शासकीय कंप्यूटर प्रशिक्षण बोर्ड

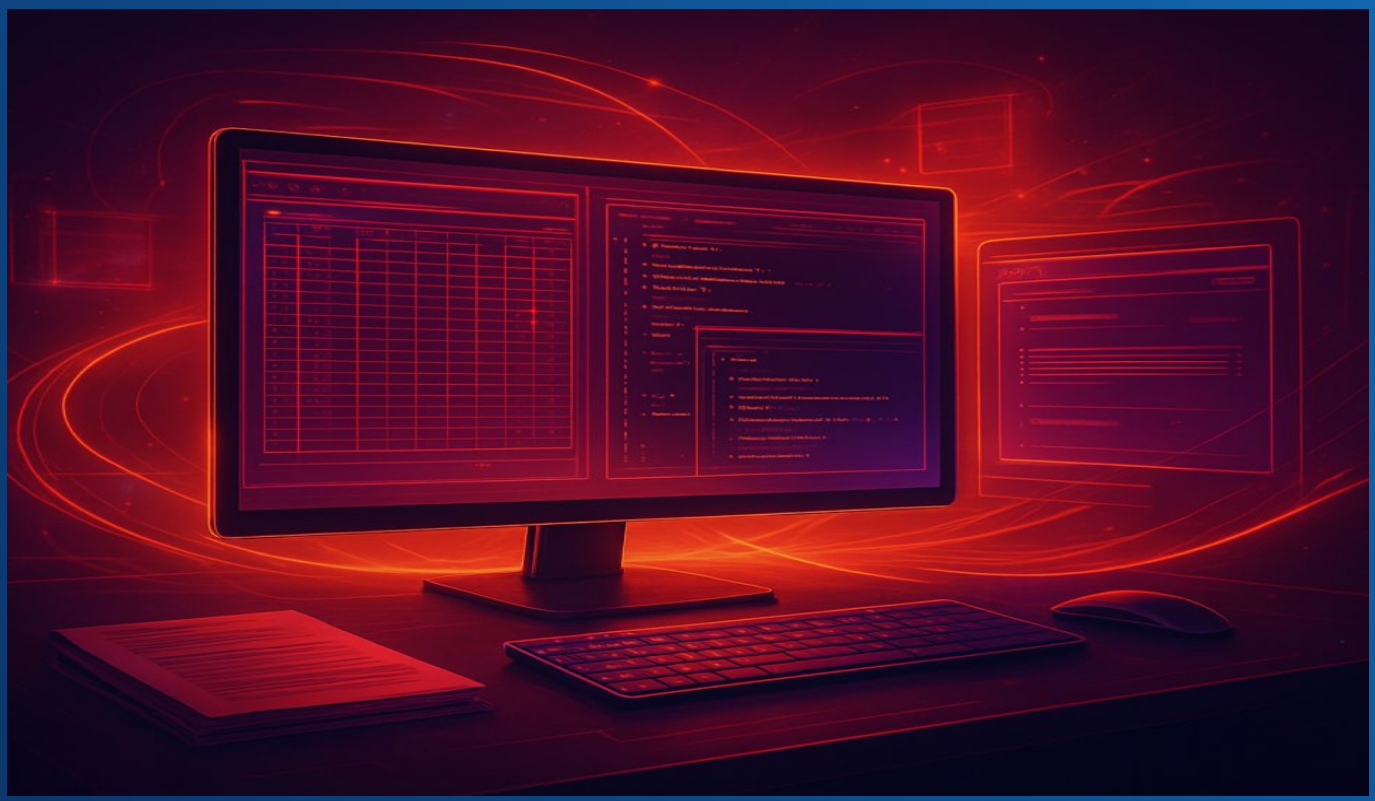
Shaskiya Computer Training Board

(Run By GSIDC Nagpur)

ADVANCED DIPLOMA COURSE | COMPUTER AND INFORMATION TECHNOLOGY

Advanced Diploma In Computer Application

Build practical computer skills for office, database, web and Python tasks.



DURATION	ELIGIBILITY	SUBJECTS	CERTIFICATE
1 Year	12th Pass	6	SCT Board

sctboard.in

About the Program

The Advanced Diploma in Computer Application is a one-year course in the Computer and Information Technology category. It introduces learners to computer fundamentals, operating systems, office applications, databases, internet technologies and Python programming. The course also includes project work and practical learning to help students apply concepts to common computer-based tasks.

Learners study topics such as document and spreadsheet work, database management, web technologies and basic programming. Practical activities and project work help students practise using the tools and concepts covered in class. The course may suit students who want to develop computer application skills; study arrangements and assessment details can be confirmed with an authorised SCT Board study centre.

01

6 Subjects
All important topics of the course together

1 Year Total
Practical lab training along with theory

02

03

12th Pass
Minimum eligibility

Online Exam
Online exam and result at the end of the course

04

05

Board Certificate
Marksheet and certificate, online verification

Who is this course for?

- 10th pass students
- 12th pass students
- Computer beginners
- Aspiring office assistants

Program Highlights

01
Computer Foundations
Learn computer fundamentals and operating system basics.

02
Office Applications
Practise MS Office tools and advanced spreadsheet tasks.

03
Database Learning
Explore database concepts, records and basic queries.

04
Web Technologies
Study internet use and introductory web concepts.

05
Python Programming
Learn programming basics using Python.

06
Practical Project
Apply course concepts through practical work and a project.

Program Curriculum

Advanced Diploma In Computer Application · 1 Year · 6 Subjects

MODULE 01

Module 1: Computer Fundamentals & Operating Systems
Subject Code: ADCA101 | Theory | Marks (Pass/Max): Theory 35/100
- » Computer components
- » Input and output devices
- » Operating system basics
- » Files and folders

MODULE 02

Module 2: MS Office & Advanced Excel
Subject Code: ADCA102 | Theory | Marks (Pass/Max): Theory 35/100
- » Word documents
- » PowerPoint presentations
- » Excel formulas and functions
- » Charts and data tools

MODULE 03

Module 3: Database Management System
Subject Code: ADCA103 | Theory | Marks (Pass/Max): Theory 35/100
- » Database concepts
- » Tables and records
- » Keys and relationships
- » Basic queries

MODULE 04

Module 4: Internet & Web Technologies
Subject Code: ADCA104 | Theory | Marks (Pass/Max): Theory 35/100
- » Internet fundamentals
- » Web browsers and search
- » Email and online safety
- » Web page basics

MODULE 05

Module 5: Programming with Python

Subject Code: ADCA105 | Theory | Marks (Pass/Max): Theory 35/100

- » Python syntax
- » Variables and data types
- » Conditions and loops
- » Functions and basic programs

MODULE 06

Module 6: Project Work & Practical

Subject Code: ADCA106 | Theory | Marks (Pass/Max): Theory 35/100

- » Computer lab exercises
- » Application-based tasks
- » Project planning
- » Project presentation

Skills & Tools

You will work hands-on with these during the course.

Computer Basics	**MS Word**	**Advanced Excel**	**PowerPoint**
Database Management	**Internet Use**	**Python**	**Project Work**

Career Opportunities

After the course you can work in these fields.

Computer Operator
Offices, schools and organisations that use computer systems.

Data Entry Operator
Businesses and service offices handling digital records.

Office Assistant
Small businesses, offices and administrative departments.

Computer Lab Assistant
Schools, training centres and computer laboratories.

Database Assistant
Organisations maintaining basic database records.

Junior Web Assistant
Small businesses or teams supporting basic website tasks.

Get Certified

After completing the course and passing the online exam, the Shaskiya Computer Training Board marksheet and certificate are given, which are verified on the website with a QR code.



FAQs

What is the minimum eligibility for this course?
The minimum qualification is 10th pass. Confirm any document or admission requirements with an authorised SCT Board study centre.

How long is the course?
The course duration is one year. The study calendar and class schedule can be checked with the authorised study centre.

What is the mode of study?
Study mode and practical arrangements may vary by authorised study centre. Contact your preferred centre to confirm available classes and facilities.

How is the examination conducted?
Assessment and examination details follow the applicable SCT Board and study-centre instructions. Ask your centre about the schedule, format and practical assessment.

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LET'S TALK

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For admission: sctboard.in/addmission-form