शासकीय कंप्यूटर प्रशिक्षण बोर्ड

Shaskiya Computer Training Board

(Run By GSIDC Nagpur)



CERTIFICATE COURSE | COMPUTER AND INFORMATION TECHNOLOGY

Microsoft & Computer Information Technology

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

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

sctboard.in

About the Program

Microsoft & Computer Information Technology is a three-month course covering computer basics, common Microsoft Office applications and internet use. Students learn about computer components, practise working with documents, spreadsheets and presentations, and explore useful online tasks. The course combines subject learning with practical training to help students use these tools in everyday and office settings.

The course includes Computer Fundamentals, MS Word, MS Excel, MS PowerPoint, Internet Applications and Practical Training. Lessons and practice activities introduce common features and tasks in each subject. Study arrangements, assessment details and other requirements may vary, so students should confirm the current information with an SCT Board authorised study centre before enrolling.

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
- Office skills learners
- Job seekers
- Everyday computer users

Program Highlights

01
Computer Basics
Learn about computer parts, operating systems, files and folders.

02
Word Processing
Practise creating, formatting and saving documents in MS Word.

03
Spreadsheet Practice
Use MS Excel for data entry, basic formulas and tables.

04
Presentation Skills
Create and format slides using MS PowerPoint.

05
Internet Applications
Explore web browsing, email and safe online practices.

06
Practical Training
Apply course concepts through guided computer activities.

Program Curriculum

Microsoft & Computer Information Technology · 3 Months · 6 Subjects

MODULE 01

Module 1: Computer Fundamentals
Subject Code: MCIT101 | Theory | Marks (Pass/Max): Theory 35/100
» Computer components
» Input and output devices
» Operating system basics
» Files and folders

MODULE 02

Module 2: MS Word
Subject Code: MCIT102 | Theory | Marks (Pass/Max): Theory 35/100
» Document creation
» Text formatting
» Page layout
» Tables and printing

MODULE 03

Module 3: MS Excel
Subject Code: MCIT103 | Theory | Marks (Pass/Max): Theory 35/100
» Worksheets and cells
» Data entry
» Basic formulas
» Tables and charts

MODULE 04

Module 4: MS PowerPoint
Subject Code: MCIT104 | Theory | Marks (Pass/Max): Theory 35/100
» Creating slides
» Slide layouts
» Text and images
» Presenting a slideshow

MODULE 05

Module 5: Internet Applications

Subject Code: MCIT105 | Theory | Marks (Pass/Max): Theory 35/100

- » Web browsing
- » Search engines
- » Email basics
- » Online safety

MODULE 06

Module 6: Practical Training

Subject Code: MCIT106 | Theory | Marks (Pass/Max): Theory 35/100

- » Typing and file handling
- » Document preparation
- » Spreadsheet tasks
- » Presentation practice

Skills & Tools

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

Computer Basics	**File Management**	**MS Word**	**MS Excel**
MS PowerPoint	**Web Browsing**	**Email Use**	**Document Preparation**

Career Opportunities

After the course you can work in these fields.

Data Entry Operator
May work in offices, service centres or businesses handling records.

Office Assistant
May support routine document and computer tasks in offices.

Computer Operator
May work in organisations that use computers for daily operations.

Reception Assistant
May work at reception desks using email and office documents.

Records Assistant
May help maintain digital and paper records in offices.

Small Business Assistant
May support basic computer tasks in shops or small businesses.

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 minimum qualification listed 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. Ask your authorised study centre about the current timetable and class schedule.

What is the mode of study?
Study arrangements depend on the authorised study centre. Contact your chosen centre to confirm available classes and practical training arrangements.

Is there an exam or assessment?
Assessment details and requirements are provided by the Board or authorised study centre. Please confirm the current process before enrolling.

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LET'S TALK

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For admission: sctboard.in/addmission-form