शासकीय कंप्यूटर प्रशिक्षण बोर्ड

Shaskiya Computer Training Board

(Run By GSIDC Nagpur)



CERTIFICATE COURSE | IT & TECHNOLOGY SECTOR

Certificate In Information Technology

Build practical computer and IT skills through a focused six-month course.

DURATION	ELIGIBILITY	SUBJECTS	CERTIFICATE
6 Months	10th Pass	6	SCT Board

sctboard.in

About the Program

The Certificate In Information Technology introduces students to essential computer and IT concepts. Over six months, learners study Fundamentals of IT, MS Office, Networking Basics, Database Fundamentals, Cyber Security Basics and IT Project. The course is designed to build understanding of everyday digital tools, basic networks, data handling and safe technology use.

Learning includes subject-based topics and an IT project to help students apply what they study. The course may suit school pass-outs, beginners and people looking to strengthen their computer knowledge. Class schedules, study materials and assessment arrangements can vary by authorised SCT Board study centre, so check the details before admission.

01
6 Subjects
All important topics of the course together

6 Months Total
Practical lab training along with theory
02

03
10th 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
- Working learners

Program Highlights

01
IT Foundations
Learn basic computer concepts, common hardware and operating system fundamentals.

02
Office Applications
Explore document, spreadsheet and presentation tools used in everyday tasks.

03
Networking Basics
Understand network devices, common terms and basic connectivity concepts.

04
Database Concepts
Study how data is organised, stored and retrieved in databases.

05
Cyber Safety
Learn introductory practices for protecting devices, accounts and information.

06
Project Learning
Apply course concepts through an IT project.

Program Curriculum

Certificate In Information Technology · 6 Months · 6 Subjects

MODULE 01

Module 1: Fundamentals of IT
Subject Code: CIT201 | Theory | Marks (Pass/Max): Theory 35/100
- » Computer components
- » Operating system basics
- » Files and folders
- » Digital devices

MODULE 02

Module 2: MS Office
Subject Code: CIT202 | Theory | Marks (Pass/Max): Theory 35/100
- » Word processing
- » Spreadsheets
- » Presentations
- » Office file management

MODULE 03

Module 3: Networking Basics
Subject Code: CIT203 | Theory | Marks (Pass/Max): Theory 35/100
- » Network types
- » Network devices
- » Internet basics
- » Connectivity concepts

MODULE 04

Module 4: Database Fundamentals
Subject Code: CIT204 | Theory | Marks (Pass/Max): Theory 35/100
- » Tables and records
- » Data types
- » Basic queries
- » Database organisation

MODULE 05

Module 5: Cyber Security Basics

Subject Code: CIT205 | Theory | Marks (Pass/Max): Theory 35/100

- Passwords and accounts
- Online safety
- Malware awareness
- Data protection basics

MODULE 06

Module 6: IT Project

Subject Code: CIT206 | Theory | Marks (Pass/Max): Theory 35/100

- Project planning
- Requirements gathering
- Project documentation
- Project presentation

Skills & Tools

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

Computer Basics	**Word Processing**	**Spreadsheets**	**Presentations**
Networking Basics	**Database Basics**	**Cyber Safety**	**Project Documentation**

Career Opportunities

After the course you can work in these fields.

Computer Operator
Offices, service centres and organisations with routine computer tasks.

Data Entry Operator
Businesses, offices and organisations handling digital records.

Office Assistant
Small businesses, offices and administrative departments.

IT Support Assistant
Organisations needing help with basic computer and user support.

Network Support Trainee
IT service providers and organisations maintaining basic networks.

Database Assistant
Offices and businesses that organise and maintain digital data.

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 qualification for admission?
The minimum qualification listed for this course is 10th Pass. Contact an authorised SCT Board study centre to confirm any current admission requirements.

How long is the course?
The Certificate In Information Technology has a duration of six months. Class schedules may vary by authorised study centre.

What is the mode of study?
Study arrangements depend on the authorised SCT Board study centre. Contact your preferred centre to ask about classes, learning materials and schedules.

How is the course exam conducted?
Assessment and exam arrangements are set by the Board and may be explained by the study centre. Ask the centre for the current exam details.

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LET'S TALK

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For admission: sctboard.in/addmission-form