Medium of Instruction

Lectures will be conducted in both English and Sinhalese while the printed course material will be only in English medium. Examinations will be in English medium.

Venue

Lectures :Lecture rooms / Colombo (Nawala) Regional Centre, OUSL

Practical classes: Computer Laboratory / Dept. of Com. Sc., Colombo (Nawala) Regional Centre, OUSL

Evaluation

Achievement gained through this course will be assessed by, Continuous Assessment Tests (CAT) and Final Examinations which may contain both practical and written tests.

Certification

The candidates will be awarded a certificate based on their performance after all the evaluations with a minimum competency of 40% (Pass) and 70% (Merit Pass) respectively.

Programme Fee

The programme fee for a student will be **Rs. 25,000/=**.

Programme Delivery

Classes/Practicals will be held on Sundays from 8.30a.m to 4.30pm

Payments

Payments (Application fee/ programme fee) can be made to the following address or can be sent to the same address via a bank draft written in favor of The Open University of Sri Lanka.

- Free course material (Printed books/ CDs)
- Free computer laboratory facilities with sufficient no. of hands on practical hours
- Lectures/ practical classes will be conducted by a qualified panel of university staff

For further information,

Coordinator,
Department of Computer Science,
Faculty of Natural Sciences,
The Open University of Sri Lanka,
Nawala,
Nugegoda

E-mail : cpca@ou.ac.lk
Telephone : Mr. Duminda – 0112881278
Ms. Janani - 0713266868
0769969991

Short Course in Professional Computer Applications

The Open University of Sri Lanka

Excellence, Equity, Efficiency in Open Distance Learning

Department of Computer Science

Introduction

The Open University of Sri Lanka (OUSL) was set up for the purpose of providing higher education through Open and Distance Learning methodology and hence offers programmes such as certificates, advanced certificates, diplomas, degrees, postgraduate degrees etc. via the distance mode. This gives the working adults to acquire higher education opportunities.

The Department of Computer Science is one of the six departments belonging to the faculty of Natural Sciences (N.Sc.) of OUSL, In addition, our qualified staff provide support to the certificate programmes conducted by other departments of the university by coordinating the subjects relevant to us. Also DCS manages the Microsoft software distribution systems and provides the e-mail (OUMail), Web, Moodle server facilities and consultancy services for the entire university.

In respect of a new focus, DCS initiated Certificate programmes that would enhance the knowledge, skills, and positive attitude to work of employees/students in the government sector and non-government sector.

Short Course in Professional Computer Applications

Course Curriculum

CSC 1201 - Computer Applications

Introduction, Computer Fundamentals, Working Model of Computer, Hardware Basics (Components of Computer), Mathematics for General Computing, How to Assemble a PC, Operating Systems, File Organization in Computer Systems, MSDOS Operating System, Windows XP Operating System, File & Disk Management in Windows, Essential Software provided with Windows Operating System, Installation of Software and Drivers in Windows XP, Operating Systems Installation, Other Operating Systems, Word Processing Applications, Creating Presentations, Working with Databases, Computer Networks, The Internet & Internet Applications, Internet connectivity to Home & Office, World Wide Web, E-mail System & E-mail Clients, Computer Viruses & Prevention Techniques, Basic Troubleshooting on Computers

CSC 1202 - General Office

Introduction to Word Processing, Introduction to Microsoft Office 2007, Introduction to Microsoft Word 2010, Editing, Proofing and Formatting a Text, Page Formatting, Working with Illustrations, Working with Objects, Working with Macros, Working with large documents, More Tips to work with Word 2010, Introduction to Excel 2010, Performing Calculations on Data, Changing Document Appearance, Creating Charts and Graphics, Automating Repetitive Tasks with Macros, Introduction Microsoft Power point 2010, Working with Graphics, Images and Clips, Create animations using Power point 2010, Interfacing with Your Audience, Introduction to Database and Microsoft Access 2010, Working with Tables, Working with forms, Create Queries to Selecting records, Working with Reports, Introduction to Microsoft Visio, Introduction to Publisher, Working with Outlook Express, Introduction to MS OneNote, Introduction on How to do an Assignment or a research

CSC 1204 - Web applications

Introduction to Web Designing, Introduction to Computer Network, Introduction to Internet, Introduction to Computer Images, Introduction to Animations, Study about available web site(S), Getting ready to web development, Design your web site, Introduction to HTML, Working with HTML tags, Introduction to CSS, Introduction to JavaScript, Java Script for web development, Introduction to XML, Introduction to PHP, PHP with data handling, PHP Error handling, Working With MySQL Databases, Introduction Data access through MySQL, Introduction to Dreamweaver, Internet Forum Applications, Working with Linux Environment, Content Management Systems, Project in Web Applications

To Whom

- School Leavers
- Employees of Government Ministries, Departments, Co-operations and Statutory boards
- Private Sector Employees
- University Students
- Those who wish to enhance their knowledge in office applications.

Admission Requirement

Pass in English Language at G.C.E (Ordinary Level) or an equivalent qualification.

Duration of the programme

Total duration of the course will be 06 months which includes 80 lecture hours and 60 practical hours, Continuous Assessment Tests, and Final Examinations.