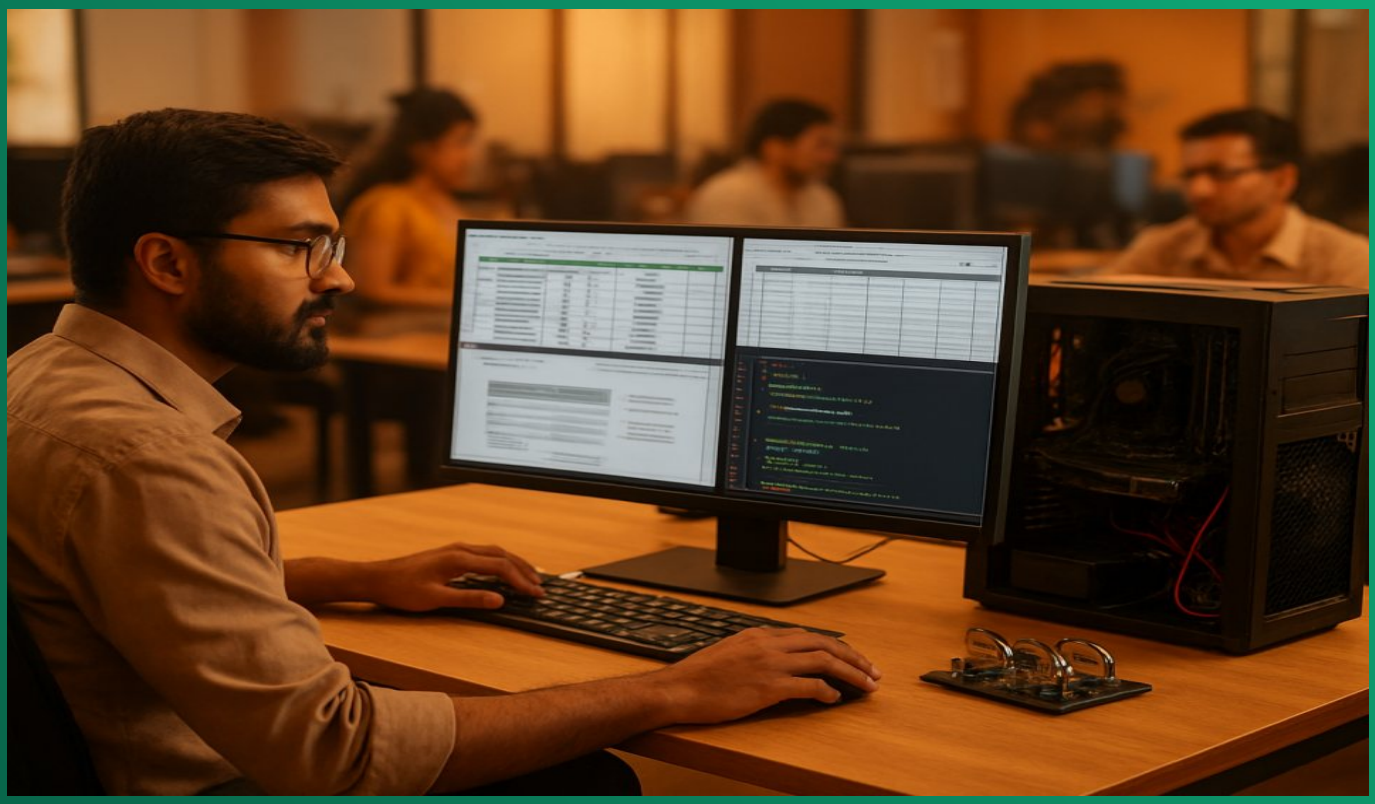
शासकीय कंप्यूटर प्रशिक्षण बोर्ड

Shaskiya Computer Training Board

(Run By GSIDC Nagpur)



DIPLOMA COURSE | COMPUTER AND INFORMATION TECHNOLOGY

Diploma In Computer Application

Build practical computer skills for study, work and everyday digital tasks.

DURATION	ELIGIBILITY	SUBJECTS	CERTIFICATE
1 Year	10th Pass	6	SCT Board

sctboard.in

About the Program

The Diploma In Computer Application is a one-year course covering computer fundamentals, office tools, databases, basic web design and Python programming. Students learn through topic-based study and a final project. The course is intended to build a foundation in using computers and common digital applications for learning and everyday tasks.

The syllabus includes practical topics such as document preparation, spreadsheets, presentations, database operations and web page basics. Students also explore Python concepts and apply their learning in a final project. Course delivery, class schedules and assessment arrangements may vary by authorised study centre, so check the details before admission.

01

6 Subjects
All important topics of the course together

1 Year 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
- First-time computer learners
- Working learners seeking computer skills

Program Highlights

01
Computer Foundations
Learn basic computer concepts, components and everyday operations.

02
Office Applications
Practise creating documents, spreadsheets and presentations.

03
Database Basics
Understand how to organise, manage and retrieve data.

04
Web Design Basics
Explore the building blocks of simple web pages.

05
Python Introduction
Study beginner programming concepts using Python.

06
Final Project
Apply course learning through a project.

Program Curriculum

Diploma In Computer Application · 1 Year · 6 Subjects

MODULE 01

Module 1: Computer Fundamentals
Subject Code: DCA201 | Theory | Marks (Pass/Max): Theory 35/100
» Computer components
» Operating systems
» Files and folders
» Internet basics

MODULE 02

Module 2: Office Automation
Subject Code: DCA202 | Theory | Marks (Pass/Max): Theory 35/100
» Document formatting
» Spreadsheets
» Presentations
» Email basics

MODULE 03

Module 3: Database Management
Subject Code: DCA203 | Theory | Marks (Pass/Max): Theory 35/100
» Database concepts
» Tables and records
» Queries
» Data organisation

MODULE 04

Module 4: Web Design Basics
Subject Code: DCA204 | Theory | Marks (Pass/Max): Theory 35/100
» HTML elements
» CSS basics
» Page layout
» Web images and links

MODULE 05

Module 5: Programming with Python

Subject Code: DCA205 | Theory | Marks (Pass/Max): Theory 35/100

- » Variables and data types
- » Conditions and loops
- » Functions
- » Basic input and output

MODULE 06

Module 6: Final Project

Subject Code: DCA206 | Theory | Marks (Pass/Max): Theory 35/100

- » Project planning
- » Application of course topics
- » Project documentation
- » Project presentation

Skills & Tools

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

Computer operation	**Word processing**	**Spreadsheets**	**Presentations**
Database handling	**HTML and CSS**	**Python**	**Internet research**

Career Opportunities

After the course you can work in these fields.

Computer Operator
Offices, schools, service centres and other organisations.

Data Entry Operator
Administrative departments, data processing firms and service providers.

Office Assistant
Business offices, educational institutions and community organisations.

Computer Lab Assistant
Schools, training centres and other computer labs.

Junior Web Assistant
Web agencies, small businesses and organisations maintaining basic websites.

Database Assistant
Offices and organisations that maintain structured digital records.

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 eligibility is 10th Pass. Contact an authorised SCT Board study centre to confirm any applicable document requirements.

How long is the course?
The course duration is one year. Class schedules and the academic calendar may vary by authorised study centre.

What is the mode of study?
Study arrangements depend on the authorised centre. Contact your preferred centre to check available classes, practical sessions and learning support.

How are students assessed?
Assessment and examination arrangements are as per SCT Board rules. Ask the authorised study centre for the current exam schedule and assessment details.

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LET'S TALK

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For admission: sctboard.in/addmission-form