



COURSE BROCHURE

CPT



3 Months  
90 Hours Approx.

Join the Best CPT Training Institute to Learn from Experts. Enrol in our CPT Course & Classes for a Successful Career. Also Get Online Verifiable Certificate and Job Placement Assistance

## Course Content

- ▶ Introduction to Computer Systems
- ▶ Microsoft Windows Basics
- ▶ Microsoft Office Suite (Word, Excel, PowerPoint)
- ▶ Email and Communication Tools
- ▶ Web Browsing and Internet Skills
- ▶ Basic Troubleshooting and Problem Solving
- ▶ File Types, Formats, and Compression
- ▶ Basic Coding and Scripting Concepts
- ▶ Cloud Computing Basics
- ▶ Final Assessment and Practical Test

## About Course

Excited to introduce a specialized Computer Proficiency Test (CPT) Course designed to enhance and validate your computer skills. Our institute offers comprehensive coaching and training focused on preparing individuals for the challenges of computer proficiency assessments commonly used in academic, professional, and employment settings. The core of our classes lies in practical implementation. Participants engage in simulated tests and real-world scenarios, preparing them for the diverse challenges they may encounter in computer proficiency assessments. Moreover, our training program at Shree Academy goes beyond specific software skills. We emphasize a holistic approach by incorporating critical thinking, adaptability, and effective communication skills.

## Our Facts and Figures



15,000+  
Students Trained



90+  
Courses Offered



2,000+  
Students Placed



100+  
Company Tie-ups

## About Shree Academy

Shree Academy was found in 2012 with the mission of providing best quality Computer Education and International Language Coaching to all classes of people at a very reasonable fee structure. Thousands of students have already got trained professionally and made their career successfully in the past.

[www.shreeacademy.net.in](http://www.shreeacademy.net.in)



## Why Shree Academy?



We provide  
personal coaching



Training by  
Expert Faculty



100%  
Job Assistance



Online Verifiable  
Certificate



Free Online  
Material Access



Theory + Practical  
Study Approach

3rd Floor, Harbhole Complex, Nr. HP Petrol Pump, University Road, Rajkot.  
4th Floor, Plus Point, Opp. Blue Club, Dr. Yagnik Road, Rajkot.

**+91 99740 42129 | +91 81550 62129**