शासकीय कंप्यूटर प्रशिक्षण बोर्ड

Shaskiya Computer Training Board

(Run By GSIDC Nagpur)



CERTIFICATE COURSE | IT & TECHNOLOGY SECTOR

Certificate In Information Technology

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

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

sctboard.in

About the Program

The Certificate In Information Technology is a three-month introductory course for learners who want to understand everyday computer use. It covers IT basics, computer hardware, operating systems, office applications and internet technology, along with practical work. Lessons are intended to build familiarity with common computer tasks and help students practise essential digital skills in a guided learning environment.

Students learn about computer components, software, files, office tools and internet use through the listed subjects. Practical work gives learners a chance to apply concepts and practise routine tasks. The course may suit students and adults seeking a foundation in IT. Teaching arrangements and assessment details can vary, so contact an SCT Board authorised study centre for current information.

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
- Adults building digital skills

Program Highlights

01
IT Foundations
Learn introductory concepts and common uses of information technology.

02
Hardware Basics
Explore computer parts, their functions and basic care.

03
Operating Systems
Practise using system features, files and folders.

04
Office Applications
Get familiar with documents, spreadsheets and presentations.

05
Internet Technology
Study web browsing, online communication and internet basics.

06
Practical Work
Apply course concepts through guided computer activities.

Program Curriculum

Certificate In Information Technology · 3 Months · 6 Subjects

MODULE 01

Module 1: Introduction to IT
Subject Code: CIT101 | Theory | Marks (Pass/Max): Theory 35/100
- » IT fundamentals
- » Uses of computers
- » Data and information

MODULE 02

Module 2: Computer Hardware
Subject Code: CIT102 | Theory | Marks (Pass/Max): Theory 35/100
- » Input and output devices
- » Main computer components
- » Storage devices
- » Basic hardware care

MODULE 03

Module 3: Operating Systems
Subject Code: CIT103 | Theory | Marks (Pass/Max): Theory 35/100
- » Operating system basics
- » Desktop and settings
- » Files and folders
- » Basic system operations

MODULE 04

Module 4: Office Applications
Subject Code: CIT104 | Theory | Marks (Pass/Max): Theory 35/100
- » Word processing
- » Spreadsheets
- » Presentations
- » Document formatting

MODULE 05

Module 5: Internet Technology

Subject Code: CIT105 | Theory | Marks (Pass/Max): Theory 35/100

- Internet fundamentals
- Web browsing
- Email basics
- Online safety

MODULE 06

Module 6: Practical Work

Subject Code: CIT106 | Theory | Marks (Pass/Max): Theory 35/100

- Computer operation
- File management
- Office task practice
- Internet task practice

Skills & Tools

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

Computer Basics	**Hardware Awareness**	**OS Navigation**	**File Management**
Word Processing	**Spreadsheets**	**Email Basics**	**Web Browsing**

Career Opportunities

After the course you can work in these fields.

Data Entry Operator
Offices and organisations handling routine computer-based records.

Office Assistant
Small businesses, offices and service organisations.

Computer Operator
Workplaces that need basic computer and document tasks.

Help Desk Trainee
Businesses or service teams providing basic user support.

Internet Centre Assistant
Internet cafes and centres offering computer access services.

Documentation Assistant
Offices preparing, formatting and organising digital documents.

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 stated minimum qualification is 10th Pass. Contact an SCT Board authorised study centre to confirm any current admission requirements.

How long is the course?
The course duration is 3 months. Class schedules and practical session arrangements may vary by study centre.

What is the mode of study?
Study arrangements depend on the authorised centre. Contact your chosen centre to ask about available classes, practical sessions and schedules.

How is the examination conducted?
Assessment and examination arrangements are provided by the Board or authorised study centre. Ask the centre for current details, including assessment dates and requirements.

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LET'S TALK

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For admission: sctboard.in/addmission-form