“Leading the Leaders in IT Education”

COLLEGE PROSPECTUS / 2015/16

Dreams waits you to your journey to your dreams begins here.

www.infortec.lk

- Nugegoda
- Kandy
- Gampaha
- Galle
- Kurunegala
- Kegalle
- Matara
Giving wings to your dreams

A personal loan scheme for Educational purposes

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KEGALLE | #263, Plywood House, 4thFloor, Colombo Rd, Kegalle.
KURUNEGALA | #183/3/3, Colombe Rd,Kurunegala. (Mobitel Building)
# Overview

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# Join US !

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Welcome to
INFORTEC INTERNATIONAL - UNIVERSITY COLLEGE

Infortec International University College was established under the act no. 17 of 1982 (incorporated) and no. 7 of 2007 in the year 1999, by filling the vacuum created in the development of the field of professional information technology in Sri Lanka. This Institute has the membership of the BCS – the Chartered Institute of IT which is the main Chartered Institute related to information technology education in the world and the sole institute recommended by them for the rights of HDCS (Higher Diploma in Computer Science) course. In addition, one of the 10 institutes listed under BCS – APL (Accredited Prior Learning) in the world.

This Institute is also registered under the Ministry of Skills Development, Tertiary and Vocational Education Commission of Sri Lanka and also in Teacher Training in the Ministry of Education.

Infortec International has won the popularity as it has been providing information technology courses to the children of Sri Lanka for 16 years without a break and also as the sole Institute granting scholarships for a British Chartered Professional Degree.
Our
Vision, Mission & Core Values

Vision | ක්මන්
To be one of the leading institutes in the World.

Mission | සෙබාජන
The above vision is to be achieved through providing Students and staff with best possible resources in a conducive environment for teaching, learning and advancement of knowledge through research, and to provide facilities to students and staff to develop skills relevant to the newest technology and provide opportunities to students and staff to develop humanities, sensitiveness and continuous professional development.

Values | ආහාර
Experience මෙයි 16 මෙයින් නැදිහැරිය
Professionalism අධිකාර දේශපාලනය
Academic Excellence විශේෂ ආකාරය ආකර්ණය
Continuous Improvement විශේෂ ආකර්ණය
Commitment ආයතත්වය
Integrity ආහාරය
Innovation ආහාරය

Service Guarantee | ස්වාභාප්තිකතා
- Well experienced, Qualified and professional Team of lectures. / ආහාරයේයින් ආහාරයට ක්මන් විශේෂ ආහාරය.
- Comprehensive coverage of course syllabus and structure. / ආහාරයේයින් ආහාරයට ක්මන් විශේෂ ආහාරය.
- Focused and comprehensive lecture materials. / ආහාරයේයින් ආහාරයට ක්මන් විශේෂ ආහාරය.
- Conducive study environment. / ආහාරයේයින් ආහාරයට ක්මන් විශේෂ ආහාරය.
- Accessible and strong student support service. / ආහාරයේයින් ආහාරයට ක්මන් විශේෂ ආහාරය.
- Continuous feedback and redress mechanism. / ආහාරයේයින් ආහාරයට ක්මන් විශේෂ ආහාරය.
Although many employment opportunities are available in the Government and the private sector, young generation fails to grab them due to the lack of necessary skills. In particular communication skills and IT skills are essential to face the challenges in the modern world. At present the entire world is dominated by new technologies such as IT.

As a result every organization is looking for you and energetic people who can live up with challenge. In Sri Lanka there are many High salaried job opportunities for IT Literate people enabling them to make their lives more prosperous. This is the most lucrative opportunity young people deserve to have in the field of Information Technology not like in any other professional field.

I am very proud to announce that we, Infortec International - University College has been preparing Sri Lankan youth for the demanding job market with necessary IT skills pacing up with the technological development in modern organization. Therefore I reiterate that Higher Diploma in Computer Science, Higher Diploma in MIS and BCS Chartered Qualification are the simplest path to ensure a high salaried employment in Sri Lanka.

I wish you all the best in becoming a valuable IT professional.
8 Reasons to Study with INFORTEC INTERNATIONAL

1. INTERNATIONAL & NATIONAL RECOGNITION
   Registered course provider for BCS HEQ and INFORTEC HDCS has been included in the BCS list of qualifications approved under the Accreditation of prior Learning (APL) Scheme. Infortec International is a training institute registered under the government act, NO.17 of 1982 & 2007 No:07 ACT and also a Registered IT Training institute under the TVEC. (Tertiary and Vocational Education Commission in Ministry of Youth Affairs of Sri Lanka)

2. QUALIFIED AND EXPERIENCED STAFF
   All of our staff are appropriately qualified and experienced for the programmes they present and also good student counselors. many have practical experience in industry, relevant examples of which they bring into the classroom.

3. QUALITY PROGRAMS
   Infortec International is a registered course provider for many International and National programs. Such as BCS, ICDL, City & Guilds & Degree programs offers from International Universities.

4. EMPLOYMENT SKILLS
   The courses provided, students with the required knowledge and skills for a successful career within the competitive employment market. practical sessions within the programs enable you to practice and develop these skills.

5. RESEARCH
   Our conducive learning environment is supported and enriched by the IT based research activities undertaken by the academic staff ensuring a solid base of academic knowledge relevant to the ever-changing world.

6. STUDENT EMPLOYABILITY
   More than 90% of our Students are employed within 6 months after completing their course. Our Diploma holders may work with government sector and private sector due to program’s National & International recognition. And also Worldwide employability due to the international recognition qualification.

7. CONDUCTIVE ENVIRONMENT
   The Institute environment provides all necessary resources for your success, excellent academic support, excellent classroom facilities, excellent IT infrastructure, excellent student recreation facilities and excellent personal and professional development, thus providing for a truly all-round education and learning experience.

8. PERSONAL DEVELOPMENT
   All students are allocated a mentor who will assist in supporting both academic and personal development. The personal mentor is there to help and guide you thorough your studies to a successful completion. Special personality development programs are provided through the academic year.

Helping you to gain competitive advantage, Yes We Can
**Our Partnerships**

**The BCS (British Computer Society) The Chartered Institute for IT**

The BCS (British Computer Society) The Chartered Institute for IT is a professional body and a learned society that represents those working in Information Technology both in the United Kingdom and internationally and Established in 1957.

* TVEC (Tertiary & Vocational Educational Commission) (Sri Lanka)

**TVEC (Tertiary & Vocational Educational Commission)**

TVEC: TVEC (Tertiary & Vocational Educational Commission) is the quality assurance and regulatory body for Technical, Vocational Education and Training (TVET) in Sri Lanka.

* ADB EKSP (Education for Knowledge Society Project) - Sign an Agreement with EKSP (Education for Knowledge Society Project) Ministry Of Education - Sri Lanka, for Government Teacher and Student Training.

**ADB EKSP (Education For Knowledge Society Project)**

ADB EKSP (Education For Knowledge Society Project) - Sign an Agreement with EKSP (Education for Knowledge Society Project) Ministry Of Education - Sri Lanka, for Government Teacher and Student Training.

* City & Guilds

City & Guilds is a leading skills development organisation, providing services to training providers, employers, and trainees across a variety of sectors to meet the needs of today’s workplace.

**City & Guilds**

* ECDL/ICDL Foundation

ECDL/ICDL Foundation is the certifying authority of the leading international computer skills certification programme – ECDL / ICDL.

**ECDL/ICDL Foundation**

ALONE we can do

TOGETHER we can do better
1999
Establishment of Infortec International in Kandy.

2002
Incorporated as a Limited Liability Company.

2003
Registration of the institute in Tertiary & Vocational Educational Commission (TVEC) under Ministry of Skills Development as a Training Institute.

2004
Establishment of Infortec Alumni association.

2005
Expansion of branches in Kegalle, Kurunegala, Gampaha, Nugegoda.

2007
Introduced the Online Exam and Result System.

2008
Establishment of Infortec Publications & Infotec Technology Solutions as subsidiaries of Infortec International.
Launched the IDC - Infotec Data Centre.

2009
Became a Registered Course Provider for BCS HEQ.
Introduced the Virtual Learning Environment (VLE).

2010
Affiliated with City & Guilds for Approved Centre for English Language.

2011
Accreditation of Higher Diploma in Computer Science (HDCS) by British Computer Society (BCS) - The Chartered Institute for IT & Inclusion of HDCS of INFORTEC INTERNATIONAL in the LIST of Accreditation of Prior Learning of BCS for 3 exemptions.

2012
Expansion of Infortec International to Galle & Matara.
Got the accreditation for an Approved Centre for International Computer Driving License (ICDL).

2014
Signed an Agreement with EKSP (Education for Knowledge Society Project) Ministry Of Education - Sri Lanka, for Government Teacher and Student Trainings.
BCS has been offer 2 new exemptions for HDCS.
Student Facilities
The Excellent facilities & Services for our students

- **Lecture halls & Classrooms**
  Our Lecture halls have a conducive atmosphere to enhance the student’s concentration and learning experience. The facilities are equipped with the latest projection system, visualizers and multimedia capabilities.

- **Computer Network & Labs**
  Infortec International is an institute which has the largest lab (with dedicated/file server) Network in Sri Lanka. Lab facilities including Linux servers, Windows servers, Cisco Routers for Networking Lessons. And we got Separate Labs for IT Practical.

- **International examination center**
  Registered exam center for International IT & English exams (ICDL, City & Guilds, etc.)

- **Online examination system**
  Online Exam System and Results system with fully computerized environment with speed internet facilities.

- **Online Student Portal**
  Virtual Learning Environment (VLE) for computer/online based learning.

- **Learning materials**
  Necessary student study packs for both IT and IT related supportive English lessons.

- **Library Facilities**
  Our well stocked Library reflects all the programs of study offered by Infortec International.

- **Student Study Area**
  Our Students have a separate study areas for their studies and discussions.
A Career that can take you just about anywhere

Academic Programmes

- Higher Diploma Programmes
- Undergraduate Programmes
- Diploma Programmes
- Vendor Certification Programmes
- Foundation Programmes
- English Programmes
- Banking Programmes
Study to Mastery Level
Your academic pathway with INFORTEC

Dreaming to be a graduate?
Just Join Us ...
Overview
The comprehensive syllabus of HDCS which specialise software Engineering has been designed in accordance with the Sri Lanka Qualification Framework (SLQF) targeting students who have done A/L. This consists of 19 Modules, 10 Optional Modules with 60 Credits. HDCS is the only Higher Diploma in Sri Lanka with the accreditation of British Computer Society-The Chartered Institute for IT-UK which enables the student to earn BCS Higher Education Qualification in 12 months with exemptions.

Course Duration
12 months

Total Number of Credits
60 Credits

Entry requirement
Sat for G.C.E A/L and Pass the entrance examination conducted by Infortec.
Outcome level
BCS level 5 UK
and qualified for the final level of BCS professional I degree qualification

Examinations & Assessments
Online examinations
Written Examinations
Assignments and Industrial projects

Modules
[SEMESTER 01]
M01 : Operating System Concepts
M02 : Computer Systems
M03 : Office Automation
M04 : Hardware Engineering
M05 : Internet, Networking & Web Des.
M06 : Database Management Systems
M07 : Computer Graphics
M08 : IT Project management
M09 : Professional Issues

[SEMESTER 02]
M10 : Programming Techniques
M11 : Advanced JAVA Programming
M12 : Data structure & Algorithm
M13 : System Analysis & Design
M14 : Programming Laboratory C#
M15 : Software Engineering
M16 : Advanced Internet Tec. & Web Dev.
M17 : Mathematics for ICT
M18 : Final Project(Web & Software)
M19 : Soft Skills Development

OPTIONAL MODULES
Workshops
M01 : Open Source with Linux
M02 : Internet & E-money
M03 : Web Designing Concepts
M04 : Hardware & Networking Practical
M05 : Standard Project Documentation

English for ICT Education
M06 : Supportive English Program

Personal Development Programs
M07 : Learn How to Lean(education phy
M08 : Be the Best(leadership program
M09 : Be a Part of a Wining Team(teamwork??

Ravindu Shehan
14GP0067
Ananda College, Colombo

“Infortec International - University College provides me with a bunch of opportunities to explore the knowledge in Information Technology in a broader way none other than any institute in Sri Lanka.”
Overview
The comprehensive syllabus of HDCS which specialise Management Information Systems has been designed in accordance with the Sri Lanka Qualification Framework (SLQF) targeting students who have done A/L. This consists of 19 Modules, 10 Optional Modules with 60 Credits. HDCS is the only Higher Diploma in Sri Lanka with the accreditation of British Computer Society-The Chartered Institute for IT-UK which enables the student to earn BCS Higher Education Qualification in 12 months with exemptions.

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Modules
[SEMESTER 01]
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M02 : Computer Systems
M03 : Office Automation
M04 : Hardware Engineering
M05 : Internet, Networking & Web Des.
M06 : Database Management Systems
M07 : Computer Graphics
M08 : IT Project management
M09 : Professional Issues

[SEMESTER 02]
M10 : Programming Techniques
M11 : Advanced JAVA Programming
M12 : Introduction to Accounting
M13 : Management Information Systems (MIS) & E-commerce
M14 : Micro Economics
M15 : Human Resource Management
M16 : Advanced Internet Tec. & Web Dev.
M17 : Data Warehousing & Data Mining
M18 : Final Project(Web & Software)
M19 : Soft Skills Development

OPTIONAL MODULES
Workshops
M01 : Open Source with Linux
M02 : Internet & E-money
M03 : Web Designing Concepts
M04 : Hardware & Networking Practical
M05 : Standard Project Documentation

English for ICT Education
M06 : Supportive English Programme

Personal Development Programs
M07 : Learn How to Lean
M08 : Be the Best
M09 : Be a Part of a Winning Team
M10 : Be a Professional

Awarding body
Infortec International
Overview

BCS is the only Chartered Institution for IT professionals which can award an internationally recognised professional qualification. BCS is Ofqual (Office of Qualifications and Examinations Regulation) accredited and relevant to employers, they set the highest standard of professionalism within the industry. Since 1969, Higher Education Qualifications have set the highest standard of professionalism within the industry. Trusted for its independence and integrity,

**BCS is trusted for its independence and integrity,**

Exemptions

02 subjects of the Certificate level and 03 subjects of Diploma Level of BCS HEQ are exempted for Infortec Higher Diploma in Computer Science.

*Higher Diploma students of Infortec are eligible to follow BCS Higher Education Qualification, the chartered Institute for IT within 12 Months with two exemptions at Certificate Level and three exemptions in Diploma level, which is a degree equivalent qualification in Sri Lanka and the world.*

Awarding

BCS - The Chartered Institute for IT - UK

Course Duration

12 months

Entry requirement

HDCS Qualification

Modules

[SEMESTER 01]

- Information Systems (Cert. Level)
- Professional Issues in IS Practice (Dip. Level)
- Software Design Methods (PGD Level)

[SEMESTER 02]

- Management Information Systems (PGD Level)
- Software Engineering II (PGD Level)
- Web Engineering (PGD Level)

[PROJECT]

- Professional IT Project

Exemptions

02 subjects of the Certificate level and 03 subjects of Diploma Level of BCS HEQ are exempted for Infortec Higher Diploma in Computer Science.

*Higher Diploma students of Infortec are eligible to follow BCS Higher Education Qualification, the chartered Institute for IT within 12 Months with two exemptions at Certificate Level and three exemptions in Diploma level, which is a degree equivalent qualification in Sri Lanka and the world.*
Overview
Ditec is a recognized qualification for beginners and job orientation programme. This is suitable who seeking a job in any stream. The course will cover essential computer knowledge, skills in ICT.

Modules
- Fundamentals of ICT
- Office Automation
- PC Hardware and Networking
- Computer Graphics
- Internet and Web Designing
- Software Engineering
- Programming Techniques with Java
- Programming Laboratory with C#
- IT Project Management
- Final Software Project

Examinations & Assessment
Module Exams & Final Project

Exemptions
04 subjects of Semester 01 in Infortec HDCS course exempted for Ditec.
Diploma Programmes

● Diploma in Software Engineering (DiSE)

Overview
You will be prepared for the Software Engineering field which will be highly demanded. The course is conducting 100% practically and will be the best foundation for your future Software Engineering career.

Course Duration
06 months

Entry Requirements
N/A

Modules
• Introduction to Software Engineering
• Programming Concepts
• OOAD using UML
• Database concepts
• Windows based applications development in C#
• Windows based applications development in Java

Examinations & Assessment
Module Exams & Final Project

● Diploma in Web Engineering (DiWE)

Overview
DiWE will be covered all the essential skill areas in Web Designing & Development which will required to be a professional in web development. Also you will be gain some online job opportunities and emoney concepts.

Course Duration
06 months

Entry Requirements
N/A

Modules
• Creative web design concepts
• Adobe Photoshop
• HTML/CSS
• Adobe Flash
• Adobe Dreamweaver
• Programming JavaScript
• Programming with PHP
• Final Software Project

Examinations & Assessment
Module Exams & Final Project
Diploma Programmes

Diploma in Hardware & Network Administration (DiHNA)

Overview
This is the foundation for your career in Hardware and Networking field. Also this leads to vendor certifications like MCSA, CCNA, A+, Network+, Linux+, etc.

- Computer Formatting, Assembling, Troubleshooting
- Identifying the computer components
- Assembling & Disassembling
- Software Installation, Updating and Troubleshooting
- Introduction to Computer Networks
- Network types and Topologies
- Data Communication, Standards & Protocols
- Network Devices, 4Cabling & Testing
- IP Addressing & Subnetting
- Installing & Configuring Windows Server 2008
- Planning and Implementing a Network

Examinations & Assessment
Module Exams & Final Project

Course Duration
06 months

Entry Requirements
N/A

Modules
- Introduction to Computers
- Identifying the computer components
- Assembling & Disassembling
- Software Installation, Updating and Troubleshooting
- Introduction to Computer Networks
- Network types and Topologies

Examinations & Assessment
Module Exams & Final Project

Course Duration
05 months

Entry Requirements
N/A

Modules
- Microsoft Excel
- MYOB
- Quick Books
- ACCPAC
- SAGE Line 50
- Peachtree

Examinations & Assessment
Module Exams & Final Project
Diploma Programmes

● Diploma in Graphic Designing (DiGD)

Overview

This will be a 100% practical course that improve the skills in creativity. The course will cover some important applications in graphic designing and this leads to a professional career in graphic designing.

Course Duration

06 months

Examinations & Assessment

Module Exams & Final Project

Entry Requirements

N/A

Modules

- Introduction to Graphics
- Creative Concepts
- Adobe Photoshop
- Adobe Illustrator
- Adobe Indesign
- CorelDRAW
- Project

It’s really been a privilege for me to study at INFORTEC INTERNATIONAL - University College because of their outstanding teaching and services. I am happy to say that I was lucky to grab a job opportunity in IT field which is offered by INFORTEC with BCS HEQ.

Erandi Tharuka
14MT0282
St. Mary’s Convent College, Matara

Prasad Divakara
14KY0231
Sri Rahula College, Katugastota
Vendor Certification Programmes

● International Computer Driving Licence (ICDL)

Overview
ICDL Certification is an International qualification which will required as a foundation skill set for government and non government jobs. This course prepares you for the ICDL qualification which is recognised in any part of the world. On successful completion of the course, you would qualify for the ICDL certificate awarded by the ECDL foundation.

Course Duration
03 months

Entry Requirements
N/A

Modules
• Concepts of ICT
• Using Computer and Managing Files
• Word Processing
• Spreadsheets
• Using Databases
• Presentations
• Web Browsing & Communications

Examinations & Assessment
ICDL Exams (Base, Standard, Expert, Professional)

● Microsoft Certified Solution Associate (MCSA) Windows 8 Configuring

Overview
A Microsoft Certified Technology Solution Associate certification proves your skills on a particular Microsoft technology, such as Windows operating system. The certification Prove you have the expertise to configure, manage, and maintain a Windows 8 enterprise system.

Course Duration
45 hours

Entry Requirements
A Basic knowledge in Networking.

Modules
• Install and Upgrade to Windows 8
• Configuring Hardware and Applications
• Configuring Network Connectivity
• Configuring Access to Resources
• Configure Remote access and Mobility
• Monitor and maintain Windows clients

Examinations & Assessment
Required exam - Exam 70-687: Configuring Windows 8
Foundation Programmes

● Information Security Awareness Programme

Overview
- Websites, Facebook, E-mail etc. are vulnerable to hacking (security) attacks. Other threats to computer security also exist.
- Computer hacking is a security threat that must be addressed to ensure 100% security.
- iSAP

Course Duration
02 months

Entry Requirements
N/A

Examinations & Assessment
Final Assignment

Modules
- Foundations of Security
- Introduction to Internet Security
- Data Encryption
- Data Backup
- Internet Security
- Trojans & Backdoors
- Viruses and Worms
- Social Engineering and Identity Theft
- Securing Social Networking sites
- Securing mobile Devices

● Certificate in Ms Office

Overview
- A course which will cover the basics computing skills that will be essential as a computer assistant.

Course Duration
03 Months

Entry Requirements
N/A

Examinations & Assessment
Module Examinations

Modules
- Introduction to Computers
- PC & Network Operating Systems
- Ms Word 2010
- Ms Excel 2010
- Ms Access 2010
- Ms PowerPoint 2010
- Internet & E mail
Overview

Best Startup program for JAVA programmer. This course will cover the basic concepts of Java programming. Certificate in Java Programming course will leads to certification programmes like OCJP.

Course Duration
04 months

Examinations & Assessment
Practical Exams + Project

Entry Requirements
N/A

Modules
- Introduction to Programming
- Fundamentals of JAVA
- Control Structure
- Object Oriented Concepts
- Introduction to GUI Designing

- Android Development

Overview

The most spread and powerful mobile technology in the world and this unique programme convert you to a Mobile developer within little time of period.

Course Duration
02 Months

Entry Requirements
N/A

Modules
- Basic Sensors based apps development
- Multimedia Apps
- Develop an Industrial Project & Publish app to android market

Examinations & Assessment
Practical exams + Project
Foundation Programmes

Certificate in C/C++ Programming

Overview
Best startup programme for a programmer. Best startup programme for a programmer. This will cover the basics concepts of programming based on C/C++ language.

C/C++ பெருமளவு என்று நம்பிக்கை செய்யல்ளாமல் பயில்லை தெளிவான வழிகாட்டும் வழிகாட்டும் வழிகாட்டும். ஒவ்வொன்று முடிப்பான கூற்றும் பின்னர் தவறு செய்ய வேண்டிய வழிகாட்டும்.

Course Duration
03 months

Examinations & Assessment
Final Exam

Entry Requirements
N/A

Modules
- Introduction to C with UNIX
- Basic C, Operations, Types, Storage Classes
- Functions, Preprocessor
- Input/Output, File Input/Output
- Pointers and Arrays
- Dynamic Memory Allocation
- Strings
- Structures

Certificate in C# Programming

Overview
This course will be covered the overall area in C# programming based on .net framework. At the end of this course, the student will be able to develop programmes using C# language.

C# பெருமளவு என்று நம்பிக்கை செய்யல்ளாமல் பயில்லை தெளிவான வழிகாட்டும் வழிகாட்டும் வழிகாட்டும். ஒவ்வொன்று முடிப்பான கூற்றும் பின்னர் தவறு செய்ய வேண்டிய வழிகாட்டும்.

Course Duration
40 Hours

Entry Requirements
N/A

Modules
- Getting Started
- Understanding C# Language Fundamentals
- Creating Objects in C#
- Implementing Object-Oriented Techniques in C#
- Programming Techniques in C#
- Building .NET-based Applications with C#
- Using ADO.NET to Access Data
- Creating Windows-based Applications
- Using XML Web Services in a C# program
- Creating a Web Application with Web Forms
- Application Settings and Deployment
- Exploring Future Learning

Examinations & Assessment
Practical Examinations

www.infortec.lk
## English Language Programmes

### Higher Diploma in English Language

**Overview**
Our Higher Diploma in English Language is a highly competent higher diploma which guides you up to the master level starting from a beginners level in both spoken English and English Literature. Upon the successful completion of our HDEL, students are eligible to follow the City and Guilds courses. Barriers to grammar, spellings, speaking errors and many other mistakes of English speaking can be overcome by our HDEL program.

<table>
<thead>
<tr>
<th>Course Duration</th>
<th>06 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Requirements</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Modules**

- **THEORY LESSONS**
  - Advanced Grammar
  - Technical Writing
  - Literature

- **SPECIAL EXERCISE SESSION**
  - Listening practice & Exercises
  - Vocabulary building exercises
  - Business documentation

- **SPECIAL ACTIVITIES**
  - Workshops

**PRACTICAL ENGLISH LESSONS**

- English camp
- Drama festival
- Outdoor activities

**Examinations & Assessment**
Written Exams, Assessments, Presentations

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### ASEB - Advanced Spoken English for Beginners

**Overview**
Our advance Spoken English for Beginners course is especially designed for the students who are willing to start learning English from an elementary level. The main objective of the course is to develop student’s speaking ability to develop and raise up. Further this course is counted as a foundation course for the Higher Diploma in English Language conducted by Infotec.

<table>
<thead>
<tr>
<th>Course Duration</th>
<th>04 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Requirements</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Modules**

- **THEORY LESSONS**
  - Grammar
  - Writing
  - Reading

- **PRACTICAL ENGLISH LESSONS**
  - Individual speaking practice
  - Presentation skills
  - Speech practice
  - Pronunciation practices

**International Communication skills**

**SPECIAL EXERCISE SESSION**

- Listening practice exercises
- Vocabulary building exercises
- Documentation exercises

**SPECIAL ACTIVITIES**

- Student centered activities
- Task based activities
- R.S.P activities

**Examinations & Assessment**
Written Exams, Assessments, Presentations
Banking & Management Programmes

• CA - (Chartered Accountancy)

Overview

★ 8 realities in the field have 03 categories, namely, Certified Business Accountant (Executive Level)

Entry Requirements

Course Duration
N/A

Examinations & Assessment
Module Examinations by CA

[Executive Level]
• Certified Business Accountant (5 Subjects)

[Corporate Level]
• Charted Accountant (5 Subjects)

Modules

[Corporate Level]
• Charted Accountant

Examinations & Assessment
Module Examinations by CA

Overview

★ 8 realities in the field have 03 categories, namely, Accounting Assistant (4 Subjects)

Entry Requirements

Course Duration
N/A

Examinations & Assessment
Module Examinations by aat

[AAII]
• Accounting Analyst (4 Subjects)

[AAIII]
• Associate Assistant (4 Subjects)

Modules

[AAI]
• Accounting Assistant (4 Subjects)

Overview

★ 8 realities in the field have 03 categories, namely, Accounting Assistant (4 Subjects)

Entry Requirements

Course Duration
N/A

Examinations & Assessment
Module Examinations by aat

[AAII]
• Accounting Analyst (4 Subjects)

[AAIII]
• Associate Assistant (4 Subjects)

Modules

[AAI]
• Accounting Assistant (4 Subjects)
Banking & Management Programmes

Overview

IBSL (Institute of Bankers of Sri Lanka) 1979 is a well-established marketing programme, which is designed to provide training in the banking sector. It is a full-time course, which is conducted in a classroom setting. The programme duration is 7 months. The curriculum includes modules such as Introduction to Business and its structure, Management Process and Organizational Behavior, Human Resource Management, Marketing Management, and Management Information Systems and eCommerce.

Course Duration
07 months

Entry Requirements
- O/L subjects: 06 must be obtained in 5 subjects
- A/L subjects: 03 must be obtained in 2 subjects

Modules
- IABF
  - Introduction to Business and its structure
  - Management Process and Organizational Behavior
- DABF
  - Financial Management
  - Investment Analysis
  - Operational Behaviour
  - Business Communication

Examinations & Assessment
IBSL Module Examinations by IBSL

Diploma in Business Management (DiBM)

Overview

DiBM is a recognized qualification for beginners and job orientation programme. This is suitable who seeking a job in any stream. The course will cover essential knowledge, in Business & Management.

Course Duration
18 months

Entry Requirements
N/A

Modules
- Introduction to business and its structure
- Management Process and Organizational Behavior
- Human Resource Management
- Marketing Management
- Management Information Systems and eCommerce

Examinations & Assessment
Module Exams & Final Project
There is no Elevator to **SUCCESS**

You have to take the usual **STEPS**
Your Support Network
Support services for our Students

Part of being successful is knowing when and how to ask for help. We provide a network of specialize services, trained advisers and self-help facilities that are designed to support you as an individual.

* One of the services is the Your Support Network which consists of services that assist students in various aspects of their studies. The network provides services such as counselling, academic support, financial support, and job placement.

Student Services Centres
Our Student Services Centres offer drop-in sessions and support across our campuses. Some of the support they cover includes:

- **Academic Support**
  Support on personal and academic issues including writing techniques, managing your time, exam preparation and other specific learning difficulties.

- **Counselling Service**
  Free, confidential counselling service to support you through possible study-related problems and personal issues.

- **Financial Support**
  Information and advice on all aspects of student finance. See How to... finance your degree.

- **Job Placement**
  Students are assisted with career guidance and employment opportunities in various organizations. This is supplemented with Infortec Career Builders (ICB), Seminars on Preparation of CVs, interview skills development and Communication skills.

Infortec International provides advice and support for issues of students through professional counselors. Financial assistance are provided through banks and other financial institutions at affordable rates. Trained staff is always prepared to assist students in academic areas.
Apart from IT Education Training, we provide some additional programmes for the aim of improving skills in communication, teamworking, positive thinking, learning, leadership, Professional ethics, etc of our students.

Soft Skills Development

Apart from IT Education Training, we provide some additional programmes for the aim of improving skills in communication, teamworking, positive thinking, learning, leadership, Professional ethics, etc of our students.

**Soft Skills Development**

- **01. Learn How to Learn** (Education Psychology)
  - 01. Learn How to Learn (Education Psychology)
  - 02. Be the Best (Leadership)
  - 03. Be a part of a Winning Team (Team work)
  - 02. Be a Professional (Personal Development)

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Ushantha Samaraweera | 13NU1145 | Ananda College, Colombo

"Always remember that there is no substitute for hard work. The best way to get ahead is to work hard every day. You will see results if you keep working hard. Always remember that you are the only one who can control your life. You are the only one who can make a difference."
After my school life, my first and my favourite choice was "INFORTEC INTERNATIONAL". When I look back, I'm happy to see my life with a lot of success. The knowledge and the skills I improved are uncountable. So, I would like to suggest INFORTEC INTERNATIONAL to anyone who would like to win their life. I owe so much to this great institute.

What our Students say?

Student Satisfaction

Jenera Rajapaksha
14NU0418
Holy Family Convent, Bambalapitiya

"After my school life, my first and my favourite choice was "INFORTEC INTERNATIONAL". When I look back, I'm happy to see my life with lot of success. The knowledge and the skills I improved are uncountable. So, I would like to suggest INFORTEC INTERNATIONAL to anyone who would like to win their life. I owe so much to this great institute."

Arosh Madushanka
14KY0273
Inplant Trainee - MAS Holdings

"The friendly personalities of the instructors and their complete approachability were extremely helpful for a novice such as myself. Finally, I want to thank Infortec International staff for providing me with a solid foundation of knowledge and cutting-edge training. And I was able to gain a job in very high-end communication company like Mobitel with the knowledge of Infortec."

Thulara Bethmage
12NU1001
Digital Innovator-Hemas Holdings

"The friendly personalities of the instructors and their complete approachability were extremely helpful for a novice such as myself. Finally, I want to thank Infortec International staff for providing me with a solid foundation of knowledge and cutting-edge training. And I was able to gain a job in very high-end communication company like Mobitel with the knowledge of Infortec."

Chapa Rathnayake
12GL1035
Christchurch Girls College, Galle

"The friendly personalities of the instructors and their complete approachability were extremely helpful for a novice such as myself. Finally, I want to thank Infortec International staff for providing me with a solid foundation of knowledge and cutting-edge training. And I was able to gain a job in very high-end communication company like Mobitel with the knowledge of Infortec."

www.infortec.lk
Student Activities

Winter Land

ISS

Learn How to Learn

ICODER - International Coder

ICG - International Coding

www.infortec.lk
**What next? Let's get started**

Join with us

How do you start a course at INFORTEC INTERNATIONAL - University College?

If you would like to take INFORTEC programmes and qualifications, please contact us – our details are below. We’ve put together this step-by-step guide.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Look ahead</td>
</tr>
<tr>
<td></td>
<td>Looking ahead to a career or degree course can be a little daunting. If you’re not sure what you want to do, ask our Student Counselling team or ring on +94774 800 833.</td>
</tr>
<tr>
<td>2</td>
<td>Pick course</td>
</tr>
<tr>
<td></td>
<td>We've got number of programs and qualifications in our course portfolio. See our qualifications guide on page 22.</td>
</tr>
<tr>
<td>3</td>
<td>Get more details</td>
</tr>
<tr>
<td></td>
<td>For more details can visit our website <a href="http://www.infortec.lk">www.infortec.lk</a> or email us <a href="mailto:info@infortec.lk">info@infortec.lk</a> or contact +94774 800 833</td>
</tr>
<tr>
<td>4</td>
<td>Get to know us</td>
</tr>
<tr>
<td></td>
<td>Our Counselling team is always available to give you the specific guidelines and information like outcomes, career opportunities, payment structures etc. If possible we will welcome you to visit our nearest branch.</td>
</tr>
<tr>
<td>5</td>
<td>Enroll with us</td>
</tr>
<tr>
<td></td>
<td>You are almost there! Except our HDCS program, for the other courses, just need to submit your application form. For HDCS there will be a placement test before your application.</td>
</tr>
<tr>
<td>6</td>
<td>Start your course.</td>
</tr>
<tr>
<td></td>
<td>Welcome to INFORTEC</td>
</tr>
<tr>
<td></td>
<td>During your first week there will be lots of activities to help you settle in and make friends. We will give you your study plan and timetable.</td>
</tr>
</tbody>
</table>

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For more details:

Getting in touch with INFORTEC is easy:

- **Email**: info@infortec.lk
- **Call**: +94 11 4 343985
- **Visit**: www.infortec.lk

Join the INFORTEC Community:

- Like us: /infortecfans
- Follow us: /infortecint
- Subscribe us: ChannelInfortec