

Basic Computer Applications

Course Code : BCA

Course Duration : 2 Week

Course Time : 09:00 - 17:00

Course Language : English; Nepali

This is a two-week training course. The training requires full time attendance and active participation of all participants. The course language will be mainly English and whenever necessary Nepali explanation will be given.

Course Overview : Course Goal :

Design effective messages and information for improved communications.

Create and format MS-Word documents.

Create and format worksheets in MS-Excel.

Create charts, graphs using MS-Excel.

Design slides using MS-PowerPoint.

Design and give presentations using MS-PowerPoint.

Use the Internet for searching for information and knowledge.

Course Cost :