शासकीय कंप्यूटर प्रशिक्षण बोर्ड

Shaskiya Computer Training Board

( Run By GSIDC Nagpur )

DIPLOMA COURSE | COMPUTER AND INFORMATION TECHNOLOGY

# Diploma In Time Keeper

Build practical skills for attendance, payroll and time-keeping administration.




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

sctboard.in

## About the Program

The Diploma In Time Keeper is a six-month course in the Computer and Information Technology category. It introduces students to office administration, attendance management, payroll systems and record management. Learners also practise using Excel for time-keeping tasks and complete practical training to apply course concepts in everyday administrative situations.

The course is intended to build foundational knowledge for maintaining attendance information, organising records and supporting routine payroll-related work. Topics cover common office processes and the careful handling of staff and time records. Course delivery, practical arrangements and assessment details can be confirmed with an SCT Board authorised study centre 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
- Job seekers
- Aspiring office administrators

## Program Highlights

01
**Time-Keeping Basics**
Learn how attendance information is organised and maintained.

02
**Excel Practice**
Use spreadsheet tools for time-keeping records and calculations.

03
### Payroll Knowledge
Understand basic payroll records and related office processes.

04
### Record Management
Practise organising and handling administrative records.

05
### Office Administration
Study common procedures used in office administration.

06
### Practical Training
Apply learning through practical course activities.

## Program Curriculum

Diploma In Time Keeper · 6 Months · 6 Subjects

MODULE 01

### Module 1: Office Administration
Subject Code: DTK101 | Theory | Marks (Pass/Max): Theory 35/100
- » Office procedures
- » Filing systems
- » Workplace communication
- » Document handling

MODULE 02

### Module 2: Attendance Management
Subject Code: DTK102 | Theory | Marks (Pass/Max): Theory 35/100
- » Attendance registers
- » Time and shift records
- » Leave tracking
- » Attendance summaries

MODULE 03

### Module 3: Payroll Systems
Subject Code: DTK103 | Theory | Marks (Pass/Max): Theory 35/100
- » Payroll records
- » Basic salary components
- » Overtime entries
- » Payroll documentation

MODULE 04

### Module 4: Excel for Time Keeping
Subject Code: DTK104 | Theory | Marks (Pass/Max): Theory 35/100
- » Spreadsheets and formatting
- » Attendance data entry
- » Basic formulas
- » Time-keeping summaries

MODULE 05

## Module 5: Record Management

Subject Code: DTK105 | Theory | Marks (Pass/Max): Theory 35/100

- » Record classification
- » Filing and retrieval
- » Data accuracy
- » Record privacy

MODULE 06

## Module 6: Practical Training

Subject Code: DTK106 | Theory | Marks (Pass/Max): Theory 35/100

- » Attendance entry exercises
- » Excel practice tasks
- » Record organisation
- » Administrative scenarios

## Skills & Tools

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

| | | | |
|---|---|---|---|
| **Time Keeping** | **Attendance Tracking** | **Payroll Record Basics** | **Microsoft Excel** |
| **Record Management** | **Office Administration** | **Data Accuracy** | **Office Communication** |

## Career Opportunities

After the course you can work in these fields.

**Time-Keeping Assistant**
Office, factory or service organisation.

**Attendance Clerk**
School, office or other organisation.

**Payroll Assistant**
Business office or payroll department.

**Office Assistant**
Small business, institution or office.

**Records Assistant**
Administrative or records management department.

**Data Entry Assistant**
Office or operations support team.

## 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 this course?**
The suggested minimum qualification is 10th Pass. Check with an SCT Board authorised study centre for current admission requirements.

**How long is the Diploma In Time Keeper?**
The course duration is six months. Confirm the study schedule and practical training arrangements with your chosen authorised study centre.

**What is the mode of study?**
Study and practical arrangements may vary by centre. Contact an SCT Board authorised study centre to confirm the available mode and timetable.

**How is the course examination conducted?**
Assessment details, including examination format and schedule, are provided by the authorised study centre. Please confirm them before admission.

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# LET'S TALK


| | |
|---|---|
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| **Call** | +919359335979 |
| **Address** | G001 Shideshwar Nagar, Dighori, Nagpur, Maharashtra - 440024 |


**For admission: sctboard.in/addmission-form**