



# ONLINE OS-CIT 'A+' BROCHURE 2026

**FINAL CERTIFICATE ISSUED BY ODISHA STATE OPEN  
UNIVERSITY, SAMBALPUR, GOVT. OF ODISHA.**





## About The Course -

**OS-CIT 'A+' Full Form - Diploma Course of Odisha State Certificate in Information Technology**

**This Course is Offered By OKCL (Odisha Knowledge Corporation Limited) Work Under E & IT Dept. Govt. of Odisha.**

**Final Certificate Issued By OSOU ( Odisha State Open University ) Sambalpur, a University of Odisha Government.**

**The minimum duration of this course is 3 months.**

**If a student completes all classes and internal assessments within 3 months, they become eligible to appear for the OS-CIT 'A+' final examination and receive the final certificate.**

<b>COURSE DURATION</b>	<b>12 MONTHS</b>
<b>LEARNING MODE</b>	<b>ONLINE LEARNING FROM HOME</b>
<b>COURSE FULL MARK</b>	<b>400 MARKS</b>
<b>COURSE EXAM DETAILS</b>	<b>INTERNAL + FINAL EXAM</b>
<b>THEORY CLASS TYPE</b>	<b>RECORDING CLASS 24 X7</b>
<b>Learning Application Name</b>	<b>MKCL ERA LIVE</b>

**You Can Learn OS-CIT 'A+' on any device like Smartphone, Tablet, Laptop or Computer. Learn anytime from anywhere**



**ONLINE DISTANCE MODE LEARNING**

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## OS-CIT 'A+' Course Structure

In the OS-CIT 'A+' course, students study four subjects:

1. OS-CIT (Odisha State Certificate in Information Technology)
2. Three OCOC subject

OCOC stands for OKCL Career Oriented Course.

We offer more than 30 OCOC courses (listed below), and students can choose any three OCOC course of their interest to study along with OS-CIT in the OS-CIT 'A+' program. This structure helps students gain both basic computer knowledge and job-oriented skills in a single course.

### List of 120-Hour OCOC (OKCL Career Oriented) Courses

- Tally Prime with GST
- Advanced Excel
- Advanced Tally
- Advanced Tally Prime with GST
- Tally with GST
  
- Data Entry and Data Management
- Database Management System (DBMS)
- Data Structures using C and C++
- Data Analytics and Data Visualization
  
- DTP Adobe
- DTP CorelDraw
- Web Designing
- Adobe Photoshop
- Graphic Designing
- Content Illustrator
- Video Editing

- AutoCAD
- 3D Modeling
- 3D Texturing
  
- IT Hardware Support
- Network Support
- IT Security Support
- Desktop Support
  
- English
- Retail Management
- BFSI
  
- Mobile App Development
- Google Workspace Expert
  
- Python Programming
- Java Programming
- C Programming
- C++ Programming
- HTML with CSS
- PHP
- C# Programming

## Eligibility--

Any student can join the OS-CIT Course with a minimum qualification of 10th pass. We also offer a dedicated OS-CIT course for school students, so school-going students are also eligible to enroll.

## Medium of Learning--

The OS-CIT course is available in Odia, English, and Hindi.

Students can change the language anytime from the MKCL ERA Live App or Website.

## Free OS-CIT Book--

After admission, learners receive a free illustrated book titled "Introduction to Information Technology".

The book contains 9 chapters and 200+ pages, covering the complete OS-CIT syllabus.

## Theory & Lab Class Details

All classes are pre-recorded and available 24x7 on MKCL ERA Live.

- Students can attend classes anytime, anywhere
- No watch limit (classes can be watched multiple times)
- Download is not allowed

The OS-CIT course consists of 50 total sessions.

Each session includes:

- Theory Section – watch video lectures
- Lab Section – practice tasks and appear for internal tests

- **Internal Exam**
- **Internal exam carries 50 marks**
- **Students can attempt the internal exam any day during the course period, as per their convenience**
- **Internal exam includes:**
- **MCQ questions**
- **Practical tasks on MS Word, Excel, PowerPoint**
- **Assignment upload questions**
- **Minimum 41 sessions are completed**
- **More than 20 marks are secured in the internal exam**

- **Final Exam**
- **After completing the internal exam, a student becomes eligible for the final exam :**
- **Once eligible, OSOU releases the Admit Card.**
- **Students can appear for the final exam at our exam center.**
- **Final Exam Pattern:**
- **Total Marks: 50**
- **Question Type: MCQ only**
- **No practical exam**
- **1 mark per question**
- **No negative marking**
- **Pass Mark: 20**

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## YOUR JOURNEY FROM ADMISSION TO CERTIFICATE



Counseling  
& Admission

**1** Counseling & Admission-  
Talk with our counselor, choose your course, submit required documents, and complete admission. The process is completed within 10 minutes.



Login  
Credentials Issued

**2** Login Credentials Issued-  
Receive your Login ID, Password, and Learner Code to start learning immediately on mobile, laptop, or computer.



Free Study  
Material

**3** Free Study Material-  
Get free learning books delivered to your home. Delivery available across Odisha (delivery charge applicable).



Online  
Theory Classes

**4** Online Theory Classes-  
Attend 24x7 online theory classes anytime, anywhere using your mobile, laptop, or computer on MKCL ERA Live.



Internal  
Assessment

**5** Internal Assessment-  
Appear for the internal exam at your convenience during the course period. Completion of internal assessment makes you eligible for the final exam.



Final  
Examination

**6** Final Examination-  
Receive your final exam admit card and appear for the exam at SST Pro, Dava Exam Center.



Certificate  
Download

**7** Certificate Download-  
Download your official Marksheet-cum-Certificate from the OSOU website approximately one month after the final exam.



Hard Copy  
Certificate

**8** Hard Copy Certificate-  
Receive your original certificate hard copy at your home via Speed Post from SST Pro, Dava.

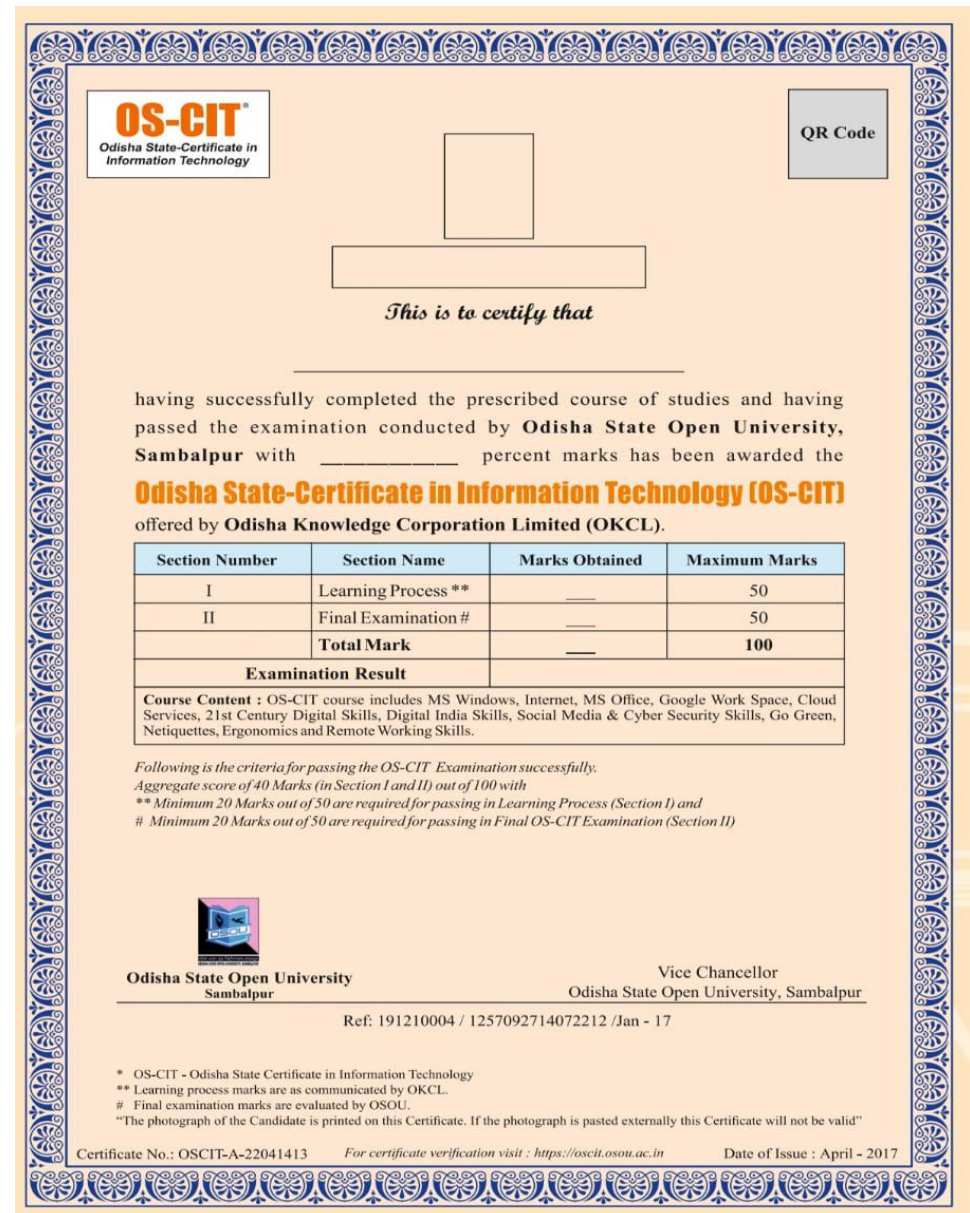


# OS-CIT FINAL CERTIFICATE

## OS-CIT Final Certificate

- OS-CIT : Final Certificate will be issued by OSOU to the successfully passed learners.
- Final Certificate can be collect from our center or we send by postal service to your home.

- ### Details of OS-CIT Final Certificate
1. Serial No. maintained by OSOU
  2. Learner Photo
  3. Space for Sign By the Learner
  4. Learner Full Name
  5. Internal + Final Exam Event Marks
  6. Internal + Final Exam Event Guidelines
  7. Odisha State Open University Logo
  8. Center Code / Learner Code / Certificate No.



The certificate template features a decorative border and includes the following elements:

- OS-CIT Logo:** Odisha State-Certificate in Information Technology
- QR Code:** Located in the top right corner.
- Signature Area:** A box for the learner's signature and a larger box for the learner's name.
- Certification Text:** "This is to certify that \_\_\_\_\_ having successfully completed the prescribed course of studies and having passed the examination conducted by **Odisha State Open University, Sambalpur** with \_\_\_\_\_ percent marks has been awarded the **Odisha State-Certificate in Information Technology (OS-CIT)** offered by **Odisha Knowledge Corporation Limited (OKCL)**."
- Table:** A table showing the examination results for two sections.
- Course Content:** A list of topics covered in the course.
- Passing Criteria:** Guidelines for passing the examination.
- Signatures:** Spaces for the Vice Chancellor and the learner.
- Reference and Date:** A reference number and the date of issue.

Section Number	Section Name	Marks Obtained	Maximum Marks
I	Learning Process **	___	50
II	Final Examination #	___	50
<b>Total Mark</b>		___	<b>100</b>

**Examination Result**

**Course Content :** OS-CIT course includes MS Windows, Internet, MS Office, Google Work Space, Cloud Services, 21st Century Digital Skills, Digital India Skills, Social Media & Cyber Security Skills, Go Green, Netiquettes, Ergonomics and Remote Working Skills.

*Following is the criteria for passing the OS-CIT Examination successfully.*  
Aggregate score of 40 Marks (in Section I and II) out of 100 with  
\*\* Minimum 20 Marks out of 50 are required for passing in Learning Process (Section I) and  
# Minimum 20 Marks out of 50 are required for passing in Final OS-CIT Examination (Section II)

**Odisha State Open University Sambalpur**      Vice Chancellor  
Odisha State Open University, Sambalpur

Ref: 191210004 / 1257092714072212 / Jan - 17

\* OS-CIT - Odisha State Certificate in Information Technology  
\*\* Learning process marks are as communicated by OKCL.  
# Final examination marks are evaluated by OSOU.  
\*The photograph of the Candidate is printed on this Certificate. If the photograph is pasted externally this Certificate will not be valid"

Certificate No.: OSCIT-A-22041413      For certificate verification visit : <https://oscit.osou.ac.in>      Date of Issue : April - 2017

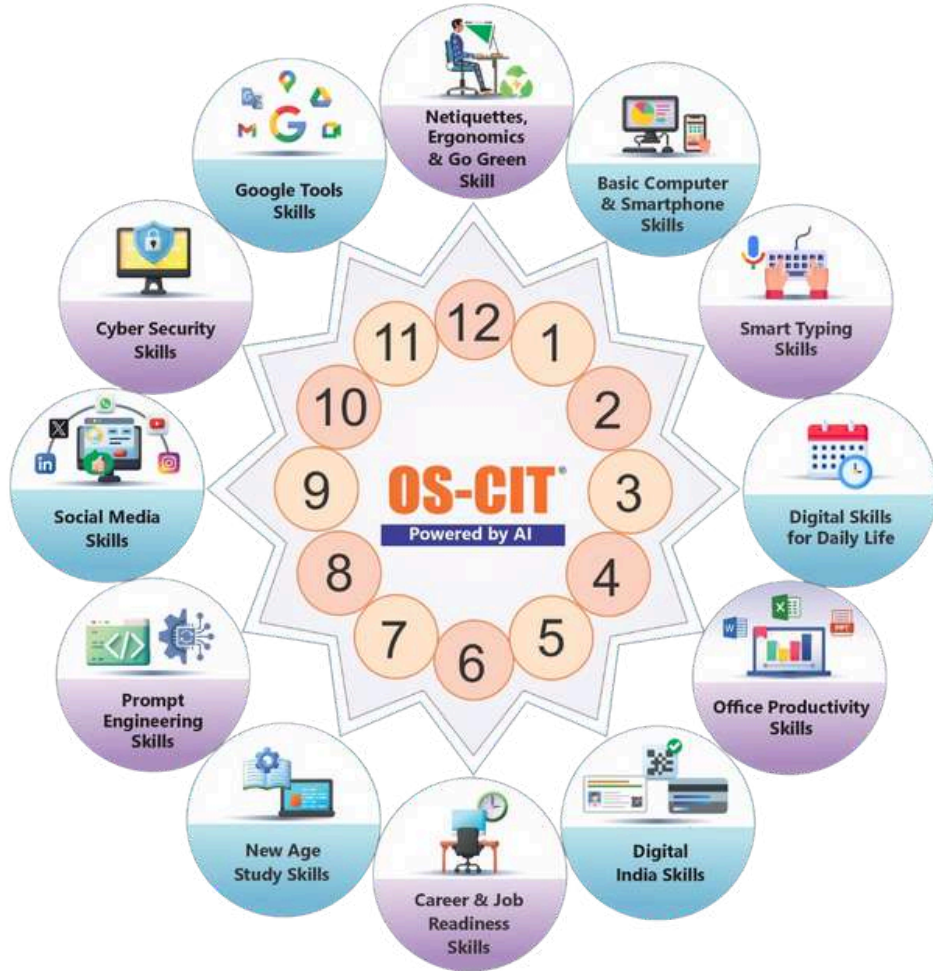
# ONLINE OS-CIT A+ ACADEMIC CALENDAR

ADMISSION BATCH	JANUARY BATCH	FEBRUARY BATCH	MARCH BATCH	APRIL BATCH	MAY BATCH	JUNE BATCH
ADMISSION DATE	JAN 01-30	FEB 01-28	MAR 01-30	APR 01-30	MAY 01-30	JUN 01-30
LEARNING MONTH	JAN TO APR 15	FEB TO MAY 15	MAR TO JUN 15	APR TO JULY 15	MAY TO AUG 15	JUN TO SEP 15
ADMIT CARD ISSUE	APR MID	MAY MID	JUN MID	JULY MID	AUG MID	SEP MID
APPEAR FINAL EXAM	APR LAST WEEK	MAY LAST WEEK	JUN LAST WEEK	JULY LAST WEEK	AUG LAST WEEK	SEP LAST WEEK
SCORE CARD OUT	MAY MID	JUNE MID	JULY MID	AUG MID	SEP MID	OCT MID
CERTIFICATE ISSUE	MAY LAST WEEK	JUNE LAST WEEK	JULY LAST WEEK	AUG LAST WEEK	SEP LAST WEEK	OCT LAST WEEK

ADMISSION BATCH	JULY BATCH	AUGUST BATCH	SEPTEMBER BATCH	OCTOBER BATCH	NOVEMBER BATCH	DECEMBER BATCH
ADMISSION DATE	JULY 01-30	AUG 01-30	SEP 01-30	OCT 01-30	NOV 01-30	DEC 01-30
LEARNING MONTH	JULY TO OCT 15	AUG TO NOV 15	SEP TO DEC 15	OCT TO JAN 15	NOV TO FEB 15	DEC TO MAR 15
ADMIT CARD ISSUE	OCT MID	NOV MID	DEC MID	JAN MID	FEB MID	MAR MID
APPEAR FINAL EXAM	OCT LAST WEEK	NOV LAST WEEK	DEC LAST WEEK	JAN LAST WEEK	FEB LAST WEEK	MAR LAST WEEK
SCORE CARD OUT	NOV MID	DEC MID	JAN MID	FEB MID	MAR MID	APR MID
CERTIFICATE ISSUE	NOV LAST WEEK	DEC LAST WEEK	JAN LAST WEEK	FEB LAST WEEK	MAR LAST WEEK	APR LAST WEEK



# 12 PILLARS OF OS-CIT



Learn 100+ AI Tools in ONLINE OS-CIT

**AND**

Learn 200+ Digital Skills in  
ONLINE OS-CIT



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