

## 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 :**