



# CENTRE FOR OPEN AND DISTANCE LEARNING UNIVERSITY OF JAFFNA

## CERTIFICATE COURSE IN BASIC ICT SKILLS

Centre For Open And Distance Learning (CODL), University Of Jaffna Invites Application From The Eligible Candidates To Follow The Above Course Conducted By The Center For Open And Distance Learning, University Of Jaffna

### PROGRAMME OBJECTIVES

- Fundamentals of a computer system, Network and Internet
- The uses and impacts of new technologies in ICT.
- Developing a fully completed document. (MS Word)
- Handling spreadsheet application software. (MS Excel)
- Creating an efficient database. (MS Access)
- Creating effective presentations. (MS PowerPoint)

### ENTRY REQUIREMENTS

- An applicant must have passed the G.C.E A/L Examination in all three subjects in any stream

### DURATION

- The duration of the course of 60 hours
- Classes will be conducted in weekends

### COURSE FEE

- Course Fee Rs.20000.00

### HOW TO APPLY

- Application could be obtained from the Centre for Open and Distance Learning, University of Jaffna during 9.00am to 2.00pm on weekdays.
- Application form could be downloaded from the website [www.codl.jfn.ac.lk](http://www.codl.jfn.ac.lk)
- Duly filled application along with the payment slip for a sum of Rs.500/= payable at the Peoples Bank. **AC No: 890012520002088.**
- Application should be sent under registered cover to the following address on or before 8<sup>th</sup> July 2022. "Certificate Course in Basic ICT Skills" should be written on the left hand corner of the envelope. Address:

Deputy Registrar,  
Center for Open and Distance Learning,  
University of Jaffna.

Registrar  
University of Jaffna  
08.06.2022