

## **CCA/CERTIFICATE IN COMPUTER APPLICATION**

**\* Duration: Three Months**

### **Fees.**

**\* Information Technology**

**• Computer Fundamental**

**\* Operating System (Windows)**

**•MS-Paint MS-Note Pad 。 MS-Word Pad**

**\* Microsoft Office •MS-Word •MS-Excel •MS-Power Point**

**\* Multimedia & Games**

**\* Internet & E-Mail**

**\* Basics of Hardware**