



METROPOLITAN CAMPUS KDU

**TRAINING PROGRAMMES
2024**

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Diploma Programmes

Diploma in Cloud Computing (DICC)

Designed For	Staff (Public or Private Sector) who are working and responsible for Information related Departments, IT professionals, Network Administrators, Other technology professionals	
Duration (Hrs)	240 hours	
Course Fee	Rs 150,000/-	
Medium	English	
Programme Outline	<p><u>Level 1 : Cloud Fundamentals</u> Module 01: Cloud Overview Module 02: Foundational and Computer Services Module 03: Storage and Content Delivery Module 04: Security Module 05: Networking and Elasticity Module 06: Messaging and Containers Module 07: AWS Management</p> <p><u>Level 2 : Deploy Infrastructure</u> Module 08: Cloud Formation Techniques Module 09: Design and Management of Infrastructure Module 10: Design and Deploying Networking Infrastructure Module 11: Servers and Security Module 12: Storage and Data Basics and Implementation</p>	<p><u>Level 3 : Build CI/CD (Pipelines, Monitor , Logging)</u> Module 13: Continuous Integration and Deployment Module 14: Building Pipelines Module 15: Enabling CD with Deployment Pipelines Module 16: Monitoring</p> <p><u>Level 4 : Microservices at Scale</u> Module 17: Deploy High-availability Module 18: Docker Containers Module 19: Containerization of Apps Module 20: Orchestration using Kubernetes</p>

Diploma in Cyber Security (DICS)

Designed For	Staff (Public or Private Sector) who are working and responsible for Information related Departments, IT professionals, Network Administrators, Other technology professionals	
Duration (Hrs)	240 hours	
Course Fee	Rs 150,000/-	
Medium	English	
Programme Outline	<p><u>Level 1</u> Module 01: Penetration Testing including Cyber Security Basics Module 02: Getting Comfortable with Kali Linux, your attack box Module 03: Linux Basics covering secure operating systems Module 04: Practical Tools Module 05: Bash Scripting</p> <p><u>Level 2</u> Module 06: Passive Information Gathering Module 07: Active Information Gathering Module 08: Vulnerability Scanning Module 09: Web Application Attacks Module 10: Introduction to Buffer Overflows</p>	<p><u>Level 3</u> Module 11: Windows Buffer Overflows Module 12: Linux Buffer Overflows Module 13: Client-Side Attacks Module 14: Locating Public Exploits Module 15: Fixing Exploits</p> <p><u>Level 4</u> Module 16: Antivirus Evasion Module 17: Privilege Escalation and Password Attacks Module 18: Port Redirection and Tunneling Module 19: Active Directory Attacks Module 20: The Metasploit Framework Module 21: Windows Powershell</p>

Diploma in Internet of Things (DlIoT)

Designed For	Officers in the Cooperate sector
Duration (Hrs)	130 hours
Course Fee	Rs 130,000/-
Medium	English
Programme Outline	Semester 1: Introductory module and Fundamentals of IoT Electronics for IoT Arduino programming (C and Python) Embedded systems design Semester 2: Networking and Communication Network Security IoT communication Data gathering, warehousing, and cloud infrastructure **practical sessions available

Diploma in English

Designed For	Staff Grade officers in the public and private sector organizations with basic language competence
Duration (Hrs)	180 hours
Course Fee	Rs 100,000/-
Medium	English
Programme Outline	<ul style="list-style-type: none">• English Communication Skills relevant to academic & Professional Requirements• Listening and understanding skills on diverse accents and pronunciations• Comprehension and vocabulary skills• Public Speaking skills• Everyday communication• Use of language structure and vocabulary in oral and written tasks

Diploma in Procurement Management and Contract Administration (DPMCA)

Designed For	Staff Grade Officers in the Public Service or Members of SLAS, SLAcS, SLPS, SLEngS, SLEAS, Foreign, Medical, University Services, Scientific Services, Commissioned Officers in Armed Services and Police
Duration (Hrs)	240 hours
Course Fee	Rs 100,000/-
Medium	English
Programme Outline	<ul style="list-style-type: none">• Module 01 - Policy, Regulations & Guidelines of Public Procurement• Module 02 - Procurement Planning & Pre-qualification in Public Procurement• Module 03 - Bidding Documents• Module 04 - Bid Evaluation• Module 05 - Selection of Consultants• Module 06 - Supply Chain Management• Module 07 - Contract Administration• Module 08 - Public Private Partnership in Procurement• Module 09 - New Dimensions in Public Procurement• Module 10 - Law for Public Procurement• Final Dissertation

Diploma in English for Junior Executives (DEJE)

Designed For	Management Assistants and Development officers in the public sector organizations with basic language competence.
Duration (Hrs)	180 hours
Course Fee	Rs 75,000/-
Medium	English
Programme Outline	<ul style="list-style-type: none">• General Conversational Skills• Formal Letter Writing Skills• Reading and Comprehension Skills• Listening & Note Taking Skills• Functional Grammar• Vocabulary Building Activities• Effective Telephone Techniques• Job Interview Techniques• Meeting Techniques• Basic Report Writing Skills

Diploma in English for Professionals (DEP)

Designed For	Staff Grade officers in the public and private sector organizations with basic language competence
Duration (Hrs)	180 hours
Course Fee	Rs 75,000/-
Medium	English
Programme Outline	<ul style="list-style-type: none">• General Conversational English• Business Correspondence Skills• Functional Grammar• Academic Reading Skills• Creative Writing Skills• Report Writing Skills• Professional Presentation Techniques• Public Speaking Skills• Meeting Techniques• Listening Comprehension Skills• Interviewing Techniques• Negotiation Skills• Summarizing & Reformulating Techniques• English Literature• Pronunciation Skills

Certificate Programmes

Advanced Certificate in Information Technology (ACIT)

Designed For	Working people with basic knowledge on computer applications and those who wish to obtain an advanced certificate level qualification in ICT.
Duration (Hrs)	60 hours
Course Fee	Rs 59,000/-
Medium	English & Sinhala
Programme Outline	<ul style="list-style-type: none">• Introduction to Computing• Internet and Services of the Internet• Word Processing Applications• Spreadsheet Applications• Database Applications• Presentation Applications• E-Mail Applications

Certificate in Internet of Things (IoT) and Big Data

Designed For	Officers in the Cooperate Sector
Duration (Hrs)	72 hours
Course Fee	Rs 75,000/- (Includes IoT Kit)
Medium	English
Programme Outline	<ul style="list-style-type: none">• Introduction to IoT & Big Data• Fundamentals of Electronics & Actuators• Arduino Programming• Embedded System Development• Big Data• Network Communication• IoT Network• IoT Security

Certificate in English

Designed For	Officers in the Public & Private Sector
Duration (Hrs)	60 hours
Course Fee	Rs 40,000/-
Medium	English
Programme Outline	<ul style="list-style-type: none">• Grasp English communication skills relevant to academic and professional requirements.• Improve comprehension and vocabulary skills.• Gain necessary listening and understanding with regard to diverse accents and pronunciation.• Communicate confidently in any given circumstances; during presentations and public speaking.• Communicate appropriately constructing utterances/sentences in everyday communication.• Use language structures and vocabulary appropriately, which are learnt during the course in oral and written tasks

Certificate Course in Human Resource Management (CCHRM)

Designed For	Officers in the Public & Private Sector and anyone who are interested with the subject area
Duration (Hrs)	30 hours
Course Fee	Rs 29,000/-
Medium	English & Sinhala
Programme Outline	<ul style="list-style-type: none">• Business Environment & HR Role in Business• Human Resource Management Concepts• Recruitment & Selection• Performance Management System• Compensation and Reward Management• Human Resource Development• Legal Environment• Leadership & Motivation• Standard HR Administration procedures & Discipline

Certificate in Office Management & Administration (COMA)

Designed For	Administrative Officers and those who are engaged in administrative functions.
Duration (Hrs)	30 hours
Course Fee	Rs 29,000/-
Medium	English & Sinhala
Programme Outline	<ul style="list-style-type: none">• Introduction to office Management and Administration• Functions of a modern office• Functions and responsibilities of an office manager• Delegation of responsibilities and activities• Appraise performance of staff• Motivation of staff for better performance• Knowledge and skill enhancement on communication• Managing professional documents• Data management and administrative systems• Office supervision and management• Work study management• Customer care

Certificate in Presentation Techniques and Public Speaking Skills (CPTPSS)

Designed For	Staff Grade Officers in the public & private sector organizations and for those who wish to develop Professional Presentation Skills
Duration (Hrs)	30 hours
Course Fee	Rs 29,000/-
Medium	English
Programme Outline	<ul style="list-style-type: none">• Introduction to Professional Presentations & public speaking• Effective Posture, body Language & delivery techniques• Appropriate language usage and question Handling Techniques• Stage Presence and Attention Grabbing Techniques• Parts of the presentation• Preparing Presentation• Speaking Vs Public Speaking• Types of Speeches• Structure of Speeches

Certificate in Public Procurement Management (CPPM)

Designed For	Staff Grade Officers in the government ministries, departments, provincial councils, local authorities and statutory bodies
Duration (Hrs)	30 hours
Course Fee	Rs 29,000/-
Medium	English & Sinhala
Programme Outline	<ul style="list-style-type: none">• Introduction to Principles of Public Procurement• Salient Features of Government Procurement Guidelines, Manuals and Supplements Goods and Works 2006• How to Align Agency Procurement Plan with The Strategic Directions and Action Plan of the Entity• Activities of The Public Procurement Cycle• Selection of Appropriate Procurement Methods• Introduction to Bidding Documents• Procurement Packaging, Slicing, Proposed Annual Procurement Plan and Procurement Preparatory Plan for The Financial Year• Preparation of PTS and Detailed Procurement Plan• Bidding Procedures and Bid Opening Procedures• Principles and Activities of Preliminary Bid Examination, Detailed Evaluation, Post Qualification and Evaluation Report• Preparation of NS Bidding Documents for Works, Goods and Non-Consultancy Services• Salient Features of NCB Goods Bidding Document and Services Bidding Documents

Capacity Development Programmes

Bid Documents and Tender Procedures

Designed For	Officers who are working in the Procurement Divisions or those who wish to gain knowledge on such areas.
Duration (Hrs)	18 hours
Course Fee	Rs 18,000/-
Medium	English & Sinhala
Programme Outline	<ul style="list-style-type: none">• Introduction to Public Procurement (Tender Procedures)• Basic Rules & Principles in Procurement• Responsibilities of Procurement Officers• Preparation of procurement plans, schedules & files• Introduction to General Treasury, Department of Public Finance & Other Related Agencies• Bidding Documents• Preparation of Bidding Documents• Procurement Methods• SBD for Goods & Works• SBD for Shopping

Bid Evaluation in Public Procurement

Designed For	Staff Grade Officers in the Central Government, Provincial Councils, Local Governmental and Semi-Governmental Organizations
Duration (Hrs)	18 hours
Course Fee	Rs 18,000/-
Medium	Sinhala
Programme Outline	<ul style="list-style-type: none">• Principles of Bid Evaluation• Bid Examinations• Eligibility criteria• Deviations:<ul style="list-style-type: none">○ Minor deviations○ Major deviations• Detailed Bid Evaluations• Post Qualification• Writing Bid Evaluation Reports

English for Office Use

Designed For	Employees who work in a front Office and for those who wish to develop conversational English.
Duration (Hrs)	18 hours
Course Fee	Rs 18,000/-
Medium	English
Programme Outline	<ul style="list-style-type: none">• Greetings & introductions, complimenting• Asking for & giving information• Giving instructions & directions• Effective telephone techniques• Describing situations & experiences• Expressing opinions, agreeing, & disagreeing• Meeting minutes, memos, invitations and notices.• Making requests & responding

Formal Letter Writing Skills

Designed For	Non Staff Grade Officers in the public & private sector organizations and for those who wish to develop formal letter writing skills
Duration (Hrs)	18 hours
Course Fee	Rs 18,000/-
Medium	English
Programme Outline	<ul style="list-style-type: none">• Introduction to Formal Letter Writing• Formats of Letters• Types of Formal Letters• Language of Formal Letters• Use of Punctuation Marks• Common Errors in Writing Letters

General Office Administration and E-Code

Designed For	Newly Recruited Staff and Officers in The Administration Division in Government and Semi-Government Organizations, Provincial Councils and Local Authorities.
Duration (Hrs)	18 hours
Course Fee	Rs 18,000/-
Medium	Sinhala
Programme Outline	<ul style="list-style-type: none">• Introduction to Office Management, Office Systems, Procedures• File Management - Maintaining and Administration of Different Types of Files/ Record Management• Office Communication-Writing Effective File Minutes/Drafting Official Letters• Introduction to E-Code and Relevant Sections• Public Sector Modernization and Office Automation• Practice Good Housekeeping in File Management

Government Payroll System

Designed For	Middle and junior level staff who engage in payroll preparation attached to accounts and payment divisions.
Duration (Hrs)	18 hours
Course Fee	Rs 18,000/-
Medium	English & Sinhala
Programme Outline	<ul style="list-style-type: none">• Installation & initiation of GPS• Maintenance of files• Employee master file• Data entering• Loans for public officers• Department of supported bank loans• EPF, ETF & PSPF• Miscellaneous operational activities• Payroll processing, reporting & printing• GPS SLIP system (Sri Lanka Inter Banking Payment System)• Error handling routine

Personal File Management

Designed For	Administrative officers and those who handle personal files in government and semi-governmental organizations, provincial councils and local authorities.
Duration (Hrs)	18 hours
Course Fee	Rs 18,000/-
Medium	Sinhala
Programme Outline	<ul style="list-style-type: none">• File Management Systems• Establishment code and PSC rules and their applications on Personal File Management• Recruitment procedures in the public sector• Letter of appointment, agreements, security etc• Probation and efficiency bars• Disciplinary Procedures and Regulations• Vacation of post• Retirement and Termination of Service• e-File Management

Procurement Guidelines, Planning & Regulations

Designed For	Officers in the public sector, semi-governmental organizations and in the private sector who are involved in procurement, logistics, finance, auditing, and transport related jobs
Duration (Hrs)	18 hours
Course Fee	Rs 18,000/-
Medium	English & Sinhala
Programme Outline	<ul style="list-style-type: none">• Introduction to procurement guideline, manuals, circulars and supplements• Procurement entity, procurement committees, Technical Evaluation committees and bid opening committees and their functions• Methods of procurement• Procurement planning• Standard bidding documents• Bid evaluation• Bid examination• Detailed bid evaluation• Post qualifications• Writing evaluation reports• Payment procedures

Public Financial Regulations

Designed For	Officers in the central government, provincial councils, local government and semi-governmental organizations
Duration (Hrs)	18 hours
Course Fee	Rs 18,000/-
Medium	English & Sinhala
Programme Outline	<ul style="list-style-type: none">• Parliamentary control over public finance• Expenditure and revenue estimation• Variations to budget estimates• Warrants and imprest limits• Losses and write-offs• Delegation of financial authority• Documents for receipts and payments• Advance and deposit accounts

Public Service Disciplinary Procedures

Designed For	Those who handle disciplinary matters in the public service including provincial councils, local government and semi- governmental organizations
Duration (Hrs)	18 hours
Course Fee	Rs 18,000/-
Medium	Sinhala
Programme Outline	<ul style="list-style-type: none">• The meaning of discipline• Establishment code and its relevance to public officers• Delegation of powers and authority• Misconduct and reporting of misconducts• Preliminary investigation• Framing a charge sheet• Conducting formal inquiry and evidence recording• Prosecution & defense• Disciplinary order• Punishments & appeals• Related acts, statutes & circulars

Report Writing Skills

Designed For	Staff Grade Officers in the public and private sector organizations and for those who wish to develop professional writing skills.
Duration (Hrs)	18 hours
Course Fee	Rs 18,000/-
Medium	English
Programme Outline	<ul style="list-style-type: none">• Introduction to formal reports• Types of reports• Parts of a report• Language for report writing• Effective presentation of information• Editing and proofreading

Stores and Inventory Management

Designed For	Middle level managers in the central government, provincial councils, local government and Semi-governmental organizations who manage stores or intend to manage
Duration (Hrs)	18 hours
Course Fee	Rs 18,000/-
Medium	Sinhala
Programme Outline	<ul style="list-style-type: none">• Responsibilities and functions of a storekeeper and a stores officer• Methods of modern stores management• Receiving and issuing of stores / goods• Documents to be used in stores (bin cards, stores ledgers, receiving and issuing orders etc)• Annual survey of stores• Stock levels

Advanced MS Excel Skills

Designed For	Government Officers with basic knowledge on MS Excel and wish to update their knowledge on advanced skills in MS Excel applications.
Duration (Hrs)	12 hours
Course Fee	Rs 13,000/-
Medium	English & Sinhala
Programme Outline	<ul style="list-style-type: none">• Introduction to MS Excel• Speeding up Data Entry• Formatting Cell Entries• Using Formulae and Functions• Addressing Cells• Working with Databases• Array Formulas• Data Validation• Goal Seek Analysis• VLOOKUP & HLOOKUP function• Match & INDEX functions• Charts• Pivot Tables & Pivot Charts• Financial Analysis with Data Tables• Printing & Viewing Worksheets• Security Settings

Board of Survey, Losses & Write-Offs

Designed For	Officers in the central government, provincial councils, local government authorities and semi-governmental organizations
Duration (Hrs)	12 hours
Course Fee	Rs 13,000/-
Medium	Sinhala
Programme Outline	<ul style="list-style-type: none">• Appointment of annual board of survey teams• Functions of board of surveys for verification• Types of surveys• Stock levels• Procedures for board of surveys• Actions to be taken on the results of the board of surveys• Unserviceable articles• Condemning and disposal of unserviceable articles• Losses and waivers• Actions to be taken on losses• Conducting inquiries on losses• Valuation of losses and determination of amount to be recovered• Accounting procedure for loss of cash, ticket stamps etc• Authorities to deal with losses and order of write-offs• Record of losses• Waivers - statutory waivers and other waivers

Database Management using MS Access

Designed For	Management Assistants and officers in similar grades and those who wish to update their knowledge on database management.
Duration (Hrs)	12 hours
Course Fee	Rs 13,000/-
Medium	English & Sinhala
Programme Outline	<ul style="list-style-type: none">• Introduction to Database Management• MS Access Database Applications• Tables and Relationships Normalizing• Working with Queries, Forms, Reports and Data Sources Generating Reports

Information Communication Technology

Designed For	Management Assistants and Development Officers in the public sector and junior officers in the private sector who need to develop basic computer applications.
Duration (Hrs)	12 hours
Course Fee	Rs 13,000/-
Medium	English & Sinhala
Programme Outline	<ul style="list-style-type: none">• Introduction to Computing• Working with Operating Systems• Introduction to Microsoft Word• Internet and Services of the Internet• Introduction to Microsoft Excel• Introduction to Microsoft Power Point

Project Proposal Writing Skills

Designed For	Officers in the public sector organizations, provincial councils and local authorities who are involved in writing project proposals.
Duration (Hrs)	12 hours
Course Fee	Rs 13,000/-
Medium	English
Programme Outline	<ul style="list-style-type: none">• Problem Identification• Defining Project Objectives• Stakeholder Analysis• Logical Framework• Structuring the Report Presentation• Writing a Proposal for a Short Project

Awareness Programme on e-Procurement

Designed For	Senior Public Officials in Ministries, Departments, Statutory Boards and Corporations
Duration (Hrs)	06 hours
Course Fee	Rs 7,750/-
Medium	English
Programme Outline	<ul style="list-style-type: none">• Concept of e-GP, its benefits and costs for obtaining value for money• Different options of e-GP• e-Supplier registries• e-Procuring entity detailed registries• e-Notifications on bid opportunities• e-Publication of information such as annual procurement plans• e-Tendering portal• e-Purchasing of low-value high volume goods• e-Cataloging which enables suppliers to maintain catalogues for e-purchasing• e-Payments• Procurement management information systems• International experiences of e-GP – Georgia, Bangladesh, South Korea etc.• Roadmap for implementing e-GP• Present status of implantation of e-GP in Sri Lanka

English for Front Office Staff

Designed For	This seminar is designed for participants who have to deal with customers in their current position or in the future. (A minimum of pre-intermediate level of English fluency is required.)
Duration (Hrs)	06 hours
Course Fee	Rs 7,750/-
Medium	English
Programme Outline	<ul style="list-style-type: none">• Greetings and receiving customers• Describing jobs, functions, and purposes• Dealing with customer requests• Asking for permission• Offering help and advice• Giving instructions• Using the telephone• Handling Problems and complaints

Letter Writing

Designed For	Non-Staff Grade Officers in Private/Government Sector Organizations
Duration (Hrs)	06 hours
Course Fee	Rs 7,750/-
Medium	English
Programme Outline	<ul style="list-style-type: none">• Introduction to Format and language –Formal Letters• Introduction to different types of letters• Group Work & Discussions• Writing Formal Letters

Preparation of Professional Documents with MS Word

Designed For	IT Assistants and Management Assistants of Government & Private Organizations
Duration (Hrs)	06 hours
Course Fee	Rs 7,750/-
Medium	English & Sinhala
Programme Outline	<ul style="list-style-type: none">• Importance of word processing applications• Essential Features of MS Word<ul style="list-style-type: none">○ Page Setup○ Paragraph Formatting○ Numbered and Bulleted Lists○ Inserting Images and Shapes○ Tables○ Mail Merge○ Printing Word Documents• Benefits of using MS Word

Preparation of Spreadsheets using MS Excel

Designed For	IT Assistants and Management Assistants of Government & Private Organizations
Duration (Hrs)	06 hours
Course Fee	Rs 7,750/-
Medium	English & Sinhala
Programme Outline	<ul style="list-style-type: none">• Importance of spreadsheets• Cell Content Types• Fill Handle• Formulas with Functions• Data Validations• Charts• Pivot Tables• Printing Worksheets• Benefits of MS Excel spreadsheets