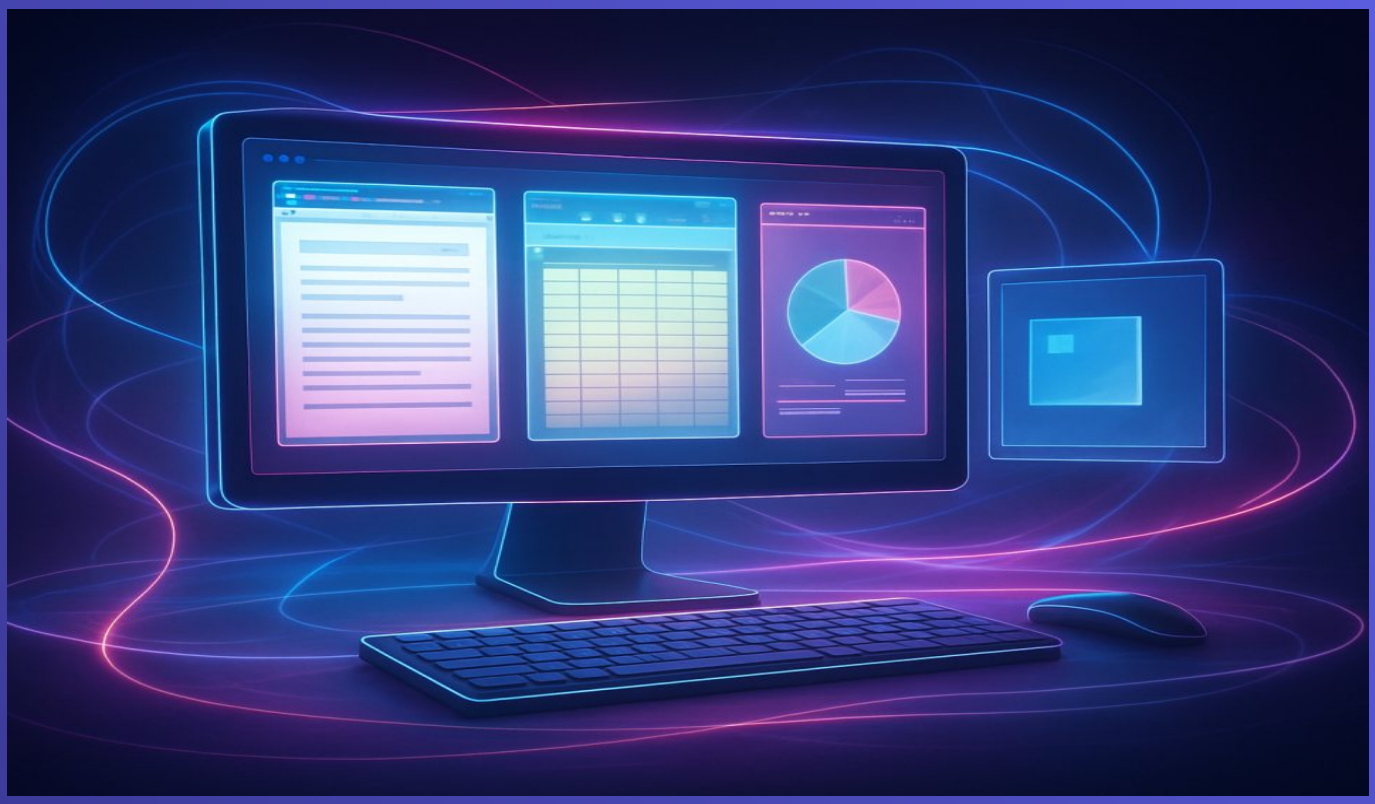
शासकीय कंप्यूटर प्रशिक्षण बोर्ड

Shaskiya Computer Training Board

(Run By GSIDC Nagpur)



CERTIFICATE COURSE | COMPUTER AND INFORMATION TECHNOLOGY

Certificate In Computer Concept

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

DURATION	ELIGIBILITY	SUBJECTS	CERTIFICATE
3 Months	10th Pass	8	SCT Board

sctboard.in

About the Program

The Certificate In Computer Concept is a three-month introductory course in computer and information technology. It covers computer basics, operating systems, office applications, internet use, online communication and an overview of future skills and cyber security. Lessons are designed to help learners understand common digital tools and practise essential tasks.

Students explore word processing, spreadsheets and presentations using Microsoft Office or LibreOffice applications. They also learn about web browsing, collaboration tools and safe digital habits. The course is suitable for beginners who want structured computer learning. Topics, study arrangements and assessment details may be confirmed with an SCT Board authorised study centre.

01

8 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
- Small business learners

Program Highlights

01
Computer Fundamentals
Learn basic computer parts, functions and common uses.

02
Office Applications
Practise documents, spreadsheets and presentations.

03
Internet Skills
Understand web browsing and useful online services.

04
Digital Collaboration
Explore communication and collaboration tools.

05
Cyber Safety
Learn introductory cyber security and safer online habits.

06
Three-Month Course
Follow a structured introduction to essential computer concepts.

Program Curriculum

Certificate In Computer Concept · 3 Months · 8 Subjects

MODULE 01

Module 1: Introduction To Computers
Subject Code: 6854 | Theory | Marks (Pass/Max): Theory 35/100
- » Computer components
- » Input and output devices
- » Types of computers
- » Files and folders

MODULE 02

Module 2: Introduction To Operating System
Subject Code: 3457 | Theory | Marks (Pass/Max): Theory 35/100
- » Operating system basics
- » Desktop and icons
- » File management
- » System settings

MODULE 03

Module 3: Word Processing (Microsoft Word / LibreOffice Writer)
Subject Code: 3458 | Theory | Marks (Pass/Max): Theory 35/100
- » Create and edit documents
- » Text formatting
- » Tables and lists
- » Page layout and printing

MODULE 04

Module 4: Spreadsheet (Microsoft Excel / LibreOffice Calc)
Subject Code: 3459 | Theory | Marks (Pass/Max): Theory 35/100
- » Cells, rows and columns
- » Basic formulas
- » Formatting worksheets
- » Charts and tables

MODULE 05

Module 5: Presentation (Microsoft PowerPoint / LibreOffice Impress)

Subject Code: 3460 | Theory | Marks (Pass/Max): Theory 35/100

- Create slides
- Text and image layout
- Themes and transitions
- Slide show basics

MODULE 06

Module 6: Internet And Web Browsing

Subject Code: 3461 | Theory | Marks (Pass/Max): Theory 35/100

- Web browsers and websites
- Search techniques
- Downloads and uploads
- Online safety basics

MODULE 07

Module 7: Communication And Collaboration

Subject Code: 3462 | Theory | Marks (Pass/Max): Theory 35/100

- Email basics
- Online meetings
- Sharing files
- Digital teamwork

MODULE 08

Module 8: Overview Of Future Skills And Cyber Security

Subject Code: 3464 | Theory | Marks (Pass/Max): Theory 35/100

- Digital skills overview
- Cyber security basics
- Passwords and privacy
- Recognising online risks

Skills & Tools

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

Computer Basics	**Operating Systems**	**Word Processing**	**Spreadsheets**
Presentations	**Web Browsing**	**Email Communication**	**Cyber Safety**

Career Opportunities

After the course you can work in these fields.

Computer Operator
May support routine computer tasks in offices or service centres.

Data Entry Assistant
May enter and update records in offices or business organisations.

Office Assistant
May help with documents and digital records in offices.

Reception Assistant
May use computer tools at front desks in offices or clinics.

Documentation Assistant
May prepare and organise files for businesses or institutions.

Digital Service Assistant
May assist customers with basic online tasks at service centres.

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 is 10th Pass. Contact an SCT Board authorised study centre to confirm the documents needed for admission.

How long is the course?
The course duration is three months. Ask your authorised study centre for the current schedule and class timings.

What mode of study is available?
Study arrangements can vary by centre. Contact an SCT Board authorised study centre to confirm the available mode, class schedule and practical arrangements.

How is the exam conducted?
Assessment and exam arrangements are provided by the study centre. Ask the centre about the exam format, schedule and applicable requirements.

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LET'S TALK

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For admission: sctboard.in/addmission-form