. Ordinary Level examination

OR

- b) Completion of Grade Nine certificate with certified work experience equivalent to a minimum of two years

AND

- c) be at least 16 years of age

**Medium of Instruction:** Sinhala and English

**Course Fee:** Rs. 25,000

**Course Duration:** 3 months (60 contact hours)

**Teaching Methodology:** Blended

**Evaluation:** Mid-course assessment (20%), End of course assessment (20%), Final examination (60%)

**Syllabus:**

Hindi alphabet – with the IPA characters

Basic Hindi sentence structure (Simple Present Tense)

Self-Introduction (Lesson 01)

Pronouns and Imperative verbs

Mid-course assessment

Counting in Hindi

Day-to-day expressions (ca:hie:, səkna:, ca:hna: etc.)

Prepositions (ka.:, ke:, ki:)

Basic adjectives

Listening exercises



# Certificate Course in Human Resource Management and Business Management - SLQF Level 1



Coordinator

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## 1. Introduction

The Career Guidance Unit, Faculty of Arts, seeks the permission of the Senate of the University of Colombo to offer a certificate course in human Resource Management and Business Management. The course is expected to commence in September,2022.

## 2. The Need

In modern organization, irrespective of the field of operation or its business it conducts, the way of managing both business operation and the human resource leads to the success or failure in line with its productivity, profitability and survival in the long term. Given the realization of the ideological context, organizations at present operate across boundaries, embrace diversity of many functional specializations including, manufacturing, finance, marketing, customer service, and quality management and information technology. With respect to this conceptualization, in accordance with the role of the line manager and the human resource manager has given the rising responsibilities to follow with the immense accountability in practice. With respect to the understanding of the modern context modulation of the program intends to provide learning partners with a thorough realization of the business management and the human resource management grounded experience through a combination of classroom discussions and the aligned pedagogical applications. A learning endeavor of this nature would expose stakeholders to realization of practical realities of the organizational operation to assure the creation of best value from their staff through better understanding of the need for appropriate management application, modernized systems, and the growth and development of industry, communications and leadership.

## 3.Objectives

Upon the completion of this course, the learning partners would be able to:

- i) **Understand and realize** the localization of the basic concepts of sourcing, developing, rewarding and retaining talent in organizations while managing the operations.
- ii) **Recognize and discuss** trends and the modernization of the application of strategies to address key issues of managing business.

- iii) **Develop and adopt realistic** conceptual realities to develop business uniqueness.
- iv) **Enable** highest level of employability for the participant in modern industrial context.

#### **4. Target Group**

3<sup>rd</sup> year and 4<sup>th</sup> year undergraduates of Faculty of Arts.

#### **5. Admission Requirements**

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

- a) 3<sup>rd</sup> year or 4<sup>th</sup> year undergraduate of Faculty of Arts.

AND

- b) Passing the selection test successfully.

#### **6. Medium of Instruction**

English / Sinhala / Tamil (Bilingual)

#### **7. Course Fee:**

Free of charge for Faculty of Arts undergraduates

#### **8. Course Duration:**

Three months (60 contact hours)

#### **9. Teaching Methodology**

Classroom discussions, case study analysis, presentations, industrial training tour

#### **10. Evaluation**

- i) Mid-course assignment and work-shop participation (Compulsory) (40%)
- ii) Final examination (60%)
- iii) 90% class attendance

#### **11. Syllabus**

Will be concentrating on the followings,

1. Introduction to business
2. Management in practice
3. Talent acquisition development and management in practice (HRM)
4. Functions and operation of HRM
5. HR information system applications
6. HRM in Operation.
7. Skills for HR professionals

# Certificate Course in Professional Career skills (DMP Career Plus) - SLQF Level 1



**Coordinator**

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## **1. Introduction**

Career Guidance Unit, Faculty of Arts seeks the permission of the Senate of the University of Colombo to offer a Certificate Course in Professional Career Skills (DMP Career Plus). The course is expected to commence in January 2023.

## **2. The Need**

Career skills or Employability skills are the keys to workplace success. Career skills are a set of skills and behaviors necessary for every job. Employability skills are sometimes called soft, foundational, work-readiness, or job-readiness skills. Employability skills is an umbrella term for highly desirable, transferable skills that turn undergraduates into excellent entrepreneurs and dignified professionals. They can be defined as a set of skills employers want from a potential employee. Education and experience may make undergraduates eligible to apply for a job, but to be successful in most roles, they will need skills that they are likely to develop over time. Some will be specific to the job, but the vast majority will be so-called 'soft skills' that can be used in any job or employment sector. These employability skills are generic in nature and are common to all work roles and workplaces across all industry types. This programme will help increase undergraduates' productivity in their careers, build professional relationships, and help them thrive at work.

## **3. Objectives**

**Upon the completion of this course, the learning partners would be able to:**

1. explore and plan for future career endeavors based on their individual interests, skills and values.
2. understand and develop employability or career skills and interests match up to a chosen career path.
3. obtain an orientation to the employment sector and develop transferable skills such as effective communication, leadership, teamwork, and management so that a productive and efficient member is produced for the work force.
4. Recognize and experience the work and dynamic world.

5. achieve the highest level of employability in a modern industrial context.

#### **4. Target Group**

Faculty of Arts undergraduates

#### **5. Admission Requirements**

To be admitted as a student of this course, a candidate should be an undergraduate of the Faculty of Arts.

#### **6. Medium of Instruction**

Monolingual/Bilingual (Sinhala, Tamil, or English)

#### **7. Course Fee:**

Free of charge for Faculty of Arts undergraduates

#### **8. Course Duration:**

60 contact hours

#### **9. Teaching Methodology**

Classroom discussions, case study analysis, presentations, group work, pair work.

#### **10. Evaluation**

Portfolio

90% class attendance

#### **11. Syllabus**

Will be concentrating on the followings,

1. Discovery level (Personality Development - First year)

i. Interpersonal skills, decision making skills, time management skills

ii. Confidence building, Identifying personality styles & personal grooming

iii. Public speaking skills, leadership skills

2. Mastery level (Capacity Building - Second year)

- i. Work with individuals & groups (Teamwork)
- ii. How to make a dynamic personality
- iii. Negotiation (Meeting) skills & trust building
- iv. Problem solving & critical thinking
- v. Mindfulness and wellbeing, stress management, yoga and healthy life

### 3. Professional level (Professional Skills Training - Third year)

- i. Employability soft skills - presentation skills, interview skills, CV writing, memo, Email & Letter writing, meeting skills, table etiquettes, telephone etiquettes
- ii. Social dancing/etiquettes, how to build a professional image
- iii. Internships/ service learning
- iv. Organizational culture & professional practice
- v. Innovation & creativity, high performance at work