RECON COMPUTER ACADEMY

Basic Computer Courses

DURATION 3 MONTHS

www.reconcomputeracademy.com

OVERVIEW

A basic computer course provides fundamental knowledge and skills in computer usage, covering essential topics such as operating systems, software applications, and basic troubleshooting, to empower individuals with a foundational understanding of computing technology. Participants gain practical insights into computer usage for personal and professional tasks, fostering digital literacy.

Pre-Requisites

"Basic computer course covers essential skills in computer literacy, including software usage, file management, and basic troubleshooting.
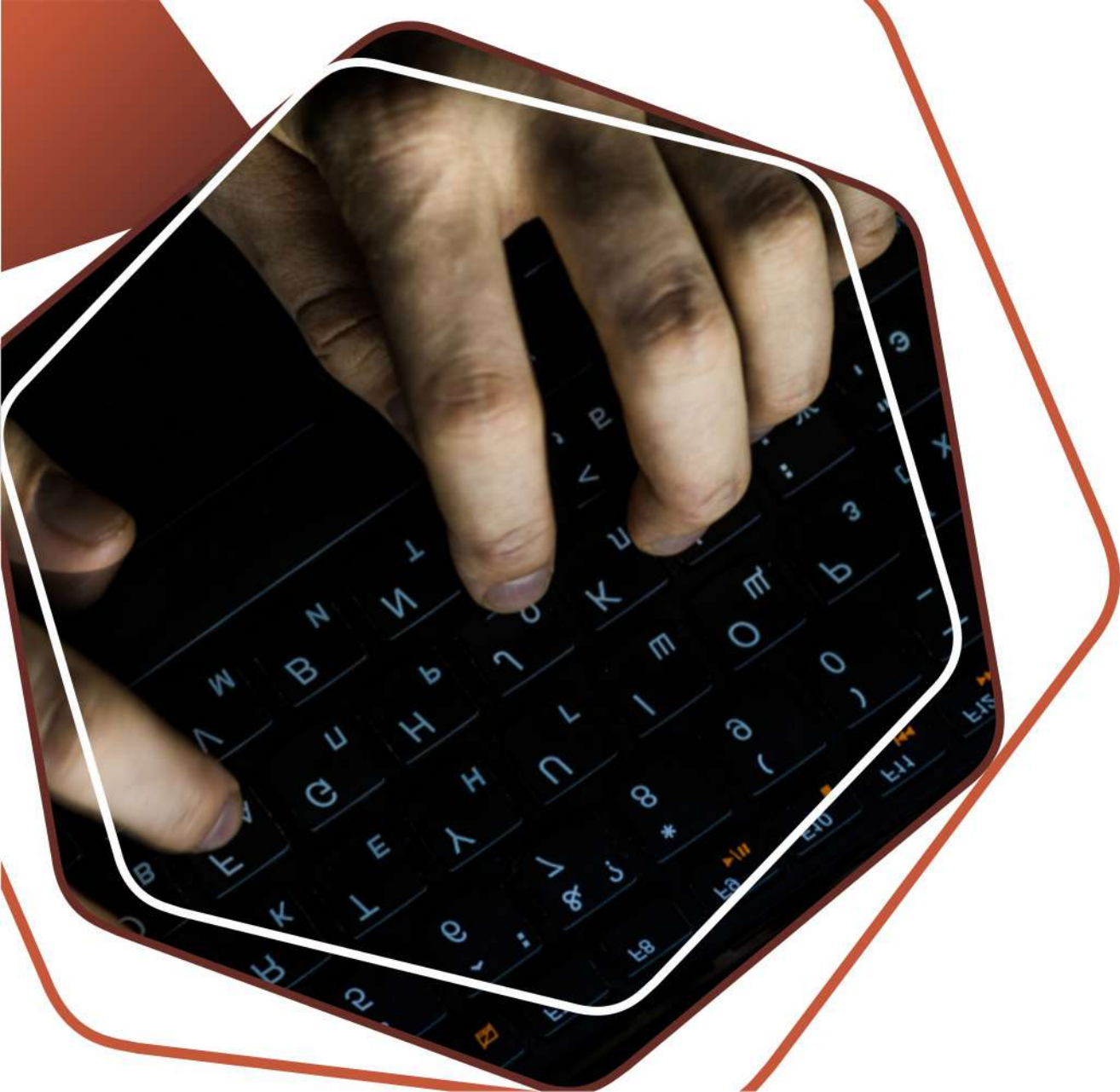
Who We Are?

Recon Computer Academy is a cutting-edge technology education company dedicated to empowering individuals with the skills and knowledge necessary to thrive in the digital age. As a forward-thinking institution, we specialize in providing comprehensive courses and training programs that cover a broad spectrum of IT disciplines, including programming, cybersecurity, data science, and network administration. Our mission is to bridge the gap between ambition and expertise, offering a dynamic learning environment where students can acquire hands-on experience and industry-relevant skills from seasoned professionals.

Why Choose us?

At Recon Computer Academy, we understand the ever-evolving nature of technology, and our curriculum is designed to stay ahead of the curve. Whether you are a beginner looking to embark on a tech career or a professional seeking to enhance your skill set, our team of experienced instructors is committed to fostering a supportive and collaborative learning community. With a focus on practical, real-world applications, we aim to equip our students with the tools they need to excel in the fast-paced and competitive landscape of the tech industry.

COURSE SYLLABUS

Basic Computer Course

Course Introducation

01. Introduction
02. Course Overview
03. Introduction to Operating System
04. Fundamentals of Windows 11
05. Files, Folder and softwares
06. Ms-Paint
07. Typing Basics

Microsoft Office 365

01. Introduction to Ms-Office 365
02. Course Overview
03. Microsoft Word
04. Microsoft Excel
05. Microsoft Powerpoint)
06. Microsoft Outlook

Internet

01. Introduction
02. Course Overview
03. G-Mail
04. Facebook
05. Linkedin

Contact Us:

Call or WhatsApp
 +91-7303782774 | 011-49957220

Email Id
 enquiry@reconcomputeracademy.com

Address:
 Street No. 08, Plot No. 308,
 Main Market Sant Nagar
 Burari ,Delhi - 110084

Website:
 www.reconcomputeracademy.com