Course Code : ACA	
Course Duration : 2 Weeks	
Course Time : 09:00 - 17:00	
Course Language : English; Nepali	
This is a two-week training course. The training requires full time	Course Overview : Course Goal :
attendance and active participation of all participants. The course language will be mainly English and whenever necessary Nepali	Design effective messages and information for improved communications.
explanation will be given.	Create and format documents using advanced features of MS-
Word.	
Design worksheet in MS-Excel.	
Create charts, graphs using MS-Excel.	
Design presentation slides using MS-PowerPoint.	
Present information with Multi Media Projector and MS-PowerPoint.	
Find the instructional material through the Internet.	

Course Cost :