තෘතීයික හා වෘත්තිය අධ්‍යාපන කොමිෂන් සභාව
மூன்றாம் நிலைக்கல்வி, தொழிற்கல்வி ஆணைக்குழு
TERTIARY AND VOCATIONAL EDUCATION COMMISSION
යොවුන කටයුතු හා නිපුණතා සංවර්ධන අමාත්‍යාංශය
இளைஞர் அலுவல்கள் மற்றும் திறன்கள் அபிவிருத்தி அமைச்சு
Ministry of Youth Affairs & Skills Development

දිනය திகதி Date	04th October 2013	මගේ අංකය எனது எண் My No.	TVEC/05/03	ඔබේ අංකය உமது எண் Your No.

NVQ Circular: 05/2013

Computer Applications Assistant NVQ Level 02 & 03 – Revised Curriculum and Course Duration

The revised curriculum and course duration for the occupation of Computer Applications Assistant which was endorsed by Tertiary and Vocational Education Commission is depicted on the below table.

Module no. & title	Time (Hours)		Industrial
	Institutional		
	Theory	Practical	
M01: Maintain files & folders	18	25	20
M02: Perform word processing	36	36	80
M03: Prepare spread sheet	40	42	80
M04: Prepare presentations	15	20	50
M05: Maintain databases	48	48	80
M06: Perform internet and electronic mail operations	16	16	50
	173	187	360
Total no. of. Hours	360		360
Total no. of. Hours (Institutional + Industrial)	720		

The above table indicates the *minimum no. of hours (both theory and practical)* which need to be covered during the institutional training for each module.

Industrial Training (on-the-job) is not a mandatory requirement for NVQ level 02 & 03 courses. It is preferred to provide on-the-job training arrangements for students who have completed the institutional training course.

The minimum total no. of hours which need to be covered during the institutional training is **360**.

Dr. S. D. R. Perera
Director General

"ජාතික වෘත්තීය සුදුසුකම් මගින් පිළිගත් වෘත්තීය නිපුණතාවන්" "NVQ ஊடாக சான்றுறுதிப்படுத்தப்பட்ட வாழ்க்கைத்தொழில் தேர்ச்சிகள்" *"Certified Vocational Competencies through NVQ"*