SCHOOL OF INFORMATION TECHNOLOGY · PROGRAMME BRIEF

# Professional Certificate in Information Technology

professional-certificate | Online | English & Tamil | 3 Months

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## Programme Overview

PROGRAMME

| | |
|---|---|
| **Programme Name** | Professional Certificate in Information Technology |
| **Institution** | School of Information Technology |
| **Duration** | 3 Months |
| **Level & Credits** | N/A |
| **Evaluation** | Assessment Based |
| **Delivery Mode** | Online |
| **Medium** | English & Tamil |
| **Class Time** | Weekly 2 Classes (Night) |
| **Class Recordings** | Available (T&C Applied) |
| **Study Materials** | Available (T&C Applied) |
| **Internship** | Not Offered |
| **Recognition** | Globally Recognised |

## 2 About This Programme

PROGRAMME

The Professional Certificate in Information Technology (IT) is a comprehensive, career-focused programme designed to develop essential and practical IT skills required to succeed in today’s technology-driven workplace. The programme provides learners with a strong foundation in computer technology, software applications, programming concepts, networking, databases, cybersecurity, cloud computing, artificial intelligence, and modern digital technologies.

This programme takes learners from the fundamentals of Information Technology through industry-relevant concepts including computer hardware and software, operating systems, Microsoft Office and productivity tools, IT troubleshooting and technical support, computer networking, internet technologies, database fundamentals, programming fundamentals, cybersecurity awareness, cloud computing, AI-assisted productivity and digital tools, data management, and emerging technologies. Students will gain hands-on experience in using essential IT applications, understanding computer systems, solving common technical issues, working with data, applying programming logic, configuring basic networks, maintaining digital security, and using modern AI-powered tools to improve productivity and professional workflows.

Learners will also develop practical skills in office automation, document and presentation preparation, spreadsheet and data management, basic programming, database concepts, networking fundamentals, cybersecurity practices, cloud-based applications, AI-assisted work processes, and digital problem-solving through practical exercises, real-world projects, and industry-based assignments. The programme is designed to build both technical knowledge and workplace-ready digital competencies that can be applied across a wide range of industries and professional environments.

Delivered online in both English and Tamil, the programme is ideal for school leavers, undergraduates, working professionals, career changers, entrepreneurs, business owners, aspiring IT professionals, and anyone seeking to build a strong foundation in Information Technology. The flexible evening schedule, together with recorded sessions and learning resources, enables students to learn at their own pace while balancing their personal, academic, and professional commitments.

By the end of the programme, learners will have developed a strong foundation in Information Technology, gained practical experience with essential IT tools and technologies, improved their digital and technical problem-solving abilities, and developed the confidence to pursue entry-level and growing opportunities in IT Support, Technical Support, IT Administration, Computer Operations, Networking, Database Support, Cybersecurity, Software and Application Support, Digital Technology, Freelancing, and other technology-related career pathways. The programme also provides a strong foundation for learners who wish to progress to advanced qualifications such as Diploma, HND, Degree, and professional IT certifications.

## 3 Entry Requirements

PROGRAMME

**N/A**

N/A

*Meet any one of the pathways above to qualify.*

## 4 Programme Modules

PROGRAMME

**01 IT & Digital Literacy Foundations**

Computer Hardware, Windows & Linux, Operating Systems, Troubleshooting, Digital Literacy, AI-Assisted IT Support

**02 File Management & Productivity Suite**

File Management, Cloud Storage, MS Word, Excel, Data Analysis, Dashboards, PowerPoint, Email Communication, Project Management Tools

**03 Internet, Networking & Cloud**

Internet Essentials, Web Research, Networking Basics, LAN/WAN, Wi-Fi Configuration, Cloud Computing, AWS, Azure, Google Cloud

**04 Cybersecurity & Digital Safety**

Cybersecurity Fundamentals, Malware, Phishing Awareness, Password Security, MFA, VPNs, Data Backup, Online Privacy

**05 Artificial Intelligence & Prompt Engineering**

AI Fundamentals, ChatGPT, Claude, Gemini, Prompt Engineering, AI-Assisted Research, Content Creation, Productivity & IT Support

**06 Programming Logic & Automation**

Python Basics, Programming Logic, Variables, Loops, Functions, No-Code/Low-Code Automation, Zapier, Power Automate, Make

**07 Capstone & Career Readiness**

Practical IT Portfolio Project, AI-Assisted Project Development, Resume Preparation, LinkedIn Profile Optimisation, Interview Preparation & Project Presentation

## 5 Skills You'll Gain

PROGRAMME

Programming Fundamentals | IT Support | Problem Solving | AI Tools & Applications | Technical Communication | Career Readiness

## 6 Registration Process

PROGRAMME

1. **Consultation**
   Contact the enrolment team
2. **Offer Confirmation**
   Courses & gifts confirmed (if any)
3. **Payment**
   Make payment & share the slip
4. **Application**
   Submit application forms
5. **Onboarding**
   Receive LMS access & begin learning

## 7 Bank Details

PROGRAMME

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|---|---|
| **Bank** | HNB |
| **Account No.** | 010020503102 |
| **Account Name** | Harwest International Business College (Pvt) Ltd |
| **Branch** | Anuradhapura |
| **SWIFT** | HBLILKLX |

## 8 Who Is This For?

PROGRAMME

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|---|---|
| **After A/L** | After Advanced Level |
| **Higher Education Students** | Diploma, HND, Degree Students |
| **Working Professionals** | Government / Private |
| **Freelancers / Entrepreneurs** | |
| **IT Enthusiasts & Beginners** | |
| **Beginners Interested in Programming** | |

## 9 Your Instructors

PROGRAMME

**ARZATH AREEFF — LECTURER**

# Frequently Asked Questions



### DO I NEED ANY PREVIOUS IT KNOWLEDGE TO JOIN THIS PROGRAMME?

This programme is designed for beginners. IT concepts are taught from the fundamentals, making it suitable for learners with little or no prior IT experience.

### NEED A LAPTOP OR COMPUTER?

A laptop or desktop computer is recommended to install complete practical exercises.

### CAN THIS PROGRAMME HELP ME START A FREELANCING CAREER?

The practical IT skills developed through the programme can help learners build a portfolio and explore freelancing opportunities in areas such as web development, technical services, digital solutions, and other IT-related services.

### CAN I USE THESE SKILLS FOR JOBS IN SRI LANKA AND ABROAD?

IT skills are applicable across many industries and can support career opportunities in Sri Lanka, the Gulf region, and other international job markets. Specific job requirements may vary depending on the employer and position.

### WHAT ENTRY REQUIREMENTS ARE NEEDED TO JOIN HARWEST?

For most programmes, you need a minimum of O/L qualifications or equivalent. Some advanced programmes may require A/L or a prior diploma. Our enrollment team can advise based on your background.

### HOW LONG DOES IT TAKE TO COMPLETE A DIPLOMA PROGRAMME?

Diploma programmes typically take 6 months to complete. Foundation programmes are 3 months and HND programmes are 12 months. Duration may vary slightly depending on the specific programme.

### WHAT HAPPENS IF I MISS A LIVE CLASS?

Recorded sessions will be available, and you can also receive support from the instructor if you have any questions.

### HOW CAN I VERIFY A HARWEST CERTIFICATE?

You can submit a certificate verification request through our Certificate Verification page. Our team will verify and respond within 24 hours.

### WILL YOU HELP STUDENTS PREPARE FOR INTERVIEWS?

Students receive career guidance, CV preparation support, interview tips, and professional development advice.

### DOES HARWEST OFFER JOB PLACEMENT ASSISTANCE?

Yes. Through our School of Language & Career Development, we provide career guidance, CV writing workshops, interview preparation and connections with industry partners.

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Course page

ADMISSIONS OFFICER

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