

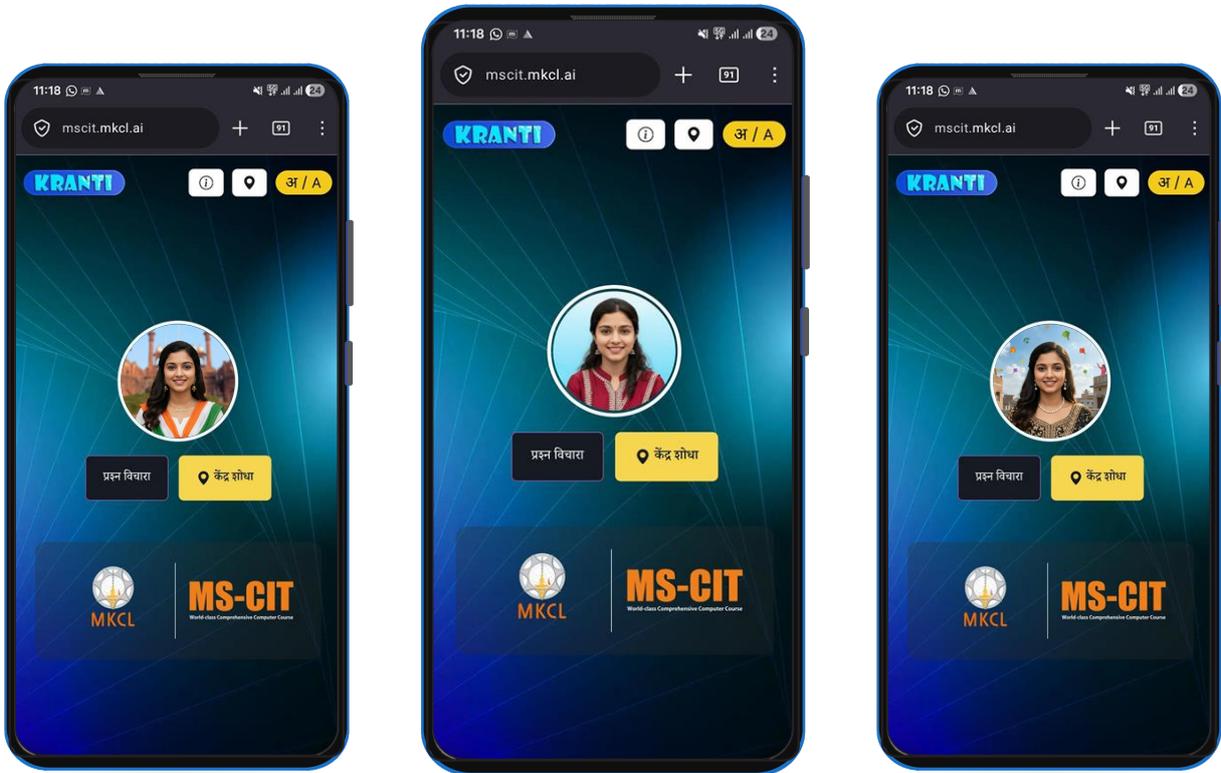
शिकूया **AI** ची क्रांती, चला करूया

MS-CIT

आंतरराष्ट्रीय दर्जाचा परिपूर्ण कंप्यूटर कोर्स



MKCL's ChatBot "KRANTI" for Counselling



<https://mscit.mkcl.ai/>



Enquire here

Chatbot Available in English, Marathi & Hindi

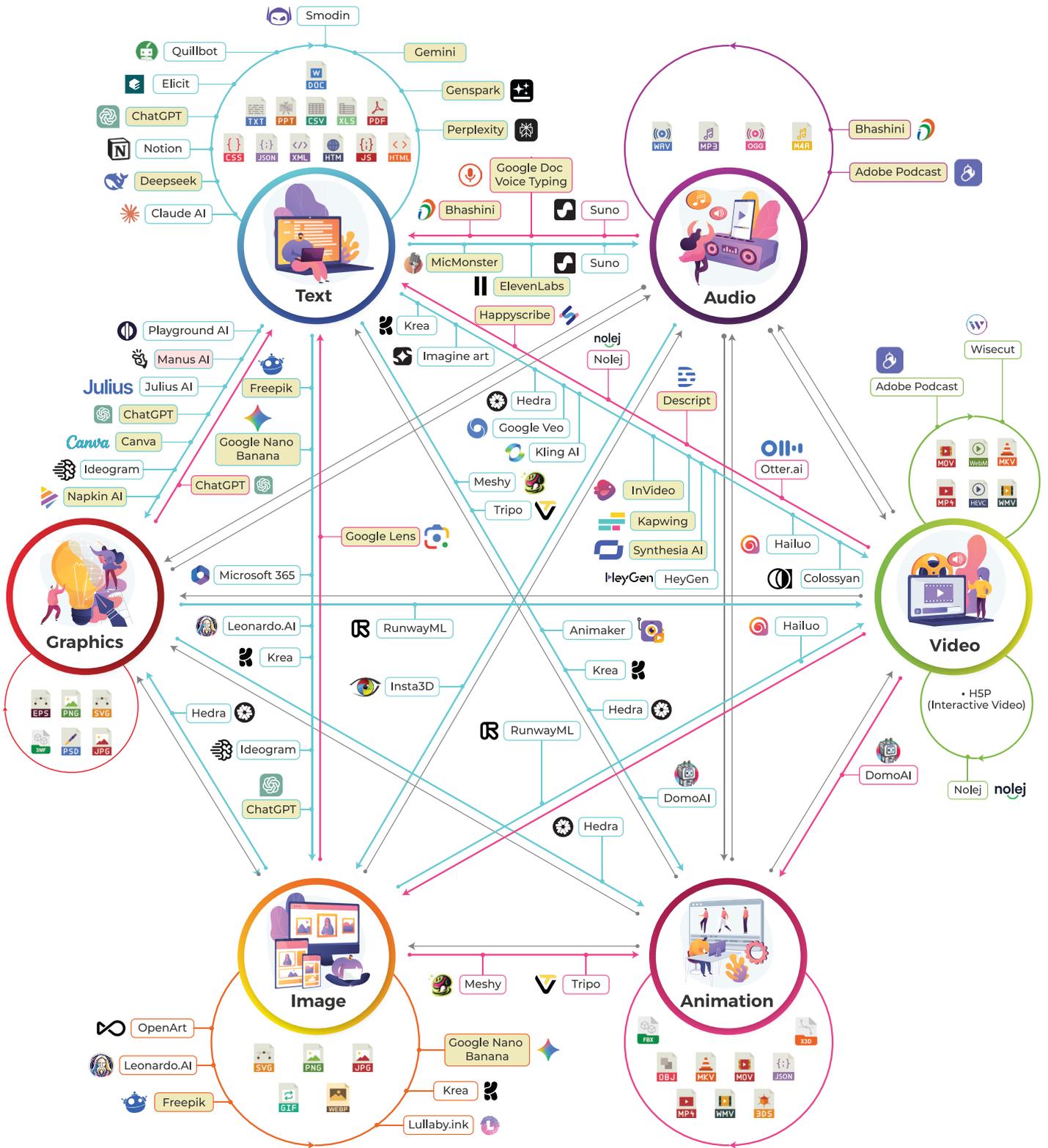
Find Nearest Center

Voice Chat

Standard FAQ

Chat by Message

MKCL's AI Curriculum Map



INDEX

- AI Tool
- Multilingual AI Tool
- Agentic AI Tool
- Cross-category usage
- A Possible AI workflow connection (but no tool is specified)
- Conversion to same mode
- File Formats



Welcome to MS-CIT

**1**

● Introduction to MS-CIT

Maharashtra State - Certificate in Information Technology, started by Government of Maharashtra in 2000, and is an essential qualification for entering into Government Services.

● Course Impact

Over 2 Crores learners have benefited from MS-CIT Course, making it the most popular IT literacy course.

**2****3**

● Certification and Standards

Jointly certified by Maharashtra State Board of Technical Education (MSBTE) & Maharashtra Knowledge Corporation Limited (MKCL). MS-CIT has established partly with International Standards, offering quality digital education.

● Digital Skills and AI Tools

The course includes learning 125+ AI tools and 400+ digital skills through its 12 Pillars, ensuring comprehensive IT knowledge.

**4****5**

● Interactive eLearning Experience

The MKCL ERA platform revolutionizes eLearning with the chatbot 'KRANTI,' (Knowledge Revolution through Advanced NLP Technology Integration) providing real-time interactive support for learners.



Welcome to MS-CIT

**6**

● Hands-on Practice and Assignments

Simulation-based hands-on practice sessions boost retention of knowledge and provide Industry-level assignments, making learning effective and applicable for real-world scenarios.

● Collaborative Learning

Academic assessments and interactive sessions foster collaborative learning, enhancing problem-solving skills by encouraging teamwork among diverse learners.

**7****8**

● MKCL's Learner App

The MKCL Learner App offers accessible eLearning content, currently serving over 1 million users and adapting to various learning styles.

● Bridging Digital Divides

MS-CIT aims to bridge the digital divide and AI divide, reaching out to over 7,00,000 learners annually, empowering them with essential skills.

**9****10**

● MS-CIT is for Everyone

Students, Job seekers, Professionals, Homemakers, Senior Citizens, Entrepreneurs, and Employees Across Government, Semi-government, and Private Sectors.



AI Flavoured: 100+ AI Tools in the Course

- | | | | |
|---|----------------------------|---|------------------------|
|  | Microsoft Copilot |  | DALL-E |
|  | ChatGPT |  | Elevenlabs |
|  | Google Gemini |  | NotebookLM |
|  | Perplexity |  | flexbe.ai Flexbe.ai |
| IFTTT | IFFFT |  | Habitica |
|  | Digital Wellbeing |  | Suno.ai |
|  | Google My Family |  | WhatsApp Meta AI |
|  | IMEI |  | Heygen |
|  | Bhashini |  | Amazon Alexa |
|  | Quillbot |  | Leonardo AI |
|  | Google Docs – Voice Typing |  | Amazon Shopping |
|  | MS Word Voice Typing |  | Google Maps |
|  | Grammarly |  | Artistly.ai |
|  | MonkeyType |  | Trello |
|  | AI Writer |  | Asana |
|  | ProKeys |  | Freepik |
|  | Swipe Typing |  | Read.ai |
|  | Hedra.ai |  | MS PowerPoint Designer |
|  | Napkin.ai |  | eNAM |
|  | Google Flow |  | Qure.AI |
|  | ClickUp |  | Earth Hero |
|  | AccuBattery |  | Swachhata App |
|  | Microsoft Swiftkey |  | Gmail Help me write |
|  | Animaker |  | Sider.ai |
|  | Descript | | |

Note: As AI tools continue to receive updates over time, the course will also be updated accordingly.

and many more...



AI Flavoured: 100+ AI Tools in the Course

- | | | | |
|---|-------------------------|---|----------------------------|
|  | Udio |  | Pictory |
|  | Merlin AI |  | VEED.IO |
|  | Gemini for Workspace |  | SocialBee |
|  | Google Workspace Studio |  | Pexels (AI-powered Search) |
|  | Genspark |  | Canva (with AI Features) |
|  | Cortex AI |  | Google AI Studio |
|  | Midjourney |  | Google Lens |
|  | LMArena.ai |  | Google Gemini |
|  | Manus AI |  | Replika |
|  | Inworld AI |  | Evernote |
|  | Kapwing |  | TrackHackMe |
|  | Colossyan |  | Insta3D |
|  | Tripo |  | MicMonster |
|  | Smodin |  | Claude AI |
|  | Elicit |  | Udio |
|  | Playground AI |  | Ccleaner |
|  | Krea |  | InShorts |
|  | Lullaby.ink |  | Typing Bolt |
|  | HappyScribe |  | Scite |
|  | Antigravity |  | HealthifyMe |
|  | Mimo |  | Adobe Podcast |
|  | Coconote ai |  | Hedra |
|  | Amazon CodeWhisperer |  | MS Outlook |
|  | Tynker |  | FoundIt |
|  | W3Schools |  | Semantic Scholar |

Note: As AI tools continue to receive updates over time, the course will also be updated accordingly.

and many more...



About MS-CIT

Characteristic	Description
 Aims	Make every Learner Digital Literate
 Curriculum Design	Smart and Wise use of Digital Resources
 Real-life Benefits	Bring IT benefits into Daily Life
 Digital Trends	Introduce Key Tech Trends Influencing Society
 Advancements	Exposure to Digital and AI Advancements
 Knowledge & Values	Develop Appropriate Skills for connected Society
 Intelligent Technologies	Familiarize with Practical Applications
 Learning Approach	Inform to Perform and Perform to Transform
 Learning Activities	Active Performance, Assignments and Hands-on Activities
 Learning Delivery	Learning through eLearning Management System(MKCL ERA)
 Career Opportunities	Gateway to Careers and Developmental Opportunities

MS-CIT: Syllabus

	Computer & Smartphone Basics		Windows 10
	Phonetic Smart Typing		MS Office 2019
	Introduction to Office 365		Internet
	Google Workplace		Introduction to Windows 11
	Important Study Apps		AI Tools

Course Duration: 144 Hours

Theory: Inform Content: 50 Hours eLearning of Classroom Content	Daily 1 hour / Session On ALC Computer or On Learner Smartphone / Smart TV
Practical: Perform Content: 50 hours eLearning of Lab Content on Computer only	Daily 1 hour / Session At ALC Mode: Computer only At Home Mode: Learner's Computer
Homework: 44 Hours eBook reading, Self-Study, Revision and Practice	Daily 1 hour / Session ebook on Smartphone through MKCL Learner App / Smart TV

MS-CIT: Theory Syllabus



Chapter 1: The Digital Age: IT, Connectivity and you

- Introduction to Information Technology
- Information Systems
- People-The Key Component
- Software
- Hardware
- Data
- Connectivity and Mobile Internet



Chapter 2: The Internet, The Web, & Electronic Commerce

- Introduction to the Internet and the Web
- Internet Access
- Web Utilities
- Communication on the Internet
- Search Tools
- Electronic Commerce (e-Commerce)
- Cloud Computing
- Internet of Things (IoT)
- AI-Powered Web Tools and Their Applications



Chapter 3: Application Software

- Introduction to Application Software
- General-Purpose Applications
- Specialized Applications
- Mobile Applications
- Software Suites



MS-CIT: Theory Syllabus



Chapter 4: System Software

- Introduction to System Software
- Operating Systems (OS)
- Mobile Operating Systems
- Desktop Operating Systems
- Utilities



Chapter 5: The System Unit

- Introduction to the System Unit
- System Board (Motherboard)
- Microprocessor
- Memory
- Expansion Slots and Expansion Cards
- Bus Lines
- Ports
- Power Supply
- Electronic Data and Instructions



Chapter 6: Input and Output

- Input and Input Devices
- Output and Output Devices
- Combination Input & Output Devices
- Ergonomics and Health Issues



MS-CIT: Theory Syllabus



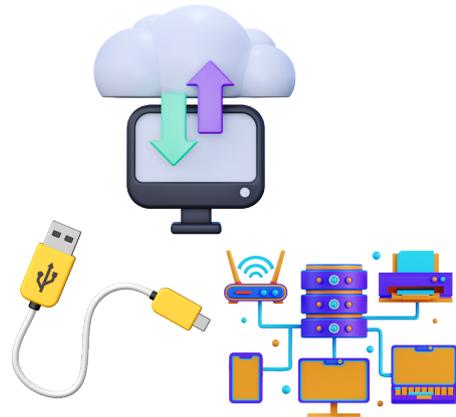
Chapter 7: Secondary Storage

- Storage
- Hard Disk
- Solid-State Storage
- Optical Discs
- Cloud Storage
- Mass Storage Devices



Chapter 8: Communications and Networks

- Communications
- Communication Channels
- Connection Devices
- Data Transmission
- Network
- Network Types
- Network Architecture
- Organisational Networks

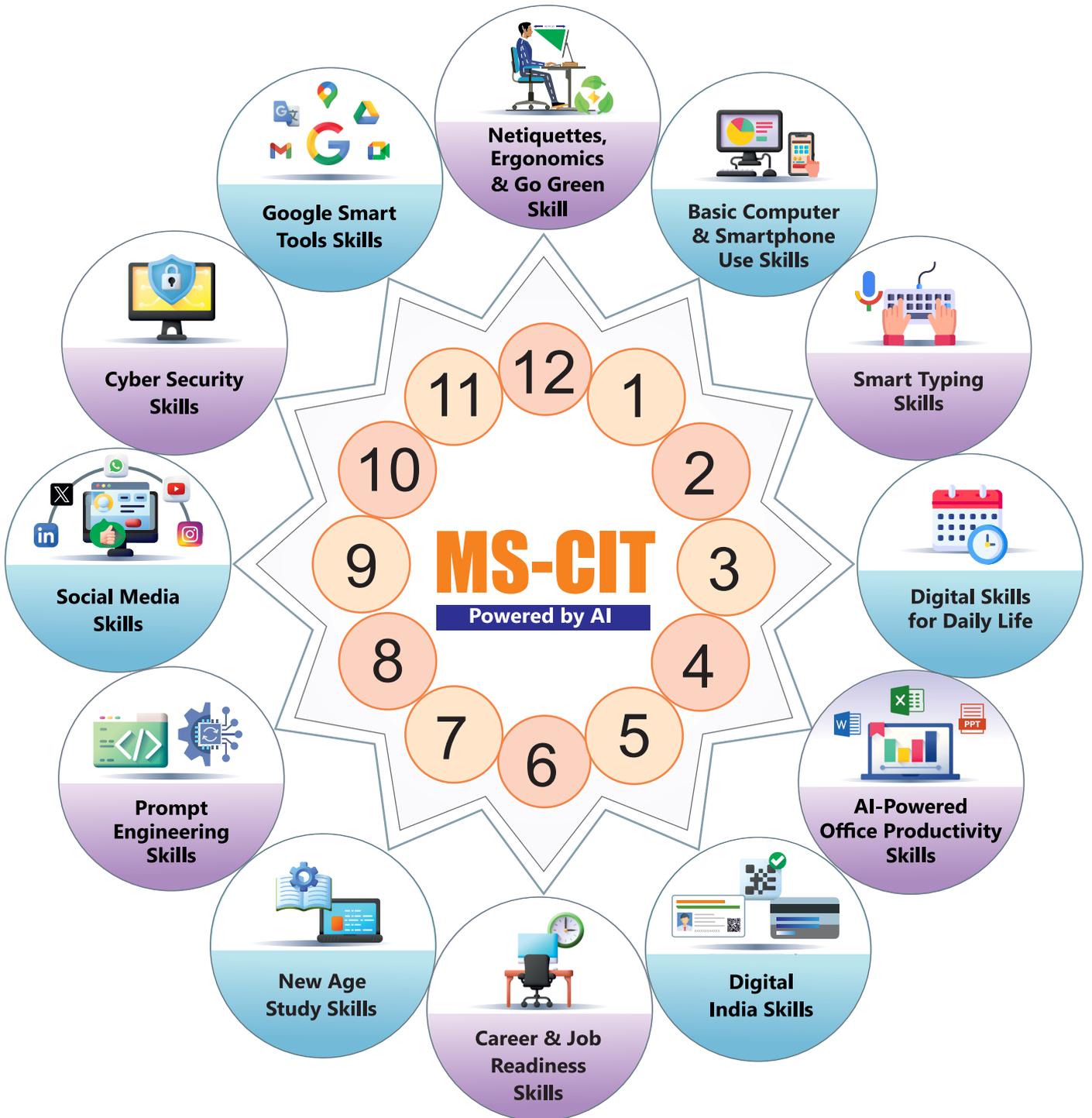


Chapter 9: Database Concepts

- Data
- Data Organisation
- Databases
- DBMS Structure
- Types of Databases
- Data Uses and Issues



MS-CIT: 12 Pillars



MS-CIT: Syllabus Overview

Basic Computer & Smartphone Skills

- Computer Basics
- The Internet and the World Wide Web
- The Internet and You
- The Web & Electronic Commerce
- System & Application Software
- Input & Output Devices
- Secondary Storage
- Communications & Network Databases

Smart Typing Skills

- Introduction to Typing & Keyboard Keys
- Voice Typing
- Number Pad, Function Keys, & Symbols
- Data Conversion, Scanning
- Image Assisted Data Entry
- Copyrights and Document Formats

Digital Skills for Daily Life

- Internet and Connectivity
- Social Connect
- Cashless Transactions
- eBanking & Bill Payment
- Travel & Navigation
- File Sharing
- eCommerce
- Backup and Recovery
- Online Security

Digital India Skills

- Applying for PAN Card Online
- Filing Income Tax Return
- DigiLocker to Store Certificates
- Applying for National Scholarships
- Checking Provident Fund Online
- Applying for Passport Online
- Knowing all Emergency Numbers
- Finding Vehicle Details

AI Powered Office Productivity Skills

- Office 365
- MS Office 2019
- MS Word, MS Excel, MS PowerPoint
- Office Add-ins for Productivity
- Google Office
- Google Docs, Sheets, Slides

Career & Job Readiness Skills

- Resumes: Do's and Don'ts
- Digital Freelancing
- Security for eMail Account
- Create Network on LinkedIn
- Job opportunities in Freelancing
- Apply for suitable Online jobs



MS-CIT: Syllabus Overview

New Age Study Skills

- Smart Search
- Online and Free Learning
- Notes Making and Presentation
- Collaboration and Data Organization
- Language Learning
- Art, History and Humanities
- Learning through Experiments, Games

Prompt Engineering Skills

- Written, Verbal & Visual prompts
- Partnering with AI
- Complexity & simplicity in Prompts
- Case Studies on AI-enhanced Prompts
- Introduction to Java & Python
- Android Smartphone Technologies & Apps

Social Media Skills

- YouTube
- WhatsApp Business
- Telegram
- Instagram
- LinkedIn
- Ethical & Responsible Usage

Ergonomics

- Correct Sitting Postures
- Using Mouse & Keyboard Correctly
- Taking Care of Eyes & Ears
- Taking Care of Hands & Fingers
- Forming Good Habits

Cyber Security Skills

- Maintaining Strong Passwords
- Emergency Text on ANDROID Phone
- Securing Online Banking
- Securing Social Media Profile
- Importance of IMEI Code
- Awareness about Data Theft
- Securing Aadhaar Data

Google Smart Tools Skills

- Google Search
- Google Lens
- Google Assistant
- Google Maps
- Google Photos
- Google Keep
- Google Chat
- Google Drive
- Google Tasks
- Google Forms
- Google Meet
- Google Pay

Netiquettes

- Email Etiquettes & Internet Etiquettes
- Validate before sharing data Online
- Digital Signatures
- Trusted Websites & Safe Downloading
- Encrypt files to Protect Data
- Cyber Hacking, Mischief & Stalking

Go Green

- Saving Energy & Resources
- Paperless Working with Recycling
- Use Softcopy documents
- Recycling of IT Peripherals
- Hibernate, Lock or Shut Down?



MS-CIT Course Features



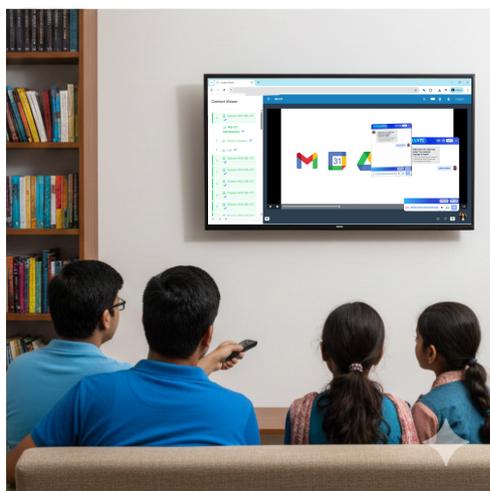
Continue on Next page



MS-CIT Course Features



Mode of Learning



- Learning (eContent, Assesment & Practice) 'At Center' or 'Online at Home' on Personal Computer/Laptop
- Learning Theory eContent & Access eBook on Smartphone and also on Smart TV at Home



Windows

Digital Skills

File Management

Create Folders & Save Files



Desktop Personalization

Change Background, Resolution & Theme



Control Panel Exploration

Change Date, Time & Sound Settings



File Search

Find Files by Name & Type



File Operations

Copy, Move & Delete Files



Taskbar Customization

Pin Applications & Organize the Start Menu



User Account Management

Create Accounts & Set Passwords



Security & Updates

Check Windows Update Settings & Run Updates



System Tools

Open Task Manager & End Processes



Backup & Restore

Create Restore Points & Explore Backup Options



and many more...



Smart Typing Skills

Phonetic Typing



Home Row Practice
 Improves Finger Placement & Muscle Memory




Special Characters
 Familiarizes with using Symbols in Sentences



Speed & Accuracy Test
 Measures Typing Speed & Accuracy



Paragraph Typing
 Enhances Spelling & Punctuation Skills



Numeric Typing
 Develops efficiency in Typing Numbers & Equations

Voice Typing



Commands Practice
 Practice using Voice Commands to Insert Punctuation & Format text



Storytelling
 Narrate a Short Story using Voice Typing & Edit the Text



Basic Dictation

Dictate a Short Essay on your Favorite Hobby using Voice Typing



Email Drafting

Dictate a Professional email requesting Leave & Correct any errors



Multilingual Typing

Try Voice Typing in English & other Regional languages while comparing their Accuracy

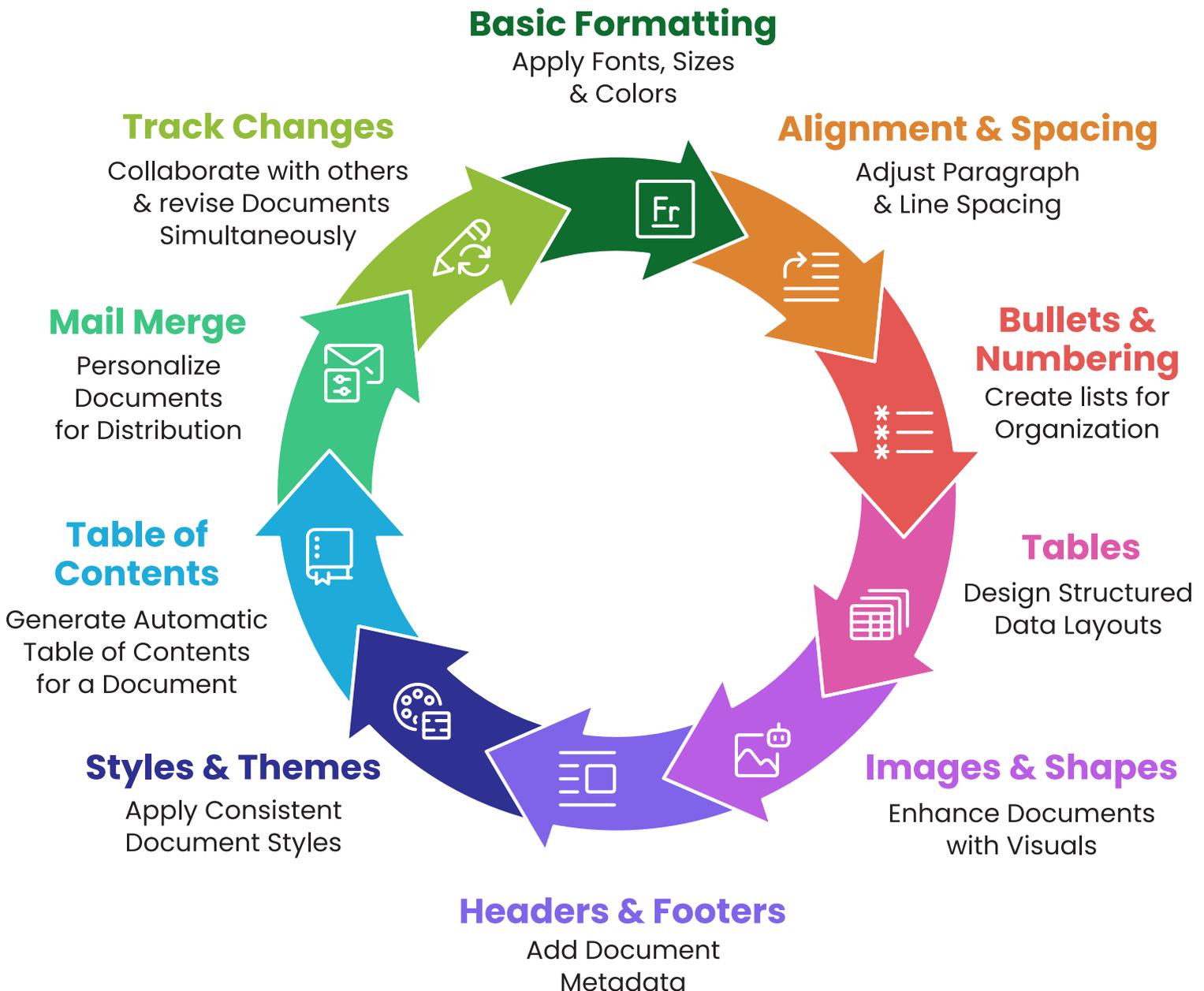
and many more...





MS Word

Digital Skills in MS Word



and many more...





MS Excel

Digital Skills in MS Excel

Basic Data Entry & Formatting

Create Student's
Marksheet



Simple Calculations

Create a Salary Sheet



Conditional Formatting

Highlight Exam Scores,
Sales Data etc.



Functions

Use SUM, AVERAGE,
MAX, MIN on Sales Data



Charts & Graphs

Visualize Monthly
Expenses



Sorting & Filtering

Organize Product
Inventory



What-If Analysis

Find Interest Rate for
Target EMI



Pivot Tables

Summarize
Sales Data



Lookup Functions

Find Students Marks
by Roll Number



Data Validation & Protection

Design Employee
details Form



and many more...





MS PowerPoint

Digital Skills in MS PowerPoint



Basic Presentation



Transitions & Animations



Themes & Layouts



Multimedia Integration



Text Formatting



Hyperlinks & Buttons



Images & SmartArt



Slide Master



Tables & Charts



Rehearse with Coach



Designer Tab & AI Features



Video Creation from Slides



Presenter View



Export in Multiple slides

and many more...





MS Outlook

Digital Skills in MS Outlook

Compose Email

Write a Professional email with Proper Formatting

Attach Files

Draft an email & attach a Word or Excel File

Use CC & BCC

Send an email using To, CC & BCC Fields

Manage Folders

Organise your Inbox by Sorting and Arranging emails in Categories

Set Email Rules

Create Rules to Automatically Manage Incoming emails

Calendar Scheduling

Schedule a Meeting with Participants & details

Recurring Events

Set up a Recurring weekly Meeting with Reminders

Contacts Management

Add New Contacts & Group them into Lists

Out of Office

Configure an Automatic Reply for when you're away

Task List

Create a Task list with Deadlines & Completion

and many more...





Internet

Discover, Learn, Grow Online



1 Search Engine Basics

Learn to use Search Engines effectively to find information.

2 Email Creation

Set up and use an email Account for Communication.

3 Online Research

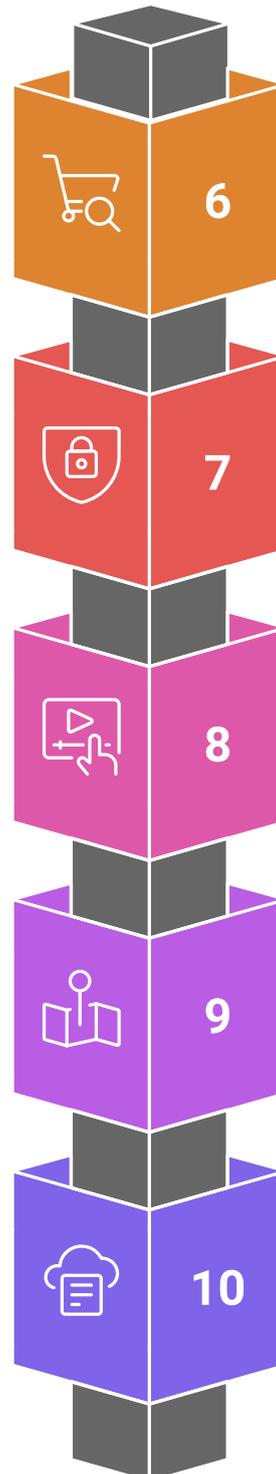
Conduct thorough Research & Summarize Findings.

4 Downloading & Uploading Files

Practice Downloading & Uploading files to Cloud Storage.

5 Social Media

Understand the Features & impacts of Social Media Platforms.



6 Online Shopping

Learn to navigate e-commerce Sites and Compare Products.

7 Internet Safety

Develop Safe Browsing Habits to Protect Personal Information.

8 Video Streaming

Watch Educational Videos & Summarize the Content.

9 Maps & Navigation

Use online Maps to find Routes and Distances.

10 Cloud Storage

Organize and Share Files using Cloud Storage Services.

and many more...





Cyber Security

Secure Your Digital Life



Data Encryption

Understand Encryption to Secure Data



Firewall & Antivirus

Compare Security Tools to choose the Best Protection



Safe Browsing

Recognize Secure Websites to Protect Data



Phishing Identification

Identify Suspicious emails to Avoid Scams



Strong Passwords

Learn to create Secure Passwords to Protect Accounts



Two-Factor Authentication

Enable 2FA for added Security



Cyber Security Policies

Understand the Policies issued by Government to know best Practices of Cyber Security



Malware Types

Research Malware to Understand Threats



Incident Responses

Plan for Cyber attack Response

and many more...





Google Tools

Smart use of Google Tools



Google Docs

Create a well-formatted Project Report



Google Sheets

Enter Expenses & Analyse data with Formulas



Google Slides

Prepare a 5-Slide Presentation with Visuals



Google Forms

Design a Survey, share it & collect responses



Google Drive

Create a Folder, Upload files & Share it



Google Calendar

Schedule a Meeting with Participants



Google Meet

Host a Virtual Meeting & Share your Screen



Google Keep

Create Notes & Reminders, Organize Labels



Collaboration

Share a Document & Practice real-time editing



Google Sites

Build a simple Website and make it Live

and many more...

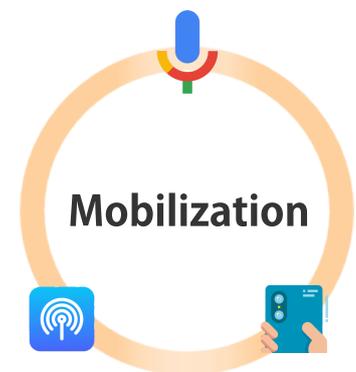
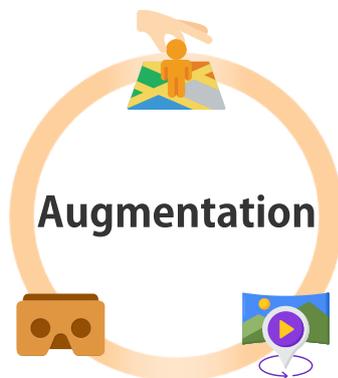


Benefits of doing **MS-CIT**

Basic Computer Skills	Operating Systems: Understanding how to navigate Windows and Andriod File Management: Organizing, saving, and retrieving files efficiently
Internet Literacy	Web Browsing: Effective use of search engines and understanding internet safety Online Research: Finding credible sources, using academic databases
Productivity Software	Word Processing: Proficiency in Microsoft Word, Google Docs, or similar applications Spreadsheets: Skills in Excel, Google Sheets for data analysis, and organization Presentation Tools: Creating presentations using PowerPoint, Google Slides
Digital Communication	Email: Professional email etiquette, organizing emails, and using email clients Messaging Apps: Effective use of platforms like Slack, Microsoft Teams, or similar
Collaboration Tools	Cloud Services: Using Google Drive, Dropbox, OneDrive for file storage and sharing Project Management: Tools like Trello, Asana, or Notion for managing tasks and projects
Social Media Literacy	Networking: Using LinkedIn for professional networking Content Creation: Understanding platforms like X (Twitter), Instagram, and YouTube
Data Literacy	Data Analysis: Basic understanding of how to interpret and manipulate data Data Privacy: Knowledge of privacy laws and how to protect personal data
Cyber Security Awareness	Password Management: Creating and managing strong passwords Recognizing Threats: Identifying phishing emails, scams, & basic cyber security practices
Coding and Technical Skills	Basic Coding: Familiarity with HTML, CSS, and a programming language like Python Technical Troubleshooting: Basic problem-solving skills for common tech issues
Digital Creativity	Graphic Design: Canva, AI -Powered Image Generation through Firefly, Napkin AI Video Editing: AI-Powered video creation through RunwayML, NotebookLM, InVideo AI
Digital Citizenship	Ethics and Etiquette: Understanding the impact and behaving responsibly online Digital Footprint: Awareness of how online activities contribute to one's digital footprint and how it can affect future opportunities
Online Learning Platforms	eLearning Tools: Navigating platforms like Moodle, Blackboard, or Canvas Virtual Classrooms: Participating in Zoom, Microsoft Teams, or Google Meet sessions



MS-CIT: Mega Trends



Industrial Revolution (IR) 4.0



Robotics



Artificial Intelligence (AI)



3D Printer



Mobile App



Internet of Things (IoT)



Cyber Security



Coding



Virtual Reality (VR)



Big Data



Augmented Reality (AR)



Cloud Computing



Simulation

MS-CIT Transforms Ordinary User into 'SMART' User By Doing MS-CIT I CAN...

Use Computer
Confidently...

Use MS office
Professionally

Use Smartphone
Imaginatively...

Use Social Media
Effectively...

Use Devices
Efficiently...

Use New Apps
Smartly...

Use Login Access
Securely...

Use Virtual Reality
Artfully...

Use AI Tools
Generatively...



I Can build a strong
Digital Foundation!



I Can think
Computationally!



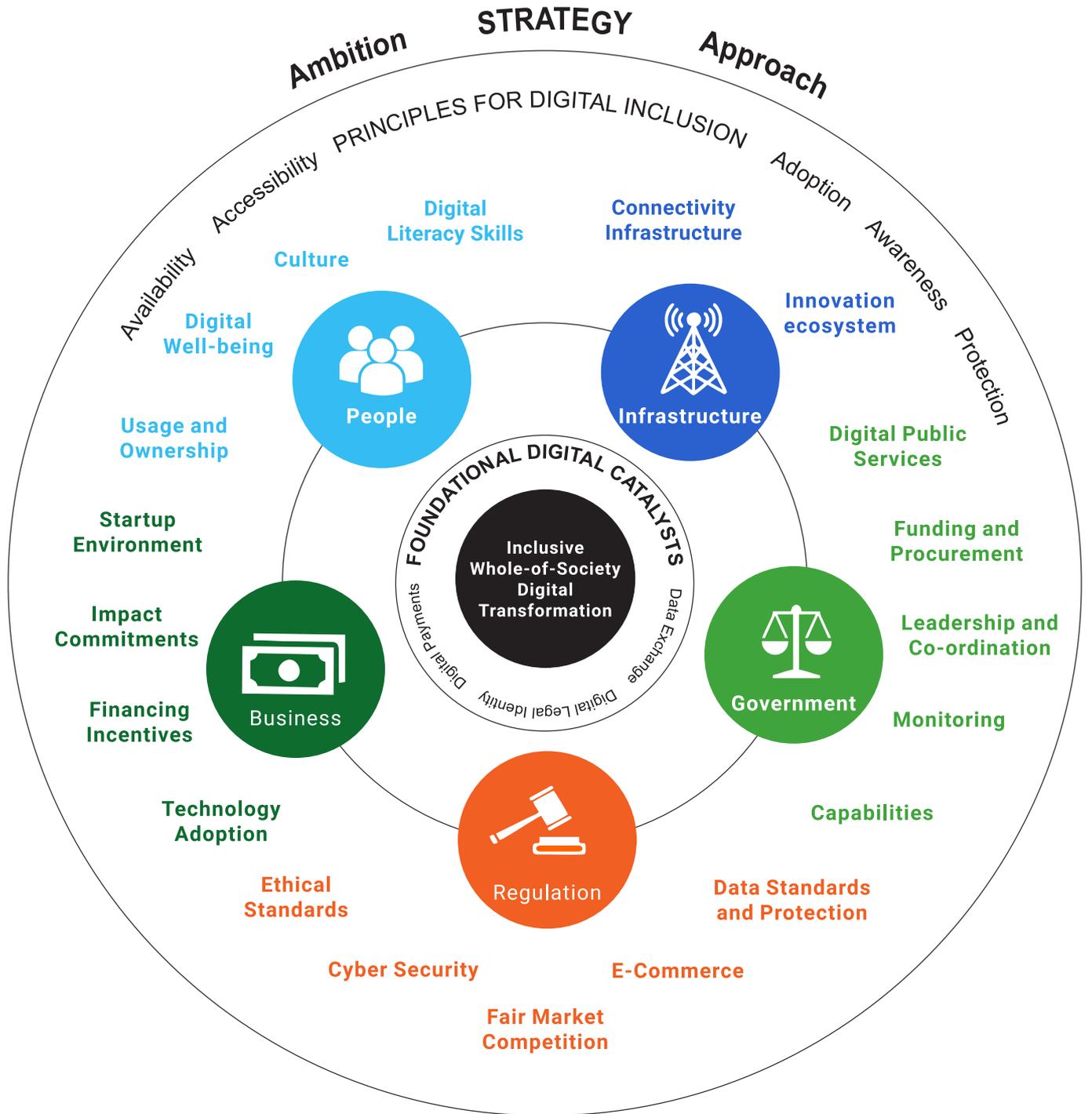
I Can Partner with
AI Intelligently!



I Can Protect myself
from being Hacked!



Learn Basics of Digital Public Infrastructure (DPI) through MS-CIT



SECTORAL OPPORTUNITIES

Healthcare Environment Climate & Energy Crisis Resilience Smart Cities Digital Finance



MS-CIT for School Students: Empowering School Students with IT Skills

Basics of Coding in MS-CIT for School Students



► Introduction to Scratch Programming

- Develop your problem-solving skills
- Enhance your creativity
- Improve computational thinking
- Encourages collaboration
- Boosting confidence and motivation



► Introduction to Java

- Introduction to Java
- Features of Java
- What is Java Development Kit (JDK)?
- Java in the Context of the Internet



► Introduction to C Programming

- What are Programming languages?
- Basic Concepts used in Programming
- What are Programs?
- Applications of C Programming



► Introduction to Python

- What is Python Programming?
- How Python works? & Its Features
- Scripting vs Programming language
- Python vs Java



► Introduction to C++ (OOP)

- Introduction to OOP
Object Oriented Programming
- What is Structured Programming?
- Characteristics of OOP
- Applications of C++ Programming



► Introduction to Mobile App Development

- Introduction to Android
- Android Operating System
- Introduction to Google Play Store
- Overview of Android Devices and Android Versions

Use of AI Tools for Academic Preparation:

Language Learning Tools •

Duolingo Grammarly

Science and Coding •

Scratch Tinker

Health & Fitness •

MyFitnessPal Calm

Presentation Tools •

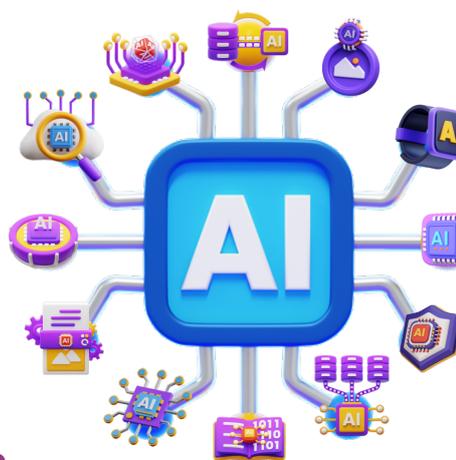
Canva Prezi

Data Visualization •

Microsoft Excel

Smart Homes •

IFTTT Google Home



Mathematics Assistance

Photomath Khan Academy

Generative AI Images

ChatGPT Leonardo

Interest and Hobbies

Google Arts & Culture

Entertainment

Google NotebookLM

Voice Assistants

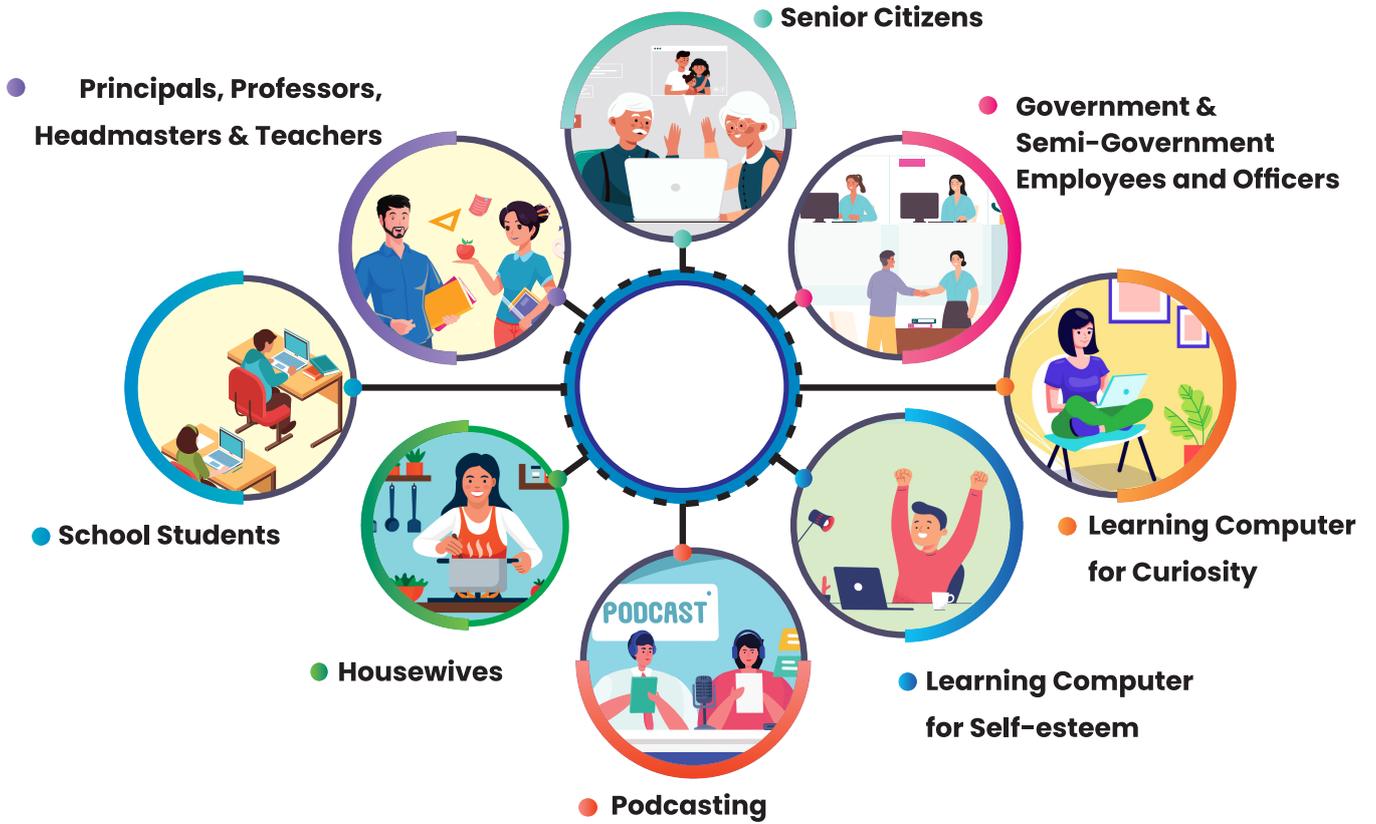
Google Assistants Alexa

Microsoft Office

Word Excel Powerpoint



MS-CIT for All



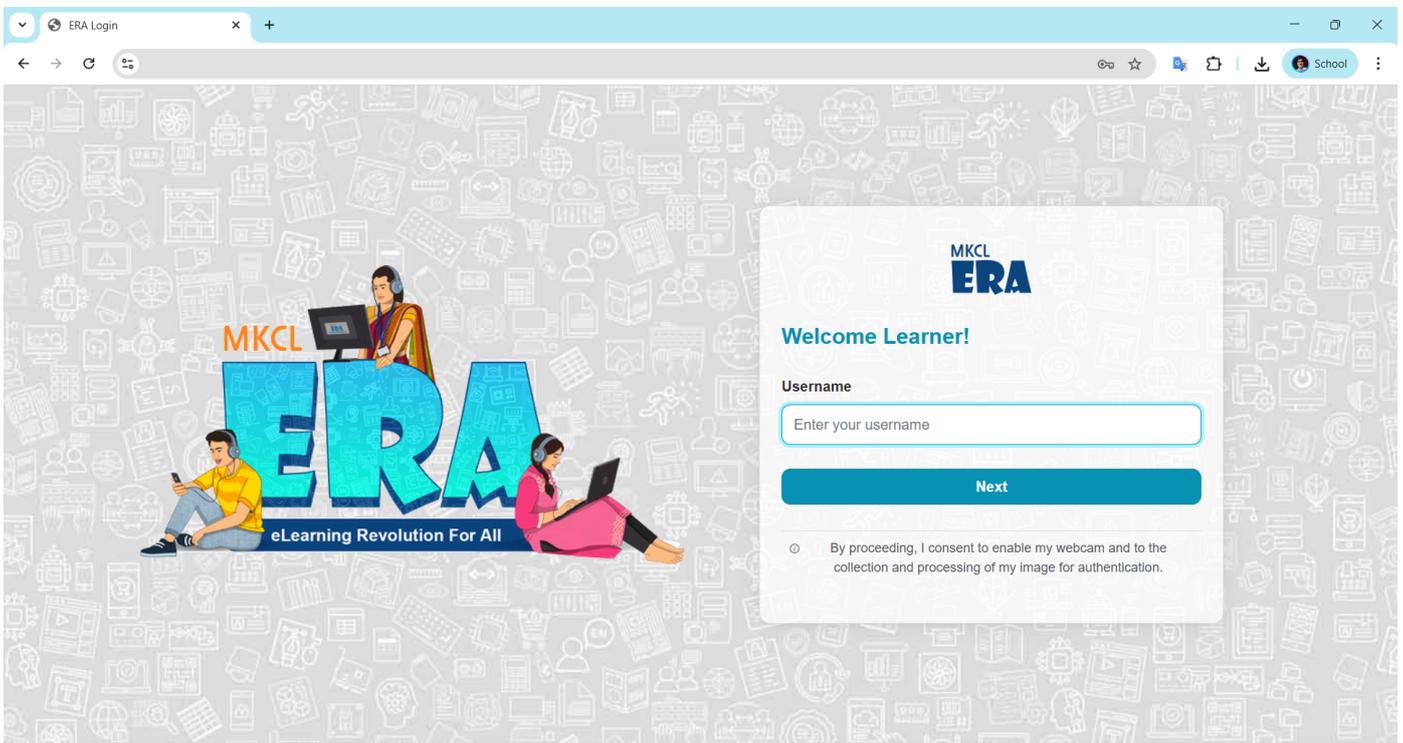
Online Certification Test (OnCeT) Qualified Learning Facilitator at Centers



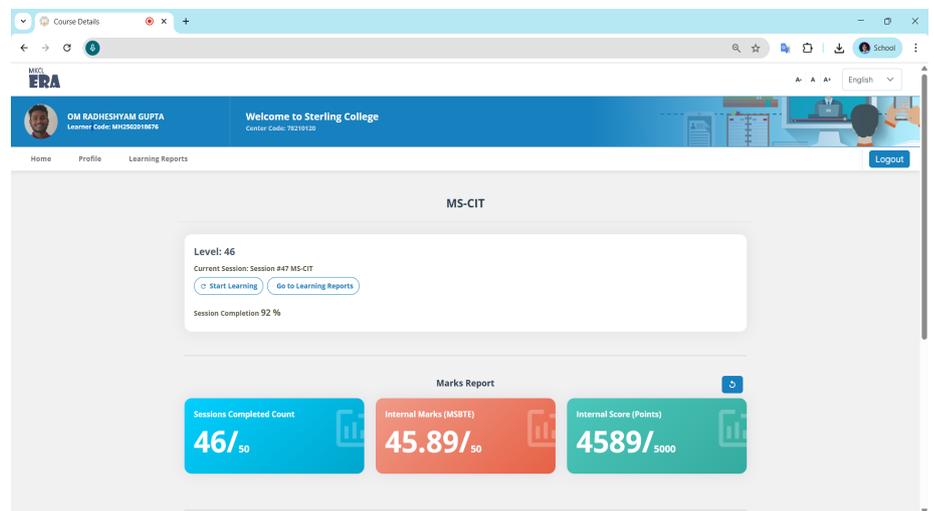
MS-CIT Learner will get

ERA

**“eLearning Revolution for All”
Framework to access the Content**



**Academic
Dashboard**



Learners can interact with MKCL's AI Chatbot

'KRANTI'

in English/ Marathi /Hindi
Language for Academic support

The screenshot displays the MS-CIT (IT Awareness) Welcome 2023 interface. On the left, there is a 'Content Viewer' sidebar with categories like Theory Content, 21st Century Office Skills, Data Tab, Data Tools Group, and Summary. The main area shows a Microsoft Excel spreadsheet with a table of student data. A circular profile picture of a woman is overlaid on the spreadsheet. The KRANTI AI chatbot is active, showing a response in Marathi. The chatbot's interface includes a language selector (English, हिंदी, मराठी) and a 'Pause' button. The user has selected 'मराठीत एका' (One in Marathi) in a red box. The chatbot's response is in Marathi, discussing the use of the 'Data' tab in Excel. The background shows a Microsoft Excel spreadsheet with a table of student data.

Roll No.	Name	Last Name
1	Ajay Valgude	
2	Rishikesh More	
3	Ramesh Ghule	
4	Suraj Soni	
5	Govind Sharma	
6	Sahil Patkar	
7	Mohan Lokhande	
8	Kunal Khade	
9	Raj Musale	
10	Manoj Joshi	
11	Suresh Gade	
12	Jay Nande	
13	Rishabh Kulkarni	
14	Amol Jagde	
15	Nitin Vitankar	
16	Mitesh Varma	
17	Sagar Bhawe	
18	Durvesh Sankla	
19	Karan Kapadia	
20	Prakash Mule	

Sequential Learning Method

Sequential Learning Process to ensure minimum essential skills

The screenshot displays a course interface for MS-CIT. On the left, a sidebar shows the course structure with sessions and topics. The main content area shows a detailed list of topics for Session 1 and Session 2, each with a corresponding icon and a brief description. A video player on the right shows a lesson on laptop operations, with a progress bar and a timestamp of 10:59 AM on 11/27/2014.

MS-CIT

1 Session 1

- 1.1 Introduction**
 - 1.1 I can start a computer
 - 1.2 I can log off and hibernate a laptop
 - 1.3 Go Green
 - 1.4 Ergonomics
 - 1.5 I can connect a headset to hear music
 - 1.6 Know More

2 Session 2

- 2.1 I can use mouse and all its techniques**
- 2.2 Ergonomics**
- 2.3 Go Green**
- 2.4 I can use MS Paint to create a greeting card**
- 2.5 I can interact with computer**
- 2.6 Know More**
- 2.7 TAC**

Audio Visual eContent

The screenshot shows a web browser window with a content viewer. The browser address bar shows 'Content Viewer' and 'School'. The content viewer displays a video player for MS-CIT. The video content shows logos for Microsoft, Google, and YouTube. The video player has a progress bar and a timestamp of -3:12. The browser interface includes a search bar, navigation buttons, and a language dropdown set to 'English'.

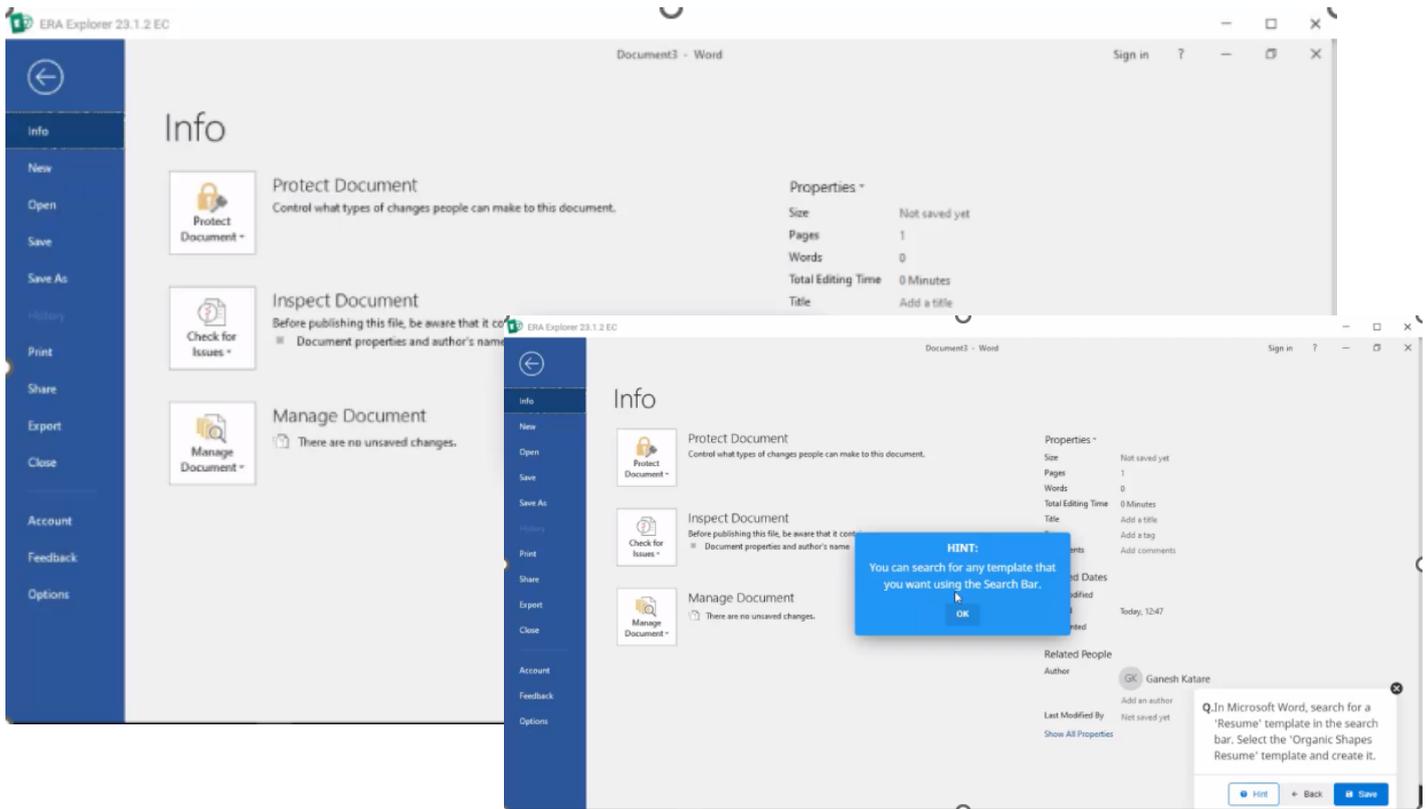
Hands-on Practice & Assignments

The screenshot displays the MS-CIT Content Viewer interface. On the left, a sidebar lists various content types: Theory Content, Lab, Simulation Questions, Self Path Learning, Knowledge Check, Guided Do It Yourself, Session Completion Test, and Assignment (Google Forms). The main content area shows an assignment titled "Google Workspace_Create a form using Google Forms" with an ID of b5b0cca1143383f1dfc174d79f89b0f0. The assignment description is "Use Google Forms to create a form". The total marks are 5, and the passing marks are also 5. The statement reads: "Kindly read the assignment and instructions to solve it. For more details, contact your learning faculty or teacher." The criteria section includes: "Open Google forms Select the plus sign (+). Or type 'forms.new' in the address bar to open a new blank form Add a title of the form Personalize images or color schemes using the 'customize theme' option." The desired skillset is: "1. Create a new form in Google Forms. 2. Use features like color schemes and images." The recommended tools are Google Forms, and the attempt status is "Not attempted". At the bottom, there is an "upload A File" section with a "Choose" button and a "Submit Assignment" button.

Test after every Session

The screenshot displays the MS-CIT Content Viewer interface showing a session completion test result. The main content area is titled "Session #46 MS-CIT - Session Completion Test". It features two large boxes: a blue box showing "50 Total Allowed Attempts" and a white box showing "1 Your Overall Attempts". Below this, there are two attempt records. The first record is for "Attempt 2" on "Wed Dec 31 2025" with a "Start" button. The second record is for "Attempt 1" on "Wed Apr 30 2025" with a score of "100 / 100". The left sidebar shows a list of sessions, with "Session #46 MS-CIT" highlighted. The interface also includes a "Content Viewer" sidebar with various content types and a "Session Completion Test" button.

Self-path Learning



Submission of Assignment

Content Viewer

- Guided Do It Yourself ✓
- Processfolio ✓**
- Simulation Assignment
- Questions ✓
- Session Completion Test ✓
- Home Work - Book Reading ✓
- Session #47 MS-CIT ✓
- Session #48 MS-CIT ✓
- Session #49 MS-CIT ✓
- Session #50 MS-CIT ✓

MS-CIT

Session Name - Processfolio

Assignment ID 253534277ec0a34feb459f5721aafd85	Assignment Name MS PowerPoint 2019_Processfolio_Review tab_Q1	
Description Solve the questions asked in the given reference material based on Review tab of MS PowerPoint.	Total Marks 5	Passing Marks 5
statement Perform questions asked in the reference material and upload your document output. For more details, contact your Learning Faculty/Teacher.	Reference Material Download (1584 kb)	
Criteria Skills based on Review tab of MS PowerPoint		
Marks Obtained 5	Uploaded Assignment Download	



Every learner demonstrates
acquired Skills through

eProcessfolio

Learners share their experiences on

Social Media



Recording of Computer Screen
with actions performed as
eProcessfolio



Picture-in-Picture
containing the Learner's
live Video with Voice



MS-CIT on SMART TV



Learners can access eBook through MKCL Learner App



- MS-CIT eBook
- Academic Dashboard
- Access to Course eContent
- Access on Smart TV
- Access to Career related Activities
- Career Guidance Information



रौप्य महोत्सवी वर्ष

स्थापना: २० ऑगस्ट २००१



Scan to Install the MKCL Learner App today!



MS-CIT Final Exam Practice of Objective Type (MCQ) & Practical Hands-on Questions

Objective Questions

Total Time Left: 00:04:46 | Question Details: 1 / 10

Select One option from below.

How does satellite communication work?

By using underwater cables

By using satellites orbiting the Earth

By using Wi-Fi

By using cellular towers

Session Completion Test

1 2 3 4 5 6 7 8 9 10

← Previous | Save & Next → | End Exam

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Document1 - Word

File Home Insert Design Layout References Mailings Review View Help

ROHAN TRIVEDI

ABOUT

I am Rohan, a B.A. graduate based in Nagpur, India. I have a sincere passion for writing, be it articles, poems, or short stories. I enjoy keeping things simple in life. I work hard to bring out the best in my creative work. No matter how big or small a project is, I always bring the same passion and dedication to each work. My passion is to make sure I create magic with my words!

EDUCATION

- BA in English Literature from X M College, N with 65%, in 2020

Address: Shivaji Chowk, Nagpur - 440004, Maharashtra.

987654321

Question ?

Export the document in PDF Format using File tab> Export>PDF/XPS.

Submit | Cancel

Page 1 of 1 | 170 words | English (United States)



MS-CIT Exam Topics

Topics for MS-CIT Internal Examination

Sr. No.	MS-CIT Curriculum	Session No.	Internal Marks
1	Basic Computer Skills, Smartphone Skills, Smart Typing Skills, and MS-Windows Skills	1 to 5	5
2	Digital Skills for Daily Life	6	1
3	Office Productivity Skills – MS Word	7 to 16	10
4	Digital India Skills	17	1
5	Office Productivity Skills – MS Excel	18 to 29	12
6	New Age Study Skills	30	1
7	Office Productivity Skills – MS PowerPoint	31 to 41	11
8	Prompt Engineering Skills	42 and 43	2
9	Office Productivity Skills – MS Outlook	44 and 45	2
10	Ergonomics, Go Green, Netiquettes, & Cyber Security Skills	46	1
11	MS-CIT Online Final Exam Practise	47 to 50	4
	Total	50 Sessions	50 Marks

Topics for MS-CIT Final Examination

MS-CIT Curriculum	MS-CIT Curriculum
Basic IT Awareness	Windows 10 + Internet + Google Tools +
Office Productivity Skills	Microsoft Edge
Smart Typing Skills, Daily Life Skills &	MS Word + Google Docs
Study Skills	MS Excel + Google Sheets + Google Forms
Digital India Skills, Job Readiness Skills	MS PowerPoint + Google Slides
Ergonomics, Go Green, Netiquettes,	MS Outlook + Gmail
Cyber Security Skills	



MS-CIT Final Exam Pattern

- Duration of Exam: 60 minutes (1 Hour)
- Total Questions: 50, Total Marks: 50
- Marks per Question : 1

All the questions in the examination are divided into 3 levels

 * For Physically challenged learner, the exam will be of 2 Hours, Writer is allowed in specific cases only.

Exam Pattern: Level wise Distribution of Questions and Marks

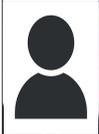
No. of Questions						
Level	Difficulty	Objective	Practical	Total	Marks per question	Maximum Marks
1	Low	6	14	20	01	20
2	Medium	6	14	20	01	20
3	High	3	7	10	01	10
	Total	15	35	50	01	50

* In Final Exam learner has to Pass in both Objective and Practical with minium **40%** respectively

Final Exam
will be under the
WebCam
& CCTV
Surveillance



MS-CIT: Hall Ticket

 Maharashtra State Board of Technical Education HALL TICKET FOR MS-CIT EXAMINATION (December 2025)				
1	Seat No. : M319190778	MKCL Learner ID : MH2507004292	Person with Disability : No	3
2	Candidate Name : ASNOTKAR JANVI PRAMOD	Gender : Female	Date of Birth : 21/05/2008	4
7	Exam Center : 68210006		 Candidate's Photograph	5
	RANES COMPUTER INSTITUTE 7,LINGESHWAR APARTMENT,BHATWADI, BARVE NAGAR, NEAR SARASWAT BANK City:MUMBAI, Tal.:KURLA, Dist.:MUMBAI SUBURBAN Pincode:400084 Phone:9869855785			6
8	Exam Date : 16-Dec-2025	 Candidate's Signature		
	Reporting Time : 10:15AM			
	Exam Time : 10:45AM-11:45AM			
Secretary M.S.Board of Technical Education				
Note: If there is any complaint from any candidate about malpractice regarding this examination, the candidate can send e-mail directly to desk70@msbte.ac.in				
Instructions				
1. The candidate having incorrect Name printed on the Hall Ticket should submit their application for name correction as per MSBTE Circular dated 21 June 2008, within 20 days from the date of displaying candidate Hall Tickets for respective exam event. 2. Candidates are informed that they are liable for punishment for involvement in Malpractice as per MSBTE Circular dated 31 July 2024. 3. For ensuring fair conduct and transparency of the examination, candidate's Video, Audio and Random screen shots will be recorded throughout the exam duration by Camera. This recorded data will be used for the monitoring purpose of examination. 4. For rescheduling criteria please refer MSBTE circular No. MSBTE/D70/MSCIT/2010/2478 Dt. 19 May 2010. 5. The candidate having wrong photo on the MS-CIT exam Hall Ticket will not be allowed for appearing the MS-CIT exam. Even if it is informed by the ALC or Candidate that the uploaded photograph is not of the candidate after the exam is over, the same examination shall also be treated as cancelled. 6. Candidates are informed to appear for this Exam, only if the Photo, Signature and Name (Spelling) is correct on Hall Ticket. 7. Report at Exam Center 30 minutes before Exam Schedule. 8. Candidate should present this Hall Ticket for verification along with at least one original(not photocopy or scanned copy) Valid Photo Identity Card/Proof like Passport/Election Card/PanCard/Driving License/Aadhaar-UID Card/Govt. ID Card/School ID/College ID while appearing for the examination. 9. Click on Start Examination button to start the examination. Your time of 60 minutes(1 Hour) starts only after you select Start Examination button. 10. Total no. of questions is 50, with One mark each. 11. All the questions in the examination are divided into 3 levels. <ul style="list-style-type: none"> o Level 1 = Low Difficulty o Level 2 = Medium Difficulty o Level 3 = High Difficulty 12. Each level consists of Objective and Practical questions 13. Candidate should click on Objective / Practical button of any level to solve the questions. 14. All the questions of a particular type in a particular level will be displayed in a vertically scrolled window . 15. Candidate must Click the Submit Answer button displayed after every question, after selecting the option so as to submit the answer . 16. A question once submitted, shall be removed from the list and its number shall be disabled in the question display. 17. It is mandatory to pass in each section: Objective and Practical. Minimum percentage (%) of passing in each section is 40% <ul style="list-style-type: none"> o Minimum marks for passing in Practical = 14 o Minimum marks for passing in Objective = 6 o Total minimum marks for passing = 20 18. Examination can be terminated by clicking on End Examination button. It will be automatically terminated if the total time set to solve the exam is over. 19. In case the examination terminates due to Software/ Hardware issues (if the machine/ software hangs), the Candidate will be rescheduled and allowed to reappear for the examination. In such case, the elapsed time, question record, i.e. solved and unsolved questions, and answers, till the time of exam termination shall be maintained by the examination software. Remaining questions shall be displayed for the rescheduled attempt to be solved in remaining time. 20. You are requested to spend a moment to fill the Feedback Form after completion of exam. 21. You are requested to collect your Provisional Statement of Marks from Exam Controller/Exam Center after the completion of exam. 22. Click on Start Examination button to start the examination. Your time of 60 minutes (1 Hour) starts only after you select Start Examination button.				

Hall Ticket Contains:

- | | | |
|----------------------|--------------------------------|---------------------------------|
| 1. Seat Number | 4. Gender | 7. Exam Center Name |
| 2. Learner Full Name | 5. Date of Birth | 8. Exam Date, Time and Duration |
| 3. Learner ID | 6. Learner Photo and Signature | 9. Disability Status |



MS-CIT: Appearing Certificate



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION
4TH FLOOR, GOVERNMENT POLYTECHNIC BUILDING, 49, KHERWADI, BANDRA(EAST), MUMBAI-400051
MAHARASHTRA STATE CERTIFICATE IN INFORMATION TECHNOLOGY (MS-CIT)

PROVISIONAL STATEMENT OF MARKS



This is to mention that Ms. MANDEKAR PAYAL PUNDALIK
of ASCII COMPUTER INSTITUTE ,pune
having Seat No. P316157272 has appeared for MS-CIT Exam on 08-Sep-2021 in the login time slot 09:00 AM - 06:00 PM

Details of Marks obtained are as follows :

Section	Section Name	Marks Obtained	Maximum Marks	Result
I	Learning Process	50	50	PASSED
II	Final Examination	44	50	PASSED
	Total Marks	94	100	PASSED*

Following is the criteria for passing the MS-CIT Examination successfully :

Aggregate score of 40 Marks(in Section I and II) out of 100 with:

1. Minimum 20 Marks out of 50 are required for passing in Learning Process (Section I) and
2. Minimum 20 Marks out of 50 are required for passing in Final Examination (Section II)

* Only Passed Candidates will receive Certificate.

P316157272 / 303548942107271 / 27210394

Seal of the Authorized Learning Center

Head of the Authorized Learning Center



Provisional Statement of Marks is not valid unless signed by Head of the Authorized Learning Center with Seal of the Authorized Learning Center

PROVISIONAL STATEMENT OF MARKS

Detailing of Appearing Certificate

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Certifying Body 2. Learner Photo 3. Learner Signature 4. Learner Full Name 5. Internal Score 6. Final Exam Score | <ol style="list-style-type: none"> 7. Result Remark 8. Passing Criteria Information 9. Exam Center Seal and Sign 10. Seat No./Learner Code
/Exam Center Code |
|--|--|



MS-CIT: Final Certificate



Details of MS-CIT Final Certificate:

- | | |
|--------------------------------------|--|
| 1. Serial Number maintained by MSBTE | 5. Space for Learner's Signature |
| 2. MSBTE Logo | 6. Exam Event |
| 3. MKCL Logo | 7. Internal & External Marks |
| 4. Learner Full Name | 8. Center Code/Learner Code /Certificate No. |

MS-CIT Certificate Verification / Name Correction / Duplicate Certificate Application:

Learners are requested to visit <http://mscit.msbte.org.in> to download the required application form and carefully follow the instructions provided in the form



MS-CIT Re-Examination

- Please note that if the learner fails or remains absent in the first final online exam attempt
- The learner can appear for re-examination in the next two consecutive available exam events by paying requisite fees.
- If Learner remains absent or fails in these two attempts, they will need to register again and pay the full course fees.



MS-CIT Course Duration:

- MS-CIT Course can be completed in 2/3/4/6 Months
- Medium of Learning: English/Marathi/Hindi



MS-CIT Course Fees:

- Please Visit mscit.mkcl.org to know more about MS-CIT Course Fees or Contact Nearest MS-CIT Authorized Learning Center(ALC)



MS-CIT course Parity with International Standards



ICDL Digital Citizen
ICDL Digital Student



Standards

ISTE STANDARDS: STUDENTS



Office



Microsoft Standards



NORTHSTAR

A program of Literacy Minnesota

DIGITAL LITERACY

MS-CIT GR

Government Resolution

- GR dtd.6.6.2001 (MKCL formation)
- G.R.dtd.7.8.2001 (MS-CIT criteria)
- G.R.dtd.6.2.2002 (Transfer of MS-CIT to MKCL)
- GR dtd.19.3.2003 (FOR Class A,B,C MS-CIT)
- G.R. Mahila V Balkalyan 2013

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Scan QR Code to find
nearest Authorized
Learning Center



Authorized Learning Centers (ALC)



CCTP:

Certificate of Computer Typing Proficiency

- The CCTP course is available only for MS-CIT learners and is offered as a supplementary, optional add-on alongside the MS-CIT course.
- Once a learner is enrolled for MS-CIT, they have the choice (and not a compulsion) to enroll for any one of the six available CCTP course options
- Learners who wish to earn the CCTP Certificate must select the CCTP option at the time of MS-CIT admission through the designated admission process.

Medium :Marathi /
English /
Hindi**Typing
Speed:**30/40 words
per minute**Keyboard
Layout:**

Remington

**Course
Duration:**50 Hours
50 Sessions**Joint
Certification:**
MSBTE &
MKCL**MKCL**

Certificate of Computer Typing Proficiency

 cctp.mkcl.org 

MS-CIT Refresh

A New Opportunity to Learn Smart Digital Skills!

About MS-CIT Refresh Course

MS-CIT Refresh Course Specially designed for students who have already completed MS-CIT! Learn the latest digital skills and AI-powered tools. This course helps you advance in academic, professional, & everyday digital tasks.



Eligibility

Previous Passed MS-CIT Learners



Admission Requirement

Previous Passed MS-CIT Certificate/Learner Code



Duration

1 Month Course

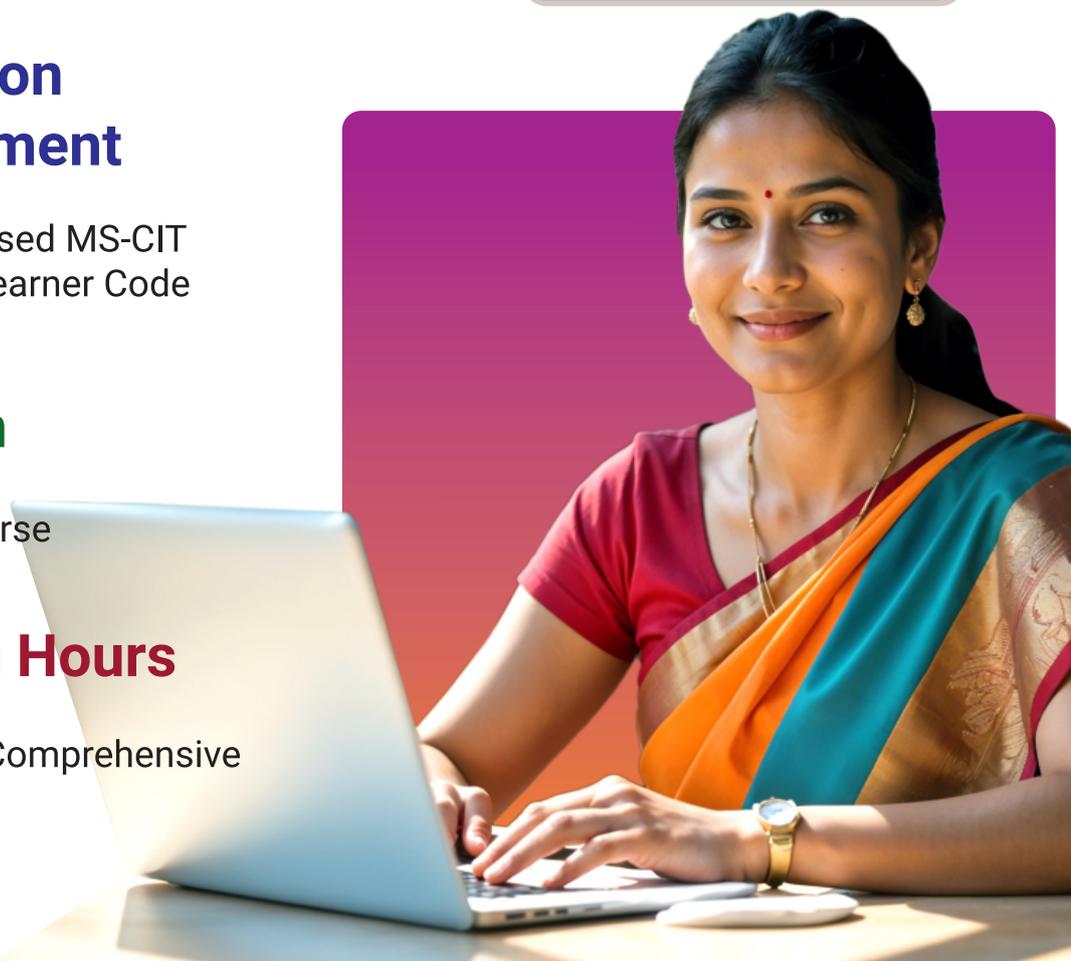


Training Hours

30 Hours of Comprehensive Learning



mkcl.org/mscit-refresh



MS-CIT Refresh

Syllabus



Basic Computer & Smartphone Skills

Foundational Knowledge of Digital Skills



Smart Typing & Office Productivity

Efficient Techniques for Document Creation



Digital Skills for Daily Life

Tools for Navigation and Communication



Social Media, Cyber Security & Digital India Skills

Surfing Online Platforms Safely



Job Readiness Skills

Preparing for Career Opportunities



AI Tools in Daily Learning & Workflows

Integrating Artificial Intelligence into Tasks



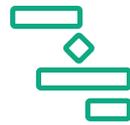
AI Assistants

Tools like Gemini and ChatGPT for enhanced Productivity



Design & Editing

Canva AI and InVideo AI for Creative Content Creation



Productivity Suite

MS Office Copilot and Trello for efficient Workflow Management



Digital Security

Avast and TryHackMe for robust Cyber Security measures



Digital India Initiatives

BHIM UPI and DigiLocker for Seamless Digital Transactions



Medium of Learning

Available in Marathi and English



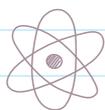
Certification

Certification by MKCL





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'MKCL Olympiad Movement' Competition Exam

CBSE and SSC Std Students

5 th	6 th	7 th	8 th	9 th
-----------------	-----------------	-----------------	-----------------	-----------------

Competition Exam Format and more details

- The exam will be conducted online.
- Exam on Computer at MS-CIT/KLiC ALC.
- Exam will be in front of the webcam and on scheduled dates.
- There will be a single paper of all subjects for each class.
- The questions will have different marks depending on their level of difficulty.
- Question Groups will have one question from each subject
- Question-groups will come in front of the students one after the other for 1 hour in a row.
- Maximum question groups to be solved by each student given 1 hour of time.
- Students will get e-Marksheet and printed Participation Certificate
- Exiting Prizes will be awarded to the Winners (Education Academic Kit)



Log on for more information www.mkcl.org/mom

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- उत्तरपत्रिका सोडवण्याचे स्मार्ट तंत्र
- सर्व विषयांसाठी स्मार्ट टिप्स
- सर्व विषयांसाठी सराव प्रश्नपत्रिका
- परीक्षेचे वेळेचे व्यवस्थापन
- उत्तरपत्रिका लिहिताना होणाऱ्या चुका आणि त्या टाळण्यासाठीच्या स्मार्ट टिप्स
- मराठी आणि इंग्रजी माध्यम मध्ये उपलब्ध
- कोर्स कालावधी 600 मिनिटे (10 तास)
- 10 वी नंतरचे करिअर मार्गदर्शन

समाविष्ट विषय

इंग्रजी	मराठी	हिंदी संपूर्ण	संस्कृत संपूर्ण	विज्ञान आणि तंत्रज्ञान-भाग 1
बीजगणित	भूमिती	भूगोल	इतिहास व राज्यशास्त्र	विज्ञान आणि तंत्रज्ञान-भाग 2



HSC परीक्षेची तयारी माकची भरारी !

महत्त्वाची वैशिष्ट्ये: (Arts, Commerce and Science)

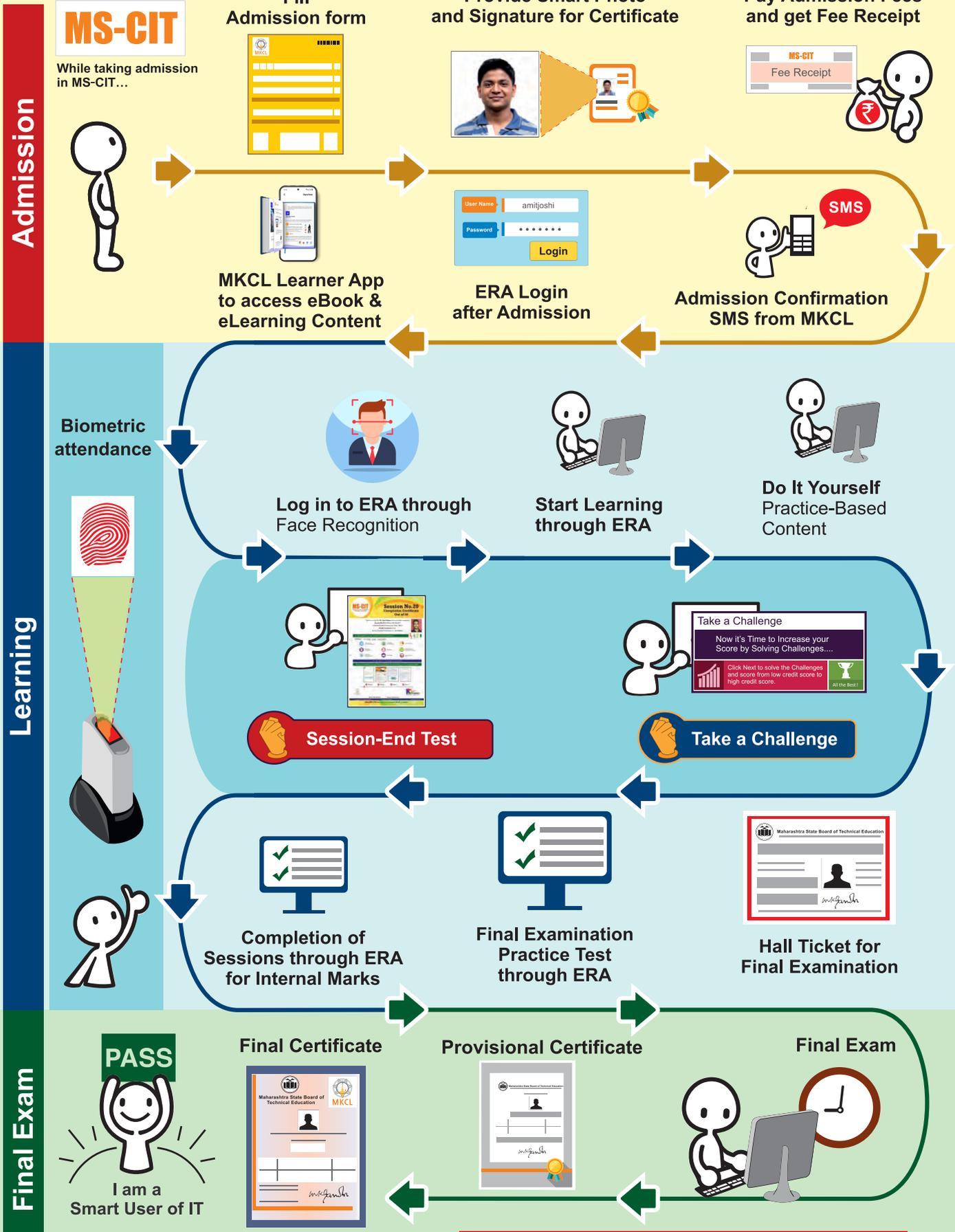
- उत्तम मार्क मिळवण्यासाठी स्मार्ट टिप्स
- उत्तरपत्रिका सोडवण्याचे स्मार्ट तंत्र
- सर्व विषयांसाठी स्मार्ट टिप्स
- सर्व विषयांसाठी सराव प्रश्नपत्रिका
- परीक्षेचे वेळेचे व्यवस्थापन
- उत्तरपत्रिका लिहिताना होणाऱ्या चुका आणि त्या टाळण्यासाठीच्या स्मार्ट टिप्स
- मराठी आणि इंग्रजी मध्ये उपलब्ध
- कोर्स कालावधी 180 मिनिटे (03 तास)
- 12 वी नंतरचे करिअर मार्गदर्शन



For more details contact nearest MS-CIT and KLIC Center.



Your Journey in MS-CIT



You can appear for re-examination, if you do not clear the exam or remain absent



MKCL Mission:

To offer **Life-Long Learning (L3)**, Governance and Empowerment Services through Appropriate Partnerships





MKCL

Creating a Knowledge Lit World

MAHARASHTRA KNOWLEDGE CORPORATION LIMITED

महाराष्ट्र ज्ञान महामंडळ मर्यादित

About MKCL:

Maharashtra Knowledge Corporation Limited (MKCL) is a **Public Limited Company** promoted by the Department of Higher and Technical Education, Government of Maharashtra. It was incorporated on **August 20, 2001**, under the Companies Act, 1956. The governmental coordination of the affairs of MKCL is looked after by the **Directorate of Information Technology, General Administration Department (GAD) of Government of Maharashtra**. Its main mission is to create new paradigms in **Education, Development, Governance and Empowerment (EDGE)** of masses by bridging the Digital Divide. It strives to achieve this mission objective in a business format by universalizing and integrating variety of applications of Information Technology (IT) in the lives of common people.



Scan for nearest Center

Website: mscit.mkcl.org