

COURSE FEES

Advanced Certificate in Business and Professional Communication (Stage I)


Registration	Rs. 500.00
*Tuition	Rs. 16,900.00
Facilities	Rs. 2,500.00
Sports Club	Rs. 25.00

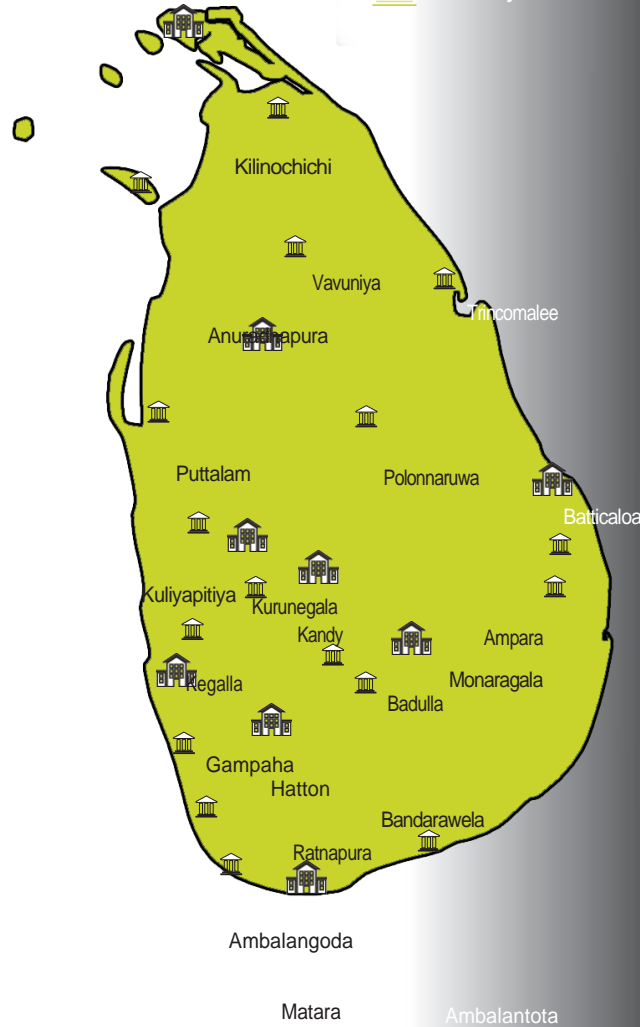
Total Rs. 19,925.00

Advanced Certificate in Business and Professional Communication (Stage II)

Registration	Rs. 500.00
*Tuition	Rs. 27,000.00
Facilities	Rs. 2,500.00
Sports Club	Rs. 25.00

Total Rs. 30,025.00

 Regional Centres
 Study Centres



(Tuition fees are payable in installments.)



Department of Language Studies
The Open University of Sri Lanka.

ADVANCED CERTIFICATE IN ENGLISH FOR BUSINESS AND PROFESSIONAL COMMUNICATION

(Stage I & Stage II)



Among the most popular programmes of the Open University of Sri Lanka are its English Language Programmes. For more than a decade the Open University has made English available to thousands of students all over the island. In recent years, the public demand for English has been increasing, and in response to this ever-growing demand, it has been decided to offer programmes to cater to students at different levels of fluency. The Open University is therefore offering 'Advanced Certificate in English for Business and Professional Communication' (Stage I) to cater to students at an intermediate level of fluency, and Advanced Certificate in English for Business and Professional Communication (Stage II) for those at a higher level of fluency.

All applicants to this programme will be required to sit a Placement Test in English, and will be assigned either to the Stage I or the Stage II according to the marks obtained.

Those who enter the Stage I New course codes Stage 1- (LSC 2209/ LEC 2501, LSC 2210/ LEC 2402, LSC 2211/ LEC 2403) would on completion, join Stage II of this programme (LSC 2212/ LEC 2504, LSC 2213/ LEC 2405, LSC 2214/ LEC 2406, LSC 2215/ LEC 2407) Students who successfully complete the programme would be awarded a Certificate in Advanced Certificate in English for Business and Professional Communication.

Applicants who perform well at the Placement Test will be permitted to join the Stage II of this programme directly.

Those who have passed the Final Examination of the OUSL Programme at the Stage I will be permitted to join the Stage II. Such students should send in duly completed application forms together with a copy of the Stage I results sheet.

Candidates who obtain this qualification may gain entry to the Diploma in English Language and Literature, based on their performance in the assessment.

COURSE CONTENT

This programme focuses on communication skills as a major component, and also includes coverage of other skills such as Reading. All course materials incorporate contemporary methodologies and strategies and are based on insights and developments in English Language Teaching, both in Sri Lanka and abroad. The course packs include printed course books as well as videos developed specially for the adult Sri Lankan learner of English. These will be made available at the Regional/Study centers.

This programme is available at specified centers island wide.

This programme is designed for self-study but is supported by weekly classroom sessions conducted at the Regional/ Study centers.

These sessions are conducted during weekends to accommodate those who are employed.

This programme includes comprehensive evaluation. This evaluation system consists of continuous assessment at regular intervals, and written and oral final examinations.

FOR WHOM

Advanced Certificate in English for Business and Professional Communication

- For those who wish to enhance their communication skills in English and function efficiently in the workplace.
- Suitable for those in secretarial, managerial or administrative positions who wish to upgrade their communication skills in English.
- Those in the teaching profession who wish to enhance their English Language skills.

HOW TO APPLY

Information on the Programme of study and application form could be obtained by visiting the web page.

<https://payment.ou.ac.lk>



If you have a problem in downloading the Application Form please get assistance from the centers as follows:

EP61	Ampara	SG91	Kegalle
SP31	Ambalangoda	NP42	Kilinochchi
SP33	Ambalantota	NW70	Kurunegala
NC50	Anuradhapura	C100	Kuliyapitiya
UP80	Badulla	SP30	Matara
UP81	Bandarawela	UP82	Monaragala
EP60	Batticaloa	NP44	Mannar
WP10	Colombo	NC51	Polonnaruwa
SP32	Galle	NW71	Puttalam
WP11	Gampaha	SG90	Ratnapura
CP21	Hatton	EP62	Trincomalee
NP40	Jaffna	NP41	Vavuniya
CP20	Kandy	WP12	Kalutara
NP43	Mullaitivu	CP22	Matale

The availability of Stage I/II of the Programme at a Regional/Study center depends on it being the choice of an adequate number of students. A student may therefore be required to attend a Regional/Study Center

The scheme is depicted in the diagram.

