Computer Packages

BCS (BASIC COMPUTER SKILLS)

This course is designed for those who don't know how to use computers at all and just want to learn basics.

1. Microsoft Windows (to understand how computer works)
2. Microsoft word (for preparing documents)
3. Concept of I.T.(communication in computer terminology)
4. Internet (emails, surfing, facebook, navigation etc.)

EXCEL GLOBAL COLLEGE

Learning today..leading tomorrow

ACS (ADVANCED COMPUTER SKILLS)

This course is designed for those who are associated with office work and those who want to enhance their knowledge of computer technology.

1. Microsoft Windows (to understand how computer works)
2. Microsoft word (for preparing documents)
3. Concept of I.T.(communication in computer terminology)
4. Internet (emails, surfing, facebook, navigation etc.)
5. Microsoft excel (for mathematical calculations)
6. Microsoft access (using databases)
7. Microsoft powerpoint (using slides and slide shows for preparing presentations)

Course	Duration	Fees
BCS - Basic computer skills	4 Weeks	Ksh. 18,000/-
ACS - Advanced computer kills	8 Weeks	Ksh. 27,000/-