शासकीय कंप्यूटर प्रशिक्षण बोर्ड

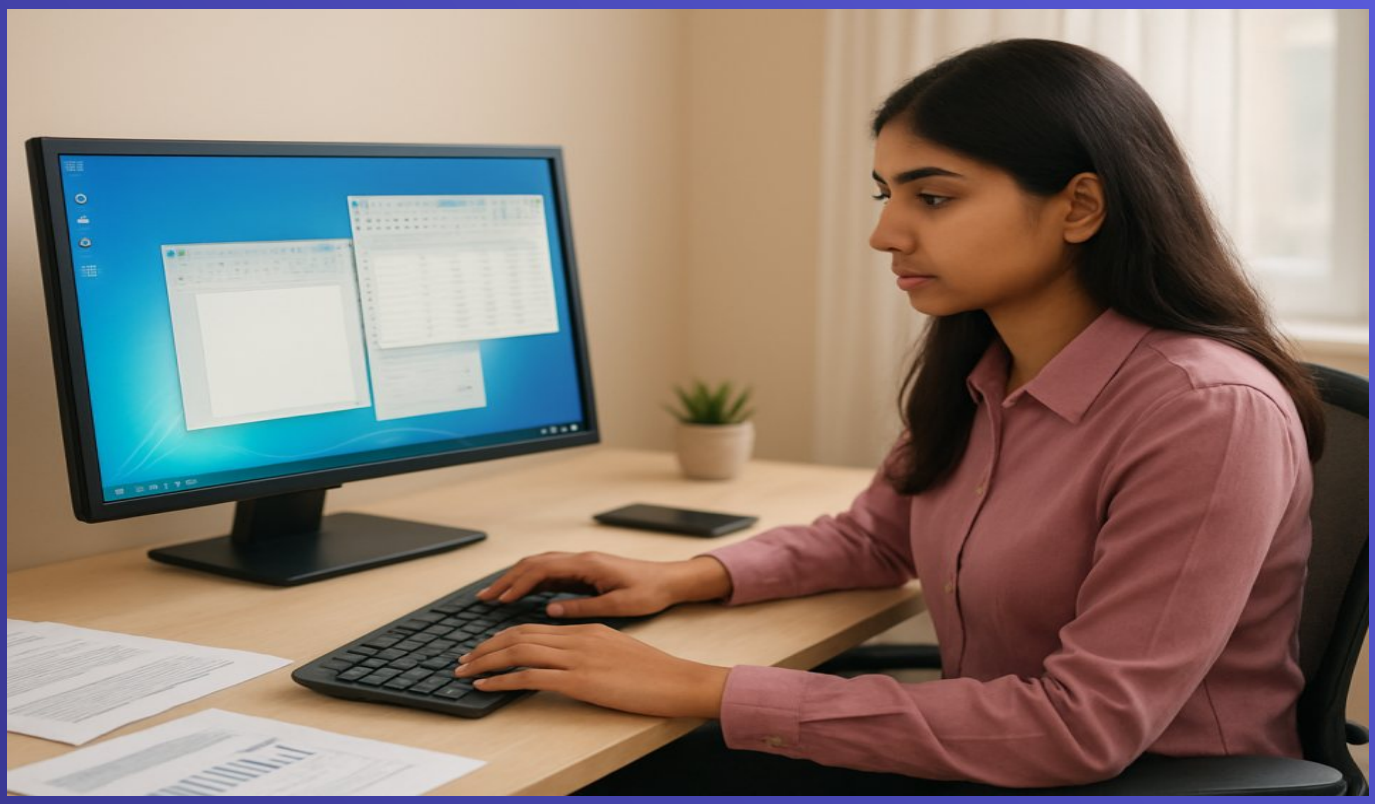
Shaskiya Computer Training Board

(Run By GSIDC Nagpur)

CERTIFICATE COURSE | COMPUTER AND INFORMATION TECHNOLOGY

Certificate In Computer Application

Build practical computer skills for everyday study, work and communication.



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

sctboard.in

About the Program

The Certificate In Computer Application is a three-month course covering computer basics, Windows, office applications and internet use. It is designed to help learners become familiar with common computer tasks, including creating documents, working with spreadsheets and using email. The course includes practical work and a project to apply the topics covered.

Students study six subjects: Computer Fundamentals, Windows Operating System, MS Word, MS Excel, Internet & Email, and Practical & Project. The course can support further learning and everyday computer use. For details about study arrangements, assessments and certificate requirements, contact an SCT Board authorised study centre before applying.

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
- First-time computer learners
- Job seekers building computer skills
- Learners returning to study

Program Highlights

01
Computer Basics
Learn key computer parts, functions and everyday terminology.

02
Windows Practice
Explore files, folders and common operating system tasks.

03
Word Processing
Create, format and save documents using MS Word.

04
Spreadsheet Skills
Work with data, formulas and basic charts in MS Excel.

05
Internet and Email
Practise web browsing and email communication.

06
Practical Project
Apply course topics through hands-on practice and a project.

Program Curriculum

Certificate In Computer Application · 3 Months · 6 Subjects

MODULE 01

Module 1: Computer Fundamentals
Subject Code: CCA101 | Theory | Marks (Pass/Max): Theory 35/100
- » Computer components
- » Input and output devices
- » Memory and storage
- » Basic computer operations

MODULE 02

Module 2: Windows Operating System
Subject Code: CCA102 | Theory | Marks (Pass/Max): Theory 35/100
- » Desktop and taskbar
- » Files and folders
- » Managing windows
- » Basic system settings

MODULE 03

Module 3: MS Word
Subject Code: CCA103 | Theory | Marks (Pass/Max): Theory 35/100
- » Creating and saving documents
- » Text formatting
- » Page layout
- » Tables and lists

MODULE 04

Module 4: MS Excel
Subject Code: CCA104 | Theory | Marks (Pass/Max): Theory 35/100
- » Worksheets and cells
- » Entering and formatting data
- » Basic formulas and functions
- » Charts

MODULE 05

Module 5: Internet & Email

Subject Code: CCA105 | Theory | Marks (Pass/Max): Theory 35/100

- Web browsing
- Search techniques
- Email messages and attachments
- Online safety basics

MODULE 06

Module 6: Practical & Project

Subject Code: CCA106 | Theory | Marks (Pass/Max): Theory 35/100

- Computer practice tasks
- Document preparation
- Spreadsheet exercises
- Course project work

Skills & Tools

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

Computer operation	**File management**	**MS Word**	**MS Excel**
Web browsing	**Email use**	**Document formatting**	**Basic formulas**

Career Opportunities

After the course you can work in these fields.

Computer Operator
Offices, shops and organisations that need routine computer work.

Data Entry Operator
Businesses and service offices handling digital records.

Office Assistant
Small businesses, offices and community organisations.

Reception Assistant
Clinics, offices and other customer-facing workplaces.

Document Preparation Assistant
Print shops and offices preparing letters, forms and reports.

Email Support Assistant
Small teams managing routine email and basic digital communication.

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 suggested minimum eligibility is 10th pass. Contact an SCT Board authorised study centre to confirm the current admission requirements.

How long is the course?
The course duration is three months. Ask your chosen authorised study centre about its schedule and any attendance requirements.

What is the mode of study?
Study arrangements may vary by centre. Contact an SCT Board authorised study centre to ask about available classes, practical sessions and learning materials.

How is the course exam conducted?
Assessment details, including the exam format and schedule, should be confirmed with your authorised study centre before admission.

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LET'S TALK

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For admission: sctboard.in/addmission-form