

Applications are invited for the Certificate Course in Computer Applications - 2022



Target Group

Government & Non-government Employees, University Students, School Leavers and anyone who like to improve their knowledge in IT

Objective

The main objectives of this course to provide the basic knowledge of IT Concepts, improve the skills of IT in a working environment, provide skills of managing ICT resources effectively, & make aware of ICT security and safety issues & etc.

Course Structure

- ❖ Fundamentals of IT
- ❖ Introduction to Computer Hardware
- ❖ Introduction to Computer Software
- ❖ Understanding & Working with Windows
- ❖ Working with Microsoft Word
- ❖ Working with Microsoft Excel
- ❖ Working with Microsoft PowerPoint
- ❖ Working with Microsoft Access
- ❖ Introduction to Web Designing
- ❖ Working with Adobe Dream viewer
- ❖ Introduction to Graphic Designing
- ❖ Basics of Adobe Photoshop
- ❖ Basics of Adobe Illustrator
- ❖ Introduction to Computer Networks
- ❖ Introduction to Internet
- ❖ Mathematics for ICT

Intakes

* Physical classes

- ❖ Batch 01: Monday 8.30 a.m. - 12.30 p.m.
- ❖ Batch 02: Saturday 8.30 a.m. - 12.30 p.m.

* Online classes

- ❖ Batch 03: Thursday & Sunday 7.00 p.m. - 9.00 p.m.

Important Notice

*Limited Number of Enrollments

****Applicants age should be 16 years or more to apply for this course.**

- ❖ Application Closing Date – **29.07.2022**
- ❖ Applications should be submitted via IHRA official website. (www.ihra.cmb.ac.lk)
- ❖ Course Fee – Rs. 26,000.00 (Non-refundable)
(Tuition - 24,000 + Reg. Fee - 1,000 + Examination - 1,000)
- ❖ Duration 6 Months (120 Hours)

Online Application: <https://forms.gle/YRZG4cYdd6b17c3J7>

For Further Details:

Tel: 077 1896945 | 077 730 9456

Scan here
for the
online
application



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