

ජාතික කෘෂි තොරතුරු හා සන්නිවේදන මධ්‍යස්ථානයේ පුහුණු අංශය

ජාතික කෘෂි තොරතුරු හා සන්නිවේදන මධ්‍යස්ථානයේ පුහුණු අංශය මගින් කෘෂිකර්ම ක්ෂේත්‍රයේ නියුතු නිලධාරීන් සඳහා අවශ්‍ය පුහුණු කටයුතු සම්බන්ධීකරණය හා අවශ්‍ය සම්පත් දායකත්වය සැපයීම අප අංශය මගින් සිදුකරයි. අප ආයතනයට අනුබද්ධිත ආයතන වලට හැර අනෙක් රාජ්‍ය ආයතන සඳහා ද අවශ්‍ය තාක්ෂණ පුහුණු සැපයීම මෙමගින් සිදුකරයි. එක්වරකට 30දෙනෙකු පමණ පුහුණු කිරීමේ පහසුකම් අප ආයතනය සතු වන අතර ඔබගේ ඉල්ලීමට අදාළව අවශ්‍ය පාඨමාලා සැපයීමේ හැකියාවද අප සතුව පවතී. කෘෂිකර්ම දෙපාර්තමේන්තුවේ හා අනුබද්ධිත ආයතන හැර අනෙකුත් රාජ්‍ය ආයතන සඳහා පරිගනක විද්‍යාගාරය ලබාගැනීමේදී එක් පරිගනකයකට පැයක කාලයක් සඳහා රු.80.00 බැගින් අය කෙරේ. විද්‍යාගාරය සතු පරිගණක සංඛ්‍යාව 30ක් වන අතර, මල්ටිමීඩියා සහ අන්තර්ජාල පහසුකම් සහිතයි.

පහත සඳහන් පුහුණු පාඨමාලා දැනට අප පුහුණු අංශය මගින් ක්‍රියාත්මක වන අතර ඔබගේ ඉල්ලීම පරිදි අන්තර්ගතය වෙනස් කිරීමේ හැකියාවද අප සතුව පවතී.

Module 1 – Concepts of Information Technology (IT)

The following is the Syllabus for Module 1, Concepts of Information Technology (IT), which provides the basis for the theory-based test in this module domain.

Module Goals

Module 1 Concepts of Information Technology (IT) requires the trainee to have an understanding of some of the main concepts of IT at a general level. The trainee is required to understand the make-up of a personal computer in terms of hardware and software and to understand some of the concepts of Information Technology (IT) such as data storage and memory. The trainee shall also understand how information networks are used within computing and be aware of the uses of computer-based software applications in everyday life. The trainee shall appreciate health and safety issues as well as some environmental factors involved in using computers. The trainee shall be aware of some of the important security and legal issues associated with using computers.

Index	Course name	Course Content	No of Practical hours
01	Concepts of Information Technology (IT)	<ol style="list-style-type: none"> 1. Hardware, Software, Information Technology <ol style="list-style-type: none"> a. Understand the terms hardware, software, Information Technology (IT) 2. Information Networks. <ol style="list-style-type: none"> a. Intranet, Extranet, LAN, WAN b. The Internet c. The Telephone Network in Computing 3. The Use of IT in Everyday Life 	4 hours

		<ul style="list-style-type: none"> a. Computers at Work b. Electronic World <p>4. Health and Safety, Environment</p> <ul style="list-style-type: none"> a. Health Issues b. Precautions c. The Environment <p>5. Security</p> <ul style="list-style-type: none"> a. Information Security b. Computer Viruses 	
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Module 2 – Using the Computer and Managing Files

The following is the Syllabus for Module 2, Using the Computer and Managing Files, which provides the basis for the practice-based test in this module domain.

Module Goals

Module 2 Using the Computer and Managing Files requires the trainee to demonstrate knowledge and competence in using the common functions of a personal computer and its operating system. The trainee shall be able to adjust main settings, use the built-in help features and deal with a non-responding application. He or she shall be able to operate effectively within the desktop environment and work with desktop icons and windows. The trainee shall be able to manage and organize files and directories/folders, and know how to duplicate, move and delete files and directories/folders, and compress and extract files. The trainee shall also understand what a computer virus is and be able to use virus-scanning software. The trainee shall demonstrate the ability to use simple editing tools and print management facilities available within the operating system.

Index	Course name	Course Content	No of Practical hours
02	Using the Computer and Managing Files	<ul style="list-style-type: none"> 1. Computer Environment <ul style="list-style-type: none"> a. First Steps with the Computer b. Basic Information and Operations c. Text Editing 2. Desktop <ul style="list-style-type: none"> a. Work with Icons b. Work with Windows 3. Managing Files <ul style="list-style-type: none"> a. Concepts b. Directories/Folders c. Working with Files d. Duplicate, Move e. Delete, Restore 	4 hours

		<ul style="list-style-type: none"> f. Searching g. Compressing Files <ul style="list-style-type: none"> 4. Viruses <ul style="list-style-type: none"> a. Concepts b. Handling Viruses 5. Print Management <ul style="list-style-type: none"> a. Setup b. Print Outputs 	
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Module 3 – Word Processing

The following is the Syllabus for Module 3, Word Processing, which provides the basis for the practice-based test in this module domain.

Module Goals

Module 3 Word Processing requires the trainee to demonstrate the ability to use a word processing application on a computer. The trainee shall be able to accomplish everyday tasks associated with creating, formatting and finishing small sized word processing documents ready for distribution. He or she shall also be able to duplicate and move text within and between documents. The trainee shall demonstrate competence in using some of the features associated with word processing applications such as creating standard tables, using pictures and images within a document, and using mail merge tools.

Index	Course name	Course Content	No of Practical hours
03	Using the Computer and Managing Files	<ul style="list-style-type: none"> 1. Using the Application <ul style="list-style-type: none"> a. First Steps with Word Processing b. Adjust Settings 2. Main Operations <ul style="list-style-type: none"> a. insert Data b. Select Data c. Edit Data d. Duplicate, Move, Delete e. Search and Replace 3. Formatting <ul style="list-style-type: none"> a. Text Formatting b. Paragraph Formatting c. Document Formatting 4. Objects <ul style="list-style-type: none"> a. Tables 	8 hours

		<ul style="list-style-type: none"> b. Pictures Images, Charts <ul style="list-style-type: none"> 5. Mail Merge <ul style="list-style-type: none"> a. Concept and Practice 6. Prepare Outputs <ul style="list-style-type: none"> a. Preparation b. Printing 	
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Module 4 – Spreadsheets

The following is the Syllabus for Module 4, Spreadsheets, which provides the basis for the practice-based test in this module domain.

Module Goals

Module 4 Spreadsheets requires the trainee to understand the concept of spreadsheets and to demonstrate the ability to use a spreadsheet application on a computer. The trainee shall understand and be able to accomplish tasks associated with developing, formatting, modifying and using a spreadsheet of limited scope ready for distribution. He or she shall also be able to generate and apply standard mathematical and logical formulas using standard formulas and functions. The trainee shall demonstrate competence in creating and formatting graphs/charts.

Index	Course name	Course Content	No of Practical hours
04	Spreadsheet	<ul style="list-style-type: none"> 1. Using the Application <ul style="list-style-type: none"> a. First Steps with Word Processing b. Adjust Settings 2. Cells <ul style="list-style-type: none"> a. insert Data b. Select Cells c. Rows and Columns d. Edit Data e. Duplicate, Move, Delete f. Search and Replace g. Sort Data 3. Worksheets <ul style="list-style-type: none"> a. Handling Worksheets 4. Formulas and Functions <ul style="list-style-type: none"> a. Arithmetic Formulas b. Cell Referencing c. Working with Functions 5. Formatting <ul style="list-style-type: none"> a. Numbers/Dates b. Contents 	8 hours

		<ul style="list-style-type: none"> c. Alignment, Border Effects 6. Charts/ Graphs <ul style="list-style-type: none"> a. Using Charts/Graphs 7. Prepare Outputs <ul style="list-style-type: none"> a. Worksheet Setup b. Preparation c. Printing 	
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Module 5 – Database

The following is the Syllabus for Module 5, Database, which is the basis for the theory and practice-based test in this module domain.

Module Goals

Module 5 Database, requires the trainee to understand some of the main concepts of databases and demonstrate the ability to use a database on a computer. The trainee shall be able to create and modify tables, queries, forms and reports, and prepare outputs ready for distribution. The trainee shall be able to relate tables and to retrieve and manipulate information from a database by using query and sort tools available in the package.

Index	Course name	Course Content	No of Practical hours
05	Database	<ul style="list-style-type: none"> 1. Using the Application <ul style="list-style-type: none"> a. Database Concepts b. First Steps with Databases c. Adjust Settings 2. Tables <ul style="list-style-type: none"> a. Main Operations b. Define Keys c. Table Design/Layout d. Table Relationships 3. Forms <ul style="list-style-type: none"> a. Working with Forms 4. Retrieving Information <ul style="list-style-type: none"> a. Main Operations b. Queries c. Sort Records 5. Reports <ul style="list-style-type: none"> a. Working with Reports 6. Prepare Outputs <ul style="list-style-type: none"> a. Prepare to Print b. Print Options 	12 hours

Module 6 – Presentation

The following is the Syllabus for Module 6, Presentation, which is the basis for the practice-based test in this module domain.

Module Goals

Module 6 Presentation requires the trainee to demonstrate competence in using presentation tools on a computer. The trainee shall be able to accomplish tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution. He or she shall also be able to duplicate and move text, pictures, images and charts within the presentation and between presentations. The trainee shall demonstrate the ability to accomplish common operations with images, charts and drawn objects and to use various slide show effects.

Index	Course name	Course Content	No of Practical hours
06	Presentation	<ol style="list-style-type: none">1. Using the presentation<ol style="list-style-type: none">a. First Steps with Presentationsb. Adjust Settings2. Developing a Presentation<ol style="list-style-type: none">a. Presentation Viewsb. Slidesc. Using Design Templatesd. Master Slide3. Text and Images<ol style="list-style-type: none">a. Text Input Formattingb. Pictures, Imagesc. Duplicate, Move, Delete4. Charts/ Graphs, Drawn Objects<ol style="list-style-type: none">a. Using Charts/Graphsb. Organization Chartsc. Drawn Objectsd. Duplicate, Move, Delete5. Slide Show Effects<ol style="list-style-type: none">a. Preset Animationb. Transitions6. Prepare Outputs<ol style="list-style-type: none">a. Preparationb. Printingc. Deliver a Presentation	6 hours

Module 7 – Information and Communication

The following is the Syllabus for Module 7, Information and Communication, which provides the basis for the theory and practice-based test in this module domain.

Module Goals

Module 7 Information and Communication, is divided in two sections. The first section, Information, requires the trainee to understand some of the concepts and terms associated with using the Internet, and to appreciate some of the security considerations. The trainee shall also be able to accomplish common Web search tasks using a Web browsing application and available search engine tools. He or she shall be able to bookmark Web sites, and to print Web pages and search outputs. The trainee shall be able to navigate within and complete Web-based forms. In the second section, Communication, the trainee is required to understand some of the concepts of electronic mail (e-mail), together with having an appreciation of some of the security considerations associated with using e-mail. The trainee shall also demonstrate the ability to use e-mail software to send and receive messages, and to attach files to mail messages. The trainee shall be able to organize and manage message folders/directories within e-mail software.

Index	Course name	Course Content	No of Practical hours
07	Information and Communication	<ol style="list-style-type: none"> 1. The Internet <ol style="list-style-type: none"> a. Concepts/Terms b. Security Considerations c. First Steps with the Web Browser d. Adjust Settings 2. Web Navigation <ol style="list-style-type: none"> a. Accessing Web Pages b. Using Bookmarks c. Organizing Bookmarks 3. Web Searching <ol style="list-style-type: none"> a. Using a Search Engine b. Preparation c. Printing 	2 hours

පුහුණු කටයුතු සම්බන්ධීකරණය සහකාර කෘෂිකර්ම අධ්‍යක්ෂ භූමික කීර්තිරත්න මහතා(phone: 0812 030 040 ext: 1400) ඇමතීමෙන් සිදු කල හැකි අතර සම්පත් දායකත්වය තොරතුරු හා සන්නිවේදන තාක්ෂණ නිලධාරී සාගරිකා දිසානායක මිය (phone: 0812 030 040 ext: 1400) ඇමතීමෙන් ලබා ගත හැක.