

MAP_IT CPCT	COMPUTER PROFICIENCY CERTIFICATION
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*Disclaimer: This syllabus is tentative and may have deviations up to some extent depending on the circumstances.*

TOTAL EXAM DURATION :2 Hours  
TOTAL COMPONENTS OF THE TEST: 2 COMPONENTS  
QUALIFYING MARKS: 50% OF THE TOTAL 75 MARKS

### **COMPONENT 1: MULTI CHOICE QUESTIONS**

Max Questions: 75 Questions(1 Mark each)

Max Marks: 75 Marks

#### **Section 1: Computer Proficiency & Proficiency In IT Skills And Networking (49-55 Questions)**

- Components of Computer System
- Network Security
- Concept of Hardware and Peripherals
- Basics of Operating System
- Word Processing Basics
- Elements of Electronic Spread Sheet
- MS-Office suite and related office automation tools/ programs
- Basics of Computer Networks
- Internet Access and Service on Internet
- Web Browsing Software & Search Engines
- Basics of E-mail and using E-mails

#### **Section 2: Reading Comprehension(5 Questions)**

- Comprehension Passages

#### **Section 3: Quantitative Aptitude(5-7 Questions)**

- Properties and Manipulation of Numbers
- Relationship between Quantities
- Shapes and their measurement

#### **Section 4: General Mental Ability And Reasoning(5-7 Questions)**

- Verbal Reasoning
- Non Verbal Reasoning

- Data Interpretation

### **Section 5: General Awareness(5-7 Questions)**

- Indian History & Indian Geography
- Indian Economy
- Indian Constitution
- Science & Technology
- Current Affairs

## **Component 2: Typing Test**

### **Section 1: English Typing Test**

Max Time: 15 Minutes

### **Section 2: Hindi Typing Test(Unicode)**

Max Time: 15 Minutes

Keyboard: Remington/In-Script

