



HEYON INSTITUTE

Empowering Sri Lanka Through Quality IT Education

1. Corporate Profile & Institutional Overview

Empowering Sri Lanka through quality IT education since 2019. At Heyon Institute, we're committed to providing world-class education and professional training to students of all ages. Established in 2019, Heyon Institute is a TVEC-registered institution committed to providing world-class IT education and professional training to students of all ages across the nation and beyond.

Our Mission

To provide high-quality, accessible IT education that empowers individuals with practical skills and knowledge, enabling them to succeed in the digital economy and contribute to Sri Lanka's technological advancement.

Our Vision

To become Sri Lanka's leading IT education institution, recognized for excellence in producing skilled professionals who drive innovation and growth in the technology sector across the nation and beyond.

2. Specialized Institutional Capabilities & Strategy

Capacity Building Mission & Vision

- **Strategic Mission:** To bridge the digital divide in organizational governance by equipping public and private sector workforces with foundational and advanced technological capabilities, fostering an efficient, digitized administrative ecosystem in Sri Lanka.
- **Strategic Vision:** To be the premier national catalyst for public and corporate sector digital transformation, recognized for upgrading organizational efficiency through continuous, high-impact capacity building.

Our Core Training Pillars

Pillar 1: Capacity Building for Government Officials / Corporate Staff

- **Program Overview:** Exclusive training courses specifically designed to improve the technical knowledge, management capabilities, and leadership skills of government officers and corporate personnel, matching modern IT-driven public administration and institutional governance requirements.
- **Institutional Scope:** Beyond our standard student intake, Heyon Institute specializes in high-impact professional development. We design and deliver comprehensive corporate-level staff training programs as well as tailored government training programs for public sector advancement. Our courses are uniquely optimized to align technological proficiency with modern public administration and institutional management requirements.

Pillar 2: Professional Certificates (School Leavers & Job Seekers)

- **Program Overview:** Highly attractive and professional-level courses designed for school leavers (following O/L and A/L examinations) and anyone looking to develop their IT and management skills to build a successful career path.
- **Institutional Scope:** Purpose-built programs structured to bridge the gap between academic education and industry demand. These courses equip youth with competitive IT fluency and essential administrative competencies, significantly accelerating their employment readiness in the modern job market.

Pillar 3: School Courses

- **Program Overview:** Unique and integrated certificate courses specially designed for school students to enhance their academic and practical technology foundation.
- **Institutional Scope:** Specialized integrated certificate programs designed carefully to align with and supplement school-level academic paths. These modules foster algorithmic thinking, early computer literacy, and practical digital skills that give school-aged students a foundational academic advantage.

Pillar 4: Kids Courses

- **Program Overview:** Specially structured integrated certificate programs designed for young school-aged children to build early computer literacy in an engaging environment.
- **Institutional Scope:** Tailored, engaging IT foundations built specifically for younger learners. By using highly interactive training methodologies, we cultivate early-stage creative computational thinking, safe digital navigation habits, and long-term interest in technology.

3. Why Choose Heyon Institute?

- **Affordable Education:** Quality education at reasonable prices to make IT skills accessible to everyone.
- **Expert Faculty:** Our team consists of highly qualified and heavily experienced industry professionals with real-world experience and teaching expertise to guide every student and deliver impactful courses.
- **Modern Infrastructure:** State-of-the-art computer labs and comfortable learning environments designed for optimal education.
- **Comprehensive Programs:** From school students to working professionals, we offer tailored courses for every learning need.
- **Career-Oriented Training:** Practical, hands-on learning that prepares students for real-world IT challenges and opportunities.

2. Course Specification: C101: Fundamentals of ICT for Beginners

- **Duration:** 30 Hours (5 Days)
- **Target Audience:** Management Assistants, Development Officers, and Beginners.
- **Objective:** Gain the confidence to operate a personal computer independently.
- **Methodology:** Interactive Lectures, Live Demonstrations, and Hands-on Practical Evaluation.
- **Course Fee:** LKR 10,000

Course Syllabus Breakdown

Day	Module Topic	Key Learning Areas & Curriculum Focus
Day 01	Computer Basics & Operating Systems	<ul style="list-style-type: none"> * Introduction to Information and Communication Technology (ICT) * Core hardware components and peripheral devices * Fundamental concepts of data security and protection * Navigating the Operating System (OS) environment * Comprehensive file management (creating, copying, renaming, and searching files/folders)
Day 02	Word Processing (Part 1)	<ul style="list-style-type: none"> * Introduction to the Microsoft Word user interface and workspace * Creating, saving, and properly closing digital documents * Font formatting techniques (styles, sizes, and emphasis) * Implementing bullet points, numbered lists, and custom tab stops
Day 03	Word Processing (Part 2) & Spreadsheet Basics	<ul style="list-style-type: none"> * Inserting and configuring tables, shapes, and multimedia images * Document page setup, margins, orientation, and print preparation * Introduction to Microsoft Excel and spreadsheet logic * Basic data entry parameters, cell formatting, and foundational mathematical calculations
Day 04	Advanced Spreadsheets	<ul style="list-style-type: none"> * Utilizing essential spreadsheet formulas (SUM,

Day	Module Topic	Key Learning Areas & Curriculum Focus
	& Presentations	<p>AVERAGE, MAX, MIN)</p> <ul style="list-style-type: none"> * Transforming raw data into clear, comparative visual charts * Configuring worksheets for professional printing and formatting * Building Microsoft PowerPoint slides from scratch * Inserting rich multimedia elements and implementing engaging animations/transitions
Day 05	Internet Skills & Evaluation	<ul style="list-style-type: none"> * Web browsing fundamentals and understanding browser security * Utilizing search engines effectively with targeted queries * Efficient online navigation and web asset discovery * Comprehensive final revision session * Structured practical examination and dynamic discussion review

3. Application and Registration Guidelines

Applicants can obtain and submit their applications through the following methods:

- **Online Application:** Candidates can fill out and submit the application form directly online via the institute's official student portal.
- **Downloadable Application:** The physical application form can be downloaded from our platform, filled out manually, signed, scanned, and emailed directly to **info@heyoninstitute.lk**.

Submission & Payment Categories

Please follow the registration path based on your enrollment status:

Category A: Private Applicants

- Private candidates can independently apply for the course.
- Payments must be made privately and directly to the institute's office, or via a **direct bank transfer/deposit** to the designated official bank account.

Category B: Office / Institutional Applicants (Sponsored & Government Nominations)

- If applying through an official workplace, office, or government department, the applicant must send their completed application form via the Head of the Institute.
- The submitted application must bear the official signature and institutional seal of the Head of the Institute to be considered valid.
- Once signed and stamped, the application should be scanned and sent via email directly to **info@heyoninstitute.lk**.
- After sending the scanned application, the course fee payment must be officially settled by the respective department or working office.
- The institute accepts payments from organizations via **cheque** (drawn in favor of the institute) or through **direct bank transfer**.

Official Bank Account Details for Payments

When making a direct bank deposit, online transfer, or issuing a cheque, please use the following official institutional account information:

Bank Name	Branch	Account Name	Account Number
National Savings Bank (NSB)	Pugoda Branch	Heyon Institute	300115191048