

# BCS (BASIC COMPUTER SKILLS)

Excel Global College

## Course Specifications

**Mode of Study :** Online

**Location :** Nairobi

**Duration :** 6 Week(s)

## Course Summary

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

## Course Outline

Microsoft Windows (To Understand How Computer Works)

Microsoft Word (For Preparing Documents)

Concept Of I.T.(Communication In Computer Terminology)

Internet (Emails, Surfing, Facebook, Navigation Etc.)

## Contact

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