

MS-CIT CURRICULUM

Maharashtra State-Certificate in Information Technology
Academic Year 2018



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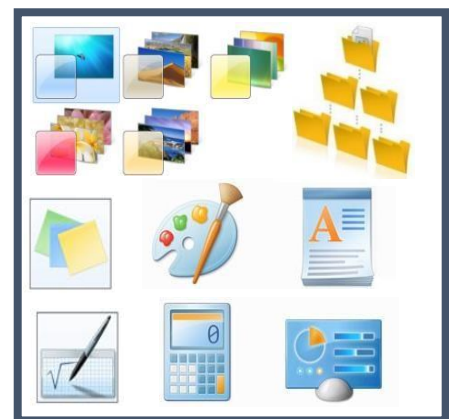
A. Computer Basics

1. Overview of computers
2. Uses of computer
3. Using mouse comfortably
4. Using keyboard for typing
5. Understanding Input, Process and Output
6. Computer Hardware and Software



B. Operating System (Windows 7)

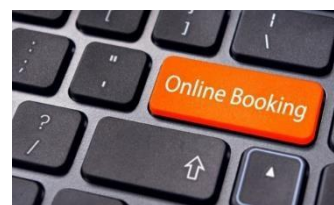
1. Overview of Operating System
2. Basic Operations
 - a. How to start a computer
 - b. How to logoff and hibernate a laptop
 - c. How to connect a headset to computer
 - d. Learn to interact with computers
3. Personalizing Desktop
 - a. Changing the Desktop Background
 - b. Applying a Screen Saver
 - c. Applying Themes
4. File and Folder Management
5. Using Applications
 - a. Creating pictures with MS Paint
 - b. Using Notepad to create a text document
 - c. Using WordPad to decorate a document
 - d. Windows Media Player
 - e. Calculator
 - f. Sticky Notes



- g. Tablet PC Input Panel
- h. Windows Games
- i. Math Input Panel

C. 21st Century Daily Life Skills:

1. I can use Google PlayStore and download apps (e.g. MKCL Learner App)
2. I can use Paytm for cashless transactions
3. I can open my net banking account
4. I can use my credit or debit card for online shopping
5. I can create and operate an email account
6. I can reset my email password
7. I can pay telephone bill online
8. I can pay electricity bill online
9. I can recharge my mobile phone online
10. I can protect myself from cyber bullying
11. I can use Internet Explorer to browse web pages
12. I can add websites in favourite folder
13. I can configure and activate internet connection
14. I can use ShareIt app to share the files with others
15. I can use CamScanner app to scan the documents
16. I can print and save web pages
17. I know importance of strong passwords
18. I can build my network for professional upgradation
19. I can book movie tickets online
20. I can use Naukri.com app to search job online
21. I can use GPS Route Finder app to easily track all the visited locations
22. I can use an app to read newspaper online
23. I can share my presentation on SlideShare
24. I can listen to my favourite songs on Saavn app
25. I can use Flipkart app for online shopping
26. I can sell old items online on OLX
27. I can use Opera Mini app
28. I can send and receive eFax
29. I can use GST rate finder app

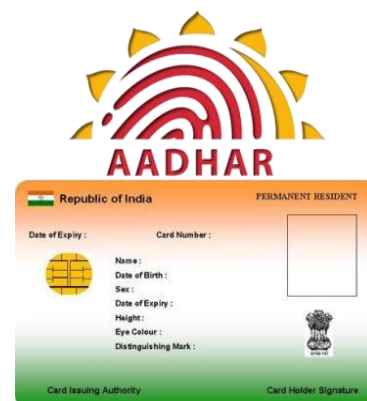


30. I can use Lipikaar app for typing messages in other languages
31. I can send bulk messages
32. I can pay income tax online
33. I can use Evernote app to access my notes everywhere
34. I can use Udemy app for learning and teaching online
35. I can participate in a Webinar
36. I can book train tickets online
37. I can use MakeMyTrip app to organize my trip online
38. I can book air tickets online
39. I can scan QR code using Barcode Scanner app
40. I can book gas refill online
41. I can put my important files on a CD or DVD
42. I can search for any location using Google Maps
43. I can enhance the performance of my computer
44. I can transfer data between computer and other devices
45. I can capture a screen using the snipping tool
46. I can compress/decompress files
47. I can protect computer from viruses
48. I can connect computer to a projector



D. 21st Century Citizenship Skills:

1. I can apply for Birth Certificate online
2. I can apply for Duplicate Birth Certificate online
3. I can apply Aadhaar Card online
4. I can download Aadhaar Card online
5. I can verify Aadhaar Details online
6. I can update Aadhaar Details online
7. I can know all Emergency Numbers
8. I can get help online
9. I can book appointment online in Government Hospital
10. I can apply application Form for Enrolment of Children (6 months – 3 yrs.) at Anganwadis
11. I can apply for Age, Nationality and Domicile Certificate online
12. I can apply for Caste Certificate online



13. I can apply for BPL Certificate online
14. I can apply for Learner License online
15. I can book appointment for Learner License Test
16. I can know your vehicle details
17. I can apply for Passport online
18. I can track passport application status online
19. I can apply for Atal Pension Yojana online
20. I can apply for Pradhanmantri Suraksha Bima Yojana online
21. I can apply for Pradhanmantri Jeevan Jyoti Bima Yojana online
22. I can store certificates in Digi locker online
23. I can scan documents and store online
24. I can use Google Drive to store your important files
25. I can apply voter ID card online
26. I can search my name in voter ID card list
27. I can know my Booth
28. I can apply for Driving License online
29. I can book appointment for driving license test
30. I can get trained about Disaster Management
31. I can apply for PAN Card online - Part I
32. I can apply for PAN Card online - Part II
33. I can apply for Income Certificate online
34. I can register complaint on Consumer Forum
35. I can make an appointment with government officer online booking
36. I can registration on MGNREGA
37. I can view details on MGNREGA
38. I can check Provident Fund Online
39. I can use Rakshak app for safety of women and senior citizens
40. I can download Forms
41. I can apply for Marriage Certificate online
42. I can apply for Ration Card online - Part I
43. I can apply for Ration Card online- Part II
44. I can apply for Pradhanmantri Awas Yojana online
45. I can apply for Water Connection online
46. I can apply for Electricity Connection online
47. I can apply for Toilet Certificate online
48. I can check my property records in the government record



49. I can check your land records in the government record
50. I can apply for Pradhanmantri Sukanya Samruddhi Yojana online
51. I can apply for Pradhanmantri Mudra Yojana online
52. I can register FIR online
53. I can apply for Startup Recognition online
54. I can apply for Registration of Partnership Firm online
55. I can apply for Senior Citizen Certificate online
56. I can use mKisan portal and Kisan App
57. I can check weather status in my area
58. I can get my soil health card
59. I can know the market price
60. I can apply for death certificate online
61. I can apply for duplicate death certificate online



E. 21st Century Study Skills:

1. I can use Google to search more information about study topics
2. I can use Wikipedia to search the information
3. I can use Justdial to search for tutor services
4. I can listen to Online Stories / Classic Literature in any language
5. I watch educational videos online (YouTube)
6. I can search and download eBooks (NCERT)
7. I can improve my vocabulary using VoLT
8. I can check for grammar and spell check
9. I can search synonyms, antonyms, and thesaurus on dictionary.com
10. I can organize my day/ Notes, important points using Google Keep
11. I can keep track of my important events/classes all in one place (Google Calendar)
12. I can share notes during class & get doubts cleared in real time with my classmate's Maths/Physics/Accounts (Google Docs)
13. I can watch educational talks on TED Talks
14. I can participate in Live Discussions (Facebook Live)
15. I can learn by discussions in forums (quora.com)
16. I can learn a new language by interacting with my phone with the Duolingo App



Justdial™



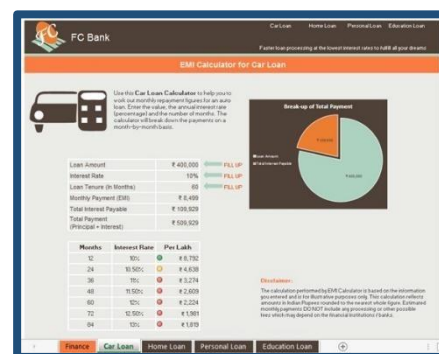
17. I can join Massive Open Online Courses (MOOCs)
18. I can join online courses on Coursera.org
19. I can learn any subject online for free on edX
20. I can learn from Best Colleges in the World - NPTEL
21. I want to learn through videos on Khan Academy
22. I can express my Ideas using Mindmap tool
23. I can find information about The World via <https://knoema.com/atlas>
24. I want to learn about the stars by using <http://stars.chromeexperiments.com/>
25. I want to learn about History using Google Arts and Culture
26. I can learn by playing games & improve my abilities - Elevate
27. I can do science experiments - Physics
28. I can do Math Experiments
29. I can do science experiments - Chemistry
30. I can test my IQ
31. I want to prepare for MPSC
32. I can share information using Slide Share
33. I can make a presentation on my research & take real time feedback via Google Slides
34. I can do clustered search
35. I know about the History of India, chronologically using India History App
36. I can share my knowledge of technology by making a blog via Tumblr
37. I can check my project report for Plagiarism using Plagiarism checker
38. I can access online Research Papers (Google Scholar)
39. I can collaborate with peers to practice for competitive exams like IIT JEE
40. I can understand my personality type - <https://www.16personalities.com/>
41. I can conduct a Poll/survey/research using Google Forms
42. I can create home design and interior decor in 2D & 3D Architecture via <https://planner5d.com/>
43. I can draw art on a tablet using an app
44. I can listen to a podcast and learn cool science facts in 60 seconds
45. I can test my EQ
46. I can learn by playing games & improve my abilities - NeuroNation
47. I want to improve my Social Learning/General Knowledge using Facebook
48. I can improve my productivity using StayFocusd App



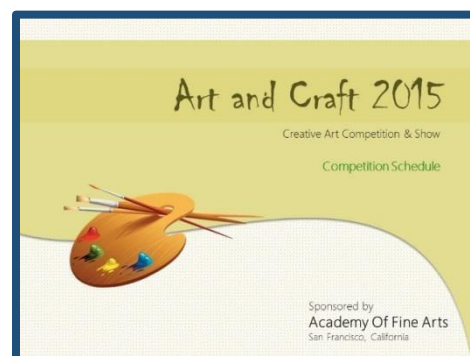
49. I can learn programming/ coding with peers on www.codecademy.com

F. 21st Century Office Skills:

1. I can make the Letter better
2. I can draft a NOTICE
3. I can design a GREETING CARD
4. I can make creative BOOKMARK
5. I can design a GIFT LABEL
6. I can design a WEB PAGE
7. I can build a professional PROFILE (RESUME)
8. I can make a good PROJECT REPORT
9. I can create a LETTERHEAD
10. I can design a VISITING CARD
11. I can make an eCard
12. I can create a USER MANUAL
13. I can design an attractive BROCHURE for summer camp
14. I can create a REGISTRATION FORM
15. I can create a professional INVITATION LETTER
16. I can create an ENVELOPE
17. I can create an impressive NEWSLETTER



18. I can design an eye-catching ADVERTISEMENT I can create a BLOG POST using templates
19. I can create a CHECKLIST
20. I can design an attractive BROCHURE
21. I can create TO-DO LIST
22. I can prepare an AGENDA
23. I can create useful ADDRESS BOOK
24. I can create a simple TIMESHEET
25. I can design a simple DATABASE
26. I can track EVENT EXPENSES more easily
27. I can prepare personal BUDGET sheet quickly
28. I can create a LOAN CALCULATOR
29. I can create a monthly APPOINTMENT CALENDAR
30. I can manage MEETING MINUTES quickly and easily
31. I can create a CHECKLIST
32. I can design beautiful GREETING CARD
33. I can make a CERTIFICATE
34. I can make a design a creative GIFT VOUCHER
35. I can design a COMPANY PROFILE
36. I can prepare effective TRAINING PRESENTATION
37. I can prepare a professional BUSINESS PRESENTATION
38. I can create a digital PRODUCT CATALOGUE
39. I can create a DIGITAL PHOTO ALBUM
40. I can create a PERSONAL PORTFOLIO
41. I can make a SCHEDULE
42. I can design personalized STICKERS
43. I can design an inspiring MAGAZINE COVER
44. I can design a professional POSTER
45. I can create BLOODSTOCK database (Combine Output)
46. I can create and send MAIL MERGE-NOTICE (Combine Output)
47. I can create a GREETING CARD (Combine Output)
48. I can create ATHLETICS EVENT MANAGEMENT sheet (Combine Output)
49. I can create a PROJECT REPORT (Combine Output)
50. I can SCHEDULE seminar (Combine Output)



Word Processing (Microsoft Word 2013 / Google Docs)

1. Basic Operations
2. Creating and Editing documents
3. Formatting documents
4. Enhancing documents
5. Applying Page Setup
6. Working with various objects like shapes, SmartArt, Pictures and Tables
7. Inserting Header and Footers
8. Linking and embedding documents
9. Previewing and Printing documents
10. Advanced Word Processing



- a. Creating and Editing PDF documents
- b. Comparing two versions of a document
- c. Proofreading of a document
- d. Using track changes
- e. Including Digital Signature into the document
- f. Inserting ActiveX controls
- g. Using Table of Contents
- h. Using Mail Merge
- i. Protecting a document
- j. Sharing document online
- k. Creating a web page



My School Time Table							Wilson School					
Class - VIII							Term Exam		Open Exam		Annual Exam	
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Sub No.	Rolls	Theory Marks	Task	Grade	
8:00 AM - 8:45 AM	English	English	Hindi	English	Hindi	--	1	Test Class	100	100	90	
8:45 AM - 9:30 AM	Hindi	Physics	Physics	Maths	English	--	2	English	100	100	90	
9:30 AM - 10:15 AM	Maths	Hindi	Maths	Chemistry	Maths	--	3	Mathematics	100	100	90	
10:15 AM - 11:00 AM	Break	Break	Break	Break	Break	--	4	Maths	100	100	90	
11:00 AM - 11:45 AM	Chemistry	Biology	Environmental Science	Hindi	Biology	--	5	Science	100	100	90	
11:45 AM - 12:30 AM	Environmental Science	Maths	English	Environmental Science	Environmental Science	--	6	Maths	100	100	90	
12:30 AM - 1:15 AM	Biology	Environmental Science	Chemistry	Biology	Physics	--	7	English	100	100	90	
1:15 PM - 2:00 PM	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	--	8	Maths	100	100	90	
2:00 PM - 2:45 PM	Computer	Handwriting	Reading	Computer	Reading	--	9	Maths	100	100	90	
2:45 PM - 3:30 PM	Games	Music Class	Drawing	Art & Craft	Music Class	--	10	Maths	100	100	90	

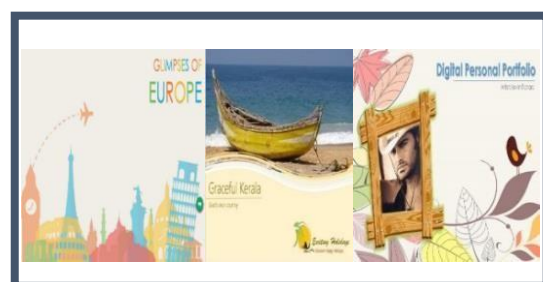
Spreadsheet (Microsoft Excel 2013 / Google Sheets)

1. Creating and editing workbook
2. Organizing and formatting worksheets
3. Data analysis and management
4. Using formulas and functions
5. Previewing and printing worksheets
6. Advanced Spreadsheet
 - a. Managing multiple worksheets
 - b. Producing and designing charts
 - c. Creating Pivot tables and pivot charts
 - d. Importing and exporting data between spreadsheets and other applications
 - e. Using advanced functions
 - f. Applying conditional formatting
 - g. Using data validation
 - h. Using sort and filter



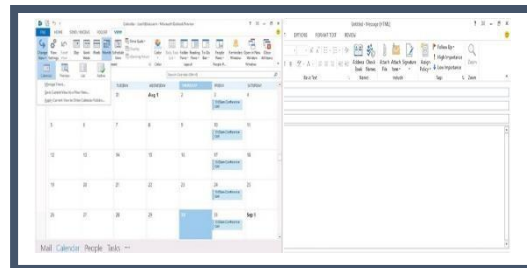
Presentation Graphics (Microsoft PowerPoint 2013 / Google Slides)

1. Creating and Editing Presentations
2. Designing and Enhancing Presentation
3. Delivering Presentation
4. Advanced Presentation Graphics
 - a. Creating videos of presentations
 - b. Saving presentation in various formats
 - c. Importing and exporting presentations
 - d. Using templates
 - e. Working with slide master



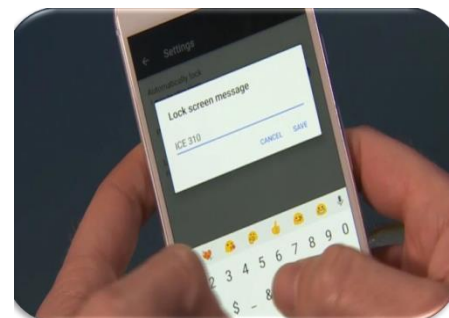
Personal Information Manager (Microsoft Outlook 2013 / Gmail Inbox)

1. Setting up a new email account in Microsoft Outlook
2. Sending, receiving, replying, forwarding mail messages
3. Including a signature in outgoing message
4. Scheduling meetings with others
5. Creating contacts and appointments



G. Cyber Security Skills:

1. I can manage and maintain strong passwords
2. I can secure my online banking and take care of information safety
3. I can set Emergency Text on ANDROID phone to be used when it is locked
4. I can track the data (internet) usage on Android PHONE
5. I can use good antivirus software for my Laptop and PC
6. I can secure the Profile and other pictures shared on Facebook
7. I can use App Locker tools for important Mobile Apps
8. I can restrict Administrator account access on Personal Laptops
9. I can use "safely remove hardware option" for plug and play devices
10. I am aware about the legal aspects of fake Profiles on Social Media Sites
11. I can secure my WhatsApp DP
12. I know the legal aspects of publishing /transmitting material containing sexually explicit conducts
13. I am aware about defamation through social media and it's legal implications
14. I am aware about cheating through matrimonial sites
15. I can be careful while Sharing and Forwarding on social media
16. I know the importance of using a physical lock for laptop



17. I know the importance of noting down the IMEI Code
18. I can avoid malware while downloading Android apps
19. I know about the legal consequences of using cracked or pirated software
20. I know how to secure net banking and online transactions on Public computers
21. I know about data theft and IT Act 2000
22. I know about Online Sexual harassments and it's Legal implications
23. I know how to protect myself from online lottery cheating and fake messages
24. I am aware about and can protect myself from 'Work from Home' scams
25. I can protect myself from social media blackmailing
26. I know the consequences of downloading unknown Email attachments and safety tips
27. I am aware about the legal consequences of displaying and distributing pirated music/ videos
28. I know how to protect data in case of loss or theft of computer/laptop
29. I know what steps to follow if my Mobile is stolen /lost
30. I can use safety tips for using public Wi- Fi networks
31. I can secure my Aadhaar card data
32. I know about the hazards of playing online mobile games
33. I am aware about data theft through shoulder surfing
34. I can use the safety tips while taking selfies
35. I know the legal consequences about data tampering
36. I am aware about the hazards of using mobile while walking or driving a vehicle on road
37. I know the legal aspects of offence like internet and drug trafficking
38. I can protect myself while travelling by a hired car
39. I can identify and protect myself from fraud calls regarding online lucky draw

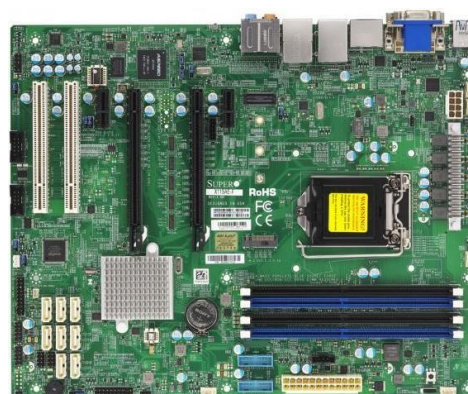


H. Basic IT Awareness

1. What is booting?
2. Google Name Story
3. What is Data?
4. Google's Self-Driving Car
5. Know about Information System
6. What is Software?
7. Google Project Loon
8. What is Hardware?
9. Google Glass
10. Various Types of Micro Computer
11. Smart Watches
12. Know about Working of Computer
13. Flexible Technology
14. Use of Internet for Entertainment
15. Transparent Technology
16. Uses of the internet for education
17. Know about Internet & Web
18. What is Browser?
19. What is URL & Hyperlink
20. What is Email?
21. What is Instant Messaging?
22. What is WWW?
23. What is e-commerce?
24. Electronic Commerce Securities
25. Using Wikipedia
26. Domain Name
27. What is Social Networking
28. Mark Zuckerberg



29. Internet Service Provider
30. Budhayana
31. About Internet Modem
32. World Wide Web's History
33. File Transfer Protocol
34. Navigation Technology
35. Web Based Applications
36. Takshashila
37. Plugins and Extensions
38. Homi Bhabha
39. Filters
40. Larry Page
41. Content Evaluation & Internet Security Suites
42. Home Network and Wi-Fi
43. Device Drivers
44. Device Drivers
45. Disk clean up and defragmenter
46. Motherboard
47. Microprocessor Chips
48. Specialty Processors
49. Bus Lines
50. About AC and DC Power Supply
51. Bus Line
52. What is Binary system & Binary coding scheme
53. Power Supply
54. Power Supply Unit
55. What is Input?
56. Digital Camera
57. About Output Device
58. QWERTY
59. About Features of monitor
60. Voice Recognition Systems
61. 3D Printing
62. Card Reader
63. Bill Gates
64. About Storage
65. Optical Disc



66. C.V. Raman
67. Hard Disk and RAID
68. Steve Jobs
69. Using Solid State Storage
70. Mass Storage Devices
71. Tim Berners Lee
72. Internet Hard Drive
73. What is Topology?
74. Types of Network
75. Robert Cailliau
76. What is Protocol?
77. Know about Physical Connection Of Networks
78. Analog and Digital
79. Bandwidth



I. Smart Typing Skills



J. Computer Ethics

- Computer Ergonomics
- Go Green
- Netiquettes



K. Study Material

- Highly illustrative book called Introduction to Information Technology By Timothy J. O'Leary & Linda I. O'Leary