

Miloda

Academy of

Financial Studies (AFS)

The Training Arm of the Ministry of Finance

School of Information Technology & Digital Management



Vision

The Academy of Financial Studies (AFS) aims to become a world-class centre of academic and professional excellence in human capital development across the financial services sector.

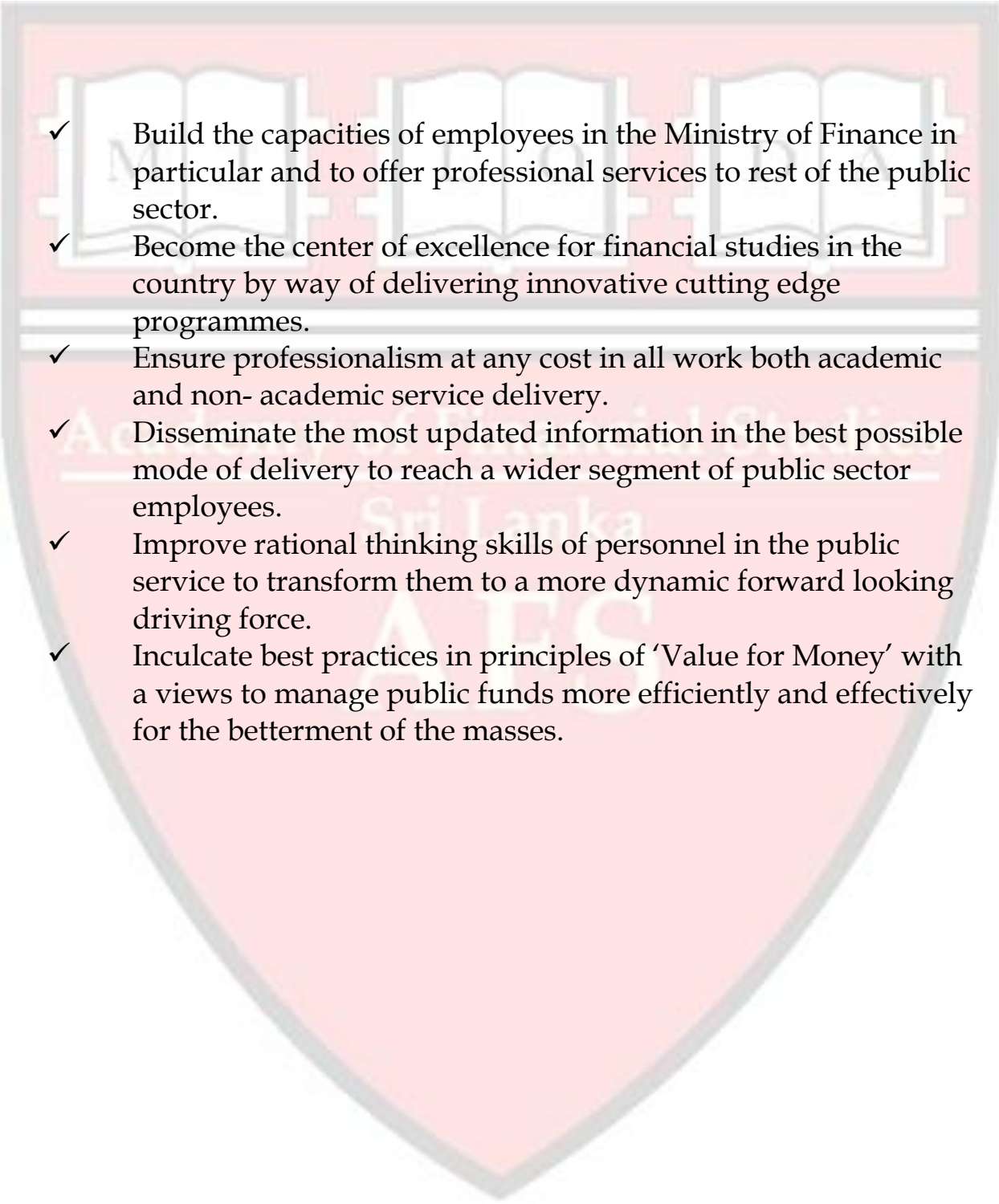
Mission

Producing high quality professionals for the Ministry of Finance through human capital development.

Working in partnership with the public and corporate sector to enhance the development, implementation and advocacy of professional standards and ethics in service delivery.

Developing and monitoring capacity building initiatives that drive efficiency, effectiveness and the structural development of the public sector.

Our Goals

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- ✓ Build the capacities of employees in the Ministry of Finance in particular and to offer professional services to rest of the public sector.
 - ✓ Become the center of excellence for financial studies in the country by way of delivering innovative cutting edge programmes.
 - ✓ Ensure professionalism at any cost in all work both academic and non- academic service delivery.
 - ✓ Disseminate the most updated information in the best possible mode of delivery to reach a wider segment of public sector employees.
 - ✓ Improve rational thinking skills of personnel in the public service to transform them to a more dynamic forward looking driving force.
 - ✓ Inculcate best practices in principles of 'Value for Money' with a views to manage public funds more efficiently and effectively for the betterment of the masses.

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1. Artificial Intelligence for Public Sector Decision Making

Programme Name	Artificial Intelligence for Public Sector Decision Making
Purpose & Aim	Artificial intelligence (AI) promises a radical transformation of public-service delivery, allowing governments to meet each citizen's needs, freeing up time for civil servants and front-line staff, and putting data at the heart of decision-making. Understanding the potential of these technologies must be central to any serious modernization of a country. AI and machine learnings are gaining momentum, an increasing number of government agencies are considering or starting to use them to improve decision making.
Designed For	Management Level Officials in the Public and Private Sector Organizations those who are involved in decisions making.
Learning Outcome	<ul style="list-style-type: none"> • To provide a basic understanding on AI and machine learning • To provide an insight on how AI is used for decision making • To assist government agencies, solve complex public-sector problems • To develop an understanding of AI and its usability • To apply AI in the real world • To improve personal & organizational decision making
Programme Outline	<p>AI and related techniques, machine learning (ML) and deep learning (DL) allow for a paradigm shift in how governments and services operate and interact with citizens. Their capabilities can be classified into five broad categories:</p> <ol style="list-style-type: none"> 1. Personalising the citizen experience: To meet citizens' expectations of public services, chatbots can answer questions quickly and effectively; recommendations and information feeds can be personalised for businesses; and services can be tailored to users' needs. 2. Monitoring services in real time: Inefficient or delayed data collection can undermine service delivery. Analysing data collected from sensors with ML techniques can help services to track and analyse progress in real time. 3. Classifying cases more effectively: Categorising events, users or information correctly can make the difference when it comes to a patient seeing a doctor or a citizen getting welfare support. ML-based classification can help services to prioritise cases like these. 4. Predicting outcomes more accurately: Large data sets and ever-improving computing power can help people to learn from the past by predicting the likelihood of events recurring, such as pressure points on hospitals, and allowing services to prepare in advance. 5. Modelling complex systems: It can be difficult for governments to track and measure the myriad consequences of delivery programmes. New simulation techniques can inform the research of long-term effects and improve decision-making.
Duration	01 day
Course Fee	Rs. 7,750/-
Medium	English

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2. Advanced MS Excel Skills for Government Officers

Programme Name	Advanced MS Excel Skills for Government Officers
Purpose & Aim	Government Officers with basic knowledge on Microsoft Excel but wish to acquire advanced skills including financial analysis, LOOKUP functions, data tables, goal-seek analysis, pivot tables, advanced charting etc. shall find this course ideal for them. Participants will have practical training on all these tools with maximum guidance by a resource person in a modern computer lab.
Designed For	Government Officers with basic knowledge on MS Excel and wish to update their knowledge on advanced skills in MS Excel applications.
Learning Outcome	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> • Do complex data analyses. • Create charts, diagrams and graphs. • Generate reports.
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
Duration	02 Days
Course Fee	Rs. 13,000/-
Medium	Sinhala & English
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3. Essential IT Skills for Non- IT Officers

Programme Name	Essential IT Skills for Non- IT Officers
Purpose & Aim	Knowledge on IT applications is a prerequisite for any working or nonworking person because IT has become a part of the day today life. In an office, from the top management to the security guard room, employees should possess at least basic computer skills such as word processing, data entry, printing a document, etc. This course covers such areas and this is specially designed for non-IT officers in public and private sector organizations.
Designed For	Those who have not had formal training on computer applications and specially officers in the public and private sector who need to update their knowledge on basic computer applications.
Learning Outcome	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> • Use word processing tools and applications. • Enter data, save data, make printouts. • Apply communication tools such as Email, Skype, Viber, WhatsApp.
Programme Outline	<ul style="list-style-type: none"> • Main Components of a Personal Computer System • Modern Computer Types and Capabilities • Troubleshooting • Internet, Internet Connection Methods and Troubleshooting • Document Management, File & Printer Sharing • Cloud Computing • Email & Social Media, Spam & Viruses • Data Communication and Network Connections • Introduction to LAN, WAN, W-LAN & VLAN • IP Addressing (IP V4), IP Address translation (NAT) & DHCP function • Basic Network Troubleshooting • Introduction to Network Security • Network Security Concepts • User Awareness, Safe & Secure User Practices • Wireless Security
Duration	02 Days
Course Fee	Rs. 13,000/-
Medium	Sinhala & English
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4. ICT for Management Assistants

Programme Name	ICT for Management Assistants
Purpose & Aim	Management Assistants and Development Officers mostly work in front offices. They manage les, attend day today affairs, do correspondence, etc. If these officers are computer literate, they can perform their work more effectively and efficiently. They can even play a good supporting role to their top management. This programme aims to provide basic training on MS packages to Front-Office Staff.
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.
Learning Outcome	By the end of the programme, participants would be able to: <ul style="list-style-type: none">• Do word processing using MS Word and other MS Applications.• Prepare database formats using MS Excel.• Design PowerPoint slides and their applications.
Programme Outline	<ul style="list-style-type: none">• Introduction to Computing• Working with Operating Systems• Introduction to Microsoft Word Interface• Internet and Services of the Internet• Introduction to Microsoft Excel Interface• Introduction to Microsoft Power Point Interface
Duration	02 Days
Course Fee	Rs. 13,000/-
Medium	Sinhala & English
Contact	Mihimali Karunarathne Programme Assistant Mobile: 076 1359780 Office: 011 2176300 Fax: 011 2336439 E-Mail: mihimali@afs.gov.lk

5. Database Management using MS Access

Programme Name	Database Management using MS Access
Purpose & Aim	Database management is an important skill that junior staff should master. Most of the employees may manage data processing, but they lack specialist skills like Data Base management. This course will introduce a few important user friendly MS Access tools that one can use for data base management.
Designed For	Management Assistants and officers in similar grades and those who wish to update their knowledge on database management.
Learning Outcome	By the end of the programme, participants would be able to: <ul style="list-style-type: none">• Create and manage database using MS Access tools.• Generate reports.• Analyze data.
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
Duration	02 Days
Course Fee	Rs. 13,000/-
Medium	Sinhala & English
Contact	Mihimali Karunarathne Programme Assistant Mobile: 076 1359780 Office: 011 2176300 Fax: 011 2336439 E-Mail: mihimali@afs.gov.lk

6. Essentials of Network Administration

Programme Name	Essentials of Network Administration
Purpose & Aim	Network administrators should update the knowledge of new trends as well as software and hardware, this programme is designed for Network Administrators both new and experienced to enhance the network administration competency. In this course, participants will learn how to configure a workstation to connect to a network, analyze network traffic, examine switch and router configurations, and perform basic subletting, essential knowledge and skills to configure, support, and troubleshoot a selected network etc.
Designed For	IT Staff currently working in computer network area of both Public and Private sector
Learning Outcome	By the end of programme, participants would be able to: <ul style="list-style-type: none"> • Physically establish a LAN • Logical configuration of a network • Mange IP addresses and subnets • Network troubleshooting • Design new networks • Expand existing network • Work on Client server architecture
Programme Outline	<ul style="list-style-type: none"> • Introduction to network • Network Types (LAN / WAN / MAN / PAN) • Network Topologies (Bus / Star / Tree / Ring / Mesh) • Data communication Media • Introduction to IEEE 802.3 (Ethernet) and 802.11 (Wi-Fi) • Physical Network Establishment • Networking Devices • OSI Reference Model • Network Protocols • IP Addressing & Sub Netting
Duration	02 Days
Course Fee	Rs. 13,000/-
Medium	Sinhala & English
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7. Essentials of System Administration

Programme Name	Essentials of System Administration
Purpose & Aim	System administrators are crucial, as they're responsible for the deployment, configuration, and updating of servers. This training will assist to develop the skills which need to deliver everything from client computers to specific services to end users, across different environments. Also this will cover sysadmin fundamentals, including managing Windows Server, Active Directory, File Server, Printer Server and Windows Updates Server, to more in-depth material such as managing Active Directory. Further, the participants will be exposed to a variety of practical situations whereby they will acquire hands on experience in managing above mentioned servers and system administration related issues.
Designed For	System administrators, sysadmin technicians, IT assistants, help desk assistants or those who wish to obtain a higher level knowledge on system administration.
Learning Outcome	<ul style="list-style-type: none"> • Have the basic knowledge and skills required to start working as a system administrator • Become specialists in the area of system administration • Be able to design, implement and maintain a computer system suitable for a selected office or company • Rapidly locate, evaluate and structure information in standards, technical documentation and professional literature to create solutions to new problems • Be able to test and troubleshoot services and other functionality in a selected computer system • Be able to demonstrate a system, including the services provided by the system, to show that system requirements have been met • have the basic knowledge and skills required to start working as a system administrator • Prepare and install Windows 10, Windows Server 2016 and Linux • Describe the various features of Operating Systems. • Implement and manage Active Directory • Install and configure File, Printer and Windows Updates Servers
Programme Outline	<ul style="list-style-type: none"> • Introduce Windows 10, Windows Server 2016 and Linux • Installing Windows 10 and Linux • Installing Windows Server 2016 • Introduce Microsoft Windows Active Directory (AD) • Managing Active Directory Services Objects • Understanding File Server, Printer Server and Windows Updates Server
Duration	02 Days
Course Fee	Rs. 13,000/-
Medium	Sinhala & English

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8. Essentials in Cyber Security

Programme Name	Essentials in Cyber Security
Purpose & Aim	Every organization is responsible for ensuring Cyber Security. The ability to protect its information systems from impairment or even theft is essential to success. Implementing effective security measures will not only offer liability protection; it will also increase efficiency and productivity.
Designed For	Staff grade officers in the public and private sectors who wish to develop their ICT knowledge and skills related to Cyber Security
Learning Outcome	<ul style="list-style-type: none"> • Evaluate the computer network and information security needs of an organization. • Assess cybersecurity risk management policies in order to adequately protect an organization's critical information and assets. • Measure the performance of security systems within an enterprise-level information system. • Troubleshoot, maintain and update an enterprise-level information security system. • Implement continuous network monitoring and provide real-time security solutions. • Formulate, update and communicate short- and long-term organizational cybersecurity strategies and policies.
Programme Outline	<ul style="list-style-type: none"> • Getting Started to Cyber Security • Cyber security Fundamentals • Types of Malware • Cyber Security Breaches • Mobile Protection • Prevention Software • Defense Against Hackers
Duration	02 Days
Course Fee	Rs. 13,000/-
Medium	Sinhala & English
Contact	Mihimali Karunarathne Programme Assistant Mobile: 076 1359780 Office: 011 2176300 Fax: 011 2336439 E-Mail: mihimali@afs.gov.lk

9. Basic Statistics and Quantitative Data Analysis

Programme Name	Basic Statistics and Quantitative Data Analysis
Purpose & Aim	Statistics is the discipline that concerns the collection, organization, displaying, analysis, interpretation and presentation of data. In applying statistics to a scientific, industrial, or social problem, it is conventional to begin with a statistical population or a statistical model to be studied. Quantitative analysis is based on describing and interpreting objects statistically and with numbers. Quantitative analysis aims to interpret the data collected for the phenomenon through numeric variables and statistics. Quantitative analysis includes computational and statistical methods of analysis. This programme aims at giving theoretical knowledge on basic statistics which can be applied to public sector planning, monitoring and evaluation processes while giving comprehensive knowledge on quantitative data analysis using SPSS (Statistical Package for Social Sciences).
Designed For	This training is ideal for public health and clinical researchers, social scientists, medical writers, data managers, pharmaceutical scientists, statisticians, and those working in the health research.
Learning Outcome	<ul style="list-style-type: none"> • Demonstrate an understanding of the basic concepts of descriptive statistics. • Develop understanding on various kinds of research, objectives of doing research, research process, research designs and sampling. • Demonstrate the ability to apply fundamental concepts in exploratory data analysis • Have adequate knowledge on measurement & scaling techniques as well as the quantitative data analysis • Frame problems using simple statistical representations of relevant structures, relationships and use standard statistical techniques to make effective decisions.
Programme Outline	<ul style="list-style-type: none"> • Types of variables; data collection principles; types of studies • Graphical methods: histograms and other graphs • Numerical methods: the average, the standard deviation etc. • Tabular methods (contingency tables), Graphical methods (bar plots and other graphs etc.) • Elementary probability rules • Normal distribution and evaluating the normal approximation • Introduction to Statistical Package for the Social Sciences (SPSS) • Descriptive data analysis using SPSS • Introduction to syntax writing using SPSS
Duration	03 days
Course Fee	Rs. 18,000/-
Medium	Sinhala & English

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10. Certificate in Management Information Systems (MIS)

Programme Name	Certificate in Management Information Systems (MIS)
Purpose & Aim	MIS is an integrated user-machine system for providing information to support operations, management and decision making functions in an organization. The system utilizes computerized and manual procedures, models for analysis, planning, control and decision making. This programme will provide basic qualification in IT to start the career as a IT Assistant. Also it will update the basic IT competency while giving comprehensive knowledge on internet, email, Microsoft office packages, operating systems, PC operations and application of software etc.
Designed For	Both private and public sector officers who started their career as IT assistants
Learning Outcome	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> • Gain competency as an IT Assistant • Ability to operate a computer in correct way • Access the internet and use the services such as world wide web to increase the productivity • Troubleshoot basic OS issues and Application Issues • Properly use MS word, Excel, PowerPoint etc.
Programme Outline	<ul style="list-style-type: none"> • Introduction to computing • Document and File Management Using Computers • Windows Security • Client Server Architecture • System Software and Application Software • Microsoft Word • Microsoft Excel • Microsoft PowerPoint • Internet and World Wide Web
Duration	05 days
Course Fee	Rs. 29,000/-
Medium	Sinhala & English
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11. Certificate in E-Commerce and Digital Marketing

Programme Name	Certificate in E-Commerce and Digital Marketing
Purpose & Aim	<p>E-commerce is the route for purchasing goods and services online. The money transactions are done through online where Digital Marketing is the use of various digital mediums to reach out to your prospective customers. The reach of digital marketing is tremendous- almost every individual today has a device with internet connectivity.</p> <p>This programme aims at covering the essential marketing and advertising concepts, revisit the fundamental statistical tools for analysis and prediction along with in-depth knowledge of online marketing and analytical tools.</p>
Designed For	Staff grade officers in the public and private sectors who wish to develop their ICT knowledge and skills related to e-commerce and digital marketing
Learning Outcome	<ul style="list-style-type: none"> • Educate students and practitioners in the area of Digital Marketing analytics and make them ready for jobs or prepare them to launch a campaign for their organizations. • understand various channels and activities essential to plan to implement and manage an effective digital marketing strategy for their services/ businesses.
Programme Outline	<ul style="list-style-type: none"> • Understanding the Business of E-Commerce • Digital Business Models • Tools and Techniques of E-Business • Digital Marketing • Customer Acquisition • Business Operations • Laws, Regulations and Compliance
Duration	05 Days
Course Fee	Rs. 29,000/-
Medium	Sinhala & English
Contact	<p>Mihimali Karunarathne Programme Assistant Mobile: 076 1359780 Office: 011 2176300 Fax: 011 2336439 E-Mail: mihimali@afs.gov.lk</p>

12. Advanced Certificate in Information Technology

Programme Name	Advanced Certificate in Information Technology
Purpose & Aim	This is an ideal Programme for young working people who wish to obtain an industry oriented ICT qualification. Also this course is carefully designed with a view to provide both theoretical and practical knowledge to participants in a state of the art computer lab. A highly qualified panel of lectures drawn from the industry will deliver the subject matter blended with their own experience in the trade. Those who qualify from this course will be able to function confidently in any IT environment both in the public and private sectors.
Designed For	Working people with basic knowledge on computer applications and those who wish to obtain an advanced certificate level qualification in ICT.
Learning Outcome	<ul style="list-style-type: none">• Qualify as an Advanced certificate holder in ICT• Increase the competency of current IT Assistants with advanced training of Microsoft office packages including database applications• Update and increase trouble shooting and upgrading a computer and plan for future growth• Use advanced features of internet and services of internet to increase office productivity
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.
Duration	10 days
Course Fee	Rs. 26,500/-
Medium	Sinhala & English
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“The pessimist
complains
about the wind,
the optimist
expects it to
change, the
leader adjusts
the sails.”

John Maxwell