MS-CIT CURRICULUM

Maharashtra State-Certificate in Information Technology

Academic Year 2018

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Creating a Knowledge Lit World

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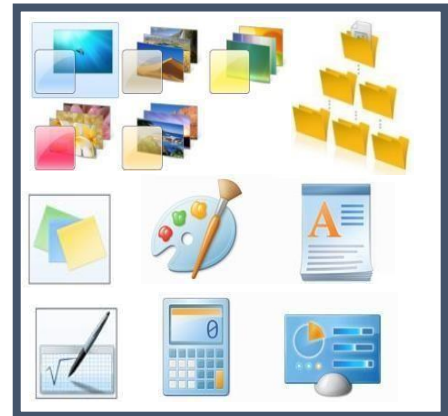
6. Computer Hardware and Software

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

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     g.   Tablet PC Input Panel

     h.   Windows Games

     i.   Math Input Panel

C. 21st Century Office Skills

- I can start a computer
- I can use mouse comfortably
- I can connect headset to PC
- I can use Paint Application
- I can personalize my desktop
- I can use keyboard efficiently
- I can create a file using Notepad application
- I can enhance my document using WordPad application
- I can interact with computer
- I can work with Windows
- I can log off and hibernate a laptop
- I can manage multiple programs at a time
- I can organize my files and folders

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- I can listen music using Windows Media Player
- I can use sticky notes
- I can pin items on taskbar and start menu
- I can use control panel
- I can change date and time settings
- I can change taskbar settings
- I can design a beautiful GREETING CARD
- I can design a VISITING CARD
- I can build a professional PROFILE (RESUME)
- I can design an attractive BROCHURE for summer camp
- I can create a REGISTRATION FORM
- I can create a good PROJECT REPORT
- I can create a professional INVITATION LETTER
- I can create an ENVELOPE
- I can create a LETTERHEAD
- I can create an impressive NEWSLETTER
- I can create a BLOG POST
- I can design a WEB PAGE using Word Processor
- I can create TO-DO LIST
- I can prepare an AGENDA
- I can create useful ADDRESS BOOK
- I can create a simple TIMESHEET
- I can manage my Donors DATABASE
- I can track EVENT EXPENSES more easily
- I can prepare personal BUDGET sheet quickly
- I can create a LOAN CALCULATOR
- I can create a monthly APPOINTMENT CALENDAR
- I can manage MEETING MINUTES quickly and easily
- I can create a CHECKLIST
- I can design beautiful GREETING CARD
- I can make a CERTIFICATE
- I can design a COMPANY PROFILE
- I can design a creative GIFT VOUCHER
- I can prepare effective TRAINING PRESENTATION
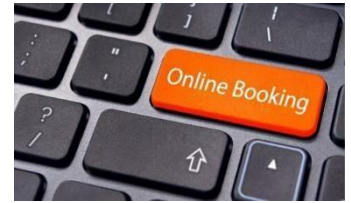
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- I can prepare a professional BUSINESS PRESENTATION
- I can create a digital PRODUCT CATALOGUE
- I can create a DIGITAL PHOTO ALBUM
- I can record voice by using Sound Recorder
- I can design a SCHEDULE
- I can create a PERSONAL PORTFOLIO
- I can share my favorite songs with others
- I can design personalized STICKERS
- I can design an inspiring MAGAZINE COVER
- I can design a professional POSTER
- I can create BLOOD STOCK database (Combined Output)
- I can create and send MAIL MERGE-NOTICE (Combined Output)
- I can create a GREETING CARD (Combined Output)
- I can create ATHLETICS EVENT MANAGEMENT sheet (Combined Output)
- I can create a PROJECT REPORT (Combined Output)
- I can SCHEDULE seminar (Combined Output)

D. 21st Century Daily Life Skills

- I can use Internet Explorer to browse web pages
- I can create and operate an email account
- I can use Google Play Store and download apps (e.g. MKCL Learner App)
- I can use Paytm for cashless transactions
- I can find out correct GST Rates using GST Rate Finder app
- I can reset my email password
- I can add websites in favorite folder
- I can use BHIM App
- I can open a net banking account
- I can organize my photos and share it with others
- I can use my credit or debit card for online shopping
- I can recharge my mobile phone online
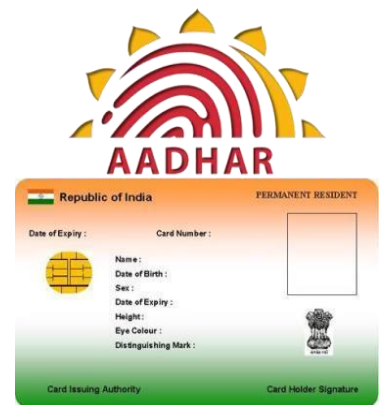
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- I can pay electricity bill online
- I can pay telephone bill online
- I can configure and activate internet connection
- I can listen to music, watch videos and share online
- I can use ShareIt app to share the files with others
- I can use CamScanner app to scan the documents
- I can print and save web pages
- I know importance of strong passwords
- I can communicate using Google Hangout
- I can build my network for professional up gradation
- I can book movie tickets online
- I can use Ola Cabs app to book a cab online
- I can use Naukri.com app to search job online
- I can use GPS Route Finder app to easily track all the visited locations
- I can use an app to read newspaper online
- I can use Justdial to search for tutor services
- I can listen to my favorite songs on Saavn app
- I can use Flipkart app for online shopping
- I can sell old items online on OLX
- I can use Opera Mini app
- I can send and receive eFax
- I can send bulk messages
- I can use Truecaller app
- I can use Evernote app to access my notes everywhere
- I can use Udemy app for learning and teaching online
- I can participate in a Webinar
- I can book train tickets online
- I can use MakeMyTrip app to organize my trip online
- I can book air tickets online
- I can download images to set up wallpapers
- I can scan QR code using use Barcode Scanner app
- I can book gas refill online
- I can put my important files on a CD or DVD
- I can search for any location using Google Maps

- I can enhance the performance of my computer
- I can transfer data between computer and other devices
- I can capture a screen using the snipping tool
- I can zip and unzip files to optimize the size
- I can protect computer from viruses
- I can connect computer to a projector

E. 21st Century Citizenship Skills

- I can get helpline numbers online or government services (complaint numbers)
- I can apply for Birth Certificate online
- I can apply for Duplicate Birth Certificate online
- I can Know all Emergency Numbers
- I can download forms
- I can find my Vehicle Details
- I can apply for Caste Certificate online
- I can apply for Application for Age, Nationality and Domicile Certificate online
- I can get my Soil Health card
- I can Book appointment online in Government Hospital
- I can apply for Aadhaar Card
- I can Download Aadhaar Card
- I can Verify and update Aadhaar Details
- I can use Rakshak App for safety of Women and Senior Citizens
- I can apply for BPL Certificate online
- I can get alerts from Central Government
- I can apply for Passport online
- I can Track Passport application Status online
- I can apply for Atal Pension Yojana online
- I can apply for Pradhanmantri Jeevan Jyoti Bima Yojana online
- I can apply for education loan
- I can Store Certificates Online using Digilocker
- I can use Google Drive to store my important files
- I can apply for Voter ID Card online

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- I can search my Name in Voter ID Card List
- I can apply for Learner's License online and book Appointment for Learner's License Test
- I can apply for Driving License online
- I can get Trained about Disaster Management
- I can apply for PAN Card online
- I can Scan Documents and Store Online
- I can apply for Income Certificate online
- I can register my complaint on Consumer Forum
- I can make an appointment with Government officer online
- I can view my details on MGNREGA
- I can check my Provident Fund online
- I can file my income tax return
- I can apply for Pradhanmantri Suraksha Bima Yojana online
- I can apply for Marriage Certificate online
- I can access Right To Information Application
- I can apply for Ration Card online
- I can use mKisan Portal and Kisan App
- I can apply for Pradhanmantri Mudra Yojana online
- I can apply for Pradhanmantri Awas Yojana online
- I can apply for Water Connection online
- I can avail ePost Office service of India Post
- I can apply for Electricity Connection online
- I can check Weather status in my area
- I can avail LPG services online
- I can apply for Toilet Certificate online
- I can check my Property Records in the Government record
- I can check my Land Records in the Government record
- I can apply for Pradhanmantri Sukanya Samruddhi Yojana online
- I can Register FIR Online
- I can locate nearby Blood Bank
- I can apply for Startup Recognition online
- I can apply for Registration of Partnership Firm online

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- I can apply for Senior Citizen Certificate online
- I can Track Status of Court Case
- I can know the Market Price
- I can apply for National Scholarship
- I can apply for Death Certificate online
- I can apply for Duplicate Death Certificate online

F. 21st Century Study Skills

- I can use Google to search more information about study topics
- I can listen to Online Stories / Classic Literature in any language
- I can search synonyms, antonyms, and thesaurus on dictionary.com
- I can use Wikipedia to search the information
- I watch educational videos online (YouTube)
- I can download eBooks
- I can improve my vocabulary using volt
- I can organize my day/ Notes, important points using Google Keep
- I can check for grammar and spell check
- I can keep track of my important events/ classes all in one place (Google Calendar)
- I can share notes during class & get doubts cleared in real time with my classmate's Maths/Physics/Accounts (Google Docs)
- I can watch educational talks on TED Talks
- I can participate in Live Discussions (Facebook Live)
- I can learn by discussions in forums (quora.com)
- I can learn a new language by interacting with my phone with the duoLingo App
- I can join Massive Open Online Courses (MOOCs)
- I can join online courses on Coursera.org
- I can learn any subject online for free on edx
- I can learn from Best Colleges in the World – NPTEL
- I want to learn through videos on Khan Academy
- I can express my Ideas using Mindmap tool
- I can find information about The World via https://knoema.com/atlas

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- I want to learn about the stars by using http://stars.chromeexperiments.com/
- I want to learn about History using Google Arts and Culture
- I can learn by playing games & improve my abilities - Elevate
- I can do science experiments - Physics
- I can do Math Experiments
- I can do science experiments - Chemistry
- I can test my IQ
- I want to prepare for UPSC
- I can share information using Slide Share
- I can make a presentation on my research & take real time feedback via Google Slides
- I can do clustered search
- I know about the History of India, chronologically using India History App
- I can share my knowledge of technology by making a blog via Tumblr
- I can check my project report for Plagiarism using Plagiarism checker
- I can access online Research Papers (Google Scholar)
- I can collaborate with peers to practice for competitive exams like IIT JEE
- I can understand my personality type
- I can conduct a Poll/survey/research using Google Forms
- I can create home design and interior decor in 2D & 3D Architecture via https://planner5d.com/
- I can draw art on a tablet using an app
- I can listen to a podcast and learn cool science facts in 60 seconds
- I can test my EQ
- I can learn by playing games & improve my abilities - NeuroNation
- I want to improve my Social Learning/General Knowledge using Facebook
- I can improve my productivity using StayFocusd app
- I can learn programming/ coding with peers on www.codecademy.com
- How to obtain a duplicate copy of MS-CIT certificate

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G. Cyber Security Skills:

- I can manage and maintain strong passwords
- I can secure my online banking transactions and take care of information safety
- I can set Emergency Text on ANDROID phone to be used when it is locked
- I can track the data (internet) usage on Android PHONE
- I can use good antivirus software for my Laptop and PC
- I can secure my Profile and other pictures shared on Facebook
- I can use App Locker tools for important Mobile Apps
- I can restrict Administrator account access on Personal Laptops
- I can use "safely remove hardware option" for plug and play devices
- I am aware about the legal aspects of fake Profiles on Social Media Sites
- I can secure my WhatsApp DP
- I know the legal aspects of publishing/transmitting material containing sexually explicit conducts
- I am aware about defamation through social media and it's legal implications
- I am aware about cheating through matrimonial sites
- I can use Login IDs and passwords on public Computers using safety tips
- I can be careful while Sharing and Forwarding on social media
- I can prevent the appearance of unwanted Ads and Pop-ups
- I know the importance of using a physical lock for laptop
- I can check the warranty of a product or gadget
- I know the importance of noting down the IMEI Code
- I can avoid malware while downloading Android apps
- I can block my SIM card if my handset is lost
- I know about the legal consequences of using cracked or pirated software
- I can protect myself from fake emails which pretend to be genuine

- I know how to secure net banking and online transactions on Public computers
- I know about data theft and IT Act 2000
- I know about Online Sexual harassments and it's Legal implications
- I know how to protect myself from online lottery cheating and fake messages
- I am aware about and can protect myself from 'Work from Home' scams
- I can protect myself from social media blackmailing
- I know the consequences of downloading unknown Email attachments and safety tips
- I can secure my Debit/Credit card physically
- I am aware about the legal consequences of displaying and distributing pirated music/videos
- I know how to protect data in case of loss or theft of computer/laptop
- I know what steps to follow if my Mobile is stolen/lost
- I can use safety tips for using public Wi- Fi networks
- I can secure my Aadhaar card data
- I know about the hazards of playing online mobile games
- I can be careful about peeping while using passwords and PINs
- I can use the safety tips while taking selfies
- I know the legal consequences about data tampering
- I am aware about the hazards of using mobile while walking or driving a vehicle on road
- I know the legal aspects of offence like internet and drug trafficking
- I can protect myself while travelling by a hired car
- 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

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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?

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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

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I. Smart Typing Skills

J. Go Green

1. Importance of shutting down and logging off a computer
2. Turn off your monitor
3. Save fuel, go green
4. Save paper, use the Notepad app
5. Hibernate, lock or shut down?
6. Shun that screensaver
7. Use apps to save time and fuel
8. Use Google Maps to save fuel and time
9. Send e-invites and save paper
10. Use Google Calendar to work effectively
11. Did you correctly shutdown your computer?
12. Tips on green computing
13. Share online and reduce paper waste
14. Save paper, use both sides of paper
15. Use paperless communication
16. Reduce your digital and carbon footprints
17. Use shared drive storages instead of email attachments
18. Analyze your computer's energy usage
19. Recycle your old computer
20. Use effective power management
21. Create shortcuts, not copies
22. When multitasking, close the unused apps
23. Use online services wherever possible
24. Think before you take a printout
25. Organize files and folders: Saves energy
26. Avoid unnecessary digital storage and email attachments
27. Delete unused files from the hard drive

28. Archive large email folders
29. Use energy saving technology
30. Screensavers are not energy savers, shun them
31. Buy computers that come with a Star rating
32. Reduce paper margins to decrease paper consumption
33. Use soft copies of textbooks whenever possible
34. Use digital copies over hard copies
35. Separate your e-waste and techno trash
36. Reuse ink cartridges
37. Avoid non-productive message and mail forwards
38. Remember to turn-off the Bluetooth and Wi-Fi
39. Turn off the peripherals
40. Video conference to save time and resources
41. Use zip files and PDFs
42. Buy only energy efficient products
43. Upgrade to a flat panel LCD monitor
44. Adjust the brightness on your monitor
45. Opt for e-bills and e-bank statements to save environment
46. Verify if your computer's power supply is 80 plus Certified
47. Use printer rationally, opt for eFax
48. Download only the apps and programs you need
49. Replace colored prints with black and white
50. Extend the life of your computer

K. Ergonomics

- Importance of ideal posture while using computer
- Avoiding high audio volume
- Correct use of keyboard and posture
- Eyes vis-a-vis your computer screen
- Helpful tips: Reading from your computer screen
- Some neck exercises for stress relief
- Why use an ergonomic chair?
- Correct laptop posture
- Break to break that habit
- Use Mouse Ergonomically

- Prevent musculoskeletal disorders
- Shoulder exercises for computer users
- Ergonomic keyboards
- Don't keep those legs dangling
- Adjust the display's brightness
- Exercises your hands and fingers
- Prevent computer vision syndrome
- Flex those fingers
- Ease the shoulders
- Prevent ergonomic injuries in children
- Step it up!
- Children and computer-related injuries
- Exercises at your desk
- Ergonomic keyboard drawer
- Rule of 20-20-20"
- Use ergonomic table
- Blink your eyes
- Soothe your eyes
- Lower Back Pain?
- Proper lighting around computer workstation
- Avoid eating at your desk
- Exercises for your back
- Stretch your legs
- Some neck exercises
- Ideal neck posture
- Ouch! That wrist hurts!
- Some more exercises for your shoulders
- Side effects of AC workstations
- What is an ergonomic mouse?
- Some more finger exercises
- Using ergonomic headphones
- Check the display settings
- Time to do some back stretching
- Some more leg exercises

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- Keep away from the noise
- Optimizing display settings
- Check the position of your monitor
- Tips to use the keyboard
- Breathing exercises
- Adjust your workstation for comfort

L. Netiquettes

- What are netiquettes?
- Email etiquettes
- Online forms and their risks
- Think before you click that link
- Be vigilant while using online classifieds
- Rules of Net-etiquettes
- Sharing is caring, but not on Internet
- Deactivate unused accounts
- Tips for safe online recharge
- Risks in Online registration
- Validate before sharing online
- If you copy-paste, first know about copyrights
- Importance of strong password
- Sharing photos online
- Safe Downloading
- Stay safe on social networking sites
- Surf smarter
- Digital signatures
- Be safe while posting your resume online
- Trusted websites
- Cyber Security - Hacking
- Cyber Security - Mischief
- Cyber Stalking
- Cyber Security - Cheating by personation
- Cyber Security - identify Fraud
- Cyber Security - identify Fraud

- Some safe e-commerce tips
- Keep your software/apps updated
- Be vigilant while using online classifieds
- Just because it's free, it doesn't mean it's safe
- Encrypt files to protect data
- Online gaming is not always fun!
- Keep your account information for yourself
- Use antivirus protection before you go online
- Protect yourself from cyber bullying
- Stay safe while booking tickets online
- Create back-up copies for your important stuff
- Sharing is caring, but not on the Internet
- Unsecure wireless connections
- Peer to peer sharing
- Keep your data private online
- Surf smarter
- Don't leave copies of your printed pages in a common printer
- Use emoticons in your post
- Don't Type in ALL CAPS
- Read the email before you send
- Risks associated with social bookmarking
- Unsecured wireless connections
- Do not attach unnecessary files
- Don't reply a private message on "reply all"