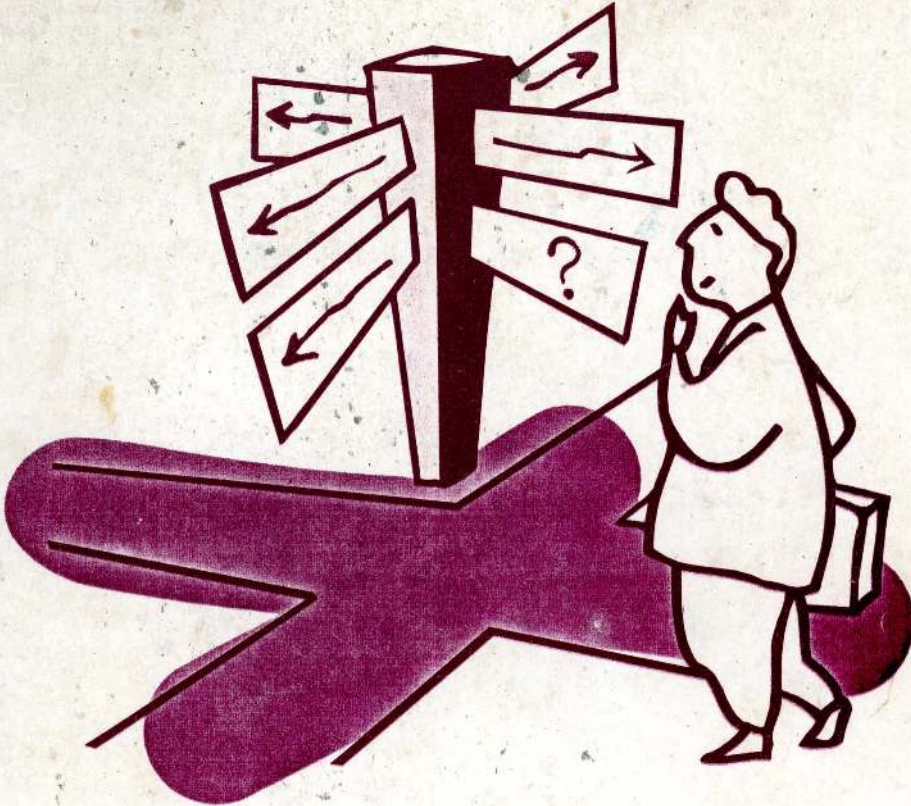


CAREER GUIDANCE HANDBOOK

BY

ROTARACT CLUB OF JAFFNA MID TOWN



Choosing the road not yet traveled

Throughout your career, there will be many paths, and it's up to you to choose the ones to follow. Some won't appear on your horizon unless you make the effort. You have to be ready to get out there and look!

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ROTARACT CLUB OF JAFFNA MID TOWN

Every effort has been made by the project committee to ensure that the content in this Career Guidance Handbook is accurate and up to date. The information in this Handbook was derived from various sources including student enrollment packets, professional advertisements and direct contacts with the respective institutions.

The objective of this Handbook is to provide minimum required information relating to certain institutions and the courses offered by them. The Rotaract Club of Jaffna Mid Town makes no representation or warranty, express or implied, and accepts no legal or other liability as to the truth, accuracy or completeness of the information contained.

CAREER GUIDANCE HANDBOOK

opportunities

Project Committee

Rotaract Club of Jaffna Mid Town



PRESIDENT'S MESSAGE

I have great pleasure in sending this message to this "Career Guidance Handbook". The aim of this book is to provide basic information to the school levers to decide their future. Today, there are unlimited numbers of professional and academic institutions offering variety of courses around the country. Specially, employment opportunities for certain of these courses are better than the others. Unless our people have adequate information about various prospects of these courses, they may not make the optimal decision on time. The Handbook focuses on various courses beneficial to public at large.

I believe the information included in the Handbook will help many students and parents to make the right choice at the right time and move forward.

Let me take this opportunity to wish all the very best to the project committee and to the students. Moreover, my sincere gratitude to every one who were tirelessly involved in this project.

Rtr.P.Vaanathy

**President
Rotaract Club of Jaffna Mid Town**

CHAIRPERSON'S MESSAGE

I am glad to include this message in the Handbook. I believe this book will be useful for those who are looking for professional career development.

Competition for quality education and employment is no longer limited to the physical boundaries. Today's modern world is in the stage of transition. The growth of educational system is in various shapes. Modern man has to face all these dynamic changes in order to lead a successful life. This Career Guidance Handbook has been designed to assist all kind of students. This book contains details of thirty-four institutions offering various courses in multiple disciplines. I hope this book will, to some extent, fulfill the needs of our youths and pave way to their bright future.

I take this opportunity to express my indebtedness to those who have offered their invaluable contributions to make this vocational service project a success.

I wish you all success and request you to preserve and use this Handbook for your utmost benefit.

Yours in Rotaract

Rtr. S Thiriverni

Chairperson
Rotaract Club of Jaffna Mid Town

VICE-CHANCELLOR'S MESSAGE

**MESSAGE FROM THE PRESIDENT OF
ROTARY CLUB OF JAFFNA**

Thank you very much for this opportunity to send my warm and sincere greetings for the success of your Career Guidance Handbook which you have courageously managed to produce.

Out of the ninety-six years of Rotary's landmark history to the whole of mankind, the Jaffna Rotary Club has been constructing a solid foundation for service for the last sixty years. United in services we continue to work for recognition of man's dignity and to make our world a better place to like in.

I'm amazed to see that in spite of various odds, you have been able to produce a handy book within a short time. I'm sure that if not for that arduous action of the Charter President of the Jaffna Mid town Rotaract Club Rtr.T.Sananthanan who has been monitoring your activity from Bahrain, this would not have been possible for you.

I'm confident that each of you will have the inspiration and the courage to make mankind our business this year, to unlock your potential, to find out what colour is your parachute.

On my own and Rotary's behalf I am asking to all to use these inspirational and practical guides to address community concerns and youth.

Yours in Rotary Service

C.N.Vithyatharan
President

VICE- CHANCELLOR'S MESSAGE

It is a great pleasure to write a message to the Rotaract club of Jaffna Mid Town, on occasion of their seminar on Career Guidance.

The Career Guidance is becoming more and more important to guide the Youth and others for further education and employment. The Career opportunities are very much limited in modern economic sector in Jaffna. On one hand the opportunity for higher education and employment are limited and on the other hand even the available opportunities are not fully taped. If proper career guidance is given to our youths, they will be able to choose the correct and suitable path based on their education ability and aptitude. This will bring good benefit to the region.

I hope this seminar be a success.

Prof.P.Balasunderampillai

Vice-Chancellor

University of Jaffna

ABOUT OUR CLUB

The matter that was impossible by elders was dynamited by the new era youths. On that foundation of unity formed the Rotary family. The new born child join hands with the youths stood shoulder to shoulder and in the womb formed the Jaffna Mid Town Rotaract Club in 16 January 1992.

To organize a new club is a hard toil. For that courage, and perseverance is a must. With the sweat in the brow hot blooded youth's inducement brought to light the Jaffna Mid Town Rotaract Club by charter President Rtr.T.Sananthanan. The need of Jaffna people is the wanted service of the club that is the only hidden inner meaning of "Service Above Self" in the hearts of those youths. The golden service showed its bright face to Jaffna people through "Suhanalam Koothu". In the prolonged period the honorable praise worthy chairs, PP.Rtr.Nishanthan, PP.Rtr.Pathmalingam, PP.Rtr.Selvendra and PP.Rtr.Sripathmanathan opened the golden doors of the club and raised the positions in Jaffna District. In the periods of 1994, 1995 during the reign of PHF.PP.Rtn.E.Saravanapavan, PP.Rtr.Selvendra carved many dread full deeds in golden letters.

Due to the thunder storm of displacement in Jaffna peninsula the entire Rotary family was believed to be erased down.

Honorable PP.Rtn.A.Panchalingam gave a helping hand day and night at the primitive stage of PP.Rtr.A.Muralietharan in the chair in 1997 the club began to flutter in the air once again.

The Jaffna people's inner hope were deeply cut and shaped according to their wants for example, General knowledge Examinations for Jaffna Students, G.C.E O/L model exams, A/L Seminars, etc. Flashed light to the clubs deeds.

The club was embraced in 1999 by PP.Rtr.S.Anuraj, successively in 2000 blessed by PP.Rtr.M.Pradeep and walked forward near to the goal.

At present Rtr.P.Vaanathy will shake hands with remarkable preplanned projects and will lay golden eggs. Rotaract Club of Jaffna Mid Town stamped its foot in every nook and corner. It is just few moths away for the club to celebrate its tenth year anniversary.

PHSM .Rtn.A.Muralietharan
Rotaract Advisor

"Service Above Self"
"Mankind is Our Business"

APPRECIATION

It's a team effort, and contribution from each person or firm was remarkable. This is one of the mega projects the club would have undertaken over the past ten years. The project committee expresses its sincere gratitude to everyone involved in this project.

Our special thanks to Rotary Club of Jaffna, Sponsors, Printer, Jaffna Central college – Makeswary Computer Resource Centre, Jaffna Hindu College, Vice Chancellor of Jaffna University and New Uthayan Publications for their invaluable support.

Our sincere gratitude to Rtn. E.Saravanabavan, G.Gajanan and Naushard Carder for their guidance, advice and logistical supports.

We are also grateful to Professionals from Bahrain namely, R.Rangarajan and B.Rabindra for their financial contribution towards the project costs.

Project Committee
Rotaract Club of Jaffna Mid Town

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 - Ms Access 2000/XP
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- ★ தனிப்பட்ட வகுப்புகள் உங்களுக்கு வசதியான நேரத்தில் ஒழுங்கு செய்யலாம்.

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வீண்ணப்ப முடிவுத் திகதி: 31.08.2001

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யா/யாழ்ப்பாணம் மத்திய கல்லூரி
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Makeshwary Computer Resource Centre



Approved by the Ministry of Education, Sri Lanka.

T.P & Fax : 021-2184

E-mail: yarcent@sltnet.lk

Website: jaffnacentral.com

யாழ்ப்பாணம் மத்திய கல்லூரியின் மகேஸ்வரி கணினி வள நிலையம், வீணும் உங்களை தகவல் தொழில்நுட்பத்தில் இணைத்துக் கொள்ளுவதற்கான புதிய DIPLOMA கணினித் தகவல் தொழில்நுட்பம் உங்களை மீட்டுவது விண்ணப்பங்கள் கோரப்படுகின்றன.

2001ல் A/L பரீட்சை எழுதிய மாணவர்களுக்கென வீசேட பரிவு!
ஒவ்வொரு பயிற்சிநேரத்திற்கும் 50 மாணவர்களாக மட்டுப்படுத்தப்பட்டுள்ளது!!
எனவே உங்கள் பதவிக்கு முந்துங்கள்!!!

குறிப்பு: மத்திய கல்லூரியின் மாணவர்களுக்கும், பழைய மாணவர்களுக்கும் முழுக் கற்கைநெறிகளுக்கும் கட்டணத்தில் 25% வீசேட சலுகைபளிக்கப்படும்.

விண்ணப்படிவங்களை எதிர்வரும் 15.09.2001 வரை அலுவலகத்தில் பெற்றுக் கொள்ள முடியும்.
பதவிக் கட்டணம் 100/= மட்டுமே!
விண்ணப்பங்களை அனுப்ப வேண்டிய இறுதித் திகதி 22.09.2001.
பயிற்சி நேரங்கள் 29.09.2001 அக்டோபர் ஆரம்பமாகும்.

மிகக் குறைந்த கட்டணத்தில் கல்வி அடையச் சிந்தியும் பரீட்சைத் திணைக்களத்தினதும் சான்றிதழைப் பெற. இன்றே உங்கள் பதவிக்கு உறுதிப்படுத்திக் கொள்ளுங்கள்.
மகேஸ்வரியம் ஆண்டிசில் உங்கள் தொழில் சரியானதாக அமையட்டும்!



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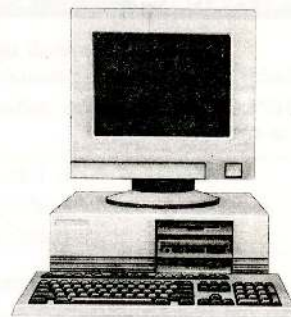
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e.mail: ibmsjaffna@yahoo.com

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Computer Training Centre



**Kasthuriar Road,
Jaffna.**

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1. CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS- UK (CIMA)

Every thing you need to know about registering as a CIMA Student.

⇒ The basic qualifications required to register as a CIMA student are;

- Local examinations:

G.C.E Ordinary level – 3 credit passes including Mathematics and English and,
G.C.E. Advanced level – 2 credit passes or,

- London examinations:

A minimum of 2 G.C.E subjects at Advanced level [Grades A – E] supported by passes in 3 subjects at GCSE [Grade C and above]. Two of the subject passes at either level must be in English and Mathematics.

- Alternative English Language requirements:

* *International English Language Testing System (IELTS)*

6.5 overall and not less than 6.0 in each of the reading and writing sections.

* *Test of English as a Foreign Language (TOEFL)*

Paper based test: 600 accompanied by a score of 4 in the Test of Written English (TWE):

Computer based test: 250.

⇒ There is no age limit for one to register as a student.

⇒ The following professional Qualifications are accepted as an entry qualification to register as a student:

- ⊙ University Degree
- ⊙ Australian Computer Society Certificate
- ⊙ Diploma in Business Studies from the Institute of Commercial Management
- ⊙ Institute of Financial Accountants Certificate
- ⊙ Association of accounting Technicians (AAT)
- ⊙ NCC Diploma in Computer Studies
- ⊙ NIBM Diploma in Computer Studies
- ⊙ International Association of Book Keepers (IAB)

⇒ If you do not have any of the above qualifications but have working experience in accountancy, please contact the CIMA Sri Lanka division for details.

⇒ You should register before:

| | |
|---------------------------|-------------------|
| November 2001 Examination | – 16 July 2001 |
| May 2002 Examination | – 15 January 2002 |

⇒ You should apply for the examination before:

| | |
|---------------------------|---------------------|
| November 2001 Examination | – 01 September 2001 |
| May 2002 Examination | – 01 March 2002 |

⇒ Course Fees: -

Student Registration Fee, which is non-refundable - £ 39 initial payment

Annual Student's subscription - £ 64

Examination Fees:

Foundation level - £ 35 per subject

Intermediate level - £ 40 per subject

Final level - £ 45 per subject

⇒ A Bank draft in favor of "Chartered Institute of Management Accountants UK" can be obtained from any bank in Sri Lanka, and you can make the payment through it.

⇒ Some of the leading Institutes conducting CIMA courses in Colombo are given below;

* Institute of Accounting Studies, Colombo – 04. Tel: 591547

* Oxonia Institute, Colombo – 06. Tel: 503625, 588080

* Colombo Business School, Colombo – 03. Tel: 576631, 575428

* Academy of Business Studies (Pvt) Ltd, Colombo – 04. Tel: 074 – 510101

⇒ If you have other qualifications, exemptions are granted for relevant Degrees, Vocational or Professional Qualifications. Please visit the CIMA website (www.cimaglobal.com) for details – Exemption fees to be paid according to the number of subject are given below:

1 – 4 Papers £ 41

5 – 8 Papers £ 73

9 – 13 Papers £ 105

⇒ The exam is structured into 16 subjects and a case study divided into 3 levels and students will be able to sit between 1 and 6 papers at Foundation and Intermediate levels. This enables one to pace their studies in line with your other commitments. Certain papers may not be taken at the same sitting. This is for reasons of sensible progression and is also prevented by the examination timetable.

⇒ You must hand over your registration papers to: -

CIMA Sri Lanka Division, 356, Elvitigala Mawatha, Colombo – 05 [Adjoining the Jathika Pola, opposite the Police Transport Division].

Telephone: 503880

Fax: 503881

E – mail: student.srilanka@cimaglobal.com

Website: www.cimaglobal.com

Thereafter all correspondence should be directed to:
The chartered Institute of Management Accountants,
63, Portland Place, London W1A1AB, U.K.

2. INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA (ICASL)

Chartered Accountants are the elite of the accounting profession in Sri Lanka. They provide a range of services to both private and public sectors. Career benefits available to a Chartered Accountant are exceptional. The employment potential of Chartered Accountants is so high that there are no unemployed Chartered Accountants at the moment in Sri Lanka.

- ⇒ One of the following qualifications is required to enroll as a registered student of ICASL;
- ✍ A degree of a university in Sri Lanka or Any other University approved by the council of the Institute.
 - ✍ The Sri Lanka or London University G.C.E A/L in 3 subjects at one sitting with Mathematics or Accountancy as one of the 3 subjects and 2 credits passes in the same or another attempt. If Mathematics or Accountancy is not one of the 3 A/L subjects mentioned above, a credit in Mathematics, commerce and Accounts of Accountancy at G.C.E O/L or 'A' or 'B' pass at NCGE Examination.
 - ✍ Second year examination of the,
Higher National Diploma in Accountancy or
Diploma in Accountancy or
Higher National Diploma in Commerce or
Diploma in Commerce of the Sri Lanka Technical College
 - ✍ Parts I & II or foundation stages A and B or stages 1 of the chartered Institute of Management Accountants (CIMA, UK)
 - ✍ Parts I & II or Foundation Stages A & B or level 1 of the Chartered Association of Certified Accountants (C.A.C.A, U.K)
 - ✍ Membership of the Sri Lanka Government Accountants Service or Sri Lanka Government Audit Service.
 - ✍ Final Examination of the Institute of Financial Accountants (I.F.A, U.K) or Institute of Chartered Secretaries & administrators (I.C.S.A, U.K) or Association of International Accountants (A.I.A, U.K) or Association of Accounting Technicians (A.A.T. Sri Lanka/ U.K) or Institute of Bankers in Sri Lanka.
 - ✍ Attorneys at law of the Supreme Court of Sri Lanka.
 - ✍ Membership of the Chartered Institute of Marketing, U.K.
 - ✍ Any other qualification approved by the Council.

⇒ For more Information contact:
The Secretary,
Institute of Chartered Accountants of Sri Lanka,
30 A, Malalasekera Mawatha, Colombo-07.

Telephones: -

General: 500265, 585451, 586256

Studies Division: 588960

Fax: 588783

3. COLOMBO INTERNATIONAL NAUTICAL AND ENGINEERING COLLEGE (CINEC)

CINEC is offering the following four courses at present;

1. Marine engineer officer cadets

- ⇒ The basic requirements to become a Marine Engineer;
 - Have a sense of responsibility
 - G.C.E (O/L) examination: - 5 credit passes, including Mathematics, Science and English
 - G.C.E (A/L) examination: - 3 passes in Science subjects
 - Have an aptitude for engineering
 - Below 22 years of age

⇒ Duration: 3 1/2 years.

- ⇒ The training programme consisting of five phases:
 - Phase I – 12 months theory and practical training at CINEC
 - Phase II – 12 months Sea training on board merchant vessels
 - Phase III – 03 months theory and practical training at CINEC
 - Phase IV – 12 months sea training
 - Phase V – 03 months theory and practical training at CINEC

⇒ The entire programme will be conducted in English.

- ⇒ Course fees: -
During your sea training you will be paid minimum allowance of US \$ 200 per month.

2. Marine electrical officer training programme

- ⇒ The entry qualification to become a Marine Electrical Officer:
 - Age, over 18 years
 - Either N.D.T/ N.C.T (Exemption from Phase I) or
 - G.C.E (O/L) + 2 years of govt. approved Technical Education or
 - G.C.E (A/L) 3 passes in Science Stream

⇒ Duration: 6 months (full time)

- ⇒ Course fees:

| | |
|---|----------------|
| Registration | – Rs.112 |
| Aptitude Exam | – Rs.112 |
| Monthly Installment (can be paid monthly) | – Rs.8,312 X 6 |
| Examination fee | – Rs.2,500 |
| Short courses | – Rs.10, 400 |

3. Marine engineer officer on watch (Motor Man)

⇒ This course will enable you to obtain a CDC in order to sail on board, merchant ships as an engine room hand. With further education and sea service you can become a Marine Engineer.

⇒ The entry qualifications are:

- Should have passed G.C.E (O/L)
- Age over 18 years
- Should be in sound health to serve on board ships.

⇒ Duration: 3 months (Full time)

During this 3 months, theory and practical training will be given in the field of Marine Engineering.

⇒ Course Fees:

| | |
|--|--------------|
| Registration | - Rs. 562 |
| 1 st Installment upon enrollment | - Rs. 11,250 |
| 2 nd Installment end of 1 st month | - Rs. 11,250 |
| 3 rd Installment end of 2 nd month | - Rs. 9,900 |
| Examination Fees | - Rs. 1,800 |
| Short courses (4) about | - Rs. 13,000 |

⇒ Carrier path to become a Marine Engineer:

- 9 months sea service
- 3 day course at college
- 15 months sea service
- 3 months course at college
- 6 months sea service

On successful completion of above; candidate will be eligible to appear for the certificate of competency Examination Officer in charge of engine room watch, held by the shipping division of Sri Lanka.

With this qualification you can become a marine engineer. With further examinations and experience you can become a Chief Engineer of a merchant ship.

4. Officer cadets (Deck)

- ⇒ The basic requirements for this course are:
 - Dynamic young school leavers
 - Have a sense of responsibility and should physically fit
 - G.C.E (O/L) Examination – 5 Credits passes including Mathematics, Science and English
 - G.C.E (A/L) Examination – 3 passes in Science subjects. (Preferably pure and applied Maths, Physics)
 - Be below 21 years age
 - Have good eye sight (vision and color)

- ⇒ You must start the course at CINEC and trained for 4 months and then placed on board foreign merchant vessels for sea training, prior to coming back to CINEC for further training. Total sea training will be 27 months and shore based training for 15 months.

If you have the necessary qualifications and if you impress the selection board your placement on a ship for sea training will be guaranteed.

- ⇒ Course Fee:
During the sea training you will be paid an allowance of approximately US \$ 200 per month.
- ⇒ With further sea going experience and two more examinations i.e. in about 8 years could become a captain of a ship.

- ⇒ For further details contact:
Administrative Officer (Technical),
Colombo International Nautical and Engineering College (CINEC),
Crow Island,
Mattakkuliya,
Colombo 15.
Tel: 527686
Fax: 522749
E-mail: maritime@cinec.edu
Website: www.cinec.edu

4. ASSOCIATION OF ACCOUNTING TECHNICIANS (AAT)

- How many stages are there to complete the examination requirements?
There are three stages in AAT SL examinations.
- How often the exams are held in a year?
All three stages of examinations are held twice a year in June and December.
- What is the entry qualification requirement for student registration?
 - a) Persons under 18 years of age:
Six passes at the G.C.E O/L examination with three credit passes including a pass including a pass in mathematics or commerce and accounts in one/two sittings or G.C.E A/L Examination 2 passes.
 - b) Persons over 18 years of age:
Six passes at the G.C.E O/L examination or N.C.G.E. examination in one / two sittings;
or
Two passes at the G.C.E A/L examination ;or
Five years experience as an Accounts clerk/ Audit clerk/ Book keeper/ Accounts trainee in a recognized establishment; or
Any other equivalent or higher qualification.
- Can I take up the course in Tamil?
Medium:- Sinhala, Tamil and English.
- Can I get exemption from any stage or subject based on my past academic performance?
Exemptions from subjects of the Associations examinations are available on the basis of:
 - * Passes at G.C.E A/L in specific subjects
 - * Degree awarded by recognized Universities
 - * Diplomas and Certificates awarded by Advanced Technical Institutes and Technical Colleges in Sri Lanka
 - * Passes at Examinations of other professional Institutes.
- Is AAT a recognized qualification?
Recognition of AAT (SL) qualification by professional institutes and Universities.
- i. Exemptions from examinations of the Institute of Chartered Accountants of Sri Lanka. If you have passed the stage III examination and also obtained a pass in the Business Communication II paper are eligible for exemption from the Foundation Examination of ICASL.

- ii. Exemptions from Examinations of other Professional Bodies:
Chartered Institute of Management Accountants CIMA (UK)
Passed Finalist – Entitled to exemption from stage I, if you have sat and passed all relevant papers.
Passed only stage II of AAT – Registration with CIMA (U.K)

- iii. Recognition by Universities:
 - ⊙ University of Colombo
Those who have passed the stage III examination and have four years post qualified experience are eligible for the Executive Diploma in Business Administration at the faculty of Graduate studies, University of Colombo.

 - ⊙ Open university:
 - (a) Who have passed the stage I examination are eligible to apply for registration for the Diploma in Management of the Open University of Sri Lanka.
 - (b) Who have passed the stage III examination are eligible to apply for registration for the LLB Degree in the Open University.

 - ⊙ University of Sri Jeyewardenepura:
Who have passed the stage III examination are eligible to register for the External B.Com Degree at the University of Sri Jeyewardenepura.

 - ⊙ Deakin University – Australia:
Who have passed the stage II/ Diploma Examination are eligible to register for the Bachelor of commerce Degree at the Deakin University in Australia.

 - ⊙ Wollongong University – Australia:
Who have passed the Diploma or Stage II are recognized for entry into bachelor of Commerce program at the University of Wollongong.

 - Where can we follow lectures?
Lectures for examinations are conducted by the private educational Institutes and AATSL.

For further enquiries contact:

Executive Director

Association of Accounting Technicians of Sri Lanka

261, High level Road

Colombo – 05.

Tel: 812701, 852891

Fax: 852891

E-mail: aatsledu@sltnet.lk

5. JAFFNA TECHNICAL COLLEGE

The following courses are offered by the Jaffna Technical College :

| No. | Course | Entry requirements | Age | Duration |
|-----|---|--|-------|---------------------------------------|
| 1 | National Certificate in English For Commerce Industry and Further Education | Six passes in G.C.E (O/L) including English | 17-25 | 1 year full-time 2 years part time |
| 2 | National Certificate in Marketing | Six passes in G.C.E (O/L) including Mathematics, Tamil and English. | 17-25 | 1 year full-time 2 years part time |
| 3 | National Certificate for Accounting Technicians | Six passes in G.C.E (O/L) including Mathematics and Tamil | 17-25 | 1 year full-time 2 years part time |
| 4 | National Certificate in Engineering Craft Practice - Electronics | Six passes in G.C.E (O/L) including Mathematics and Tamil | 17-22 | 2 years full-time |
| 5 | National Certificate in Technology (Electrical And Electronic) | Six passes in G.C.E (O/L) including Tamil or English, Mathematics and Science or Passed the National Certificate in Engineering Craft Practice | 17 | 3 years part time |
| 6 | Electrical Wiring | Passed Year 9 | 17 | 6 months full time |
| 7 | National Certificate in Engineering Craft Practice – Gas and welder | Completed year 10 or Passed the Welder course. | 17-22 | 1 year full-time |
| 8 | National Certificate in Technology (Mechanical) | Six passes in G.C.E (O/L) including Tamil or English, Mathematics and Science or Passed the National Certificate in Engineering Craft Practice | 17 | 3 years part time |
| 9 | National Certificate in Engineering Craft Practice - Motor Vehicle Mechanic | Six passes in G.C.E (O/L) including Mathematics and Tamil | 17-22 | 2 years full-time |
| 10 | Motor Cycle and Scooter Repairing | Passed Year 9 | 17 | 6 months full time |
| 11 | Maintenance and Repairs to Agriculture Equipment | Passed Year 9 | 17 | 1 year part time |

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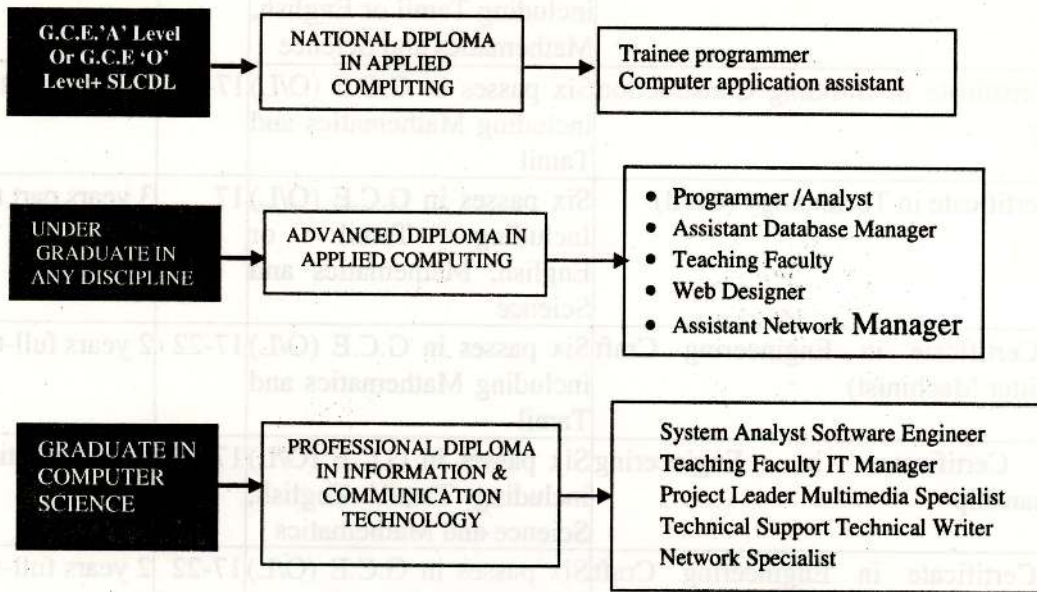
| No. | Course | Entry requirements | Age | Duration |
|-----|---|---|-------|--------------------------------------|
| 12 | Tractor Mechanics | Passed Year 9 | 17 | 1 year part time |
| 13 | National Certificate in Technology (Quantity Surveying) | Six passes in G.C.E (O/L) including Tamil or English, Mathematics and Science | 17 | 3 years part time |
| 14 | National Certificate in Building Construction Technology | Six passes in G.C.E (O/L) including Mathematics and Tamil | 17-25 | 1 years full-time |
| 15 | National Certificate in Technology (Civil) | Six passes in G.C.E (O/L) Including Tamil or English, Mathematics and Science | 17 | 3 years part time |
| 16 | National Certificate in Engineering Craft Practice (Fitter Machinist) | Six passes in G.C.E (O/L) including Mathematics and Tamil | 17-22 | 2 years full-time |
| 17 | National Certificate in Engineering Draughtsmanship | Six passes in G.C.E (O/L) including Tamil/ English, Science and Mathematics | 17-25 | 1 year full-time |
| 18 | National Certificate in Engineering Craft Practice - Electrician | Six passes in G.C.E (O/L) including Mathematics and Tamil or Passed the House wiring course | 17-22 | 2 years full-time |
| 19 | National Certificate in Short Hand and Typewriting (i) Tamil (ii) English | Six passes in G.C.E (O/L) (i) Credit pass in Tamil (ii) Credit pass in English | 17-25 | 1 year full-time 1 year part time |

Further details can be obtained from

Student registration division,
Jaffna Technical College,
Brown Road,
Kokuvil,
Jaffna,
Sri Lanka.

6. NATIONAL DIPLOMA IN APPLIED COMPUTING

FOUR STAGES OF NEICT CAREER OPPORTUNITIES



NEICT examination will be conducted by the Department of Examinations beginning the second Saturday in January and July each year. Successful candidates will be awarded Government recognized Diplomas.

Course contents

Eligibility Criteria;

For a candidate applying through a teaching institute

- G.C.E 'A' Level – 2 passes or
- G.C.E. 'O' Level – 6 passes with credits in English & Mathematics and SLCDL (Sri Lanka Computer Driving License)

Compulsory Module;

Personal Computer Software

- Computer Applications
- Using DOS
- Using WINDOWS
- Word Processing Package
- Spread Sheet Package
- An Over View of computer viruses

3 other Modules (One from each elective)

Elective 1

- < Information technology
- < Internet & web page designing
- < Client server computing

Elective 11

- < Business systems
- < Desktop publishing & presentation graphics
- < Computerized financial accounting

Elective 111

- < Programming & Problem Solving through 'C' Language
- < Programming & Problem Solving through Visual Basic

Project work (compulsory)

Registration:

With NEICT registrations is a prerequisite for candidates appearing examination. Registration is valid for a specified period. A candidate can register only for one particular stage at a time. Registration is open to candidates through out the year. However cut-off dates have been prescribed for the January and July examination.

Registration fees:

National Diploma in Applied Computing – Rs.200/=

Examination fees

National Diploma in Applied computing – Rs 800/= per paper

Transfer of NECS students:

Candidates already registered for NECS will be able to transfer to the NEICT scheme

Further details can be obtained from:

Institute of data Management (IDM)

No: 25, Visaka Road,

Colombo 4

Tel: 598836/7,596366/7

Fax: 596368

E-mail: idmho@idm.edu

7. INSTITUTE OF DATA MANAGEMENT (IDM)

| <u>Course title</u> | <u>Abbreviation</u> |
|---|---------------------|
| 1) Diploma in Computer Studies | DICS |
| 2) Diploma in Computer Application | DICA |
| 3) Australian Computer Society | ACS |
| 4) British Computer Society | BCS |
| 5) NCCA International Diploma in Computer Studies | IDCS |
| 6) National Examination in Information & Communication Technology | NEICT |
| i) National Diploma in Applied Computing | |
| ii) National Advanced Diploma in Applied Computing | |
| iii) Professional Diploma in Information & Communication Technologies | |
| iv) Masters Diploma in Information & Communication Technologies | |
| 7) Microsoft Certified Technical Education | |
| i) Microsoft Certified Professional | MCP |
| ii) Microsoft Certified Professional + Internet | MCP+I |
| iii) Microsoft Certified Database Administrator | MCDBA |
| iv) Microsoft Certified Solutions Developer | MCSD |
| v) Microsoft Certified System Engineer | MCSE |
| vi) Microsoft Certified System Engineer + Internet | MCSE+I |
| vii) Microsoft Office User Specialist (Core) | |
| viii) Microsoft Office User Specialist (Master) | |
| ix) Microsoft Office User Specialist (Expert) | |
| 8) Novell Authorized Education | |
| i) Certified Novell Administrator | CAN |
| ii) Certified Novell Engineer | CNE |
| iii) Master Certified Novell Engineer | MCNE |
| iv) Certified Internet Professional | CIP |
| 9) Lotus Authorized Education Center | |
| i) Certified Lotus Specialist | CLS |
| ii) Certified Lotus Professional | CLP |
| iii) Principal Certified Lotus Professional | PCLP |

10) Degree Courses

- B.Sc. Degree Programme (International)
 - a) NCCA International Diploma in Computer Studies (IDCS) – 1st year of the Degree programme.
 - b) NCCA International Advanced Diploma in Computer Studies (IADCS) – 2nd year of the Degree programme.
 - c) B.Sc. (Hons.) Degree in Computing & Information System – Final year of the Degree programme.

1. Degree of Bachelor of Information Technology (BIT) – Sri Lanka

- 1st year - Semester I: 4 compulsory module examinations
 - Semester II: 4 compulsory module examinations
- 2nd year - Semester I: 2 compulsory & 2 optional module examinations
 - Semester II: 4 compulsory & 2 optional module examinations
- 3rd year - Semester I: 2 compulsory & 2 optional module examinations
 - Semester II: Project examinations & 2 optional module examinations

Further details can be obtained from:

No. 25, Visaka Road, Colombo - 4

Tel. 5983617, 5963617

Fax. 596368

E-mail – idmho@idm.edu

8. ROYAL INSTITUTE

⇒ Degree Programmes

Courses:

- | | |
|--|---------|
| 1. B.Sc Computing and Information Systems | 3 years |
| 2. B.Sc Economics | 3 years |
| 3. B,Sc Economics and Management | 3 years |
| 4. B.Sc Management | 3 years |
| 5. B.Sc Accounting and Finance | 3 years |
| 6. B.Sc Banking and Finance | 3 years |
| 7. B.Sc Information Systems and Management | 3 years |
| 8. B.Sc Accounting with Law | 3 years |
| 9. B.Sc Management with Law | 3 years |
| 10. B.Sc Law with Management | 3 years |
| 11. L.L.B. | 3 years |

⇒ **Basic Requirements:**

- At least 17 years old.
- G.C.E. (O/L) - Four credit passes including English and Mathematics; or
- Not less than Credit passes in Pure Mathematics and Applied Mathematics at G.C.E. (A/L) and Credit or Distinction in at least one further subject in G.C.E. (O/L); or
- If other than Mathematics subjects, three Credit passes at the G.C.E. (A/L) AND Credit or Distinction in at least one further subject at local G.C.E. (O/L); or
- A Degree from a University acceptable to the University of London.

Note: Credit pass in Physics only for B.Sc. Computing & Information systems.

⇒ **Fee Structure:**

| | |
|--|--------------------------|
| Admission Fee | - Rs. 20,000.00 /= + GST |
| Library Fee | - Rs. 3,000.00 /= + GST |
| Semester Fee | - Rs. 40,000.00 /= + GST |
| Semester Fee only for B.Sc. Computing and Information Systems: | |
| | Rs. 42,500.00 /= + GST |

⇒ **For Further Details Contact:**

The Consultant,
Royal Institute,
191, Havelock Road,
Colombo 5.
Telephone : 556328, 580564
Fax : 592749, 580564

Diploma Programme

Courses:

1. Diploma in Economics 1 year (full time)
2. Diploma in Computing & Information Systems 1 year (full time)

⇒ **Basic Requirements:**

- ⊗ Not less than 17 years old.
- ⊗ Have passed G.C.E (O/L) with 4 credit pass including Mathematics and English

⇒ **Fee:**

| | |
|----------------------------|------------------------------------|
| Admission fee | - Rs.20,000/= + GST |
| Course fee | - Rs.30,000/= + GST (ten semester) |
| Library fee | - Rs.3,000/= + GST |
| Refundable Library deposit | - Rs.2,500/= |

⇒ **Further information:**

The Co-ordinator,
Royal Institute,
191, Havelock Road,
Colombo - 05
Telefax: 503980

9. CAMBRIDGE INTERNATIONAL

❖ Cambridge Career Award in Travel and Tourism

The Award is suitable for people and who need further to develop and to gain formal recognition of this knowledge and skills and people who wish to prepare for and enter employment in travel and tourism related industries.

The Travel and Tourism industry world-wide is expanding and diversifying rapidly. The industry needs people who can deal competently and confidently with the knowledge, skills and procedures required in travel and tourism work. The Cambridge Career Award in Travel and Tourism provides a framework for the acquisition of the knowledge and understanding of the issues related to working in travel and tourism and enables students to develop practical skills in a range of travel and tourism related work roles.

- Medium: English.

❖ Cambridge Career Awards in Secretarial Skills

- The Cambridge Award in Secretarial Skills enables students to develop theoretical understanding, alongside practical ability, in a variety of key areas for a secretarial role.
- Secretarial Awards are suitable for students and those already in employment or receiving training.

Further Details Contact:

British Council
No 49, Alfred house Gardens,
Colombo-03

Telephone : 581171, 581172

E-mail : enquires@britishcouncil.lk

10. INSTITUTE OF BANKERS OF SRI LANKA

The Certificate Course in Banking & Finance is a new professional qualification offered by the Institute of Bankers.

Basic Requirements:

1. Two passes at the G.C.E. (A/L) and a minimum of six (6) passes at the G.C.E. (O/L) with five (5) credits including Maths and language (English/Tamil/Sinhala); or
2. Minimum of 2 years working experience in a recognized financial institution (Central Bank, licensed commercial bank, licensed specialized bank, merchant bank, registered finance company) and six (6) passes at the G.C.E. (O/L) with 5 credits including Maths and language (English/Tamil/Sinhala); or
3. Minimum 5 years working experience in a recognized financial institution and a pass in the Elementary Banking and Finance Certificate Examination, conducted by the Institute of Bankers; or

4. Minimum of six (6) passes at the G.C.E. (O/L) with five (5) credits including Maths and language (English/Tamil/Sinhala) and a pass in the Elementary Banking and Finance Certificate Examination, conducted by the Institute of Bankers of Sri Lanka.

» Language Media:

The CBF Examination will be conducted for the time being in the three languages Tamil, English and Sinhala.

» Course Fees :

Admission / Registration Fee - Rs.1,500/=

Membership Fee (annual) - Rs.1,000/=

» Further Details Contact:

The College of Banking & Finance,
Institute of Bankers of Sri Lanka,
1081, Maradana Road,
Colombo 08. or

The College of Banking & Finance
Institute of Bankers of Sri Lanka,
187, Ward Place,
Colombo 07.

11. THE OPEN UNIVERSITY OF SRI LANKA

| Faculty of Engineering Technology | | | | |
|--|--|--------------------------|------------|---|
| No. | Programme | Medium | Duration | Requested Qualifications |
| 1 | Master of Technology in the following Engineering disciplines: <i>Construction Management, and Industrial Engineering</i> | English | One year | No.2 |
| 2 | Postgraduate Diploma in the following Engineering disciplines: <i>Agricultural Engineering, Construction Management, and Industrial Engineering</i> | English | One year | Degree in Engineering or Agricultural depending on the discipline sought. |
| *3 | Bachelor of Technology in the following Engineering disciplines: <i>Agricultural, Civil, Computer, Electrical, Electronic & Mechanical.</i> | English | Three year | No.4 or a part of a Degree in Engineering. |
| *4 | Diploma in Technology in the following Engineering disciplines: <i>Agricultural, Automobile, Civil, Communication, Computer, Electrical, Electronic Manufacturing and Textile Technology.</i> | English | Two years | No.5 of which Exemptions are given for relevant courses. |
| *5 | Foundation Programme in Engineering Technology. | Tamil, English, Sinhala. | Two years | None Exemptions are given. |
| 6 | Diploma in Apparel Production and Management. | English | Two years | No.7 or 3 A/L subjects with a pass in O/L Mathematics. |
| *7 | Certificate in Textile Technology in the following Engineering disciplines: <i>Yarn Manufacture, Weaving, Textile Chemical Processing and Apparel Technology.</i> | English, Sinhala. | 18 months | None . |
| 8 | Stand alone courses in Technology and Computer Literacy. | English. | Vary. | None. |
| *9 | Computer Awareness Programme. | English, Sinhala. | 6 months. | None. |
| 10 | Certificate in Industrial Environmental Hazards. | English. | One year. | None. |

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| Faculty of Humanities and Social Sciences | | | | |
|--|---|--------------------------------|-------------|--|
| No. | Programme | Medium | Duration | Requested Qualifications |
| 1 | Postgraduate Diploma in Education | Tamil, Sinhala | Two years | Degree |
| 2 | Bachelor of Laws | English, Tamil, Sinhala | Five years | A/L four passes or No. 16 |
| *3 | Diploma in Management | English, Sinhala | Two years | A/L three passes or No. 16 or 19 |
| 4 | Certificate in Entrepreneurship & Small Business Management | English, Tamil, Sinhala | One year | None |
| *5 | Certificate in Journalism | English, Tamil, Sinhala | One year | O/L six subjects including credit in language |
| 6 | Master of Education | English, Tamil, Sinhala. | 18 months | Degree in Education Second Class or high performance in No.3 |
| 7 | Master of Arts in Teacher Education | Tamil, Sinhala | One year | For nominees of the Ministry Education & Higher Education |
| 8 | Postgraduate Diploma in Management | English | One year | Degree in relevant field |
| 9 | Bachelor of Arts in Legal Policy | English, Tamil, Sinhala. | Four years | A/L four passes or No. 16 |
| *10 | Bachelor's Degree in Management Studies | English | Three years | Diploma in Management (OUSL) |
| 11 | Bachelor of Arts in Social Sciences | English | Three years | A/L three passes or No. 16 |
| 12 | Bachelor of Education in Natural Sciences Levels 5 & 6. | English, Sinhala | Four years | B.Sc. Degree, B.Sc. (OUSL) Level 3 & 4 |
| 13 | Diploma in Youth Development Work | English | Two years | A/L English Language or No. 16. |
| 14 | Diploma in English | English | Two years | Entrance Test |
| *15 | Advanced Certificate in English | English | One year | Entrance Test |
| 16 | Advanced Certificate in Pre-School Education | English, Sinhala | One year | No.15 |

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| No. | Programme | Medium | Duration | Requested Qualifications |
|-----|--|-------------------------|------------------|---|
| *17 | Certificate in Pre-School Education | English, Sinhala | One year | O/L six subjects including Mathematics and Mother language. |
| 18 | Foundation Programme in Social Sciences | Tamil, English, Sinhala | Two years | None |
| *19 | Certificate in Professional English | English | One year | None |
| *20 | Certificate in Basic English | English | One or Two years | None |
| *21 | Beginners Course in Sinhala | Tamil, English | 6 months | None |
| 22 | Beginners Course in Tamil | English, Sinhala | 6 months | None |
| 23 | Beginners Course in Korean | English, Sinhala | 6 months | None |
| 24 | Beginners Course in Italian | English | 6 - 8 months | None |
| 25 | English for Academic Purposes (Management Studies) | English | 1 - 3 years | For registered students - BMS Programme |
| 26 | English for Academic Purposes (Legal Studies) | English | 1 - 3 years | For registered students - LLB Programme |

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| Faculty of Natural Sciences | | | | |
|------------------------------------|--|-------------------------|-------------|--|
| No. | Programme | Medium | Duration | Requested Qualifications |
| *1 | Bachelor of Science | English | Three years | A/L three passes or No. 5 |
| 2 | Bachelor of Science in Nursing | English | Two years | General Nursing Certificate (Ministry of Health) and two years experience after qualifying and A/L three passes or No. 5 |
| 3 | B.Sc. Degree Programme | English | Four years | A/L 3 passes or No. 5 |
| 4 | Bachelor of Education in Natural Sciences | English, Sinhala | Four years | A/L three passes, Exemptions given to B.Sc. Graduates |
| 5 | Foundation Programme in Natural Sciences | English, Tamil, Sinhala | Two years | None |
| 6 | Certificate in Wild Life Conservation and Management | English, Sinhala | One year | None |
| 7 | Advanced Certificate in Laboratory Technology | English | One year | Technical Officers in Universities / 3 passes in G.C.E. (A/L) [Science subjects] |
| 8 | Stand Alone course in Science | English | One year | None |
| | | | | |

INTER - FACULTY PROGRAMMES

| No. | Programme | Medium | Duration | Requested Qualification |
|-----|--|---------|-----------|---|
| 1 | Post Graduate Diploma in Environmental Studies | English | Two years | For nominees of the central Environmental Authority |

NOTE: * Denotes that courses available in Jaffna Open University

Further Details Contact:
 Open University of Jaffna
 Brown Road,
 Kokuvil
 Jaffna
 Tele: 021-3374

12. SOCIETY OF CERTIFIED MANAGEMENT ACCOUNTANTS OF SRI LANKA

The CMA Professional Qualification is a course specializing in Strategic Management Accounting leading to produce professional Certified Management Accountants.

⇒ Entry Requirements:

A Candidate who has one of the following qualifications could register as a Student:

1. Three passes at the G.C.E Advanced Level Examination obtained in one sitting together with credit passes in English language and Mathematics at G.C.E. Ordinary level Examination obtained at the first or subsequent sitting.
2. Two passes at the G.C.E Advanced Level Examination obtained in one sitting together with five credit passes at the G.C.E. Ordinary Level Examination obtained in one sitting. The credit passes should include English language and Mathematics which could be obtained at the first or subsequent sitting provided the five credit requirement in one sitting is met.
 - A relevant Degree of a University of Sri Lanka or any other University approved by the Council of the Society.
 - Membership of the Sri Lanka Government Accountants Service.
 - Final Examination of the Institute of Chartered secretaries & Administrators, U.K.
 - Final Examination of the Institute of Financial Accountants, U.K.
 - Final Examination of the Association of the International Accountants, U.K.
 - Final Examination of the Institute of Bankers of Sri Lanka / London.
 - Final Examination of the Chartered Institute of marketing.
 - Foundation Examination of the Institute of Chartered. Accountants.
 - Stage I Examination of the Chartered Association of Certified Accountants.
 - Stage I Examination of the Chartered Institute of Management Accountants.
 - Part qualification of professional, university, vocational and other qualifications will be considered on a case-by-case basis.
 - Higher National Diploma in Accounting /Commerce.
 - AAT Stage 2.
 - Final examination of the International Association of Book- keepers (IAB).

⇒ Medium of Instruction: English

⇒ Mature entry:

Those in employment and over 23 years of age with a minimum of 2 years experience, in an accounting environment, together with a recommendation from the employer will be considered under Mature entry.

⇒ Examination Dates:

Examinations are held twice a year in March and September.

⇒ Examination Fees:

Foundation Stage:

Whole Examination

- Rs.250/= per subject - Rs.1,000/=

Diploma Stage:

Whole Examination:

- Rs.1,500/= per subject - Rs.350/=

Professional Stage I

Whole examination:

- Rs.1,750/= per subject - Rs.450/=

Professional Stage II

Whole examination

- Rs.2,000/= per subject - Rs.750/=

⇒ For Further Details Contact:

Executive Director,

Secretariat,

Society of Certified Management accountants of Srilanka,

14/1, Nimal Road,

Colombo - 04.

Tel: 506391

Fax: 507087

E-mail:scmalanka@lanka.ccom.lk

13. SCHOOL OF NURSING

The Ministry of Health runs Nursing Schools in each Health Region (Province) of the country. Two courses of studies are available here:

General Nursing:

⇒ Basic Qualifications:

- G.C.E. (O/L) - Six Passes
- Applicants must be 18 -30 years of age (of either sex)

⇒ Duration:

- Three years

Midwifery Course:

⇒ Basic Qualifications:

- Same as above

⇒ Duration:

- Same as above

It is open only to women.

For further details contact:

School of Nursing,

E.W.Perera Mawatha,

Colombo - 10.

14. THE SCHOOL OF PHYSIOTHERAPY & OCCUPATIONAL THERAPY

Physical Therapists plan, organize and administer treatment in order to restore functional mobility, relieve pain to prevent / limit permanent disability.

| Institutes | Programme | Qualifications | Duration | Address |
|---|--------------------------|---|------------|--------------------------------------|
| The School of Physiotherapy & Occupational Therapy. | Physiotherapy Programme. | Passes in G.C.E. (O/L). | Two Years. | 119,E.W.Perera Mawatha, Colombo – 10 |
| The National Institute of Health Sciences. | Physiotherapy Programme. | Six passes in (O/L) with Four credits & Credit pass in (A/L) Physics. | Two Years. | Nagoda Rd, Kalutara. |

15. INSTITUTE OF CHEMISTRY - CEYLON



For whom:

The groups of persons who could benefit from the opportunity provided by the holding of Graduate ship courses & examinations conducted by the Institute would include the following:

- ❑ Those in middle level employment (e.g. Technicians). Particularly in scientific fields could use this opportunity to better their promotional or career redirection prospects. This category would naturally include those who have already followed the Laboratory Technicians Certificate Course in Chemistry.
- ❑ Late developers, who use this opportunity to come back into the main – stream of formal education with a view to obtaining professional graduate ship qualifications.
- ❑ Those persons who for economic or other reasons were unable to avail themselves of the openings they had at the end of their secondary school career to enter the University, now have a repeat opportunity to make good the loss by obtaining alternate graduate qualifications.
- ❑ University General Degree Graduates, who were unfortunate not to be selected to read for a Special Degree in Chemistry, now have a further opportunity to pursue a professional course of a standard equivalent to a special chemistry degree. Such Graduates are exempted from Part 1 of the Graduate ship Examination and could complete the Graduate ship Course in two years.
- ❑ The large number of school leavers, who though qualified for University admission, were denied the opportunity due to the very severe competitive nature of admission to Sri Lankan Universities, now have a further chance to pursue an equivalent course without migrating to foreign climes at much lower cost.

- ⇒ Medium: English
- ⇒ Duration: Three years.
- ⇒ Further Details Contact:
Registrar,
Institute of Chemistry - Ceylon,
120/10, Vidya Mawatha,
Colombo - 7.

16. INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS OF SRI LANKA

- ⇒ Basic Requirements:
 - G.C.E (O/L) – Five passes with a Distinction in English and a pass in Mathematics.
 - G.C.E. (A/L) - Two passes.

Prospective students who are already in employment and do not have the required Advanced Level subjects may apply for open entry.

- ⇒ Examinations Fees:
 - Examination Fee per subject - Rs. 4550 /=(£ 35)
- Examinations held twice a year in June and December

Those holding degrees from Universities of Sri Lanka accepted by the ICSA, Eg: LLb, BSc., or BA and any other postgraduate qualification would be eligible for exemptions.

For Further details contact:
The Institute of Chartered Secretaries & Administrators - Sri Lanka,
47, Jawatte Road,
Colombo - 5.

Telephone: 503962 / 597596
Fax: 503962
E – mail: icsacmb@lanka.ccom.lk

17. SRI LANKA LAW COLLEGE

Sri Lanka Law college is one of the oldest, if not the oldest professional training body in the country. During its proud history of over a century the College has trained nearly all the lawyers in the country, who have served the nation fervently not only in the field of law but also various other fields such as poliutics, social reforms, commerce, trade unions and religion.

The Law College is run by the Council of Legal Education set up under the Council of Legal Education Ordinance No.2 of 1900. It is headed by honorable the Chief Justice. The other members of the Council are the Hon. Attorney-General, The Hon. Solicitor General, Secretary to the Ministry of Justice, two judges of the Supreme Court nominated by the Hon. Chief Justice, six members appointed by the Hon. Minister of Justice, and two members nominated by the Bar Association of Sri Lanka.

✍ Entrance Examination:

Where in any year the number of applications from persons who are eligible for admission to qualify as Attorneys-at-Law of the Supreme Court exceed the number that can be so admitted as determined by the Council, the Council shall caused to be conducted an Entrance Examination for the purpose of selecting the students for admission. Entrance Examination Fee Rs. 500.

✍ Basic Requirements:

- G.C.E.(O/L) – Passed with credit in English and Tamil.
- G.C.E (A/L) – four Passes.
- Be a citizen of Sri Lanka.

⇒ For Further Details Contact:

Sri Lanka Law College,
244, Hulftsdorp Street,
Colombo 12.

18. ADVANCED TECHNICAL INSTITUTE OF JAFFNA

There are five courses available in Jaffna Advanced Technical Institute.

1. HIGHER NATIONAL DIPLOMA IN ACCOUNTANCY:

⇒ Entry Requirements:

- G.C.E (A/L) Examination in four subjects at one sitting with Mathematics as one of the four subjects. Two credit passes should have been obtained in the same or another sitting.
- If Mathematics is not one of the four subjects for the G.C.E (A/L) a credit pass in Mathematics / Commercial Arithmetic or Arithmetic at the G.C.E (O/L) is required.
- A credit pass in Accountancy at the G.C.E (A/L) is considered as an alternate subject for Mathematics at the G.C.E.(A/L). However, such candidates should have passed Mathematics or Commercial Arithmetic or Arithmetic at the G.C.E. (O/L) examination.

2. HIGHER NATIONAL DIPLOMA IN MANAGEMENT:

⇒ Entry Requirements:

- G.C.E. (A/L) 4 passes in one sitting (any subject); or
- Higher Commercial Certificate for Book Keepers; or
- National Certificate in Business Studies; or
- Maharagama Trained Teachers Certificate for Commerce; or
- Commercial Certificate Examination (Accountancy Certificate) conducted by the Commissioner of Examinations.

3. NATIONAL DIPLOMA IN BUSINESS STUDIES:

⇒ Entry Requirements:

- G.C.E.(O/L) – Six passes.
- G.C.E (A/L) – Three passes in Commerce subjects.

4. NATIONAL DIPLOMA IN BUSINESS & FINANCE:

⇒ Entry Requirements:

- G.C.E.(O/L) – Six passes.
- G.C.E.(A/L) – Four passes in Commerce subject.

5. NATIONAL DIPLOMA IN ENGLISH:

⇒ Entry Requirements:

- G.C.E. (O/L) – Six passes with Distinction in English; or
- Should have obtained Credit pass in English and pass in English Literature; or
- Passed National Certificate in English Examination; and
- G.C.E. (A/L) – Three passes.

⇒ Age Limit: Above 18 years.

⇒ Medium: Tamil.

⇒ For further details contact:

The Director,
Advanced Technical Institute,
Kalasalai Street,
Thirunelvely,
Jaffna.

19. NATIONAL INSTITUTE OF HEALTH SCIENCE

Pharmacists advise health professionals and the public on the proper selection and use of medicines. Since present day medicines are made in a ready-to-use format, compounding is only a minor part of their duty.

The faculty of Medicine,
University of Colombo,
Kynsey Rd, Colombo-8,

Offers a diploma programme for Pharmacists.

Basic requirements:

Six passes in G.C.E (O/L) four credits (Language, Mathematics, Science & one more); and G.C.E (A/L) credit pass in Chemistry

Duration: 2 years

Further details contact:

National Institute of Health Science,
Nagoda Rd,
Kalutara.

20. CITY & GUILDS INTERNATIONAL

City & Guilds is the UK's best-known awarding body for vocational qualifications. City & Guilds qualifications are known and respected within industry and education throughout the world.

➤ Range of Subjects

- Agriculture
- Bakery
- Caring
- Catering
- Computing
- Constructing
- Electrical Engineering
- English
- Hairdressing
- Information Technology
- Mechanical Engineering
- Motor Vehicle Maintenance
- Numeracy and Accounts
- Printing
- Shorthand and Typewriting
- Teaching and Training
- Tourism
- Management

- Certificates and Diplomas awarded by City & Guilds International are accepted throughout the world as evidence of skills and knowledge against internationally accepted standards.
- Further details contact:
British Council
Colombo – 04.

21. UNIVERSITY OF JAFFNA -EXTERNAL EXAMINATIONS

Bachelor of Music & Bachelor of Dance

- Requirements for Registration:

No person shall be registered for Bachelor of Music / Dance examination unless He / She.

1. Has attained age of eighteen by the first January of the year in which He/ She seeks registration as an external Student; and
2. Has any one of the following qualifications :
 - Has passed G.C.E (A/L) in four subjects / or Three subjects with the minimum admission eligibility with Music / Dance as subject/s, or
 - Has passed G.C.E A/L in any four subjects / with three subjects with the minimum university admission eligibility and pass in Music / Dance NCOMS IV grade; or
 - Has passed Grade VI of NCOMS (Teacher Grade); or
 - A Degree of a recognized University; or
 - Diploma in Music / Dance / Vocal awarded by the RAFA of the University of Jaffna; or
 - Any other qualifications which the senate of the University shall consider as equivalent to any of the above qualifications.

- Exemption:

The diploma holders of the RAFA in Music/Dance/Vocal/Bharathanatyam shall apply for exemption from the requirements of passing first year and second year examinations and they will be allowed to register direct to third year a complete the course. They have to sit for all Third and Fourth units. They are also allowed two sit both years (Ten Course units) at the end of the academic year of their registration if they want to do so. Otherwise they could completed the ten units in two years at the rate of five course units per year. They also have to pass ESL level III to complete the course.

Annamalai/Adayar/Madras/Vipulananda Diploma holders are entitled to get exemption for the first year examination.

- Further Details Contact:
External Registration and Examination Unit,
University of Jaffna,
Jaffna.

Bachelor of Arts Degree (General)

- Requirements for Registration:
No person will be registered for Bachelor of Arts (General Degree) examination in Arts unless He / She,
 1. Has attained age of eighteen by the first January of the year in which He/ She seeks registration as an external Student; and
 2. Has any one of the following qualifications:
 - ❖ Has passed the first in arts examination of the University of Jaffna; or
 - ❖ Has sat the first in Arts examination of the University of Jaffna; or
 - ❖ Has passed the first examination of any other University in Sri Lanka or a higher examination of a University of Sri Lanka; or
 - ❖ A Degree of a recognized University; or
 - ❖ A qualification, which the senate of the University of Jaffna deems to be equivalent to any of the above qualifications.

Bachelor of Arts (Special)

- Requirements for Registration:
No person will be registered for Bachelor of Arts (Special) Degree examination unless He / She has:
 1. Attained the age of eighteen by the first of January of the year in which He/ She seeks registration as an external Student; and
 2. Passed the first examination at the earliest possible opportunity in one and the same sitting with "B" Grade in the subject selected for specialization and a passed in ESL; or
 3. A Degree of recognized University; or
 4. A qualification, which the senate of the University of Jaffna deems to be equivalent to any of the above qualifications.

Bachelor of Commerce

- Requirements for Registration:
No person will be registered for Bachelor of Commerce Degree examination unless He / She has:
 1. Attained the age of eighteen by the first of January of the year in which He/ She seeks registration as an external Student; and
 2. Passed the first in Commerce / Business Administration examination of the University of Jaffna; or
 3. Sat the First in Commerce / Business Administration examination of the University of Jaffna; or
 4. Passed the First in Commerce / Business Administration examination of any other University in Sri Lanka or A higher examination in relation to commerce course of a University in Sri Lanka; or
 5. A Degree of a recognized University with any to of the following as subjects for His / Her Degree examination: Accounts, Economics, Geography, Commerce, Management, Statistics, Sociology, Mathematics and Computer Science; or

6. Higher National Diploma in Commerce or Higher National Diploma in Accountancy or National Diploma in Business Studies of Government Technical College of Sri Lanka; or
7. Associate membership of the Institute of Management Accounts or of the association of Certified and Corporate Accountants; or
8. A qualification which the senate of the University of Sri Lanka deems to be equivalent to any of the above qualifications.

- Further Details Contact:
The Coordinator,
External registration and examinations Units,
University of Jaffna,
Jaffna

First in Commerce

Basic requirements:

- Has attained the age of seventeen years by the first of January year in which he/she seeks registration as external student; and
- Has any one of the following:
 1. Three or four passes at the G.C.E. (A/L) examination (Commerce Stream); or
 2. Specialist Trained Teachers Certificate in Commerce of the Department of Education; or
 3. Passes in First and the Second year examinations prescribed for the Diploma in Commerce of the Sri Lanka Technical College; or
 4. Passes in the first and the second year examination prescribed for the Diploma in Accountancy of the Sri Lanka Technical College; or
 5. National Certificate in Business Studies of the Sri Lanka Technical College; or
 6. A Management service officer who has passed all the examinations conducted by the commissioner of Examinations for recruitment to that service under minister of public administration.

A candidate who obtained/passed any one of the following, will be exempted from First Examination in Commerce and registered for Degree.

Diploma in Commerce or the Diploma in Accountancy of Technical College or the Higher national Diploma in Commerce awarded by a poly technical Institute of the Ministry of Education.

Physical Education

Basic Requirements:

Passes at the G.C.E O/L, Three passes at the G.C.E A/L and obtained 180 marks.

Age 18-28

Note: Priority will be given to those who are participate in district level and national level sports.

Duration: Two years Full time.

Fees: Rs.5,000/= (for one year)

For further Details Contact:

Examinations & Admissions Branch,
Jaffna University,
Jaffna.

Diploma in Fisheries

Admission Requirements:

- ★ G.C.E.O/L Examination: 6 passes.
- ★ G.C.E.A/L Examination:
(Old Syllabus): Minimum 3 passes and obtained 180 marks
(New Syllabus): Passed the examination and obtained 135 marks
- ★ Not less than 30% marks obtained in General Knowledge & Aptitude test.
- ★ Selection would be made by an interview.

Duration: One year (full time) – (Internal)

Course Fees:

| | | |
|------------------|---|-------------------------|
| Registration Fee | - | Rs. 250 |
| Course fee | - | Rs. 5,000 |
| Exam fee | - | Rs. 750 |
| Library deposit | - | Rs. 500 |
| Lab deposit | - | Rs. 500 |
| Total | | <u>Rs. 7,000</u> |

For Further Details Contact:

Coordinator,
Centre For Development of Fisheries
University of Jaffna
Jaffna.

22. NATIONAL INSTITUTE OF BUSINESS MANAGEMENT (NIBM)

NIBM offers variety of courses for school leavers as well as for employees.

| Degree Programme | | | |
|---|---|---|-----------------------|
| Programme | For whom | Duration | Fees |
| BSC, in Management Information Systems offered in collaboration with the National University of Ireland | (i) NIBM Higher Diploma in CBIS. (ii) NIBM Diploma with 3 years relevant work experience. (iii) NIBM Diploma + BCS part 1 or ACS with work experience. (iv) BCS part 1 with 3 years relevant work experience (v) Graduates from other fields. | Two years (4 semesters) Part-time: Sundays/Saturdays and some weekday evenings. | Rs.100,000/= per year |
| Diploma Programmes | | | |
| Higher Diploma in Computer Based information systems | For persons who wish to become computer professional or business managers in computer based information system environments. | Two year (full time) The first year is the diploma in computer systems design. | Rs.40,000/= |
| Diploma in Computer System Design | For persons who wish to become computer Professionals, Five credit passes in G.C.E (O/L) including mathematics and English or two passes in G.C.E (A/L) is required for entry | One year full time | Rs.48,000/= |

**ROTARACT CLUB OF JAFFNA MID TOWN
CAREER GUIDANCE HANDBOOK**

| Programme | For whom | Duration | Fees |
|---------------------------------|--|-----------------------------|--------------|
| Diploma in Service Management | For persons who possess either <ul style="list-style-type: none"> • A degree of a recognized university or an equivalent professional qualification or • A Diploma obtained from NIBM in Management or • G.C.E "A" Level and one year experience in Managerial position or • SSC/GCE "O" Level and three year's experience in a managerial position. | One year (Sundays) | Rs.21,000/= |
| Diploma in Personal Management | For persons who possess either <ul style="list-style-type: none"> • A degree of a recognized university or Associate Membership of the Institute of personnel Management of Sri Lanka and at least two years' experience in the personnel function, or • SSC/GCE "O" Level and six year's experience in a managerial position directly related to personnel. | One year (Saturdays) | Rs.,28,000/= |
| Diploma in Marketing Management | <ul style="list-style-type: none"> • For persons who possess either a basic degree or a professional qualification and two years' experience in a managerial position or • SSC/GCE "O" Level and six years' experience in a managerial position. | Thirteen months (Saturdays) | Rs.28,000/= |

| Programme | For whom | Duration | Fees |
|--|--|----------------------------------|-------------|
| Diploma in Business Management | <ul style="list-style-type: none"> Persons who have held a managerial position for at least two years and possess a basic degree or a professional qualification. Senior and middle level Managers with ten year's executive experience. | One year (Saturdays) | Rs.28,000/= |
| Advanced Diploma in Industrial Engineering | For persons who possess a degree in engineering or an equivalent professional qualification with at least two year's post-qualification experience | One year (Saturdays) | Rs.30,800/= |
| Diploma in Management for Junior Executives | For persons with four (2) passes in GCE "A" Level and Credit pass in English at GCE "O" Level | One year (Thursdays and Fridays) | Rs.19,500/= |
| Advanced Diploma in Productivity Management | For managers, executives and those engaged in managing business or technical processes and with a degree, National Diploma or equivalent professional qualification. | One year | Rs.28,000/= |
| Certificate Programmes | | | |
| Certificate in Web Development (Thrice in 2001) | Fair knowledge in the handling of a windows environment | Four months (Sundays) | Rs.10,000/= |
| Certificate course in Computer Applications (Twice in 2001) | Middle and Senior Managers | Six months (Mondays) | Rs.12,000/= |
| Certificate course in General Management | Junior and Middle level executives in private and public sector organizations | Four months (Tuesdays & Fridays) | Rs.12,500/= |
| Certificate course in Windows based Applications (Twice in 2001) | Middle and Senior Managers | Twenty two weeks | Rs.10,000/= |

ROTARACT CLUB OF JAFFNA MID TOWN
CAREER GUIDANCE HANDBOOK

| Programme | For whom | Duration | Fees |
|---|--|--------------------------|-------------|
| Certificate course in VB Programming (Twice in 2001) | Those who wish to learn programming at advanced level | Six months (Fridays) | Rs.10,000/= |
| Certificate course in Personal Computer based application packages | Executives / Junior Executives | Three months (Week ends) | Rs.11,000/= |
| Certificate course in Computer Science (Colombo) | For persons who have sat GCE "O" Level or "A" Level | Four months | Rs.8,000/= |
| Certificate course in Computer Science (Kandy) | For persons who have sat GCE "O" Level or "A" Level | Four months | Rs.6,000/= |
| Certificate course in Computer Science (Kurunegala) | For persons who have sat GCE "O" Level or "A" Level | Four months | Rs.6,000/= |
| Certificate course in Personal Computer Based Application Packages (Kurunegala) | Executives / Junior Executives | Two months | Rs.11,000/= |
| Certificate course for Productivity Facilitators | Productivity Activists, Managers and Executives who are required to plan and implement productivity improvement strategies at an enterprise Level. | Four months | Rs.14,000/= |
| Accounting and financial Management | | | |
| Accounting for Non-Accounting personnel (Thrice in 2001) | Function Managers and other Executives for whom an accounting knowledge would be useful | Five days | Rs.4,500/= |
| Workshop on Reading & Understanding Financial Statements (Thrice in 2001) | Corporate Manager, Business Executives, loan officers of lending institutes and other senior and middle level Managers | One day | Rs.3,000/= |
| Training of accounting Personal (Twice in 2001) | Accounts and audit clerks | Five days | Rs.4,500/= |
| One day Seminar on "Liquidity Management" (Twice in 2001) | Corporate Manager, Business Executives, and other Senior and Middle level Managers | One day | Rs.2,750/= |
| Financial Literacy for Managers (Thrice in 2001) | Senior and Middle Managers | Four days | Rs.5,400/= |

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| Programme | For whom | Duration | Fees |
|---|--|------------|------------|
| Training of Accounts and Audit Clerks (Twice in 2001) | Accounts and audit clerks | Five days | Rs.4,600/= |
| Cost Techniques for Decision Making | Divisional / Unit Managers and Business Executives | Three days | Rs.2,750/= |
| Office Accounting for Productivity Enhancement | Those who are interested in acquiring knowledge in office Accounting | One day | Rs.1950/= |
| Computer Applications and Management Information | | | |
| Windows Based Database Management System | Managers who wish to design and develop database system on their own | Four days | Rs.4,900/= |
| Computer Aided Presentations (Twice in 2001) | General Managers, Training Managers, Lectures, Training Executives and those interested in learning Computer base presentation | Two days | Rs.4,000/= |
| Equipment Maintenance System | Engineers in Maintenance departments | Two days | Rs.4,800/= |
| Statistical Applications using Excel 2000 | Any body interested in learning Computer based statistical analysis | Four days | Rs.8,000/= |
| Premises Maintenance System | Civil Engineers and Managers in charge of Maintenance of buildings | Two days | Rs.4,700/= |
| Design of a Computerized Accounting System | Accountants | Two days | Rs.4,800/= |
| A Computer Applications for HRD Managers | Managers and other Executives involved in Training Functions | Four days | Rs.7,000/= |
| Access Data Base Management for Non-Programmers | Participants who are interested in developing and Managing their data bases with very little knowledge on computer | Five days | Rs.8,000/= |
| Workshop on Ms Office 2000 (Twice in 2001) | Managers, Executives and those interested in using were MS Office 2000 software | Six days | Rs.9,000/= |

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| Programme | For whom | Duration | Fees |
|--|---|------------|-------------|
| Library Management System | Personal involved in managing Libraries | Two days | Rs.4,800/= |
| Business on the Internet | Managers, Executives and those interested in accessing Internet information | One day | Rs.2,300/= |
| Transport Cost Control System | Officers involved in managing a transport department maintenance and personnel | Two days | Rs.4,150/= |
| Data base Management for HRD Managers | HRD Managers who have very little knowledge on computer applications | Five days | Rs.9,000/= |
| Training Programme in MS Word 2000 (Twice in 2001) | Any body interested in learning Word processing | Five days | Rs.6,400/= |
| Business Games | Senior Managers, HRD Managers | Two days | Rs.3,000/= |
| Computer Aided Project Management | Managers involved in Projects | Five days | Rs.7,400/= |
| Excel 2000 - Spreadsheet Applications for Managers | Managers, Executives who wanted to use micro-computer to analyze data for day to day decisions | Five days | Rs.10,000/= |
| Training on Database Design | <ul style="list-style-type: none"> • Managers who have working knowledge on computer and information systems and want to learn more • Programmers who want to upgrade their knowledge | Three days | Rs.4,800/= |
| Corporate Performance Enhancement | | | |
| Workshop on the Management of Change | Senior Managers responsible for organizational change and innovation | Three days | Rs.5,500/= |
| Office Management | For Managers, executives who look for efficiency in the office Management | Four days | Rs.5,000/= |
| Techniques of Executive Leadership (Twice in 2001) | Senior Managers | Two days | Rs.4,000/= |

ROTARACT CLUB OF JAFFNA MID TOWN
CAREER GUIDANCE HANDBOOK

| Programme | For whom | Duration | Fees |
|---|--|------------|------------|
| Workshop on Job Analysis and Job description | Human Resource Manager, Senior & Middle level Managers, Personnel Officers and other Officers handling human resource i.e. Production and sales division | Three days | Rs.4,000/= |
| Management by Objectives | Senior Managers and Functional Heads | Five days | Rs.4,100/= |
| Workshop on Restructure Organizations | For all Senior Managers, Human Resource Managers, Production Managers, Financial Managers and other Functional Heads including Middle level managers in all functions | Three days | Rs.4,500/= |
| Organization & Methods Workshop | Managers, Executives and looking for higher efficiency | Five days | Rs.5,500/= |
| Workshop on Wage & Salary Administration | Senior & Middle Level Managers and others handling human resources | Four days | Rs.5,000/= |
| Business Process Improvement | Managers, Executives in functional areas who are interested in improving productivity and quality of services provided while reducing cycle time and cost | Three days | Rs.4,600/= |
| Workshop on Time Management | Those who are interested in getting the utmost value out of their time | One day | Rs.1,500/= |
| Workshop on Performance Appraisal | Human Resource Managers, Senior & Middle level Managers, other Officers handling human resource | Three days | Rs.4,500/= |
| Human Resource Management to Develop a New Work Culture | Senior managers including Personal Managers, Personal Officers, Administrative Managers, Training Managers and other Executives engaged in management of human resources | Four days | Rs.5,000/= |

ROTARACT CLUB OF JAFFNA MID TOWN
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| Programme | For whom | Duration | Fees |
|---|--|------------|------------|
| Workshop on Manpower Planning | Senior and Middle level Managers specially in Human Resource Management function | Three days | Rs.4,500/= |
| Training Programme on Management Consulting | Professional who are engaged in management Consulting on a part time basis or full time basis | Two days | Rs.4,800/= |
| Front Line Management | | | |
| Workshop on Public Relations | Public Relations Officers, Personnel Officers and Welfare Officers interested in public relations work | One day | Rs.1,500/= |
| Learning the Essence of Supervising Workshop | Supervisors who want to become more effective and achieve results at work | One day | Rs.2,500/= |
| Supervisory Management (Twice in 2001) | Supervisors and Personal Assistants | Five days | Rs.5,300/= |
| Executive Development for Junior Managers (Twice in 2001) | Managers holding Junior Executive positions in all functional specialization | Five days | Rs.6,200/= |
| Effective Presentation of Statistical Information | Middle level Managerial personnel dealing with statistical analyze, Researchers, Planners and other interested persons | Five days | Rs.3,500/= |
| Managing Office and Record Systems | Supervisors, Administrations assistants, Clerical Staff who seek to improve office efficiency | Three days | Rs.4,200/= |
| Executive Development for Junior Managers (Twice in 2001) | Personal holding Junior executive positions in functional specialisation | Eight days | Rs.8,500/= |
| Statistical Techniques | Any one interested in gaining knowledge of statistical techniques | Five days | Rs.4,200/= |
| Industrial Project Formulation, Appraisal and Management | For Managers involved in Project formulation | Five days | Rs.4,400/= |

ROTARACT CLUB OF JAFFNA MID TOWN
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| Programme | For whom | Duration | Fees |
|---|---|------------|-------------|
| Human Resource Management | | | |
| Managerial Communication | Managers of all functional areas | Three days | Rs. 4,700/= |
| Training Needs Analysis Techniques | Training Personal and Executives who are required to assess training needs of their organizations. | Three days | Rs. 4,800/= |
| Elements of Human Resource Management | Middle Managers engaged in management of personnel in Sales, Marketing, Production and Accounts departments. | Four days | Rs. 4,500/= |
| Workshop in Training Methodology | Trainers and other Managers involved in the training function and Executives who are required to ascertaining needs of the organizations. | Five days | Rs.5,900/= |
| Human Resource Management | Human Resource Managers, Administrative Managers, Training Managers and Other Executives engaged in management of human resource. | Four days | Rs. 5,000/= |
| Human Resource Development Strategies for Higher Productivity | For those holding managerial positions in any functional area. | Five days | Rs. 4,700/= |

ROTARACT CLUB OF JAFFNA MID TOWN
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| Programme | For whom | Duration | Fees |
|--|--|------------|-------------|
| Marketing and Sales Management | | | |
| How to be an Effective Sales Marketing Representative. | Junior Sales Personnel, Company Executives, Staff Officers, Management Trainees, Product & Brand Managers, Sales/Marketing Representatives of Manufacturing, Trading and Service Organizations in the Private and Public Sector. | Four days | Rs. 5,200/= |
| Principles of Marketing | Junior Executive Marketing Personnel in manufacturing, trading and service organizations and those who wish to take marketing responsibilities in future. | Five days | Rs. 3,800/= |
| Marketing of Services. | Personnel involved in marketing of services in service organizations such as Financial Organizations, Banks, Insurance Agencies, Hotels, and those who wish to take up marketing responsibilities in the future. | Three days | Rs. 4,700/= |
| How to Persuade and Retain Customers | Senior and Middle Level Executives engaged in marketing or related activities in manufacturing, trading and service organizations. | Two days | Rs. 3,900/= |

| Programme | For whom | Duration | Fees |
|----------------------------------|--|------------|-------------|
| TQM for Marketing and Sales. | Executives involved in marketing, sales or related activities in manufacturing, trading and service organizations. | Three days | Rs. 4,300/= |
| Introductory Course in Marketing | Personnel involved in marketing oriented jobs Personnel who wish to take up marketing responsibilities in the future or anybody interested in marketing | Four days | Rs. 3,800/= |
| Workshop on Customer Care | For middle management executives engaged in selling or related activities of private and Public Manufacturing, Trading, and Service | Two days | Rs. 3,900/= |
| Operations Management | | | |
| Effective Inventory Control | Middle Management Executives involved in managing and controlling, manufacturing, distribution and spare parts inventories. | Five days | Rs. 4,600/= |
| Production Management | For Managers and Executives in Production Enterprises and those involved in Managerial Production Process. | Five days | Rs. 3,800/= |
| Plant Management | Senior Managers, Engineers and Accountants. | Two days | Rs. 3,800/= |
| Maintenance Supervision | Personnel in Supervisory and Middle level grades engaged in Maintenance | Five days | Rs. 4,300/= |
| Production Supervision | Supervisors and Personnel in Middle level grades engaged in production. | Five days | Rs. 4,300/= |
| Maintenance Management | Senior and Middle Level Managers | Five days | Rs. 4,400/= |

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| Programme | For whom | Duration | Fees |
|--|--|------------|-------------|
| Performance Enhancement through Practice of Work study | All Line Managers interested in the use of work study techniques for performance improvement | Five days | Rs. 4,600/= |
| Effective Production Control Methods | Persons involved in production planning and control in industrial organizations. | Five days | Rs. 4,600/= |
| Purchasing and Stores Management | | | |
| Management of Import Purchasing | Managers and Executives in private and public sector organizations involved in import purchasing operations | Five days | Rs. 4,600/= |
| Just - In - Time purchasing | Managers and Executives in Manufacturing, trading and service organizations involved in purchasing and supply activities | Three days | Rs. 4,100/= |
| Stores Management | Stores Managers and those in supervisory control of stores in commercial and industrial organizations | Five days | Rs. 4,500/= |
| Understanding Purchasing and Supplies Management | Personnel engaged in supplies activities in manufacturing, trading and service organizations and those who wish to take up purchasing and supply responsibilities in future. | Five days | Rs. 4,600/= |

| Programme | For whom | Duration | Fees |
|---|--|------------|-------------|
| Productivity Enhancement | | | |
| Benchmarking a Tool for Improving Productivity | For those engaged in process improvement activities in organizations | Two days | Rs. 2750/= |
| Productivity and Quality in the Office | Professionals and Managers who are responsible for Office Work, Office sectional Heads and other office staff. | Three days | Rs. 4,250/= |
| Seminar on 5S for productivity improvement | Workers, Supervisors, 5S Facilitators and Executives who are interested in implementing or knowing more about 5S | One day | Rs. 1,950/= |
| Enterprise Level productivity measures with emphasis on value added | Managers, Executives and those involved in managing business or technical processes | Two days | Rs. 2750/= |
| Introduction to concepts of production management and productivity improvement | Executives responsible for the Production function | Five days | Rs. 4,400/= |
| An introduction to the ISO 9000 Documentation Philosophy and its structure | For managers, executives and those involved in managing business or technical processes. | One day | Rs. 1950/= |
| Workshop on using basic problem solving tools and techniques for process improvements | Those who are interested in acquiring knowledge in Problem Solving tools | One day | Rs. 1950/= |
| Importance of value addition to enhance productivity at Enterprise Level | Professionals, Managers and other Executives | One day | Rs. 1,650/= |
| ISO 9000 Quality standard and its role in Enterprise level quality improvement | For managers and executives in enterprises: <ul style="list-style-type: none"> • Who are exploring the possibility of standardizing their quality activities in line with an international standard • Who have already installed the standard and wish to further expose selected staff members to ISO 9000:2000 standard | Two days | Rs. 2,750/= |

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| Programme | For whom | Duration | Fees |
|--|---|-----------------|-------------|
| Employee wellness and Enterprise Level productivity improvement | Personnel involved in managing Human resources | Three half days | Rs. 2,950/= |
| TQM Appreciation programme for managers | Sectional Heads, Managers and executives from Manufacturing and Service Sector enterprises | Two days | Rs. 2750/= |
| Workshop on productivity concepts & improvement techniques for Junior Managers | Managers / Junior Managers who are involved in productivity related activities | Three days | Rs. 3,250/= |
| Corporate productivity measurement and performance diagnosis | Managers, particularly those whose jobs involve a high degree of monitoring, control and decision making within the company | Three days | Rs. 4,100/= |
| Productivity Enhancement in Manufacturing industries | Senior Manager and Financial heads in Manufacturing Industries | Five days | Rs. 4,000/= |
| An appreciation programme on quality control circle and work improvement teams | Directors, Managers, Departmental heads, Human Resource Managers, section Executives and other Senior Personnel | One day | Rs. 2,150/= |
| Workshop on Business Report Writing & Presentation | Executives, Officers in public and private sector organizations | Three days | Rs. 4,350/= |
| Planning skills for productivity improvement | Managers and Supervisors | Two days | Rs. 2,600/= |
| Productivity and quality improvement techniques | Managers and Executives | Three days | Rs. 2,950/= |
| Workshop on management of change for productivity improvement | Senior Managers and Functional heads | Two days | Rs. 3,100/= |
| Assessing quality control circle (QCC) presentation | For managers and executives in enterprises that have active QC circles, QC Circle facilitators and QC Circle team leaders | One day | Rs. 2,350/= |

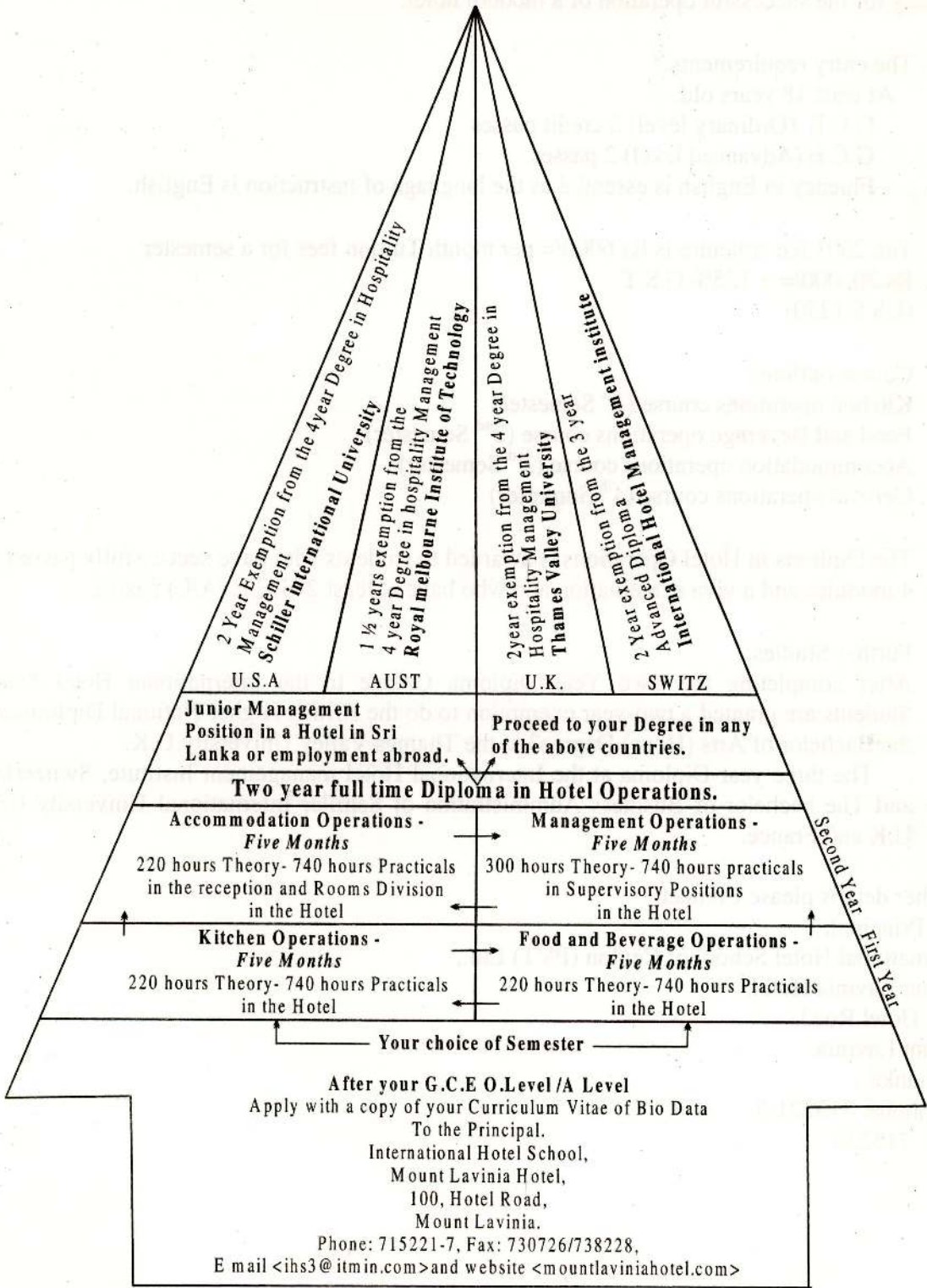
ROTARACT CLUB OF JAFFNA MID TOWN
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| Programme | For whom | Duration | Fees |
|---|--|------------|-------------|
| Suggestion schemes for productivity improvement | Managers of all functional areas; Productivity Facilitators and Activities of Productivity Improvement Teams and Quality Circles | Three days | Rs. 3,750/= |
| Secretarial and Clerical Skills Development | | | |
| Clerical Skills Development | Staff engaged in clerical and allied duties | Five days | Rs. 5,100/= |
| Secretarial practice | Secretaries and Personal Assistants to senior and middle management | Five days | Rs. 5,500/= |
| Office Management | Staff engaged in clerical and allied duties | Five days | Rs. 4,100/= |
| Advanced Training Programme in Secretarial Practice | Secretaries, Confidential Secretaries, and Personal Assistants of senior management | Five days | Rs. 6,000/= |
| Regional Centers | | | |
| Secretarial Practice (Kurunegala) | Secretaries and Personal Assistants to senior and middle management | Five days | Rs. 4,850/= |
| Secretarial Practice (Kandy) | Secretaries and Personal Assistants to senior and middle management | Five days | Rs. 4,850/= |
| Workshop on the Time Management | Those who are interested in getting the utmost value out of their time | One day | Rs. 1,500/= |

For further details contact:

National Institute of Business Management
P.O.Box. 1754,
120/5, Wijerama Mawatha,
Colombo - 07
Tel: 685806, 685805, 685807
Fax: 685808
E-mail: nibmdg@slt.lk
nibmpro@slt.net.lk

23. HOTEL MANAGEMENT SCHOOL OF SRI LANKA
SENIOR MANAGEMENT POSITION
IN INTERNATIONAL HOTELIERING



Two-Year Diploma In Hotel Operations

The objective of the course is to train the students in the technical and human relations skills necessary for the successful operation of a modern hotel.

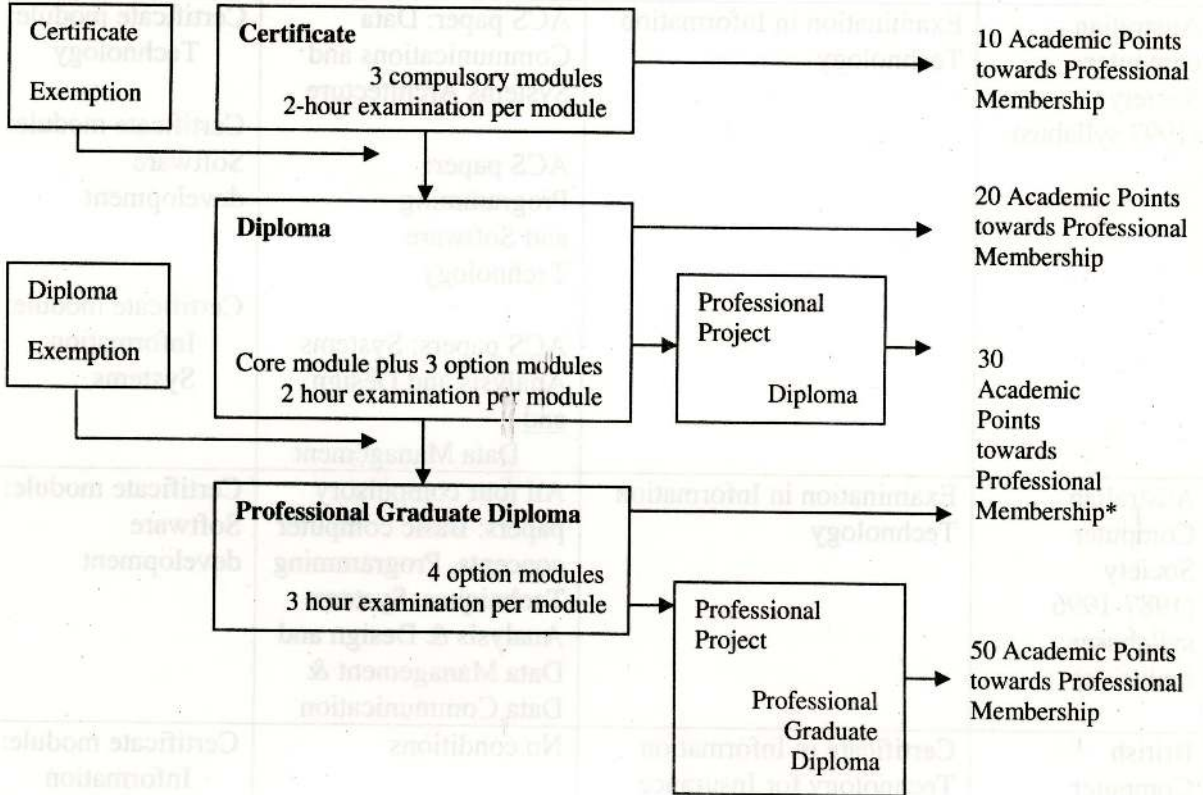
- The entry requirements:
At least 18 years old.
G.C.E (Ordinary level) 5 credit passes
G.C.E (Advanced level) 2 passes.
Fluency in English is essential as the language of instruction is English.
- The 2001 fee structure is Rs.6000/= per month Tuition fees for a semester
Rs.30, 000/= + 125% G.S.T
(US \$ 1250)
- Course outline:
Kitchen operations course (1st Semester)
Food and Beverage operations course (2nd Semester)
Accommodation operations course (3rd Semester)
General operations course (4th Semester)
- The Diploma in Hotel Operations is awarded to students who have successfully passed all 4 modules and a viva examination and who have at least 2 G.C.E (A/L) passes.
- Further Studies:
After completing the Two Year Diploma Course in the International Hotel School Students are granted a two-year exemption to do the British Higher National Diploma and the Bachelor of Arts (Hons) Degree³ at the Thames Valley University U.K.
The three year Diploma at the International Hotel management Institute, Switzerland and The bachelor of Business Administration of Sehiller International University USA, U.K and France.

Further details please Contact:

The Principal,
International Hotel School of Ceylon (PVT) Ltd.,
Mount Lavinia Hotel,
102, Hotel Road,
Mount Lavinia,
Sri Lanka.
Telephone: 715221-7
Fax: 715228

24. BRITISH COMPUTER SOCIETY (BCS)

The BCS Professional Examination from the British Computer Society is the essential qualification for a career in computing and information systems. Whether you want to enjoy greater recognition in your present job, to achieve promotion or to embark on a new career direction, you'll find the BCS Professional Examination is internationally recognized, flexible and suited to the needs of the IS industry.



Basic Entry Requirements:

There are no restrictions or formal entry requirements for the BCS Professional Examination. Entry is open to anyone and further information is available on request.

Pathway To Professional Membership:

Professional membership of the BCS confers status and is internationally recognized as demonstration of professional competence and integrity. It is highly regarded by leading employers and can be a vital asset in developing a career in computing and information systems. A simple points-based system is used to assess membership eligibility. Points are awarded on the basis of academic and vocational qualifications (maximum 50), relevant working experience, accredited training, CPD and existing membership of the Society. 70 points are needed to apply as an Associate Member (AMBCS), and 100 points to apply for the grade of Member (MBCS). The following qualifications provide exemptions from, or credits towards, parts of the BCS Professional Examination. Please note that only qualifications that have been completed and passed will be considered.

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| Awarding Body | Qualification | Conditions – you must have passed... | To gain exemption from or credit towards... |
|--|---|--|---|
| Association of Chartered Certified Accountants (ACCA) | ACCA Professional Examination Stage 2 Certificate | Module C – Paper 5: Information Analysis | Certificate module: Information Systems |
| Australian computer Society (1997 syllabus) | Examination in Information Technology | ACS paper: Data Communications and Systems Architecture ACS paper: Programming and Software Technology ACS papers: Systems Analysis and Design and Data Management | Certificate module: Technology Certificate module: Software development Certificate module: Information Systems |
| Australian Computer Society (1987-1996 syllabuses inclusive) | Examination in Information Technology | All four compulsory papers: Basic computer concepts, Programming Techniques, Systems Analysis & Design and Data Management & Data Communication | Certificate module: Software development |
| British Computer Society (/chartered Insurance Institute (BCS/CII) | Certificate in Information Technology for Insurance Professionals | No conditions | Certificate module: Information Systems |
| Edexcel | BTEC HNC in computing (Business Information Technology) BTEC HNC in Computing (Software Engineering) | No conditions No conditions | All Certificate module All Certificate module |
| Information Systems Examinations Board (ISEB) | Certificate in Project Management for Information Systems | No conditions | Diploma module: Project Management |
| Institute for the Management of Information Systems (IMIS) | Higher Diploma | No conditions | Diploma <u>excluding</u> core module. |

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| Awarding Body | Qualification | Conditions – you must have passed... | To gain exemption from or credit towards... |
|--|---|--|--|
| NCC Education Services | International diploma in Computer Studies (IDCS) | No conditions | All Certificate modules. |
| | International Advanced Diploma (IAD) | No conditions | Diploma (<u>excluding</u> core module) |
| | International Advanced Diploma (IAD) | Including the IAD Optional Unit: Business Management and the IDCS Unit: Human Communications & Information Systems | <u>and</u> Professional Project (Diploma level) Core Diploma module (in addition to the above) |
| National Council for Education Awards (NCEA) | Certificate in Business Studies with Computer Applications (Limerick Institute of Technology) | No conditions | Certificate modules: Information Systems and Software Development |
| | Certificate in Applied Computing (Limerick Institute of Technology) | No conditions | All Certificate modules |
| | Diploma in Computing (Limerick Institute of Technology) | No conditions | Diploma (<u>excluding</u> core module) |
| National Institute of Business Management (NIBM) | Higher Diploma in Computer based Information Systems | No conditions | All Certificate modules and Diploma (<u>excluding</u> core module) |

| Awarding Body | Qualification | Conditions – you must have passed... | To gain exemption from or credit towards... |
|---------------------|--|---|---|
| Engineering Council | Engineering Council Examination Part 2 | <p>A pass in five Part 2 papers, at least for of which are from:</p> <ul style="list-style-type: none"> 645 Communications Systems Engineering 646 Computer Systems Engineering 665 Control Systems Engineering 666 Quality and Reliability Engineering 481 Information Systems Engineering 482 Software systems Engineering <p>The Engineering Council 2B Paper-The Engineer in Society</p> <p>The Engineering Council Project-2C.</p> | Full Exemption (All Certificate, Diploma <u>and</u> Professional Graduate Diploma Modules <u>and</u> Professional Project (Professional Graduate Diploma Level)). |
| Informatics | Advanced Diploma in Computer Studies | No conditions | All Certificate modules and Diploma (excluding core module) |

25. PHOENIX COLLEGE OF CLOTHING TECHNOLOGY

Full Time Courses Leading To Industry Based Training

| | | | | |
|--------------------|---|---|---|---|
| Course Title | College Diploma in Clothing Technology and Management | College Certificate in Clothing Production Management | Appreciation Level in General Sewing Data (GSD)-UK* | College Executive Certificate in Clothing Manufacturing |
| Entry Requirements | GCE (A/L) 3 Subjects Below 23 years | GCE (A/L) 3 Subjects Below 23 years | GCE (A/L) 2 Subjects Knowledge of Work Study | A Degree or a Professional Qualification |
| Duration | 2 Aca. Yrs | 8 Weeks | 1 Week | 6 Week |
| Medium | English | English | English | English |
| Course Fee (Rs.) | 175,000 + GST | 18,000 | 10,000 | 50,000 + GST |
| Starting Date | 15 Oct'01 | 8 Oct'01 31 Dec'01 | 10 Sep'01 03 Dec'01 | 01 Oct'01 |

26. INTERNATIONAL ASSOCIATION OF BOOK KEEPERS (IAB)

Since, 1973 they are conducting this course in England. They are setting the question papers only for Accounts. It has three stages.

- I. Foundation Exam
- II. Intermediate Exam
- III. Final Exam

Entry Requirement:

Stage I is open to every body

If you have credit pass in Accounts (G.C.E. A/L), you can sit for Final exam directly.

Exemptions:

If you pass the final exam you can get exemption from AAT (stage I) & C.I.M.A (stage I)

Medium: English

Examinations held in twice a year (June & December)

Further Details Contact:

Institute for Accounting Studies

No, 34, Jaya Road,

Bambalapitiya,

Colombo 4.

Telephone: 591547

27. INSTITUTE OF TECHNOLOGICAL STUDIES (ITS)

The American University of Asia Inc, Washington D.C. is licensed by the District of Columbia Education Licensure Commission to confer degrees to Institute of Technological Studies.

Entry Requirements:

Admission Requirements for AUA Degrees:

- Twelve year of education and G.C.E A/Level aggregate of 180 or
- Eleven years of education and 5 credits at G.C.E O/Level and SAT score of 1150 overall or equivalent.

Admission Requirements for Transfer Students:

- Twelve years of education and G.C.E.A/Level 3 passes or
- Eleven years of education and 5 Credits at G.C.E.O/Level with Interim program (AUA), SAT score of 1150 overall and a TOEFL score of 213.

Interim Program:

This program is designed for transfer students who have 5 credits at G.C.E.O/L Examination and intend to join the degree program without G.C.E.A/Level. Duration of the program is one or two semesters and students must achieve the relevant SAT and TOEFL standard before proceeding to undergraduate studies.

Duration: 4 years at ITS Campus:

The AUA campuses offer the following four-year degree programs.

| | |
|--|-------|
| Bachelor of Business Administration (Major Marketing, Management, Accounting/finance) | B.B.A |
| Computer Science | B.S. |
| Computer Systems Engineering | B.S |
| Computer Information Systems | B.A |
| English Major / Minor TESL or | |
| Office Administration | B.A. |
| Environmental Science | B.S. |
| Mathematical Science | B.S. |
| Psychology | B.S. |

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Further, the AUA campuses also offer courses of study for up to two or three years leading to the following Bachelor of Science and Bachelor of Arts degrees to be continued at United States Universities.

- Applied Design and Visual Arts
- Biological Sciences
- Behavioral Sciences in
 - Anthropology
 - Psychology
 - Sociology
- Business Administration with Majors in
 - Accounting
 - Finance
 - Management
 - Marketing
- Chemistry
- Computer Information Systems
- Computer Science
- Computer Systems Engineering
- English Major/Minor Office Administration
- English Major/Minor TESL
- Electrical, Electronic and Mechanical Engineering
- Historical Studies
- Humanities
- Mathematical Science
- Medical Technology
- Media Studies
- Physical Science
- Environmental Science

Further Details Contact:
Institute of Technological Studies (ITS)
7, Kirimandala Mawatha, Narahenpita,
Colombo 05.

Tele: 586887-8, 501959
Fax: 501959
E-mail: auaits@yahoo.com
Website: www.search.lk/its

28. THE ASSOCIATION OF BUSINESS EXECUTIVES (U.K) (ABE)

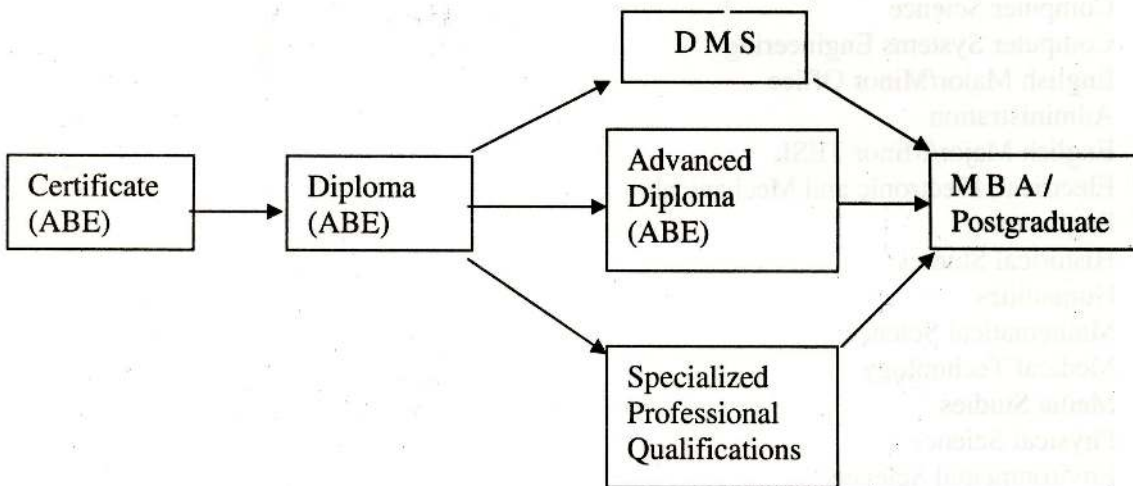
The Association of Business Executives (ABE) was founded in 1973 by a group of Industrialists and educationalists as a non profit-making institution. ABE has co-operated actively with other awarding bodies in Britain and elsewhere to ensure that ABE awards reflect job-related competency as well as continuously reviewed academic excellence.

Planning for Career Development:

Examinations papers are set and marked to the following standards:

1. Certificate – BTEC National Diploma
2. Diploma - BTEC Higher National Diploma
3. Advanced Diploma – Pass Degree

Successful completion of the Advanced Diploma qualifies students for entry into a number of MBA/Postgraduate programmes in the UK and overseas. Students are however advised that most institutions offering postgraduate programmes will expect entrants to pass a GMAT and/or TOEFL test and to provide evidence of experience in industry or commerce.



Registration and conditions of entry:

Applicants should be recommended by two responsible persons. They must also have attained one of the following entry requirements.

- ✓ ABE Certificate in Business Administration.
- ✓ Two G.C.E A/Levels together with four GCSE at Grade C or above, including English Language and Maths.
- ✓ BTEC National award in relevant subjects.
- ✓ Three passes in LCCI Third Level in relevant subjects.
- ✓ Four passes in RSA examinations at least two of which must be at Stage III.

For Further Details Contact:

The Association of Business Executives (U.K)

Sri Lanka Branch,

65, Jawatta Road,

Colombo 7.

Tel / Fax: 500736

29. ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANT (ACCA)

The ACCA qualification is a passport to a new world of opportunity – once you become a member, the leaning process countries throughout your career.

- Professional Examination Route Entry Criteria.
 - * G.C.E (Ordinary level) examination – 3 passes, with credit or distinction including English of Mathematics.and
 - * G.C.E (Advanced level) examination – 2 passes at grades A – C or
 - * Degree from a recognized institution in any subject
- You must be at least 18 years,
- There are two examination sessions per year, you can apply to register with ACCA at any time.
For the June examination
Register by 15 December of the preceding year.
For the December examination
Register by 31 July of the same year
- Fees:
Initial Registration - \$50 - Rs.6,500
Annual Subscription - \$50 - Rs.6,500
- Further details contact.
The Association of Chartered Certified Accountants (ACCA) Sri Lanka,
No: 9 Rosmead place,
Colombo - 7.

Telephone: 01 679129
E-mail: acca@srilanka.net

30. RAMANATHAN FINE ARTS ACADEMY

Courses available in Academy are:

Bachelor of Fine Arts (Music):

Carnatic Vocal

Carnatic Violin

Carnatic Miruthangam

Carnatic Veena

Bachelor of fine Arts Bharatha Naatiyam

Bachelor of fine Arts Art and Design.

Basic Requirements for B.FA (Music) and B.FA (Dance)

University admission – yes eligible to enter the University for the particular year.

Plus

Should pass the practical test conducted by the University.

B.FA (Art and Design):

Same qualification, denoted in the above course.

And

Appitude Test instead of Practical Test.

For further Details please contact,

Registrar,

University of Jaffna,

Jaffna.

31. SRI LANKA INSTITUTE OF MARKETING (SLIM)

Diploma In Marketing

The Diploma in Marketing is an accelerated part time course of study suitable for those in full time employment.

- Entry criteria for this course:
Minimum of three G.C.E (A/L) passes *Or*
Minimum of two G.C.E (A/L) passes + one year work experience in marketing / sales. *Or*
Preliminary Certificate in Marketing conducted by SLIM G.C.E (O/L) with 5 credits +
three years work experience in marketing / sales. *AND*
Good working knowledge of English and Computer Literacy.
- Candidates will present them selves for a written aptitude test by paying LKR 350/= to the SLIM office.
- Exemptions:
The Board of Study reserves the right to recognize and approve only certain qualifications for exemptions.
- Duration: 18-24 months.

- Course fee:
 - Registration : Rs.5,000
 - Registration renewal – Rs 3,000
 - Examination:
 - Rs. 1,250 per subject should be paid two months before the examination.
 - Rs. 2,500 for Marketing Management (planning of Control)
- Award of Certificate:

Only students, who have successfully completed all examinations and assignments and have paid their fees fully, shall be awarded the certificate.
- Post Diploma Studies:

Currently the following Universities have accepted this Diploma as an entry for the following Masters In Business Administration programmes with relevant (managerial) experience.

 - University of Peradeniya MBA.
 - University of Leicester (UK), MBA.
- Further details contact:

Sri Lanka Institute of Marketing,
5th Floor Lakshmans building,
321, Galle Road,
Colombo – 03

Telephone: 575658, 564220, 075-537340, 074-713883
Fax: 575210
E-mail: eduslim@sri.lanka.net
Website: <http://www.lanka.net/slim>

32. AUSTRALIAN COMPUTER SOCIETY (ACS)

Examination in Information Technology

The society's principal object is to advance professional excellence in information technology.

Entry Requirements:

- Passed the G.C.E.O/L examination
- Passed the G.C.E A/L examination

Exemptions:

The following modules of Foundation Certificate Level of the BCS professional examination will be exempted for ACS Optional Papers.

You must have passed....

- o Programming and Software Technology
- o Data Communications and systems architecture
- o Systems Analysis and Data Management

To gain exemption from....

- Software Development module
- Technology module
- Information Systems module

Fees:

Application fee : Rs. 100
Registration fee : Rs. 200

Examinations held in May & November annually
For Further Details Contact :

IDM Computer Studies (Pvt) Ltd.
No. 25, Visaka Road,
Colombo 04.

Telephone : 598836 / 7 , 596366 / 7
Fax : 596368
E mail : idmho@idm.edu
<http://www.idm.edu>

IDM Degree Studies Division
No. 23, Daisy Villa Avenue,
Colombo 04.
Telephone : 507580 – 6
E-mail : degree@idm.edu

33. INFORMATICS INSTITUTE OF TECHNOLOGY

Informatics Institute of Computer Studies (IICS) was established in 1990. It was an ambitious venture started by Informatics (Pvt) Ltd. (IPL) with a vision to produce a new generation of qualified IT professionals, increasingly in demand by the industry.

IICS was registered in 1991 with the Tertiary and Vocational Education Commission under the Tertiary and Vocational Education Act no.20 of 1990 for Registration of Institutes and Examination Regulations.

IPL entered into a collaboration with Manchester Metropolitan University (MMU), the largest non federal university in UK, to conduct the B.Sc. Hons in Information Systems and Computing in 1990. This collaboration enabled IICS to deliver the MMU courses in Sri Lanka and award the same certificate awarded by MMU in U.K., to our graduates as well. The first batch passed out in 1994.

The next major step was the starting of an international standard business degree programme, B.Sc./B.Sc. hons in Business in 1995, also in collaboration with MMU. the first batch of Business Graduates passed out in 1999.

A part-time B.Sc. hons. course in Information Systems and computing was started in 1998, for the benefit of employed students.

The IICS graduates have gained immense recognition in the IT and Business industry for their skills and occupy significant positions in public and private sectors. This has generated a high demand for more IT and Business Studies professionals, surpassing the present capacity of IICS. IPL has therefore in 1999 established "Informatics Institute of Technology" (IIT) and registered with the Board of Investment, to set up a full-fledged campus with facilities for 5000 students. the objectives are education at undergraduate and post-graduate levels, training and research, particularly in IT and Business Management. Apart from these two areas there will be other courses which are in demand, such as Electronics and Hospitality services. IIT is now operating at No.57, Ramakrishna Road, Colombo 06, but will soon begin construction of the new campus to complete it within the next three/four years.

For Further Details Contact:
Informatics Institute of Technology
57, Ramakrishna Road,
Colombo 06.

Tel: 585212, 585714, 580714, 585705

Fax: 589729

E-mail: information@iics.as.lk

Web site: www.iics.ac.lk

34. JAFFNA COLLEGE INSTITUTE OF TECHNOLOGY

Technician Diploma Courses : (NDT Level Courses)

- Electronics & Telecommunication Engineering
- Mechanical Engineering
- Civil Engineering

Entry Requirements : Passed the G.C.E O/L Examination

Duration : 3 Years (Full time)

DIPLOMA COURSES

- Advanced Diploma in Computing - Rs. 4,750
- Diploma in Computer Programming - Rs. 4,050
- Diploma in Draughtsmanship (civil)

Duration : 1 Year (Full time)

TECHNICIAN CERTIFICATE COURSES

- Basic Engineering
- Electronics

Duration : 1 Year (Full time)

CERTIFICATE COURSES IN BUSINESS & SCIENTIFIC APPLICATIONS

- | | |
|--------------|-------------------|
| ➤ MS Word | FoxPro |
| ➤ MS Excel | JAVA |
| ➤ MS Access | Visual Basic 6.0 |
| ➤ dBase III+ | MS PowerPoint |
| ➤ Pascal | Computer Hardware |
| ➤ C/C++ | |

Fees : Each Rs. 1,000

Duration : 3 – 4 Months

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CERTIFICATE CRAFT COURSES

- Mechanical Craftsman Practice - Rs. 1,450
- Electrical Wiring & Installation Practice - Rs. 1,450
- Automobile Technology - Rs. 1,450
- Radio & T.V Servicing - Rs. 1,550
- Foundry Practice - Rs. 600
(Duration : 3 Months)
- Air-Conditioning & Refrigeration - Rs. 1,000

Duration : 1 year (Full time)

Further details contact :

Director

Jaffna College Institute of Technology,
Vaddukoddai.

Jaffna

Telephone : 070 - 212531

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| 2 | Electrical Wiring & Installation Practice | Rs. 1.450 |
| 3 | Automotive Technology | Rs. 1.450 |
| 4 | Rails & T.V. Servicing | Rs. 1.250 |
| 5 | Country Practice | Rs. 0.85 |
| 6 | (Domestic) (Monthly) | |
| 7 | Auto-mechanics & Refrigeration | Rs. 1.000 |

Electrical Installation

Electrical Wiring

Automotive Technology

Rails & T.V. Servicing

Country Practice

Auto-mechanics & Refrigeration



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- ✕ **Certified Management Accountancy (Sri Lanka) (CMA)**
- ✕ **A.A.T (Sri Lanka)**
- ✕ **C.I.M (Marketing Course, London)**
- ✕ **I.A.B. (London)**
- ✕ **External Degree Course (Sri Lanka) B.Sc. (Mgt)**
- ✕ **Government Accountancy. (Sri Lanka)**

Head Office:

**No.34, Jaya Road, Bambalapitiya, Colombo 4.
Tel: 591547**

Branches:

- **No.100/1, Barnes Place, Colombo 7.**
- **B.L.C.No. 22, Dharmapala Mawatha, Colombo 7. (Buddhist Ladies College)**
- **No.505, Havelock Road, Colombo 6.**

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