

SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION

Information and Communication Technology

Course No.				
Name of the Course	Certificate in SLIDA Computer Driving License 2023			
Target Group: Public Sector Employees those who need to improve their ICT Literacy.	Duration: 10 Days (Saturdays only)			
Main Subject areas	Content outline			
<ul style="list-style-type: none">• Basic Computer operations• Word Processing• Spread sheet applications• Internet and E-Mail• Presentations• Database Management• Cloud applications	<ol style="list-style-type: none">1. ICT Concepts and key board skills2. GUI operations and managing files3. Word processor for official writing4. Spreadsheet for data processing and visualization5. Managing information through Databases6. Use of technology for Presentations7. Web surfing and communication8. Cloud applications for data collection and processing			
Major learning point	Skills & Competency development: ICT Literacy			
No of participants : 25	Venue: SLIDA Computer Room			
Course Fees * Rs. 25000.00	Medium	Sinhala	English	Tamil
		✓	✓	
Payment System	For Private Sector Officers - Bank Draft/ Cheque Public officers - Free of charge			
Date & Time	After receiving required number of applications, the programme will be scheduled and selected officers will be informed three weeks prior to the commencement of the training programme			
Examination Criteria	Online Test	01 Hour	40 marks	
	Practical Test	02 Hours	60 marks	
Name of the Course Coordinator	Mr. NMSA Bandara			

*All participants including Officials from Government, Provincial Councils and Local Government are needed to levy the course fee.