MS-CIT

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Job Readiness

- **Job Readiness :** Improve your employability and IT skills

IT Awareness

- **IT Awareness :** Update your digital skills in fast growing IT world

Gateway to New Careers

MS-CIT

Maharashtra State-Certificate In Information Technology

www.mkcl.org/mscit

MS-CIT Course : Daywise Break up

1. The first **40 session**s are divided into two parts: **Classroom** and **Lab**.

2. In the **Office Skills** of classroom hour, a learner is provided with **a case study(s)** in the session. These case studies will cover all the skills of a particular **MS-Office** tool along with producing a final product..

3. **Guided Do It Your Self (GDIYs)** are given for hands-on in the classroom, based on the case study learned in the respective session.

4. **MS-CIT Pillars** are distributed throughout the different sessions as per the given distribution table.

5. This course structure is from batch - **MS-CIT September 2019 Exam Event (B)**.

Session-wise Distribution of Pillars			
Session	**Office Skills**	**Session No.**	**Other Skills**
Session 1 to Session 8	Basics & Windows	Session 1 to Session 10	21st Century Daily Life Skills
Session 9 to Session 18	MS Word	Session 11 to Session 21	21st Century Citizenship Skills
Session 19 to Session 28	MS Excel	Session 22 to Session 27	21st Century Study Skills
Session 29	MS Excel , MS Word	Session 28 to Session 35	Netiquette and Cyber Security
Session 30 to Session 38	MS PowerPoint	Session 36 to Session 40	Ergonomics and Go Green
Session 39 to Session 40	MS Outlook	Session 41	Freelancing
Session 42 to Session 50 - Elective Modules			

MS-CIT (Job Readiness) - Year 2020

Session No.	Pillar	Topic Covered	Name of Topic	Concept Covered
1	-	**Job Readiness**	What is Job Readiness?	What is Job Readiness?
1	-	**Job Readiness**	Prerequisites for Going Online	Configuring & Activating Internet Connection
1	-	**Job Readiness**	Prerequisites for Going Online	Enabling Mobile Data & Hotspot
1	-	**Job Readiness**	Your own Online Address	Create & Operate Email Account
1	-	**Job Readiness**	Your own Online Address	Reset my Email Password
2	-	**Job Readiness**	First Step to Apply for a Job	- Resume - About Resume - Resume - Do's and Don'ts - Resume - Apps and Sites - Resume - Apply for suitable jobs online - Resume - Uploading resume on a Job portal
2	-	**Job Readiness**	Your Online Professional Presence	LinkedIn
2	-	**Job Readiness**	Manage Documents Online	- Use of Digilocker - Use of Google Drive
3	-	**Job Readiness**	Online Toolkit for Job Readiness	- Email: Communication & Etiquettes - Gboard - Google Keyboard - Improve Your English Communication with Free Tools - Grammarly - Google Docs - Voice Typing - Google Keep

3	**-**	**Job Readiness**	Online Security	- Managing and Maintaining strong passwords - Safety Tips for using Login IDs and Passwords on Public Computers - Securing net banking and online transactions on public computers
4	**-**	**Job Readiness**	Digital Banking	- Open a Netbanking Account - Use of Paytm for Cashless transactions - BHIM app - PayPal
4	**-**	**Job Readiness**	Exploring New Jobs	New Collar Jobs
5	**-**	**Job Readiness**	Freelancing Job Opportunities	Introduction to various Online Jobs
5	**-**	**Job Readiness**	Jobs using MS Office	Job Opportunities with Word, Excel & PowerPoint
6	**21st Century Office Productivity Skills**	**Windows 10**	I can start a computer	Start a Computer
6	**21st Century Office Productivity Skills**	**Windows 10**	I can use mouse comfortably	What is a Mouse
6	**21st Century Office Productivity Skills**	**Windows 10**	I can use mouse comfortably	Using a Mouse
6	**21st Century Office Productivity Skills**	**Windows 10**	I can use mouse comfortably	Types of Mice

6	**21st Century Office Productivity Skills**	**Windows 10**	I can connect a Headset to hear sound on my computer	Connect a Headset
6	**21st Century Office Productivity Skills**	**Windows 10**	I can interact with computer	Interact with computer
7	**21st Century Office Productivity Skills**	**Windows 10**	I can personalize my desktop	Personalizing Desktop- Changing the Desktop Background
7	**21st Century Office Productivity Skills**	**Windows 10**	I can personalize my desktop	Personalizing Desktop- Applying a Screen Saver
7	**21st Century Office Productivity Skills**	**Windows 10**	I can personalize my desktop	Personalizing Desktop- Applying Themes
7	**21st Century Office Productivity Skills**	**Windows 10**	I can work with Windows	Working with Windows
7	**21st Century Office Productivity Skills**	**Windows 10**	I can use Paint Application	Paint Application
8	**21st Century Office Productivity Skills**	**Windows 10**	I can create and manage my files and folders (Understanding the Files, Folders and Libraries)	Files, Folders and Libraries

8	**21st Century Office Productivity Skills**	**Windows 10**	I can create and manage my files and folders (Understanding the Explorer Views)	Explorer Views
8	**21st Century Office Productivity Skills**	**Windows 10**	I can create and manage my files and folders (I can create Folders and Libraries)	Creating Folders and Libraries
8	**21st Century Office Productivity Skills**	**Windows 10**	I can create and manage my files and folders (I can work with Files and Folders)	Working with Files and Folders
8	**21st Century Office Productivity Skills**	**Windows 10**	I can pin items on taskbar and start menu	Pin to Taskbar and Start Menu
8	**21st Century Office Productivity Skills**	**Windows 10**	I can create a file using Notepad application	Notepad Application
9	**21st Century Office Productivity Skills**	**Windows 10**	I can enhance my document using the WordPad Application	WordPad Application
9	**21st Century Office Productivity Skills**	**Windows 10**	I can start, restart, shutdown, lock, log off, hibernate a laptop	Start, Restart, Shutdown, Hibernate a Laptop
9	**21st Century Office Productivity Skills**	**Windows 10**	I can use keyboard efficiently	Using a Keyboard

9	**21st Century Office Productivity Skills**	**Windows 10**	I can create playlist of marketing videos using Media Player application	Media Player Application
10	**21st Century Office Productivity Skills**	**Windows 10**	Operating System	Overview of Operating System
10	**21st Century Office Productivity Skills**	**Windows 10**	Operating System	What is Operating System
10	**21st Century Office Productivity Skills**	**Windows 10**	Introduction to Windows 10	Introduction to Windows 10
10	**21st Century Office Productivity Skills**	**Windows 10**	I can change date and time settings	Date and Time Settings
10	**21st Century Office Productivity Skills**	**Windows 10**	I can create and delete shortcuts	Create and Delete Shortcuts
10	**21st Century Office Productivity Skills**	**Windows 10**	I can use control panel	Control Panel
10	**21st Century Office Productivity Skills**	**Windows 10**	I can change taskbar settings	Taskbar Settings

10	**21st Century Office Productivity Skills**	**Windows 10**	I can connect a laptop to a projector or other screens	Connect Laptop to Projector
11	**21st Century Office Productivity Skills**	**MS Word 2013**	I can create a Professional Visiting Card	Visiting Card
11	**21st Century Office Productivity Skills**	**MS Word 2013**	I can design a Letterhead (Level 01)	Letterhead (Level 01)
11	**21st Century Office Productivity Skills**	**MS Word 2013**	I can design a Letterhead (Level 02)	Letterhead (Level 02)
12	**21st Century Office Productivity Skills**	**MS Word 2013**	I can create a Resume (Level 01)	Resume (Level 01)
12	**21st Century Office Productivity Skills**	**MS Word 2013**	I can create a Resume (Level 02)	Resume (Level 02)
12	**21st Century Office Productivity Skills**	**MS Word 2013**	I can create a Project Report (Level 01)	Project Report (Level 01)
12	**21st Century Office Productivity Skills**	**MS Word 2013**	I can create a Project Report (Level 02)	Project Report (Level 02)

13	**21st Century Office Productivity Skills**	**MS Word 2013**	I can create a Resume (Level 03)	Resume (Level 03)
13	**21st Century Office Productivity Skills**	**MS Word 2013**	I can create a Resume (Level 04)	Resume (Level 04)
13	**21st Century Office Productivity Skills**	**MS Word 2013**	I can create a Project Report (Level 03)	Project Report (Level 03)
13	**21st Century Office Productivity Skills**	**MS Word 2013**	I can create a Project Report (Level 04)	Project Report (Level 04)
14	**21st Century Office Productivity Skills**	**MS Word 2013**	I can create Advertisement (Level 01)	Advertisement (Level 01)
14	**21st Century Office Productivity Skills**	**MS Word 2013**	I can create Advertisement (Level 02)	Advertisement (Level 02)
14	**21st Century Office Productivity Skills**	**MS Word 2013**	I can create Advertisement (Level 03)	Advertisement (Level 03)
15	**21st Century Office Productivity Skills**	**MS Word 2013**	I can create Blog Post (Level 01)	Blog Post (Level 01)

15	**21st Century Office Productivity Skills**	**MS Word 2013**	I can create Blog Post (Level 02)	Blog Post (Level 02)
15	**21st Century Office Productivity Skills**	**MS Word 2013**	I can create Blog Post (Level 03)	Blog Post (Level 03)
16	**21st Century Office Productivity Skills**	**MS Word 2013**	I can create an effective Invitation Letter (Level 01)	Invitation Letter (Level 01)
16	**21st Century Office Productivity Skills**	**MS Word 2013**	I can create an effective Invitation Letter (Level 02)	Invitation Letter (Level 02)
16	**21st Century Office Productivity Skills**	**MS Word 2013**	I can design an ENVELOPE (Level 01)	ENVELOPE (Level 01)
16	**21st Century Office Productivity Skills**	**MS Word 2013**	I can design an ENVELOPE (Level 02)	ENVELOPE (Level 02)
17	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can create a To-Do List (Level 01)	To-Do List (Level 01)
17	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can create a To-Do List (Level 02)	To-Do List (Level 02)

17	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can create a To-Do List (Level 03)	To-Do List (Level 03)
18	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can prepare an Agenda (Level 01)	Agenda (Level 01)
18	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can prepare an Agenda (Level 02)	Agenda (Level 02)
18	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can prepare an Agenda (Level 03)	Agenda (Level 03)
19	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can create a Checklist (Level 01)	Checklist (Level 01)
19	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can create a Checklist (Level 02)	Checklist (Level 02)
19	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can manage my Meeting Minutes (Level 01)	Meeting Minutes (Level 01)
19	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can manage my Meeting Minutes (Level 02)	Meeting Minutes (Level 02)

20	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can create a Simple Database	Simple Database
20	**21st Century Office Productivity Skills**	**MS Excel 2013**	Invoice for Small Business	Invoice for Small Business
20	**21st Century Office Productivity Skills**	**MS Excel 2013**	Petty Cash Log	Petty Cash Log
21	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can create Student Records	Student Records
21	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can create a Time Table (Level 01)	Time Table (Level 01)
21	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can create a Time Table (Level 02)	Time Table (Level 02)
22	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can create Event Expenses (Level 01)	Event Expenses (Level 01)
22	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can create Event Expenses (Level 02)	Event Expenses (Level 02)

22	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can create Event Expenses (Level 03)	Event Expenses (Level 03)
23	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can create Yearly Home Budget (Level 01)	Yearly Home Budget (Level 01)
23	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can create Yearly Home Budget (Level 02)	Yearly Home Budget (Level 02)
23	**21st Century Office Productivity Skills**	**MS Excel 2013**	I can create Yearly Home Budget (Level 03)	Yearly Home Budget (Level 03)
24	**21st Century Office Productivity Skills**	**MS PowerPoint 2013**	I can create a Business Presentation (Level 01)	Business Presentation (Level 01)
24	**21st Century Office Productivity Skills**	**MS PowerPoint 2013**	I can create a Business Presentation (Level 02)	Business Presentation (Level 02)
24	**21st Century Office Productivity Skills**	**MS PowerPoint 2013**	I can create a Business Presentation (Level 03)	Business Presentation (Level 03)
25	**21st Century Office Productivity Skills**	**MS PowerPoint 2013**	I can create a Products and Service Catalogue (Level 01)	Products and Service Catalogue (Level 01)

25	**21st Century Office Productivity Skills**	**MS PowerPoint 2013**	I can create a Products and Service Catalogue (Level 02)	Products and Service Catalogue (Level 02)
25	**21st Century Office Productivity Skills**	**MS PowerPoint 2013**	I can create a Products and Service Catalogue (Level 03)	Products and Service Catalogue (Level 03)
26	**21st Century Office Productivity Skills**	**MS PowerPoint 2013**	I can create a Digital Photo Album (Level 01)	Digital Photo Album (Level 01)
26	**21st Century Office Productivity Skills**	**MS PowerPoint 2013**	I can create a Digital Photo Album (Level 02)	Digital Photo Album (Level 02)
26	**21st Century Office Productivity Skills**	**MS PowerPoint 2013**	I can create a Digital Photo Album (Level 03)	Digital Photo Album (Level 03)
27	**21st Century Office Productivity Skills**	**MS PowerPoint 2013**	I can create a Personal Portfolio (Level 01)	Personal Portfolio (Level 01)
27	**21st Century Office Productivity Skills**	**MS PowerPoint 2013**	I can create a Personal Portfolio (Level 02)	Personal Portfolio (Level 02)
27	**21st Century Office Productivity Skills**	**MS PowerPoint 2013**	I can create a Personal Portfolio (Level 03)	Personal Portfolio (Level 03)

28	**21st Century Office Productivity Skills**	**MS PowerPoint 2013**	I can create a Company Profile (Level 01)	Company Profile (Level 01)
28	**21st Century Office Productivity Skills**	**MS PowerPoint 2013**	I can create a Company Profile (Level 02)	Company Profile (Level 02)
28	**21st Century Office Productivity Skills**	**MS PowerPoint 2013**	I can create a Company Profile (Level 03)	Company Profile (Level 03)
29	**21st Century Office Productivity Skills**	**MS PowerPoint 2013**	I can design a Gift Voucher (Level 01)	Gift Voucher (Level 01)
29	**21st Century Office Productivity Skills**	**MS PowerPoint 2013**	I can design a Gift Voucher (Level 02)	Gift Voucher (Level 02)
29	**21st Century Office Productivity Skills**	**MS PowerPoint 2013**	I can design a Gift Voucher (Level 03)	Gift Voucher (Level 03)
30	**21st Century Office Productivity Skills**	**MS Outlook 2013**	Outlook 2013 Overview	Outlook 2013 Overview
30	**21st Century Office Productivity Skills**	**MS Outlook 2013**	I can configure Microsoft Outlook	Configure Microsoft Outlook

30	**21st Century Office Productivity Skills**	**MS Outlook 2013**	I can use Outlook to manage my email communications	Outlook to manage Email Communications
30	**21st Century Office Productivity Skills**	**MS Outlook 2013**	Organizing Mail	Organizing Mail
30	**21st Century Office Productivity Skills**	**MS Outlook 2013**	I can use Outlook to create an Address Book	Address Book
30	**21st Century Office Productivity Skills**	**MS Outlook 2013**	I can include Signature in my outgoing mails	Signature in Outgoing Mails
30	**21st Century Office Productivity Skills**	**MS Outlook 2013**	I can schedule meets using Outlook's Planner	Outlook's Planner
31	**21st Century Daily Life Skills**	**Internet Explorer & Mobile Apps**	I can use Internet Explorer to browse web pages	I can use Internet Explorer to browse web pages
31	**21st Century Daily Life Skills**	**Internet Explorer & Mobile Apps**	I can capture a screen using the snipping tool	I can capture a screen using the snipping tool
31	**21st Century Daily Life Skills**	**Internet Explorer & Mobile Apps**	Mobile Basics	Mobile Basics
31	**21st Century Daily Life Skills**	**Internet Explorer & Mobile Apps**	I can listen to music, watch videos and share online (Classroom Content)	I can listen to music, watch videos and share online (Classroom Content)

31	**21st Century Daily Life Skills**	**Internet Explorer & Mobile Apps**	I can search for any location using Google Maps	I can search for any location using Google Maps
31	**21st Century Daily Life Skills**	**Internet Explorer & Mobile Apps**	I can use CamScanner app to scan the documents	I can use CamScanner app to scan the documents
31	**21st Century Daily Life Skills**	**Internet Explorer & Mobile Apps**	I can use ShareIt app to share the files with others	I can use ShareIt app to share the files with others
31	**21st Century Daily Life Skills**	**Internet Explorer & Mobile Apps**	I can use Skype to chat and video calling	I can use Skype to chat and video calling
31	**21st Century Daily Life Skills**	**Internet Explorer & Mobile Apps**	I can compress / decompress files	I can compress / decompress files
32	**21st Century Daily Life Skills**	**Internet Explorer & Mobile Apps**	I can use my credit or debit card for online shopping	I can use my credit or debit card for online shopping
32	**21st Century Daily Life Skills**	**Internet Explorer & Mobile Apps**	I can use Flipkart app for online shopping: Flipkart	I can use Flipkart app for online shopping: Flipkart
32	**21st Century Daily Life Skills**	**Internet Explorer & Mobile Apps**	I can sell old items online on OLX	I can sell old items online on OLX
32	**21st Century Daily Life Skills**	**Internet Explorer & Mobile Apps**	I can use Ola Cabs app to book a cab online	I can use Ola Cabs app to book a cab online
32	**21st Century Daily Life Skills**	**Internet Explorer & Mobile Apps**	I can use MakeMyTrip app to organize my trip online	I can use MakeMyTrip app to organize my trip online

32	**21st Century Daily Life Skills**	**Internet Explorer & Mobile Apps**	I can connect a laptop to a projector or other screens	I can connect a laptop to a projector or other screens
32	**21st Century Daily Life Skills**	**Internet Explorer & Mobile Apps**	I can book movie tickets online	I can book movie tickets online
32	**21st Century Daily Life Skills**	**Internet Explorer & Mobile Apps**	I can build my network for professional upgradation I can build my network for professional upgradation	I can build my network for professional upgradation I can build my network for professional upgradation
33	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can download Forms	I can download Forms
33	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can apply for Birth Certificate online	I can apply for Birth Certificate online
33	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can download Aadhaar Card	I can download Aadhaar Card
33	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	Verify and Update Aadhaar Details	Verify and Update Aadhaar Details
33	**21st Century Citizenship Skills**	**Apply Online for Different Government**	I can apply for PAN Card online	I can apply for PAN Card online

		Schemes & Documents		
33	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	Online Application for Learner License	Online Application for Learner License
33	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	Voter ID Card - Online Application	Voter ID Card - Online Application
33	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	Know Your Vehicle Details	Know Your Vehicle Details
33	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can scan documents and store online	I can scan documents and store online
33	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can use Digilocker to store certificates online	I can use Digilocker to store certificates online
33	**21st Century Citizenship Skills**	**Apply Online for Different Government**	I can apply for Education Loan	I can apply for Education Loan

		Schemes & Documents		
33	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can apply for National Scholarships	I can apply for National Scholarships
33	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can apply for Passport online	I can apply for Passport online
33	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can track status of my Passport application online	I can track status of my Passport application online
33	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can file my income tax return	I can file my income tax return
33	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	Online Application for Income Certificate	Online Application for Income Certificate
33	**21st Century Citizenship Skills**	**Apply Online for Different Government**	I can apply online for Atal Pension Yojana I can apply online for Atal Pension Yojana	I can apply online for Atal Pension Yojana I can apply online for Atal Pension Yojana

		Schemes & Documents		
34	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can check my Provident Fund Online	I can check my Provident Fund Online
34	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can register complaint on Consumer Forum	I can register complaint on Consumer Forum
34	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can book appointment online in Government Hospital	I can book appointment online in Government Hospital
34	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can locate blood bank nearby me, and know about stock availability	I can locate blood bank nearby me, and know about stock availability
34	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can visit and explore 'mygov.in'	I can visit and explore 'mygov.in'
34	**21st Century Citizenship Skills**	**Apply Online for Different Government**	I can use government helpline services online	I can use government helpline services online

		Schemes & Documents		
34	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can get alerts from Central Government	I can get alerts from Central Government
34	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can check my Property Records in the Government record	I can check my Property Records in the Government record
34	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can make an appointment with Government officer Online	I can make an appointment with Government officer Online
34	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can make an application for right to information	I can make an application for right to information
34	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can apply online for Pradhanmantri Awas Yojana	I can apply online for Pradhanmantri Awas Yojana
34	**21st Century Citizenship Skills**	**Apply Online for Different Government**	I can avail LPG services online	I can avail LPG services online

		Schemes & Documents		
34	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can avail ePost Office Service of India Post	I can avail ePost Office Service of India Post
34	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can apply online for Toilet Certificate	I can apply online for Toilet Certificate
34	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can view my details on MGNREGA	I can view my details on MGNREGA
35	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can use mKisan Portal and Kisan App	I can use mKisan Portal and Kisan App
35	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can get my Soil Health card	I can get my Soil Health card
35	**21st Century Citizenship Skills**	**Apply Online for Different Government**	I can check Weather status in my area	I can check Weather status in my area

		Schemes & Documents		
35	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can become aware about the Market Price	I can become aware about the Market Price
35	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	Get trained about Disaster Management	Get trained about Disaster Management
35	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can apply online for Pradhanmantri Jeevan Jyoti Bima Yojana	I can apply online for Pradhanmantri Jeevan Jyoti Bima Yojana
35	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can apply online for Pradhanmantri Suraksha Bima Yojana	I can apply online for Pradhanmantri Suraksha Bima Yojana
35	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can apply online for Pradhanmantri Sukanya Samruddhi Yojana	I can apply online for Pradhanmantri Sukanya Samruddhi Yojana
35	**21st Century Citizenship Skills**	**Apply Online for Different Government**	I can apply online for Pradhanmantri Mudra Yojana	I can apply online for Pradhanmantri Mudra Yojana

		Schemes & Documents		
35	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can apply online for Startup Recognition	I can apply online for Startup Recognition
35	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can apply online for Registration of Partnership Firm	I can apply online for Registration of Partnership Firm
35	**21st Century Citizenship Skills**	**Apply Online for Different Government Schemes & Documents**	I can apply online for Death Certificate	I can apply online for Death Certificate
36	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can use Google to search more information about study topics	I can use Google to search more information about study topics
36	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can use Wikipedia to search the information	I can use Wikipedia to search the information
36	**21st Century Study Skills**	**Use of Mobile App and Websites**	I Can Search Synonyms, Antonyms and Thesaurus on dictionary com	I Can Search Synonyms, Antonyms and Thesaurus on dictionary com
36	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can improve my vocabulary using volt	I can improve my vocabulary using volt

36	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can watch educational talks on TED Talks	I can watch educational talks on TED Talks
36	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can learn a new language by interacting with my phone with the duoLingo App	I can learn a new language by interacting with my phone with the duoLingo App
36	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can join online courses on Coursera.org	I can join online courses on Coursera.org
37	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can find information about The World via https://knoema.com/atlas	I can find information about The World via https://knoema.com/atlas
37	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can improve my vocabulary using volt	I can improve my vocabulary using volt
37	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can share information using Slide Share	I can share information using Slide Share
37	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can keep track of my important events classes all in one place - Google Calendar	I can keep track of my important events classes all in one place - Google Calendar
38	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can test my IQ	I can test my IQ
38	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can take quick notes and access them anywhere using Google Keep	I can take quick notes and access them anywhere using Google Keep
38	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can do clustered search	I can do clustered search

38	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can share my knowledge of technology by making a blog via Tumblr	I can share my knowledge of technology by making a blog via Tumblr
38	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can access online Research Papers Google Scholar	I can access online Research Papers Google Scholar
38	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can test my EQ	I can test my EQ
38	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can learn programming coding with peers on www.codecademy.com	I can learn programming coding with peers on www.codecademy.com
38	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can Express my Ideas using Mindmap Tool	I can Express my Ideas using Mindmap Tool
38	**21st Century Study Skills**	**Use of Mobile App and Websites**	I can learn by discussions in forums (quora.com)	I can learn by discussions in forums (quora.com)

39	**Netiquettes & Cyber Security**	**Netiquettes**	Netiquette : Peer to peer sharing Netiquette: Be safe while posting your resume online Netiquette: Be vigilant while using online classifieds Netiquette: Cyber Law: Identity Fraud Netiquette: Deactivate unused accounts Netiquette: Digital Signatures Netiquette: Email Etiquettes Netiquette: Encrypt files to protect data Netiquette: If you copy paste, first know about copyrights Netiquette: Importance of strong password Netiquette: Online forms and their risks Netiquette: Online gaming is not always fun! Netiquette: Risks associated with social bookmarking Netiquette: Risks in Online registration Netiquette: Rules of net etiquette Netiquette: Safe Downloading Netiquette: Sharing is caring, but not on Internet Netiquette: Sharing photos online Netiquette: Some safe e-commerce tips Netiquette: Some safe e-commerce tips Netiquette: Stay safe while booking tickets online Netiquette: Surf smarter Netiquette: Think before you click that link Netiquette: Tips for safe online recharge Netiquette: Trusted websites Netiquette: Stay safe on social networking sites	Netiquette : Peer to peer sharing Netiquette: Be safe while posting your resume online Netiquette: Be vigilant while using online classifieds Netiquette: Cyber Law: Identity Fraud Netiquette: Deactivate unused accounts Netiquette: Digital Signatures Netiquette: Email Etiquettes Netiquette: Encrypt files to protect data Netiquette: If you copy paste, first know about copyrights Netiquette: Importance of strong password Netiquette: Online forms and their risks Netiquette: Online gaming is not always fun! Netiquette: Risks associated with social bookmarking Netiquette: Risks in Online registration Netiquette: Rules of net etiquette Netiquette: Safe Downloading Netiquette: Sharing is caring, but not on Internet Netiquette: Sharing photos online Netiquette: Some safe e-commerce tips Netiquette: Some safe e-commerce tips Netiquette: Stay safe while booking tickets online Netiquette: Surf smarter Netiquette: Think before you click that link Netiquette: Tips for safe online recharge Netiquette: Trusted websites Netiquette: Stay safe on social networking sites

39	**Netiquettes & Cyber Security**	**Cyber Security**	Cyber Security - Restricting Admin Access on laptops Cyber Security - Securing WhatsApp DP Cyber Security - Tracking the data (internet) on android phone Cyber Security - Using an Antivirus software Cyber Security - Using App Locker Tools Cyber Security - Using safely remove hardware option Cyber Security - I am aware about the legal aspects of fake Profiles on Social Media Sites Cyber Security - I can secure my Profile and other pictures shared on Facebook Cyber Security - Cheating through matrimonial sites Cyber Security - Defamation through social media and its legal implications Cyber Security - I can be careful while Sharing and Forwarding on social media Cyber Security - Publishing material containing sexually explicit conducts Cyber Security - Safety Tips for using Login IDs and Passwords on Public Computers Cyber Security - Data Tampering and its legal implications Cyber Security - I am aware about the hazards of using mobile while walking or driving a vehicle on road Cyber Security - I can be careful about peeping while using passwords and PINs Cyber Security - I can block my SIM card if my handset is lost Cyber Security - I can check the warranty of a product or gadget Cyber Security - I can identify and protect myself from fraud calls regarding online lucky draw	Cyber Security - Restricting Admin Access on laptops Cyber Security - Securing WhatsApp DP Cyber Security - Tracking the data (internet) on android phone Cyber Security - Using an Antivirus software Cyber Security - Using App Locker Tools Cyber Security - Using safely remove hardware option Cyber Security - I am aware about the legal aspects of fake Profiles on Social Media Sites Cyber Security - I can secure my Profile and other pictures shared on Facebook Cyber Security - Cheating through matrimonial sites Cyber Security - Defamation through social media and its legal implications Cyber Security - I can be careful while Sharing and Forwarding on social media Cyber Security - Publishing material containing sexually explicit conducts Cyber Security - Safety Tips for using Login IDs and Passwords on Public Computers Cyber Security - Data Tampering and its legal implications Cyber Security - I am aware about the hazards of using mobile while walking or driving a vehicle on road Cyber Security - I can be careful about peeping while using passwords and PINs Cyber Security - I can block my SIM card if my handset is lost Cyber Security - I can check the warranty of a product or gadget Cyber Security - I can identify and protect myself from fraud calls regarding online lucky draw

			Cyber Security - I can protect myself from social media blackmailing Cyber Security - I can protect myself while travelling by a hired car Cyber Security - I can secure my Debit/Credit card physically Cyber Security - I can set Emergency Text on ANDROID phone to be used when it is locked Cyber Security - I can use the safety tips while taking selfies Cyber Security - I know about the hazards of playing online mobile games Cyber Security - I know how to protect data in case of loss or theft of computer/laptop Cyber Security - I know the consequences of downloading unknown Email attachments and safety tips Cyber Security - I know the importance of noting down the IMEI Code Cyber Security - I know the importance of using a physical lock for laptop Cyber Security - I know the legal aspects of offence like internet and drug trafficking Cyber Security - Managing and Maintaining strong passwords Cyber Security - Safety tips for Using public Wi-Fi networks Cyber Security - Securing AADHAAR card data Cyber Security - Securing net banking and online transactions on public computers Cyber Security - Use of cracked or pirated software and its legal consequences Cyber Security - What if my mobile is stolen?	Cyber Security - I can protect myself from social media blackmailing Cyber Security - I can protect myself while travelling by a hired car Cyber Security - I can secure my Debit/Credit card physically Cyber Security - I can set Emergency Text on ANDROID phone to be used when it is locked Cyber Security - I can use the safety tips while taking selfies Cyber Security - I know about the hazards of playing online mobile games Cyber Security - I know how to protect data in case of loss or theft of computer/laptop Cyber Security - I know the consequences of downloading unknown Email attachments and safety tips Cyber Security - I know the importance of noting down the IMEI Code Cyber Security - I know the importance of using a physical lock for laptop Cyber Security - I know the legal aspects of offence like internet and drug trafficking Cyber Security - Managing and Maintaining strong passwords Cyber Security - Safety tips for Using public Wi-Fi networks Cyber Security - Securing AADHAAR card data Cyber Security - Securing net banking and online transactions on public computers Cyber Security - Use of cracked or pirated software and its legal consequences Cyber Security - What if my mobile is stolen?

40	**Go Green & Ergonomics**	**Go Green**	Go Green: Archive large email folders Go Green: Avoid non-productive message and mail forwards Go Green: Avoid unnecessary digital storage and email attachments Go Green: Delete unused files from the hard drive Go Green: Reduce paper margins to decrease paper consumption Go Green: Remember to turn-off the Bluetooth and Wi-Fi Go Green: Reuse ink cartridges Go Green: Screensavers are not energy savers, shun them Go Green: Separate your e-waste and techno trash Go Green: Use digital copies over hard copies Go Green: Use energy saving technology Go Green: Use soft copies of textbooks whenever possible Go Green: Buy computers that come with a Star rating	Go Green: Archive large email folders Go Green: Avoid non-productive message and mail forwards Go Green: Avoid unnecessary digital storage and email attachments Go Green: Delete unused files from the hard drive Go Green: Reduce paper margins to decrease paper consumption Go Green: Remember to turn-off the Bluetooth and Wi-Fi Go Green: Reuse ink cartridges Go Green: Screensavers are not energy savers, shun them Go Green: Separate your e-waste and techno trash Go Green: Use digital copies over hard copies Go Green: Use energy saving technology Go Green: Use soft copies of textbooks whenever possible Go Green: Buy computers that come with a Star rating

40	**Go Green & Ergonomics**	**Ergonomics**	Ergonomics: Avoid eating at your desk Ergonomics: Blink your eyes Ergonomics: Exercises for your backErgonomics: Ideal neck posture Ergonomics: Lower Back Pain? Ergonomics: Ouch! That wrist hurts! Ergonomics: Proper lighting around computer workstation Ergonomics: Side effects of AC workstations Ergonomics: Some more exercises for your shoulders Ergonomics: Some neck exercises Ergonomics: Soothe your eyes Ergonomics: Stretch your legs Ergonomics: Use ergonomic table	Ergonomics: Avoid eating at your desk Ergonomics: Blink your eyes Ergonomics: Exercises for your backErgonomics: Ideal neck posture Ergonomics: Lower Back Pain? Ergonomics: Ouch! That wrist hurts! Ergonomics: Proper lighting around computer workstation Ergonomics: Side effects of AC workstations Ergonomics: Some more exercises for your shoulders Ergonomics: Some neck exercises Ergonomics: Soothe your eyes Ergonomics: Stretch your legs Ergonomics: Use ergonomic table
41	**Basics of Freelancing**	**Basics of Freelancing**	**Basics of Freelancing**	**Basics of Freelancing**
42	**Elective Module 1**			
43	**Elective Module 2**			
44	**Elective Module 3**			
45	**Elective Module 4**			
46	**Elective Module 5**			
47	**Elective Module 6**			
48	**Elective Module 7**			
49	**Elective Module 8**			
50	**Elective Module 9**			