

**SABARAGAMUWA UNIVERSITY OF SRI LANKA  
CENTRE FOR OPEN AND DISTANCE LEARNING**

**Certificate in Computer and Information Technology**

**Introduction**

At present, qualified persons in Office Automation are essential in both the private and government sector organizations in Sri Lanka. The Certificate in Computer and Information Technology, which is being conducted by the Sabaragamuwa University, is designed to fulfill the above requirement. This is the avenue for those who want to expand their career opportunities and to enter the ever so difficult job market.

The programme enlightens the intricacies of the computer as an instrument and the basic science necessary for the operation of the respective instrumentation and its accessories. Special emphasis has been placed on both computer Software and Hardware necessary for the Office Automation.

**Duration**

Nine months. Classes are scheduled to be held in weekends only.

**Subjects**

<b>No</b>	<b>Subject</b>
1	Introduction to Computer Systems
2	Word Processing Using Ms Word
3	Presentation Using MS PowerPoint
4	Data Analysis Using Spreadsheets
5	Database Management Using MS Access
6	Configuring and Troubleshooting PC Systems
7	Introduction to Electronic Communications
8	Fundamentals of Programming Techniques
9	Multimedia & Hypermedia Applications
10	Computer Networks and Applications

**Course Fee**

Application Fee                      Rs.    500.00  
Course Fee                                Rs.    20,000.00

The candidates are allowed to pay the course fee in three installments.

First installment      (at registration)                      Rs.8000.00  
Second installment    (within three months)                  Rs.6000.00  
Third installment      (within six months)                      Rs.6000.00

## **Lecturing Staff**

University Staff

## **Course Coordinator**

Mr. R.V.S.P.K. Ranatunga

Coordinator, Certificate in Computer & Information Technology

Centre for Open & Distance Learning

Sabaragamuwa University of Sri Lanka, P.O. Box 02, Belihuloya, 70140.

## **Administration**

Director / Centre for Open and Distance Learning

Sabaragamuwa University of Sri Lanka, P O Box 02, Belihuloya

If the Students want to correspond with the Centre for Open and Distance Learning, on their registration, examination and relevant administration work they have to use the following contact details.

## **Contact Address**

Director / Centre for Open and Distance Learning

Sabaragamuwa University of Sri Lanka, P O Box 02, Belihuloya

Telephone : 045 – 2280179 / 045 - 2280395

Email : info@codl.sab.ac.lk

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