AI Powered

MS-CIT

World-class Comprehensive Computer Course

Learner Instructions for MS-CIT Learners in Online Mode

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:

    o School or College ID Card

    o PAN Card

    o Voter's ID Card

    o Driving License

    o Passport

- o   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**.

- However, the duration may vary depending on specific circumstances.

8. **Admission Modes**
- Learners must choose the **Online Learning Mode** while 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
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 - 25th 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.
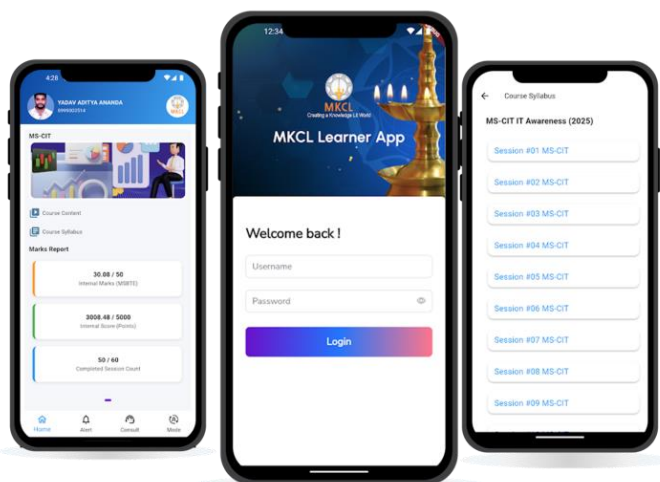
Applicant Should:

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 seperate Fee Receipts – Fee Receipt for MKCL Share and 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. **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.

3. **Study Material**

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

4. **Daily Learning & Session Completion**

- **Daily learning and completion of sessions on ERA are mandatory.**

- *Note:* MKCL will **not be responsible** for any marks lost due to non-compliance.

5. **Examination Scheduling**

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

6. **Validity of ERA Login**

- ERA login credentials remain 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 be required to **register as a fresh learner and pay the full course fees again**.

Examination Guidelines for Learners:

1. Eligibility to Appear for the Final Examination

To be eligible for the **Final Examination**, a learner must:

- **Earn a minimum of 20 internal marks** before the prescribed schedule.
- **Complete at least 40 sessions** before the prescribed schedule.

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, attendant 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**.

MS-CIT Fees

MS-CIT Revised Fee Structure - Applicable from 1st June 2025

MMRDA & Non MMRA Region - Mumbai Metropolitan Region Development Authority (MMRDA) Region

Component	MMRDA Region	Non-MMRDA Region
Region	For Mumbai, Mumbai Suburb, Thane, Palghar and Raigad District Area comes under MMRDA Region	For Thane, Palghar and Raigad District Area comes under Non-MMRDA Region
ALC Service Charges	₹ 4,235/-	₹ 3,735/-
MFO (MKCL Fee + GST)	₹ 1,765/-	₹ 1,765/-

PMRDA & Non-PMRDA Region - Pune Metropolitan Region Development Authority (PMRDA) Region

Component	PMRDA Region	Non-PMRDA Region
Region	For Pune District Area comes under (PMRDA) Region	For Pune District Area comes under (Non-PMRDA) Region
ALC Service Charges	₹ 3,735/-	₹ 3,235/-
MFO (MKCL Fee + GST)	₹ 1,765/-	₹ 1,765/-

Rest of Maharashtra - For all Districts of Maharashtra (except Mumbai, Mumbai Suburb, Thane, Palghar, Raigad and Pune Districts):

Component	Course Fee (₹)
ALC Service Charges	₹ 3,235/-
MFO (MKCL Fee + GST)	₹ 1,765/-

Important Notes:

* The above fees apply to all modes of MS-CIT course delivered at Authorized Learning Centers (ALC) and Satellite Centers.

* The fees include course fees, examination fees, and certificate fees.

* MKCL reserves the right to revise the fees at any time without prior notice.

Important Instructions for Learning in Online Mode

- Before enrolling in the Course, learners must confirm with ALC the system requirements for the specific application software that will be used. They should also ensure that the software is compatible with their own laptop or desktop.

- MKCL strongly recommends using genuine software while doing the course. Any damage or data loss resulting from the use of pirated software will be the sole responsibility of the learner.

- Learners may use the student version (if available) of the required application software for the course.

- Learners must use their own personal laptop or desktop for course access and are solely responsible for internet connectivity, electricity and related charges.

- MKCL will not reimburse any expenses incurred for data or equipment required during the course.

- Learners are required to visit the ALC once per week for practical sessions and data synchronization. This is mandatory for maintaining learning progress records.

- MS-CIT Course Online Content is accessible only through the ERA Online Browser and does not access, read, or store any personal data on the learner's device. Download and Install **ERA Online Browser** from - https://alcreadiness.mkcl.org/softwares

- It is the learner's responsibility to ensure the security and privacy of their personal data while using their own laptop/desktop.

- Learners are strongly advised to install and regularly update Antivirus Software. MKCL shall not be held liable for any loss, corruption, or breach of personal data on the learner's device.

By enrolling in the MS-CIT Online Mode, the learner acknowledges and agrees to:

- Take full responsibility for following the academic schedule, meeting course requirements, and protecting personal data and devices used during the course.
- MKCL shall not be held liable for any loss, inconvenience, or damage arising due to misuse of the platform, failure to meet deadlines, technical issues related to personal devices, or non-compliance with the above guidelines.

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 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.

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 staffs, 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**

MS-CIT Syllabus with AI Tools

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	AI Tools such ChatGPT, DALL-E and many more.

Syllabus

The syllabus consists of following 12 Pillars.
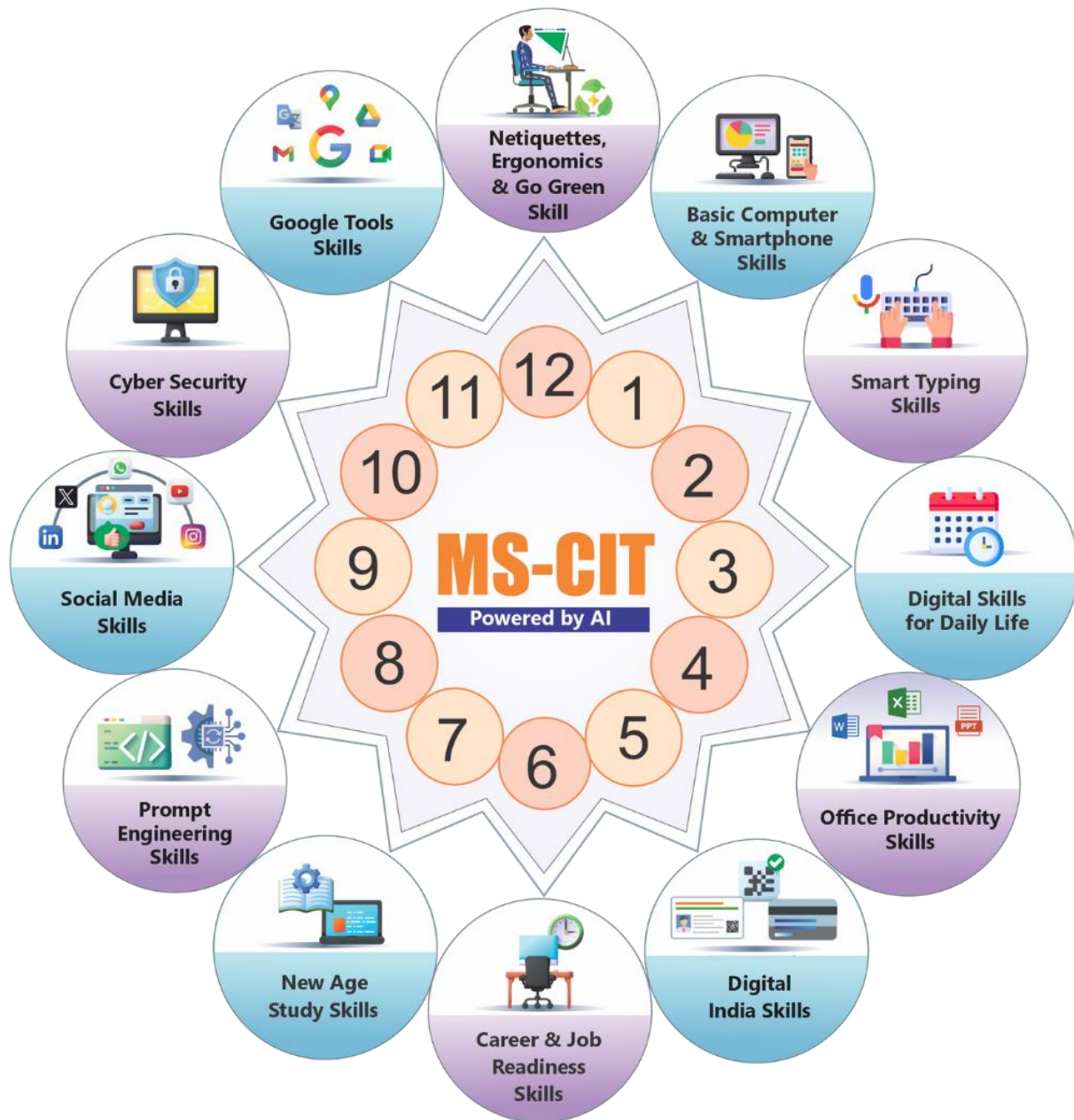
1. **Basic Computer & Smartphone Skills:** In addition to basic concepts in IT and introduction to computers, this topic brings an awareness that in 21st Century almost everything is linked directly or indirectly to Information Technology e.g. from smartphone to Drone Technology to Google car, from Smart 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 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:** 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 of. 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:

For detailed syllabus please visit the link below:

https://mscit.mkcl.org/course-details/course-syllabus

CCTP - Certificate of Computer Typing Proficiency

The **Certificate of Computer Typing Proficiency (CCTP)** is a new course offered by **MKCL** to build professional typing skills in English, Marathi, and Hindi languages with 30 or 40 words per minute speed. Through **50** structured online sessions in ERA, learners systematically develop speed, accuracy, and ergonomic typing habits using the Government-Approved Remington keyboard layout. After completing the course and successfully passing the Final Online Typing Exam conducted by **MSBTE**, learners will receive a **Government Certificate** of **CCTP** jointly certified by **MSBTE** and **MKCL.**

Enrolment for the CCTP course is **not mandatory;** it is an **optional add-on** and **entirely the learner's choice** while taking admission to MS-CIT course.

During Admission, learner can choose any one of the following six CCTP Course Options:

- Certificate of Computer Typing Proficiency (CCTP) - **30 WPM in English**

- Certificate of Computer Typing Proficiency (CCTP) - **40 WPM in English**

- Certificate of Computer Typing Proficiency (CCTP) - **30 WPM in Marathi**

- Certificate of Computer Typing Proficiency (CCTP) - **40 WPM in Marathi**

- Certificate of Computer Typing Proficiency (CCTP) - **30 WPM in Hindi**

- Certificate of Computer Typing Proficiency (CCTP) - **40 WPM in Hindi**

CCTP Exam

The **CCTP Final Online Exam** will be held **immediately after the MS-CIT final online exam,** with a **duration of 10 minutes.**

Eligibility:

- Learners must have completed both **MS-CIT course** as well as **CCTP courses** in the ERA system

- Learners must achieve the required typing speed (30 or 40 WPM) in the chosen language through internal practice before the final exam.

Exam Details:

- **Duration:** 10 minutes

- **Mode:** Online exam using **Remington Keyboard Layout**

Re-examination:

- Learners are allowed **1 + 2 attempts** for both MS-CIT and CCTP exams.

- **Absent/Failed** learners have to pay separate re-examination fees as stipulated by **MSBTE** from time to time.

For more information about CCTP, please visit **cctp.mkcl.org**