Detailed Syllabus for CPCT

Sr No	Competency and Sub Topics
1.0	**Familiarity with computer systems**
1.1	Awareness about different aspects regarding computer hardware such as generations and types of computers, printers, input and output devices and hardware components such as Central Processing Unit (CPU) like arithmetic logic unit, control unit, memory unit; Universal Serial Bus (USB), Liquid Crystal Display (LCD), Motherboard, Sound Card, Graphics Card, and related concepts; Input Devices such keyboard, mouse, light pen, touch screens, graphics tablets, joystick, Microphone, Optical Character Reader, MICR, Scanner, digital or web camera, card reader, barcode reader, biometric sensor; Output Devices such as Monitor or visual display unit, printer (impact or non-impact), speaker, plotter; and Secondary Storage Devices such as USB Pen Drives, floppy disks, Compact Disk (CD), Digital Video Disk (DVD), Blue Ray Disk, Solid State Drive etc.;
1.2	Awareness regarding different aspects about computer software including software categories such as System Software, Application Software, Embedded Software, Proprietary Software, Open Source Software; Computer Languages such as Machine Level Language, Assembly Level Language, High Level Language, Interpreter, Compiler; Operating Systems such as Windows and Linux etc. and concepts of Memory Units such as Bit, Byte, Megabyte, Gigabyte, Terabyte etc.
2.0	**Knowledge of Basic Computer Operations**
2.1	Awareness of generic steps required for setting up a computer, booting and shutting down, logging on and off to a network, determining an IP address, verifying physical connectivity to a network, installing and updating software packages, disabling applications from running on start-up, uninstalling a software from computer, customising desktop background, resizing windows, volume controls of computer, setting up a new printer or webcam or scanner or other peripheral devices, understanding of steps to protect computers from power disturbances and basic troubleshooting including power backups.
2.2	Awareness of System Administration and Security concepts such as setting options and preferences in an Operating System; encryption of data; keeping personal data private and secure; creating strong passwords; changing passwords; checking a system for bugs, spyware or other malicious application through virus scanners;
2.3	Awareness of concepts and processes related to file management functions such as copying files to memory disk, undoing mistakes, using default help modules, connecting to the Internet and downloading and uploading files, setup and printing of documents Compressing files; identifying and selecting suitable file formats and using them for transferring data

3.0	**Proficiency in general IT skills**
3.1	Word processing skills such as creating a document, using spellcheck, creating tables, working with headers or footers, mail merge, document formatting etc. and common word processing related keyboard commands;
3.2	Numeric Skills to deal with numbers and digits, using formulas, references, macros, tables, graphs through spreadsheets and common keyboard commands for spreadsheets. Presentation skills for sharing and understanding data in form of charts, graphs and data.
3.3	Internet skills such as using search engine effectively to get the best desired result within short time; uploading and downloading information from the Internet and usage of Internet applications such as web sites, browsers, blogs, and Internet services such as Email, video conferencing, Online Collaboration etc.
4.0	**Reading Comprehension**
4.1	Ability to read and understand passages in English comprising questions regarding locating information, identifying relationships, interpreting ideas, moods, characteristics of characters, tone of passage and getting the central theme
5.0	**Mathematical & Reasoning Aptitude**
5.1	Mathematical Aptitude comprising concepts from ⬛ Number Systems (Fractions, Surds and Decimals, Number Series) and ⬛ Arithmetic (Percentages, Profit & Loss, Discount, Compound Interest & Annuities, Ratio & Proportions, Time, Work & Distance, 2 D & 3D Figures- Areas & Volumes)
5.2	Reasoning Aptitude focusing on Verbal and Logical Reasoning focusing on deriving conclusions from logical premises or assess the validity of arguments based on statement of facts.
6.0	**General Awareness**
6.1	Indian History & Indian Geography, Indian Economy, Indian Constitution, Science & Technology, Trends in Current Affairs
7	**Keyboard Skills**
7.1	Typing in English
7.2	Typing in Hindi

Disclaimer

The above syllabus describes broader areas of Computer Proficiency for CPCT Exam. The questions appear in CPCT Exam may or may not lay directly in the described broader areas of syllabus.