शासकीय कंप्यूटर प्रशिक्षण बोर्ड

Shaskiya Computer Training Board

(Run By GSIDC Nagpur)



CERTIFICATE COURSE | IT & TECHNOLOGY SECTOR

Certificate In Information & Communication Technology

Build practical ICT skills for everyday digital tasks and communication.

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

sctboard.in

About the Program

The Certificate In Information & Communication Technology is a three-month course that introduces students to computers, hardware, the internet, networking and digital communication. It also covers cyber safety and practical ICT activities. The course is designed to help learners understand common digital tools and practise using them for everyday study, work and communication tasks.

Students learn through six subjects, combining basic concepts with practical activities. Topics include computer components, internet use, online communication tools and safe digital habits. The course may suit beginners who want a foundation in ICT. For details about class schedules, learning mode and assessment arrangements, contact an SCT Board authorised study centre.

01

6 Subjects
All important topics of the course together

3 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
- School leavers
- Job seekers
- Digital beginners

Program Highlights

01
ICT foundations
Learn basic concepts behind computers and information technology.

02
Hardware basics
Explore common computer parts and their basic functions.

03
Internet and networking
Understand internet use and introductory networking concepts.

04
Digital communication
Practise using common online communication tools.

05
Cyber safety
Learn simple habits for safer online activity.

06
Practical learning
Apply course concepts through ICT practical activities.

Program Curriculum

Certificate In Information & Communication Technology · 3 Months · 6 Subjects

MODULE 01

Module 1: ICT Fundamentals
Subject Code: ICT101 | Theory | Marks (Pass/Max): Theory 35/100
- » ICT concepts
- » Computer uses
- » Data and information

MODULE 02

Module 2: Computer Hardware Basics
Subject Code: ICT102 | Theory | Marks (Pass/Max): Theory 35/100
- » Computer components
- » Input and output devices
- » Storage devices

MODULE 03

Module 3: Internet & Networking
Subject Code: ICT103 | Theory | Marks (Pass/Max): Theory 35/100
- » Internet basics
- » Web browsers and search
- » Networking fundamentals

MODULE 04

Module 4: Digital Communication Tools
Subject Code: ICT104 | Theory | Marks (Pass/Max): Theory 35/100
- » Email basics
- » Video conferencing
- » Online collaboration

MODULE 05

Module 5: Cyber Safety
Subject Code: ICT105 | Theory | Marks (Pass/Max): Theory 35/100
- » Strong passwords
- » Privacy and personal data
- » Recognising online risks

MODULE
06

Module 6: ICT Practical

Subject Code: ICT106 | Theory | Marks (Pass/Max): Theory 35/100

- Computer operation
- Internet browsing
- Digital communication practice

Skills & Tools

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

Computer operation	**Hardware awareness**	**Web browsing**	**Online searching**
Email use	**Video meetings**	**Cyber safety**	**Online collaboration**

Career Opportunities

After the course you can work in these fields.

Computer Operator
Small offices, schools and organisations needing routine computer support.

Data Entry Assistant
Offices and service organisations handling basic digital records.

Office Assistant
Businesses and institutions using computers for everyday office tasks.

ICT Support Assistant
Training centres and small organisations needing basic ICT assistance.

Digital Services Assistant
Local service centres helping people with common online tasks.

Help Desk Trainee
Organisations providing first-level guidance for routine computer queries.

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

How long is the course?
The course duration is three months. Class schedules and practical arrangements may vary by study centre.

What is the mode of study?
Study arrangements, including classes and practical sessions, are shared by the authorised study centre. Contact your chosen centre for its current schedule and mode.

How is the examination conducted?
The study centre or SCT Board will provide details about the examination and assessment process. Please check these arrangements before enrolling.

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LET'S TALK

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For admission: sctboard.in/addmission-form