

AI Powered

MS-CIT

World-class Comprehensive Computer Course

Learner Instructions for MS-CIT Learners in ALC Mode

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Application Process Guidelines:

1. Seek Admission Only at Authorized Learning Centers (ALCs)

- Ensure that you apply for admission *only* at an **Authorized Learning Center (ALC)** duly approved by MKCL.
- Verify the authenticity of the ALC by checking its details on the official MS-CIT website: mscit.mkcl.org.
- **Fingerprint data** will be captured through a biometric device at the time of admission for authentication and further usage.

2. Duly Fill and Submit the Application Form

- Carefully and completely fill in the **pre-printed Application Form** available at the ALC.
- Read and sign the declaration on the form.
- Submit the completed form along with the **prescribed course fees** before the due date.
- *Note: Incomplete or unsigned application forms will not be accepted.*

3. Attach Valid Identity & Address Proof

- Provide a **true and self-attested copy** of a valid ID and address proof showing your name, photograph, and signature.
- Submit a signed photocopy of the same along with your application form.

4. Provide Aadhaar Number & Signatures

- Enter a valid **Aadhaar Number** while filling out the application form.
- Fill **both sides** of the application form and sign on both sides.
- *For minors*, the **parent/guardian** must also sign on both sides along with the learner's signature.

5. Accepted ID Proofs

- The following documents are accepted as valid ID proof:
 - School or College ID Card
 - PAN Card
 - Aadhaar Card
 - Voter's ID Card
 - Driving License
 - Passport
 - Any Government-issued ID Card

6. Study Material Issuance

- Study material will be issued only after **confirmation of admission**, i.e., when the learner's fee is received by MKCL.
- Study material is available in **English, Marathi, and Hindi** in eBook format available in **MKCL Learner App** on iOS and Android.

7. Course Duration & Schedule

- The default course duration is **2 months**. Learners can complete the course in 2/4/6 months.
- However, the duration may vary depending on specific circumstances.
- Regular **classroom sessions and practical sessions** will be conducted throughout the course.

8. Admission Modes

- Learner must choose Learn at ALC mode during admission.
- Once selected, the admission mode cannot be changed under normal circumstances.
- In case of any issues and support, the learner must contact ALC, where admission is taken.

9. Verification & Correction of Learner Details

- The **Exam Body** will verify learner details.
- In case of any **rejection or discrepancies**, the learner must submit the correct information to the respective ALC.
- The ALC will update and correct the details in the system to ensure accuracy before the final examination.

Course Details:

Medium of Instruction: English, Marathi & Hindi

Mode of Learning: eLearning through MKCL ERA (eLearning Revolution for All)

Course Duration:

Course Duration: 144 Hours (Course can be covered in 2 / 3 / 4 / 6 Months)	
Theory: Inform Content - 50 Hours eLearning of Classroom Content	Daily 1 hour / Session On ALC Computer only / On Smartphone using MKCL Learner App / At Home on Smart TV using MKCL Smart TV App
Practical: Perform Content - 50 Hours eLearning of Lab Content on Computer only	Daily 1 hour / Session On ALC Computer only
Homework: Reading Content - 44 Hours Book Reading, Self-Study, Revision and Practice	Daily ~1 hour / Session With eBook on Smartphone

Batch Calendar: For Batch and Exam event please visit below link.

<https://mscit.mkcl.org/course-details/important-dates>

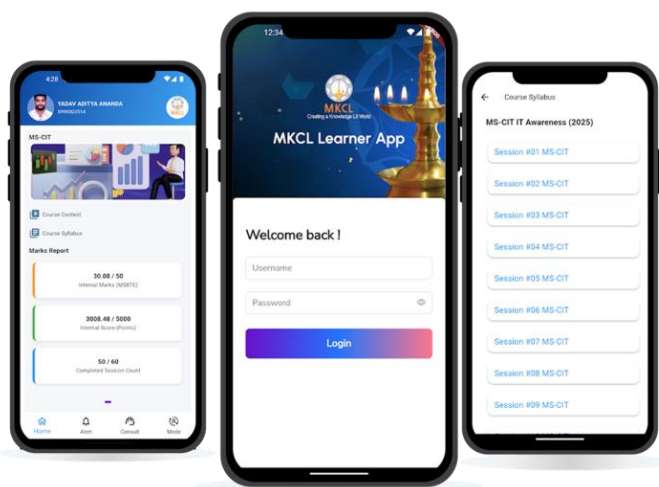
Date(s) of Application and Fee Payment by Learner: 1st - 28th day of each calendar month

MS-CIT Sessions

Pillar No.	Name of the Pillar of MS-CIT Curriculum	Session Nos.	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, and Cyber Security Skills	46	1
11	MS-CIT Online Final Exam Practice	47 to 50	4
Total		50 Sessions	50 Marks

MS-CIT eBook

Learners will receive a highly illustrated eBook called **Basics of Information Technology (BITS)**. eBook is available through **MKCL Learner App** for Android phones.



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Download on the
App Store

Applicant Should:

1. Demand and Verify the Fee Receipt

- Always **collect a printed receipt** after making any payment at the Authorized Learning Center (ALC).
- Learner will receive separate Fee Receipts - **Fee Receipt for MKCL Share** and **Fee Receipt for ALC Share**.
- MKCL will give Fee Receipt for MFO only. ALC will give fee receipt for ALC share.
- Carefully **verify the amount** printed on the receipt to ensure it matches the amount actually paid.

2. Check Your Personal Details on the Receipt

- Verify that your **name** is printed correctly on the fee receipt.
- If there is any error, request correction **within 24 hours of the last date of payment**.
- *Please note:* The name printed on the receipt will appear **exactly same on your MS-CIT Certificate**.
- As per **MSBTE guidelines**, no changes will be allowed later in **name, photo, gender, signature, or any other details**.

3. Pay Fees Within the Due Date

- Ensure that the **complete fees** are paid within the stipulated due dates.
- A learner will be considered **registered only after** the admission procedure is completed and the full payment is received.

5. Incomplete Payment

- If the **full payment** is not made, the applicant will **not be considered a registered learner** and cannot appear for the examination.

6. Non-Refundable & Non-Transferable Fees

- *Please note:* **Fees once paid are strictly non-refundable and non-transferable** under any circumstances.

Academic Guidelines for Learners:

1. Refer to the Academic Schedule

- Learners must refer to the **Academic Calendar** and **Day-wise Syllabus Breakup** available on the **MKCL website** or at the Authorized Learning Centre (ALC).

2. Mandatory Biometric Attendance

- Learners must **record daily attendance** through the **biometric device** at the ALC.

3. Access to eLearning Platform (ERA)

- Ensure that you have received your **ERA Login ID and Password** to access the **eLearning Revolution for All (ERA)** platform.
- Use **headphones** for a better learning experience while accessing digital content.

4. Study Material

- Verify that you have received the **eBook** via MKCL Learner App in your preferred language - **English, Marathi, or Hindi**.

5. Daily Attendance & Session Completion

- **Daily attendance and completion of sessions on ERA are mandatory.**
- Failure to mark attendance or complete sessions will result in **loss of marks**.
- *Note:* MKCL will **not be responsible** for any marks lost due to non-compliance.

6. Examination Scheduling

- The **exam schedule** will be based on the marks and progress **reported to MKCL by the ALC**.

7. Validity of ERA Login

- ERA login credentials stay active only for the **course duration selected at the time of admission**.
- For a **2-month duration**, the login will be valid **for 2 months from the date of admission confirmation**.
- If a learner does not complete the course within the specified duration, the **validity will be extended for an additional 2 months**.
- If the learner still fails to become eligible for the exam after this extension, they will have to **register as a fresh learner and pay the full course fees again**.

MS-CIT Fees:

Please visit MS-CIT Website for Fee Details - <https://mscit.mkcl.org/course-details/fees>

or Visit Nearest MS-CIT Center for Information

Examination Guidelines for Learners:

1. Eligibility to Appear for the Final Examination

A candidate will be eligible to appear for the examination only if **all the following conditions are satisfied:**

- Full examination fee has been paid.
- Candidate data has been successfully processed and approved by the examination body.
- A minimum of 20 internal assessment marks has been secured.
- 50 academic sessions have been completed.

Important:

Learners who do **not meet the above criteria** will **NOT** be allowed to appear for the Final Examination.

2. Passing Criteria

To successfully pass the MS-CIT course, learners must:

- Score **a minimum of 20 marks in internal assessment** to qualify for the Final Examination.
- Obtain **at least 40 marks out of 100 marks** (combined internal + final exam score).
- Achieve **individual passing** in both **Internal Assessment** and **Final Examination**.

3. Applicability of Rules

- **All rules, guidelines, and instructions** mentioned above **apply to all MS-CIT admission modes** without exception.

Examination Pattern:

MS-CIT Final Online Exam Pattern:

- Final Online Exam will be under the surveillance of Web Camera System

Objective Topics	Practical Topics
- Basic IT Awareness 21st Century Office Productivity Skills - Smart Typing Skills, 21st Century Daily Life Skills & Study Skills - Digital India Skills, Job Readiness Skills, Work from Home Skills - Ergonomics, Go Green, Netiquettes, Cyber Security Skills	- Windows 10 + Internet + Google Drive + Google Chrome + Microsoft Edge - MS Word + Google Docs - MS Excel + Google Sheets - MS PowerPoint + Google Slides - MS Outlook + Gmail

MS-CIT Exam Marks

- 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.

- Level 1 = Low difficulty level
- Level 2 = Medium difficulty level
- Level 3 = High difficulty level

* For Physically challenged learners the exam will be 2 Hours, attendance 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	1	20
2	Medium	6	14	20	1	20
3	High	3	7	10	1	10
	Total	15	35	50	1	50

* In Final Online examination, learners must pass separately in Objective and Practical section with minimum of 40% marks

Re-Examination Policy

- **Re-Examination Fees: ₹ 527/-**
- If a learner **fails or is absent** in the **first available final exam attempt**, they may appear for **two consecutive re-exam attempts** by paying the requisite re-exam fees at the enrolled MS-CIT Center.
- If the learner **remains absent or fails in these two re-exam attempts**, they must **register as a new learner** and pay the **full course fees** again.
- The MS-CIT examination fee is **subject to revision by the Authority from time to time**. Any revised or additional fee, if applicable, **shall be borne by the learner**.

Other Important Guidelines for Learners

1. Biometric Verification

- It is **mandatory to use a biometric device** during the **Final Examination**.
- Learners must **mark their attendance through the biometric device** before appearing for the exam.

2. Data Capture During Learning & Examination

- The system will capture the learner's **photo and video** during both the **learning process and the examination process**.
- MKCL and MSBTE will use this data for **academic, verification, and processing purposes**.

3. Certificate Collection

- Joint Certification by MKCL & MSBTE (Maharashtra State Board of Technical Education) only for MS-CIT Pass students
- Provisional certificate will be issued to MS-CIT pass learner immediately after exam result.
- Learners who successfully pass the MS-CIT examination will be awarded the MKCL Expert Certificate, which will be made available at their respective Authorized Learning Centre (ALC) approximately 45 days after the examination date.
- It is the learner's responsibility to collect the certificate from the ALC within 3 months of its availability. MKCL and the ALC shall not be held liable for any delays, losses, or non-collection of the certificate beyond this period.
- In such cases, learners must apply for a **Duplicate Certificate** through the **MSBTE process** by paying the applicable fees directly to MSBTE.

- Duplicate Certification Application form link is given below :

https://mscit.mkcl.org/user/pages/files/MS-CIT_duplicate_certificate_application_2025.pdf

- Learners may also apply for name correction on the MS-CIT certificate in case of any spelling errors in their name using below link :

https://mscit.mkcl.org/user/pages/files/MS-CIT_name_correction_form_2025.pdf

4. Exam Venue

- Normally, the exam will be scheduled at the **same center where the learner has undergone training**.
- However, in some cases, the exam may be scheduled at **another center**, and the learner will need to **travel to the exam venue at their own cost**.

5. Mandatory Documents for Examination

- Learners must carry the **printed Hall Ticket** and **original valid Identity Proof** while appearing for the exam.

6. Exam & Course Conduct Rights

- All rights regarding the conduction of the **MS-CIT Course** rest with **Maharashtra Knowledge Corporation Ltd. (MKCL)**.
- **Maharashtra State Board of Technical Education (MSBTE)** is the **examining authority** for MS-CIT.
- All **rules, regulations, norms, and policies** for the examination are decided by MSBTE.
- Therefore, **MKCL is not responsible** for matters concerning the **conduct of MS-CIT examinations**.

7. Exam Scheduling & Responsibility

- As MKCL is not responsible for exam scheduling, **no guarantee can be given by MKCL or any Authorized Learning Centre (ALC)** regarding exam dates, timings, or venue.
- Such details are entirely **decided by MSBTE**.

8. Mode of Examination

- MSBTE may conduct the exam in **Quasi-Online Mode** or **Fully Online Mode**, depending on the situation.

- **MSBTE reserves the right to change the mode of examination without prior notice**, and MKCL shall **not be liable for any such modifications**.

9. MKCL's Rights & Policies

- MKCL reserves the right to **modify terms, conditions, fees, academic patterns, evaluation methods, and certification patterns** without prior notice.
- MKCL shall **not be liable to anyone** for any such changes.
- Learners are advised to **visit official website or contact ALC** to understand any change
- MKCL may use learner information for **official communication and marketing purposes**.

10. General Guidelines

- In case of any **loss due to technical issues**, learner may have to learn again.
- MKCL shall **not be responsible** for any physical injury, mental stress, health issues, fatigue, or discomfort experienced during or after learning activities.
- MKCL shall **not be responsible** for any incident occurring due to **personal negligence, improper use of equipment/machines, or non-adherence to instructions**.
- MKCL shall not be responsible for **any natural calamities or other human made incidents**.
- Any loss, accident, delay, or inconvenience during travel or stay shall be **solely the learner's responsibility**
- MKCL is not responsible for **internet connectivity issues, power failures, device malfunctions, or data loss** at the learner's end.
- MKCL is not responsible for any **cyber risks, misuse of credentials, or unauthorized access** caused due to learner negligence.
- Learners must ensure **secure handling of login credentials** as well as use of compatible devices and stable internet connectivity.
- MKCL shall **not be responsible** for **actions, commitments, or conduct of third parties** such as ALC and their staff, satellite center, or any external organizations.
- MKCL is not liable for **any loss, damage, or consequences** resulting from the **application or misuse of learned skills**.
- MKCL shall not be responsible or liable for:

- Fraud, misrepresentation, breach of contract, or unfair practices by ALC or any third party.
- Any financial loss, exploitation, harassment, or dispute arising from ALC or third-party engagement.
- Learners are advised not to make any payments to third parties unless independently verified and documented.
- Learners shall not raise **any claim, compensation demand, or legal dispute** against MKCL for actions taken due to their own misconduct or third-party disputes.
- Learners must independently evaluate the **appropriateness and risks** before applying knowledge in real-world scenarios.
- MKCL shall not be responsible for consequences arising due to **misconduct, indiscipline, or violation of rules** by learners.
- By enrolling in and continuing the course, the learner:
 - Confirms that they have read, understood, and accepted all instructions and disclaimers.
 - Agrees that MKCL shall not be held responsible for any incidents, losses, or consequences arising out of learning or post-learning activities.
 - Understands MKCL's role is limited to **education facilitation only**

The learner hereby provides free, informed, specific, and unambiguous consent to the collection, storage, processing, and use of their personal data by MKCL for purposes related to enrollment, learning delivery, assessment, certification, compliance, and other allied academic and administrative activities. The learner further consents to the sharing of such personal data with authorized partners, service providers, regulatory authorities, and government bodies, strictly on a need-to-know basis and in accordance with applicable data protection laws and MKCL's privacy policy.

MS-CIT Syllabus

Maharashtra State – Certificate in Information Technology (MS-CIT)

These skills are essential for mastering best practices and smart use of computers and smart phones as well as various popular Software Tools and Mobile Apps with their applications in real life job situations leading to enhancement of individual's productivity, efficiency, quality and creativity in personal, professional and social life.

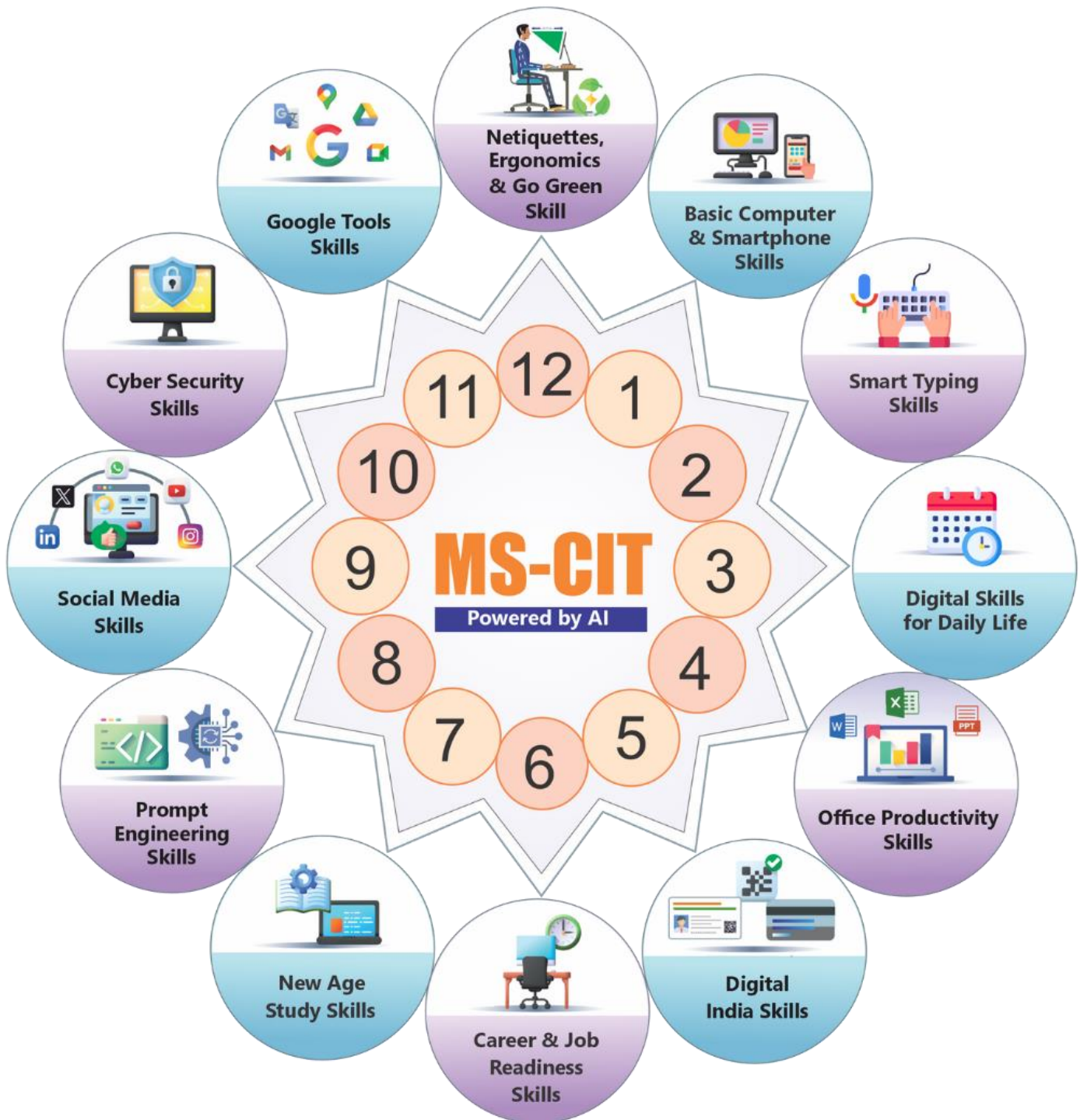
Software Tools

The software tools to be covered in the course:

Sr. No.	Tools
Operating System and Internet	
1	Windows 10
2	Internet
3	Google Chrome
4	Mozilla Firefox
Word Processor	
5	MS Word 2019/365
6	Google Docs
Spreadsheet	
7	MS Excel 2019/365
8	Google Sheets
Presentation Graphics	
9	MS PowerPoint 2019/365
10	Google Slides
Personal Information Manager	
11	MS Outlook 2019/365
12	Gmail Inbox
13	Google Drive
Other Essentials and AI Tools	
14	Several Apps on Smart Phones
15	100+ AI Tools such ChatGPT, DALL-E and many more.

Syllabus

The syllabus consists of following 12 Pillars.



1. **Basic Computer & Smartphone Skills:** In addition to basic concepts in IT and introduction to computers, this topic brings an awareness that in 21st Century almost everything is linked directly or indirectly to Information Technology e.g. from smartphone to Drone Technology to Google car, from Smart watches, Fit Bit to 3D printing and so on. This topic also covers awareness about the life and work of individuals whose inventions and discoveries have made today's world of IT possible and made our life simple, easy and interesting. This topic attempts to motivate and inspire a learner to pursue career in IT.
2. **Smart Typing Skills:** Learner gets an opportunity to learn scientific method of error-free typing along with use of voice typing while achieving high speed and acceptable as per the industry standards.
3. **Digital Skills for Daily Life:** Now-a-days, use of internet, mobile and similar gadgets, and Apps available on them have liberated us. 21st Century Daily Life Skills cover how to make smart use of such various Apps and Websites to make job environment efficient, productive and effective.
4. **Office Productivity Skills:** These are the skills that help the Learner work effectively at the workplace by way of smart use of various office automation tools like MS Word, MS Excel, MS PowerPoint, MS Outlook, Google Docs, Google Slides, Google Sheets to quickly deliver various professionally relevant high quality outputs required in normal job environments.
5. **Digital India Skills:** Being a citizen belonging to 21st Century, everyone should be aware of various online services and facilities made available by central government. Digital India Skills help in availing these services effectively. e.g.: services like availing passport, Aadhaar card, PAN card, various certificates like, birth/death/marriage/income certificate etc.
6. **Career and Job Readiness Skills:** Every learner who is on verge of stepping in to employment, must get his/her basics right so as to be able to grab a job opportunity with success. The aspirant must know things such as how to create an effective resume, what tools are available online to assist him/her with different job opportunities available, how he/she can use Professional networking online to connect with Industry professionals etc.
7. **New Age Study Skills:** The rapidly changing part of life in 21st Century is, mainly the way we learn/study. 21st Century Study Skills helps us to keep up with it, and open new learning avenues. e.g.: using various websites/apps for accessing interactive learning objects, virtual labs, accessing knowledge-banks like, TED Talks, Google Scholar etc.
8. **Prompt Engineering Skills:** Prompt Engineering Skills involve crafting effective prompts to interact with AI systems like ChatGPT, ensuring accurate and useful outputs. These skills are crucial today as AI becomes deeply integrated into industries like education, customer service, content creation, and software development. A well-structured prompt can significantly enhance productivity and decision-making. As AI tools grow more powerful, knowing how to guide them efficiently is becoming a valuable and in-demand skill.
9. **Social Media Skills:** The Social Media Skills syllabus introduces learners to essential platforms like Instagram, X (Twitter), and Snapchat, focusing on basic content creation and audience interaction. It

includes practical tools such as LinkedIn and Canva helping learners develop digital communication and professional networking skills. This provides a simple yet effective foundation for understanding social media and its everyday applications.

10. **Cyber Security Skills:** Cyber Security skills are the skills that anyone and everyone should be aware about. Skills that educate about vulnerabilities while moving around in the cyber world, and best practices for maintaining safety, securing your digital identity. e.g.: tasks like: I can protect myself from online spoofing, I can secure my net banking account with strong password, I can securely share my data on social media sites etc.
11. **Google Tools:** Google Tools offer a suite of productivity-enhancing features, including advanced search, cloud-based storage, and communication tools. Selected Google tools have now been added to the which will empower learners with efficient solutions for personal and professional needs.
12. **Netiquettes, Ergonomics and Go Green:** Netiquette is the etiquette of using the internet. It includes polite communication, respecting copyright, posting topics, and respecting others' time. This section covers all these aspects. Ergonomics is the process of designing workplaces and systems to fit users. Here, learners learn skills to improve workplace behavior and adapt to different environments to minimize physical injury risk. The Go Green section provides knowledge and practices for environmentally friendly and responsible decisions and lifestyles, protecting the environment and its natural resources for future generations.

Detailed Syllabus

Basic Computer and Smartphone Skills:

Topics	Sub-Topics
Computer Basics	Describe the importance of computers in today's world.
	Identify the main parts of a computer.
	Identify the steps for starting and shutting down a computer.
	Identify the different groups of keys on a keyboard.
	Basic typing, typing in multiple languages.
	Perform different tasks by using a mouse.
	Describe other common computing devices such as laptops, netbooks, tablets, and phones.
	Identify the primary hardware components of a computer.
	Explain an operating system.
	Explain programs and data.
	Describe a network and the types of networks.
	Explain the terms Internet, World Wide Web, and intranet.
	Compare the features of different types of computers.
	Explain the role of memory.
	Explain the basics of computer performance.
	Explain the concept of minimum requirements for software.

	Describe the types of productivity programs and their uses.
	Describe the types of communications programs and their uses.
	Describe the uses of educational and entertainment programs.
	Explain the common functions of an operating system.
	Identify the components of the Windows 10 interface.
	Explain the options available in the Start screen of Windows 10.
	Work with the Windows 10 interface within programs.
	Manage files and folders in Windows Explorer.
	Perform basic file operations.
	Describe how computers have become a central part of everyday rural and urban life – around the world.
	Identify the career opportunities available for a computer-literate person.
The Internet, and the World Wide Web	Describe the uses of the Internet and Cloud Services.
	Identify the requirements for an Internet connection.
	Identify the features of two types of Internet connections.
	Relate the term bandwidth to types of Internet connections.
	Describe the components of the Web.
	Explain how Web addresses work.
	Explain how to connect to the Internet.
	Explore Web sites by using a browser.
	Describe how to save favourite Web sites.
	Search for reliable information on the Web.
	Explain how to perform transactions over the Web.
	Explain how e-mail works.
	Write and send e-mail messages.
	Manage e-mail messages.
	Identify correct e-mail etiquette
	How to create an email address.
	Identify the features of online communities.
	Explain how instant messaging and Web-cam video communication works.
	Explain how to create and publish Web pages.
	Explain how to blog using Windows Live Writer.
Information Technology, The Internet, and You	Information Systems
	People
	Software
	Hardware
	Data
	Connectivity and the Mobile Internet
The Internet, the Web and Electronic Commerce	The Internet and the Web
	Internet Access
	Web Utilities (Filters, File transfer utilities, Internet Security Suites)
	Communication
	Search Tools
	Electronic Commerce
	Cloud Computing

	The Internet of Things
Application Software	Application Software
	General-Purpose Applications
	Specialized Applications
System Software	System Software
	Operating systems
	Mobile Operating systems
	Desktop Operating systems
	Utilities
The System Unit	System Unit
	System Board
	Microprocessor
	Memory
	Expansion Slots and Cards
	Bus Lines
	Ports
	Power Supply
	Electronic Data and Instructions
Input and Output	What is Input?
	Keyboard Entry
	Pointing Devices
	Scanning Devices
	Image Capturing Devices
	Audio-Input Devices
	What is Output?
	Monitors
	Printers
	Audio-Output Devices
	Combination Input and Output devices
Secondary Storage	Storage
	Hard Disks
	Solid State Storage
	Optical Discs
	Cloud Storage
	Mass Storage Devices
Communications and Networks	Communications
	Communication Channels
	Connections Devices
	Data Transmission
	Networks
	Network Types
	Network Architecture
Databases	Organizational Networks
	Data

	Data Organization
	Databases
	DBMS Structure
	Types of Databases
	Database Uses and Issues
AI Tools	Cortana / Microsoft Co-Pilot
	Google Assistant/Gemini
	Otter.ai
	ChatGPT
	IFFFT- Task Automation
	Digital Wellbeing - Google
	Google Fit

Smart Typing Skills:

Topics	Sub-Topics
Introduction	Introduction to Typing
	Touch Typing
	Voice Typing
	Keyboard
	Types of Keyboards
	Ergonomic Keyboards
	PDA Keyboards
	Devanagari Font and complex script settings, Unicode settings
	Muscle Memory
	Names of Fingers
	Finger Placements
	Minimizing Hand Movements
	Typing Trivia
	Measuring Progress
Introduction to Keyboard	Introduction to Keyboard, Home Row
	The Space Bar
	The Enter Key
	Using Keys
	Typing Tips
	Learning the G and H Keys
	Learning the Apostrophe Key
	Top Row
	Learning the E and I Keys
	Learning the W and O Keys

	Learning the Q and Y Keys
	Learning the P and T Keys
	Bottom Row
	Learning the C and Comma Keys
	Learning the Tab Key
Introduction to Number Pad	Num Pad
	Touch Typing on the Number Pad
	Num Pad Home Row Positions
	Index Finger Keys
	Typing Tips
	Learning the X and Period Keys
	Learning the Z and Slash Keys
	Learning the B and N Keys
Other Keys	Other Keys, Numbers and Symbols
	Shift Keys
Number and Symbols	Numbers
	Using Number Keys – 1 to 5
	Using Number Keys – 6 to 9 and zero
	Symbols
	Learning the Square Brackets and Back Slash Keys
	Navigation Keys
	End Key
	Page Up and Page Down Keys
	Arrow Keys
	Other Keys
	Esc Key
	Windows Key
	Special Keys
	Caps Lock
	Numeric Keypad
	Middle Finger Keys
	Ring Finger Keys
	Little Finger Keys
Data Entry in Various Tools	Microsoft Excel
	Creating a Workbook
	Using Templates
	Downloading Templates
	Creating a Blank Workbook

	Moving Between Cells
	Entering Headings
	Entering Data
	Adjusting Column Width
	Open Office Writer
	Creating a New Document
	Entering Text
	Text Wrapping and Tabs
	Selecting Text
	Editing Text
	Undoing and Redoing
	Editing Modes
	Open Office Calc
	Creating a Spreadsheet
	Moving Between Cells
	Entering Headings
	Entering Data
	Adjusting Column Width
	Google Docs
	Adobe PageMaker
	CorelDRAW
	Adobe InDesign
	Data Entry
	Role of a Data Entry Operator
	Need for Data Conversion
	Skills Required for Data Entry
	Types of Data Entry Jobs
	Data Entry Jobs in Industrial Sector
	Data Entry Jobs in Medical Sector
	Related Jobs
	Types of Data
	Data Validation
	Data Categories
	Data Correctness
	Compiling Data
	Data Entry Tools
Data Conversion, Scanning and	Scanning
	OCR

Image Assisted Data Entry	Data Conversion for the Web
	Other Conversions
	Data Entry Pay Scales
	Factors affecting Pay Scale
Copyrights and document formats	Copyright
	Legal Documents and Stamp Papers
	Other Documents
	Medical Transcription
	How Transcription Works
	Medical Transcription Course
	Stamp Papers
	Bank Documents
	KYC Details
	Loan Applications
	Form Entries
	Form Entry
	Publications
	Types of Typists
	More Information
	Typewriters To Computers
AI Tools	Bhashini
	Quillbot
	Google Docs – Voice Typing
	Grammarly
	MonkeyType
	AI Writer
	ProKeys

Digital Skills for Daily Life:

Topics	Sub-Topics
Internet and Connectivity	Buying good internet plans for mobile
	Configure and activate internet connection for mobile
	Wi-Fi
	Tethering, Hotspot
Productivity	Mobile Number Identification: Truecaller App
	Google Tasks
	Google Calendar

	To-Do, reminders, Alarms, Clock
	Gmail
	Voice Typing
	Smart Voice Assistant: Google Assistant, Siri
	Weather forecast: Accuweather
	JustDial
	Mobile Scanners (Adobe Scanner, Google Lens)
	Evernote
	QR code scanning
	Google Docs, Google Slides, Google Sheets, Google Drive
	Google Playbooks
	Voice Recorder
	Mirroring Apps
	Minutes of meetings: Otter
	Google Keep
	Android File Explorer
	DropBox
	Camera (Photo, Video)
Social Connect	Networking for professional upgradation: LinkedIn
	Google Duo
	Skype
	Google Meet
	WhatsApp
Entertainment	Booking movie/theatre tickets online: BookMyShow
	Watching movies online : YouTube, Netflix, Prime Video, Hotstar, Voot
	News apps: Inshorts, Daily Hunt
	Storytel, Audible, BookGanga
	Smart Home: Alexa, Google Home
	Casting (Mobile on TV)
	Online Music: Gaana, JioSaavn
Cashless Transactions	Google Pay
	Paytm
	BHIM App
eBanking	Opening net banking account
	Credit or debit card for online shopping
Bill Payment/ Recharge	Recharge mobile phone online
	Pay Telephone bill online
	Pay electricity bill online
Travel	Travel Planning: Yatra, MakeMyTrip, Trivago, Google Trip
	Railway Booking: IRCTC
	Flight tracking: Flight Radar
	Booking Cabs online: OLA, Uber
	mParivahan

Navigation	Google Maps, GPS, Here Maps
New Media Literacy	Image Editing, Audio Editing, Video Editing, Short clips, Facebook videos, Instagram videos
	Google Photos, Musemaze, Kinemaster
File Sharing	Transfer using Bluetooth
eCommerce	Online Shopping
	Amazon, Flipkart, Myntra, AJIO, Snapdeal
Utilities	Utility services: Urban Company
	Quickr
	Buy and sell: OLX
Backup and Recovery	Mobile Data Backup
	Contact/SMS Backup
	eWallets
	Digital Wallets
	SMS Organizer
Security	FaceID
	Biometric Authentication
	PINs
	Emergency Number (ICE)
AI Tools	ChatGPT
	DALL-E
	Todoist
	Notion
	Habitica
	Suno
	WhatsApp Meta/Meta AI
	Moises
	Zomato/Swiggy/Blinkit
	Amazon Alexa
	Leonardo AI
	Amazon Shopping
	Google Maps
	Google Keep

AI Powered Office Productivity Skills:

Topics	Sub-Topics
Office Productivity Programs – MS Office (Word, Excel, PowerPoint) and	Describe the functionality of the common programs in Microsoft Office 2019 and Office Web Apps.
	Identify the main components of the graphical user interface (GUI) of a productivity program.
	Use the pointer to navigate in a program.

Google Office (Docs, Sheets, Slides)	Identify the tabs, groups, and commands on the Ribbon.
	Use the buttons on the toolbars to perform various tasks.
	Type text and characters in a program by using the keyboard.
	Explain the use of keyboard shortcuts and key combinations.
	Perform basic tasks in a word processor.
	Find and open templates in word processor.
	Edit and format text in word processor.
	Work with tables and pictures in word processor.
	Proofread a document in a word processor.
	Identify the benefits of desktop publishing.
	Identify the components of a spreadsheet.
	Enter data into a spreadsheet.
	Perform basic mathematical tasks in a spreadsheet.
	Insert charts in a spreadsheet.
	Print a spreadsheet.
	Identify the elements of a presentation program.
	Create a presentation.
	Add graphics and multimedia to a presentation.
	Use the print options available in a presentation program.
	Explain basic concepts of a database.
	Create a database.
	Work with records in a database.
	Explain what database queries are and how they work.
	Work with reports.
Office Add-ins for Improved Productivity	Microsoft App store add-ins for MS Word, MS Excel and MS PowerPoint
AI Tools	MS PowerPoint Designer
	MS-Excel Data Analysis
	MS PowerPoint Presentation Creation
	MS PowerPoint Speech Coaching/ Rehearse with Coach
	Microsoft Copilot
	MS-Outlook - Email Drafting
	Google Chrome/Gmail - Help Me Write
	Trello
	Asana
	Google Slide - Smart Compose
	ChatGPT
	MS Team - Meeting Summaries
	Otter.AI

Digital India Skills:

Topics	Sub-Topics
Digital India Skills	Applying for Birth Certificate online
	Using online government helpline services
	Finding Vehicle Details
	Visiting and exploring 'mygov.in'
	Booking appointment online in Government Hospital
	Filing income tax return
	Applying for Aadhaar Card, verifying and updating Aadhaar Details
	Getting alerts from Central Government
	Applying for Passport online
	Tracking status of my Passport application online
	Applying online for Pradhanmantri Suraksha Bima Yojana
	Applying online for Pradhanmantri Jeevan Jyoti Bima Yojana
	Using Digilocker to store certificates online
	Scanning and storing documents online
	Applying online for Pradhanmantri Awas Yojana
	Applying online for Voter ID Card
	Searching name in the Voter ID list
	Applying online for Driving License
	Applying for PAN Card online
	Applying online for Pradhan Mantri Fasal Bima Yojana
	Registering complaints on Consumer Forum
	Booking an appointment with Government officer Online Booking
	Viewing details on MGNREGA
	Making an application for right to information
	Using Rakshak App for safety of Women and Senior Citizens
	Applying online for Pradhanmantri Mudra Yojana
	Calculating income tax
	Checking weather status in nearby area
	Knowing all Emergency Numbers
	Applying for ration card online
	Applying online for Start-up Recognition
	Applying for education loan
	Applying online for Pradhanmantri Sukanya Samruddhi Yojana
	Applying for National Scholarships
	Registering complaints with National Human Rights Commission online
	Using mKisan Portal and Kisan App
	Locating blood bank nearby me, and know about stock availability
	Availing ePost Office Service of India Post
	Availability LPG services online
	Checking Provident Fund Online
	Applying online for Atal Pension Yojana

AI Tools	Tracking status of the court case online
	Getting Soil Health card
	Becoming aware about the Agricultural Market Price using mKissan App
	Applying for Death Certificate online
	eNAM
	GramCover
	Gram Swaraj
	Unified Farmer Service Interface (UFSI) - AgriStack
	Umang
	eSanjeevani
	Qure.AI
	SOUL
	NSDL
	Unified Lending Interface (ULI) & Unified Payment Interface (UPI)

Career and Job Readiness Skills:

Topics	Sub-Topics
Job Readiness Skills	Job Readiness and Digital Freelancing
	Careers in Digital Freelancing
	Use of Mobile for Digital Freelancing
	Internet for Digital Freelancing
	Mobile Data and Hotspot
	Creating Professional email ID
	Security for email account
	Retrieving lost password for email account
	Resume: Do's and Don'ts
	Various Job portals
	Apply for suitable online jobs
	Create Professional Network on LinkedIn
	Digilocker: Store your documents online
	Google Drive for storage
	Communication and Etiquettes
	Gboard: Google Keyboard
	Grammarly
	Voice typing using Google Docs
	Notes taking using Google Keep
	Securing net banking transactions
	Use of Paytm and BHIM for Cashless transaction
	Use of PayPal
	Job opportunities on Freelancing portals
AI Tools	Research Rabbit

	Iris.AI
	ChatGPT
	Meta AI
	GramTarang
	WriteSonic
	Freepik
	HeyGen
	Claude AI

New Age Study Skills:

Topic	Sub-Topic
Smart Search	Using Google to search more information about study topics
	Doing clustered search
	Using Wikipedia to search the information
	Searching and downloading eBooks (NCERT)
	Finding information about The World via https://knoema.com/atlas
Online and Free Learning	Watching educational videos online (YouTube)
	Watching educational talks on TED Talks
	Listening to a podcast and learn cool science facts in 60 seconds
	Joining Massive Open Online Courses (MOOCs)
	Learning online courses on Coursera.org
	Learning online courses on Udemy App
	Learning any subject online for free on edx
	Learning from Best Colleges in the World - NPTEL
	Learning through videos on Khan Academy
	I want to improve my Social Learning/General Knowledge using Facebook
	Using Discovery Science for studying in a better way
	Learning programming/coding with peers on www.codecademy.com
	I can access online Research Papers (Google Scholar)
	I can participate in Live Discussions (Facebook Live)
	I can learn by discussions in forums (quora.com)
	Listening to music, watch videos and share online
	Learning through Edmodo
	Learning online courses on Moodle
Notes Making and Presentation	Using Google Docs to share notes
	Organizing my day/ Notes, important points using Google Keep
	Making a presentation on my research and take real time feedback via Google Slides
	Express my Ideas using Mindmap tool

	Checking my project report for Plagiarism using Plagiarism checker
Collaboration and Data Organization	Collaborating with peers to practice for competitive exams like IIT JEE
	Conduct a poll/survey/research using Google Forms
	Improving my productivity using StayFocusd app
	Keeping track of my important events/classes all in one place (Google Calendar)
Language Learning	Searching synonyms, antonyms, and thesaurus on dictionary.com
	Checking grammar and spell check
	Improving vocabulary using volt
	Listening to Online Stories / Classic Literature in any language
	Learning a new language by interacting with my phone with the duoLingo App
Art, History and Humanities	Learning about History using Google Arts and Culture
	Learning about the History of India, using India History App chronologically
	Drawing art on a tablet using an app
Learning through Experiments, Games	Performing science experiments online- Physics
	Performing science experiments online- Chemistry
	Performing Math Experiments
	Learning about the stars by using http://stars.chromeexperiments.com/
	Testing Intelligence Quotient (IQ)
	Testing Emotional Quotient (EQ)
	Understanding my personality type - https://www.16personalities.com/
	Learning by playing games and improve my abilities - Elevate
	Learning by playing games and improve my abilities – NeuroNation
	Exploring http://planner5d.com/ for interior plans
AI Tools	Slidesgo
	Gradescope
	Brainly
	Mendeley
	Wolfram Alpha
	Google Bolo (Read Along)
	Photomath
	Socratic by Google
	Unstuckstudy ai
	Coconote ai
	Microsoft Math Solver
	Perplexity AI
	Quizizz

Prompt Engineering Skills:

Topics	Sub-Topics
Prompt Engineering Skills	What are prompts?
	Importance of prompts
	Verbal prompts
	Visual prompts
	Written prompts
	Interactive prompts
	Effective use of prompts in learning
	Tailoring prompts to different learning styles
	Overview of AI tools
	AI tools and prompts
	Case studies on AI-enhanced prompts
	Balancing complexity and simplicity in prompts
	Case Study: Creating effective prompts
AI Tools	Partnering with AI: Pictory
	Partnering with AI: Socialbee
	Partnering with AI: Veed.io
Introduction to Coding Skills	Introduction to Scratch Programming
	Introduction to C Programming Basics
	Introduction to Object-Oriented Programming (OOP) Basics
	Introduction and Features of Java
	Introduction to Python
	Introduction to Android
Smart Technologies and Apps	DALL-E 2
	Playgroundai.com
	Starryai
	Cutout Pro
	Eesel app extension
	Wordtune
	Visily
	Fun with Technology
	Replika app
	Youper
	Womp
	Google Translate
	Be My Eyes
	LibriVox
	Missing Maps
	Earth5R
	Nudge
	Carbon Footprint and CO2 tracker
	Earth Hero: Climate Change

	ChatGPT
AI Tools	Google Colab
	Amazon CodeWhisperer
	Mimo
	ChatGPT
	Tynker
	W3Schools
	PyCharm Edu

Social Media Skills:

Topics	Sub-Topics
Social Media Skills	YouTube
	WhatsApp
	WhatsApp Business
	Telegram
	Instagram
	X (Formerly Twitter)
	Snapchat
	Replika
	Youper
	Canva
	Sharing on social media
	LinkedIn
	ChatGPT
	Cutout Pro
	Google Photos – Sharing of Photos
	Tumblr
	Ethical and Responsible Usage
AI Tools	Pictory
	Hootsuite
	Socialbee
	Heygen AI
	Veed.io
	Canva
	Synthesia
	Pexels (AI-powered Search)
	Lumen5
	Lately.ai

Cyber Security Skills:

Topics	Sub-Topics
Cyber Security Skills	Managing and maintaining strong passwords
	Securing online banking transactions and taking care of information safety
	Setting Emergency Text on ANDROID phone
	Tracking the data (internet) usage on Android PHONE
	Using good antivirus software for my Laptop and PC
	Securing Profile and other pictures shared on Facebook
	Using App Locker tools for important Mobile Apps
	Restricting Administrator account access on Personal Laptops
	"Safely remove hardware option" for plug and play devices
	Legal aspects of fake Profiles on Social Media Sites
	Securing WhatsApp DP
	Awareness about Legal aspects of publishing/transmitting material containing sexually explicit conducts
	Awareness about defamation through social media and it's legal implications
	Awareness about frauds and cheating through matrimonial sites
	Using Login IDs and passwords on public computers using safety tips
	Be careful while Sharing and Forwarding on social media
	Prevent/Block the appearance of unwanted Ads and Pop-ups
	Importance of using a physical lock for laptop
	Checking the warranty of a product or gadget
	Importance of noting down the IMEI Code
	Avoid malware while downloading Android apps
	Blocking of my SIM card when handset is lost
	Awareness about the legal consequences of using cracked or pirated software
	Protecting yourself from fake emails which pretend to be genuine
	Secure net banking and online transactions on public computers
	Awareness about data theft and IT Act 2000
	Awareness about Online Sexual harassments and it's Legal implications
	Protecting yourself from online lottery cheating and fake messages
Smart Habits	Protection from 'Work from Home' scams
	Protection from social media blackmailing
	Awareness of consequences of downloading unknown Email attachments and safety tips
	Securing Debit/Credit card physically
	Awareness about the legal consequences of displaying and distributing pirated music/videos
	Protecting data in case of loss or theft of computer/laptop
	Steps to follow whenever Mobile is stolen/lost
	Using safety tips for using public Wi- Fi networks
	Securing Aadhaar card data

	Awareness about the hazards of playing online mobile games
	Avoid peeping while using passwords and PINs
	Using the safety tips while taking selfies
	Awareness about legal consequences about data tampering
	Awareness about the hazards of using mobile while walking or driving a vehicle on road
	Awareness about the legal aspects of offence like internet and drug trafficking
	Protect yourself while travelling by a hired car
	Identifying and protecting from fraud calls regarding online lucky draw
AI Tools	Vectra AI
	Anomali
	Microsoft Security Copilot
	CyberChef
	1Password
	CrowdStrike Falcon
	Lookout
	Wireshark

Google Smart Tools Skills:

Topics	Sub-Topics
Google Tools	Google Search
	Google Lens
	Google Assistant
	Google Maps
	Google Photos
	Google Keep
	Google Chat
	Google Drive
	Google Tasks
	Google Forms
	Google Meet
	Google Pay
AI Tools	Google Assistant/Google Gemini
	Google AI Essentials
	Google Vids
	Google Smart Compose
	Google Help Me Write

Netiquettes:

Topics	Sub-Topics
Netiquettes	Netiquettes
	Email etiquettes
	Online forms and their risks
	Be vigilant while using online classifieds
	Rules of Net-etiquettes
	Sharing is caring, but not on Internet
	Deactivate unused accounts
	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 Hacking
	Cyber Mischief
	Cyber Stalking
	Cheating by personation
	Cyber Identity 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
Smart Habits	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"

Ergonomics:

Topic	Sub-Topic
Correct Sitting Postures while using computer	Importance of ideal posture while using computer
	Some neck exercises for stress relief
	Ideal neck Posture
	Shoulder exercises for computer users
	Leg exercises
	Stretch your legs
	Why use an ergonomic chair?
	Use ergonomic table
	Ergonomic keyboard drawer
	Avoid the Lower Back Pain
	Prevent musculoskeletal disorders
	Exercises for your back
	Prevent ergonomic injuries in children
Using Mouse and Keyboard Correctly	Correct use of keyboard and posture
	Ergonomic keyboards
	Tips to use the keyboard
	Use Mouse Ergonomically
	What is an ergonomic mouse?
Taking Care of Eyes	Eyes vis-a-vis your computer screen
	Adjust the display's brightness
	Check and optimize the display settings
	Rule of 20-20-20"
	Prevent computer vision syndrome
	Blink your eyes
	Soothe your eyes
Taking Care of Ears	Proper lighting around computer workstation
	Avoiding high audio volume
	Helpful tips: Reading from your computer screen
Taking Care of Hands and Fingers	Using ergonomic headphones
	Exercises your hands and fingers
	Ouch! That wrist hurts!
	Flex those fingers
	Break the harmful habits

Forming good Habits	Adjust your workstation for comfort
	Check the position of your monitor
	Don't keep those legs dangling
	Correct laptop posture
	Exercises at your desk
	Avoid eating at your desk
	Breathing exercises
	Keep away from the noise
	Taking care while working at AC workplaces

Go Green:

Topic	Sub-Topic
Saving Energy	Importance of shutting down and logging off a computer
	Turn off your monitor
	Did you correctly shutdown your computer?
	Hibernate, lock or shut down?
	Screensavers are not energy savers, shun them
	Use apps to save time and fuel
	Use Google Maps to save fuel and time
	Save fuel, go green
	Tips on green computing
	Use shared drive storages instead of email attachments
	Analyze your computer's energy usage
	Use effective power management
	When multitasking, close the unused apps
	Organize files and folders: Saves energy
	Use energy saving technology
	Buy computers that come with a Star rating
	Buy only energy efficient products
	Upgrade to a flat panel LCD monitor
	Adjust the brightness on your monitor
	Remember to turn-off the Bluetooth and Wi-Fi
	Turn off the peripherals
	Verify if your computer's power supply is 80 plus Certified
	Extend the life of your computer
Paperless Working	Save paper, use the Notepad app
	Send e-invites and save paper
	Reduce your carbon footprints
	Share online and reduce paper waste
	Save paper, use both sides of paper
	Use paperless communication
	Use online services wherever possible
	Think before you take a printout

	Reduce paper margins to decrease paper consumption
	Use soft copies of textbooks whenever possible
	Use digital copies over hard copies
	Opt for e-bills and e-bank statements to save environment
	Use printer rationally, opt for eFax
	Replace colored prints with black and white
Saving Resources	Use Google Calendar to work effectively
	Create shortcuts, not copies
	Avoid unnecessary digital storage and email attachments
	Delete unused files from the hard drive
	Archive large email folders
	Avoid non-productive message and mail forwards
	Use zip files and PDFs
	Video conference to save time and resources
	Download only the apps and programs you need
Recycling	Recycle your old computer
	Separate your e-waste and techno trash
	Reuse ink cartridges

New Generation AI Tools covered across all 12 Pillars:

Topics	Sub-Topics
AI Tools	ChatGPT
	Meta AI
	DALL-E
	Leonardo AI
	Google Assistant/Google Gemini
	Otter.ai
	IFFFT- Task Automation
	Digital Wellbeing - Google
	Google Fit
	Microsoft Co-Pilot
	Bhashini
	Quillbot
	Todoist
	Notion
	Habitica
	Suno AI
	MS PowerPoint Designer
	MS-Excel Data Analysis
	MS PowerPoint Presentation Creation
	Google Chrome - Help Me Write

	MS-Outlook - Email Drafting through AI
	Google Slide - Smart Compose
	eNAM
	GramCover
	Gram Swaraj
	Unified Farmer Service Interface (UFSI) - AgriStack
	Umang
	Research Rabbit
	Iris.ai
	Freepik
	HeyGen AI
	Claude AI
	Gradescope
	Mendeley
	Wolfram Alpha
	Brainly
	Google Bolo (Read Along)
	Unstuckstudy ai
	Coconote ai
	Google Colab
	Amazon CodeWhisperer
	Slidesgo
	Gradescope
	Brainly
	Mendeley
	Wolfram Alpha
	Google Bolo (Read Along)
	Photomath
	Socratic by Google
	Unstuckstudy ai
	Coconote ai
	Microsoft Math Solver
	Perplexity AI
	Quizizz
	Google Colab
	Amazon CodeWhisperer
	Mimo
	Tynker
	Grasshopper
	W3Schools
	PyCharm Edu
	Pictory
	Hootsuite

	Socialbee
	Heygen AI
	Veed.io
	Canva
	Synthesia
	Pexels (AI-powered Search)
	Lumen5
	Lately.ai
	Vectra AI
	Anomali
	Microsoft Security Copilot
	CyberChef
	1Password
	CrowdStrike Falcon
	Lookout
	Wireshark
	Google Assistant/Google Gemini
	Google AI Essentials
	Google Vids
	Google Smart Compose
	Google Help Me Write
	Replika
	Stretchly
	PostureMinder
	EyeLeo
	Ecosia
	Earth Hero
	Ecowrap
	AutoWater
	Crystal

Detailed Syllabus:

For detailed syllabus please visit the link below:

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