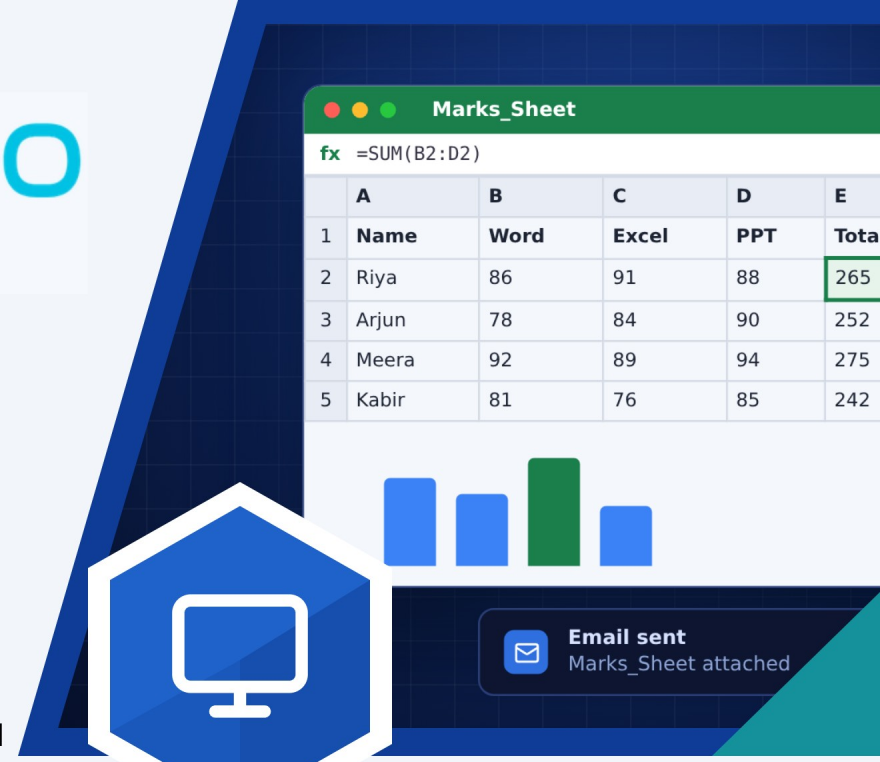
CODING PRO ACADEMY

COMPUTER FUNDAMENTALS & DIGITAL SKILLS

Learn • Create • Explore • Grow

Build essential computer skills, from operating systems and networks to documents, spreadsheets, presentations, internet safety and AI tools.



DURATION **2 MONTHS**

COURSE CURRICULUM

TOPICS	SUB TOPICS	
Introduction to Computers	Overview of Computers Types of Computers and Their Uses	Hardware and Software
Operating Systems	Introduction to Operating Systems File Systems and File Management	Exploring Operating Systems
Computer Networks	Introduction to Computer Networks Network Protocols and the Internet	Types of Networks
Word Processing	Introduction to Google Docs Templates and Styles	Creating and Formatting Documents
Spreadsheet	Introduction to Google Sheets Formulas and Functions	Creating and Formatting Spreadsheets
Presentation	Introduction to Google Slides Multimedia and Animation	Creating and Formatting Presentations
Web Browser and Email	Introduction to Web Browsers Advanced Web Browsing	Introduction to Email Creating and Managing Email Accounts
Computer Security	Introduction to Computer Security Viruses and Malware	Protecting Your Computer Safeguarding Your System
Digital Media	Introduction to Digital Media	Creating and Editing Images Using Canva
Artificial Intelligence	Introduction to Artificial Intelligence AI Image Generation	AI Tools and Their Uses

ONLINE & OFFLINE LEARNING | **CERTIFICATE AVAILABLE** | **LED BY IIT / IIM ALUMNI** | **AI INTERVIEW & RESUME BUILDER**

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