



EXCEL GLOBAL COLLEGE

Learning today..leading tomorrow

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.)

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)
8. Microsoft Publisher

Course	Duration	Fees
BCS - Basic Computer Skills	4 weeks	Ksh. 18,000/-
ACS - Advanced Computer Skills	8 weeks	Ksh. 27,000/-



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MOS ASSOCIATE - 2 Months
(Word, Excel & PowerPoint)



MOS EXPERT - 1 Month Each
(Word Expert & Excel Expert)



ACCOUNTANTS

- 1.Book Keeping
- 2.QuickBooks
- 3.Tally



(3 Weeks Each)

DESIGNING

- 1.Photoshop
- 2.Illustrator
- 3.In Design



(1 Month Each)

WEB-DESIGN

- 1.HTML/CSS
- 2.JavaScript
- 3.PHP
- 4.MTA Database



(1 Month Each)

PROGRAMMING

- 1.Visual Basic
- 2.C#
- 3.Software Development Fundamentals
- 4.Java
- 5.Python



(1 Month Each)



DIPLOMA IN COMPUTING AND INFORMATION SYSTEMS

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