MS-CIT Job Readiness 2023: Day-wise Break-up

In MS-CIT, the learner can learn on ALC's computer. They can also perform Lab on the ALC's computer only.

MS-CIT Job Readiness 2023

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number			Topics Covered		
Day 01	Session #01					
		MS-CIT Introduction				
		Theory Content				
			Job Readiness Skills			
				Searching various trending career options in IT- Part 01		
				Searching various trending career options in IT- Part 02		
				Searching various trending career options in IT- Part 03		
			Basic IT Awareness			
				Types of mouse		
				Keys on the keyboard, Layouts of keyboard		
				Get to know Monitors / other screen display devices (Smart TV)		
				Connect Laptop to Projector		
			Digital Skills for Daily Life			
				Configuring and activating internet connection for smartphone		
				Enabling data connection and activating mobile Hotspot through smartphone (Tethering)		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Opening and operating a Gmail account for your convenience to access mails anywhere			
		Smart Typing Skills				
			Basics of Keyboarding			
			Why should you learn typing and need for typing?			
	Lab					
		Typing Practice/टाइपिंग प्रैक्टिस				
		Knowledge Check				
		Session Completion Test				
		Home Work				
Day 02	Session #02					
		Theory Content				
		Job Readiness Skills				
			Resume - About Resume			
			Resume - Do's and Dont's			
			Resume - Apps and Sites			
			Resume - Apply for suitable jobs online			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number			Topics Covered		
				Resume - Uploading resume on a job portal		
			Digital Skills for Daily Life			
				Setting up an Emergency Number (ICE) on smartphone		
			Smart Typing Skills			
				Need for Typing		
				Typewriters To Computers		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Knowledge Check			
			Session Completion Test			
			Home Work - Book Reading			
Day 03	Session #03					
		Theory Content				
			Job Readiness Skills			
				Emails: using appropriate email Etiquettes, use Grammarly for impeccable communication in English		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				Improved written and verbal English Communication using various Free Tools	
				Typing various languages swiftly using Gboard - Google Keyboard	
				Voice Typing using Google Docs	
				Create textual or voice notes using Google Keep and share it with others quickly	
			Digital Skills for Daily Life		
				Creating a strong email password and Resetting it quickly	
				Automatic categorization of your emails for better email management	
				Changing between plain text and rich mode text in Gmail for a proper formatted message	
				Using @ feature to address specific recipients of the email	
			Smart Typing Skills		
				Keyboard	
					Types of Keyboards - Part 1
					Types of Keyboards - Part 2
	Lab				

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MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Typing Practice/टाइपिंग प्रैक्टिस			
			Knowledge Check			
			Session Completion Test			
			Home Work - Book Reading			
Day 04	Session #04					
		Theory Content				
			Explore new jobs			
				New Collar Jobs - Part 01		
				New Collar Jobs - Part 02		
				New Collar Jobs - Part 03		
				New Collar Jobs - Part 04		
				New Collar Jobs - Part 05		
				New Collar Jobs - Part 06		
				New Collar Jobs - Part 07		
			Digital Skills for Daily Life			
				Let's use smartphone for:		
				Using automatic signature in Gmail for your Outgoing mails		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number			Topics Covered		
				Scheduling mails in Gmail to send your mails at a specific time		
				Sending your professional and confidential mails using Gmail		
				Using Read receipt for auto acknowledgment of your mail		
				Use of Undo Send feature in Gmail to recall erroneous emails		
				Using templates to respond quickly to mails in Gmail		
			Smart Typing Skills			
				Ergonomic Keyboards		
				PDA Keyboards		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Knowledge Check			
			Session Completion Test			
			Home Work - Book Reading			
Day 05	Session #05					
		Theory Content				

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
		MS Office Skills			
			What is Browser?		
			Internet Service Provider (ISP)		
			Web Based Applications		
		Digital Skills for Daily Life			
			Using WhatsApp on desktop for sharing files easily and quickly		
			Sending message to someone in WhatsApp without saving the number		
			Formating your message text in WhatsApp		
			Pinning your important chats in WhatsApp		
			Bookmarking important messages in WhatsApp (Starred messages)		
			Marking the received messages as Unread to reply later in WhatsApp		
			Secure your WhatsApp account with Two step Authentication		
		Smart Typing Skills			
			Keyboard Layout		
			QWERTY Keyboard		
		KLiC Course Advertisement			
	Lab				

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
		Typing Practice/टाइपिंग प्रैक्टिस			
		Knowledge Check			
		Session Completion Test			
		Home Work - Book Reading			
Day 06	**Session #06**				
		Theory Content			
		MS Office Skills (Windows)			
			About Windows 10 as an operating system (Overview)		
		Digital Skills for Daily Life			
			Setting up your business account in WhatsApp		
			Setup automated replies in WhatsApp for Business account		
			Sharing large size files on WhatsApp		
			Using the Read message aloud feature in WhatsApp Web		
		Smart Typing Skills			
			Introduction to Typing		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number			Topics Covered		
					What is Touch Typing?	
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Overview of Operating System		
			Guided Do It Yourself			
			Knowledge Check			
			Session Completion Test			
			Home Work - Book Reading			
Day 07	**Session #07**					
		Theory Content				
			MS Office Skills (Windows)			
				Files, Folders and Libraries		
				File Explorer Views and accessing them in Windows 10		
				Creating Folders and Libraries		
				Working with Files and Folders for better data management		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
		Digital Skills for Daily Life			
			Using BHIM App for UPI Payment		
			Changing your profile name in Google Pay		
			Sending money to your contacts using Google Pay		
			Sending money using QR code in Google Pay		
			Requesting money from your contacts in Google Pay		
		Smart Typing Skills			
			Names of Fingers		
			Finger Placements		
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning (Windows 10 Required)			
			Understanding the Files, Folders and Libraries		
		Guided Do It Yourself			
		Knowledge Check			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Session Completion Test			
			Home Work - Book Reading			
Day 08	**Session #08**					
		Theory Content				
			MS Office Skills (Windows)			
				Using a Notepad file to type & edit plain text in it		
				Restarting, shutting down, locking, loging off and hibernating a laptop		
			Digital Skills for Daily Life			
				Using UPI Payment feature in Flipkart App		
				Searching products online across various platforms through Photo Scan by Google Photos		
				Using background blur in Google Meet		
				Collaborate in Google Meet using Jamboard		
				Adding reference document in your Google Meet Invite		
			Smart Typing Skills			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number			Topics Covered		
				Practice Makes Perfect		
				Minimise Hand Movements		
				Typing Trivia		
	Lab					
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning (Windows 10 Required)			
				What is an Operating System?		
			Guided Do It Yourself			
			Knowledge Check			
			Session Completion Test			
			Home Work - Book Reading			
Day 09	**Session #09**					
		Theory Content				
			World of Games			
				What are the Games		
				Importance of games		
				Some popular games		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
		Careers in gaming			
			Job roles in gaming		
				Game tester	
				Game Designer	
				Visual Designer	
			The gaming experience		
				Roles in development	
				Getting that idea	
				Phases in Game Development	
		MS Office Skills (Windows)			
			Changing date and time settings in your computer		
			Changing taskbar settings to personalise your desktop as per your convenience		
			Creating and deleting shortcuts of all the windows elements for ease of access		
			Using Control panel for customising system settings - installing and removing programs		
		Digital Skills for Daily Life			
			Using different presentation modes in Google Meet		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number			Topics Covered		
				Using Captions and host controls in Google Meet		
				Pinning a participant in Google Meet		
				Sharing video recording and chat transcript with participant after Google Meet is over		
				Searching for any location using Google Maps (Downloading for Offline navigation)		
				Using Ola Cabs app to book a cab online		
				Using MakeMyTrip app to organize the trip online		
			Smart Typing Skills			
				Measuring Progress		
					How to Measure Progress?	
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning (Windows 10 Required)			
				Changing taskbar settings to personalise your desktop as per your convenience		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Guided Do It Yourself			
			Knowledge Check			
			Session Completion Test			
			Home Work - Book Reading			
Day 10	**Session #10**					
		Theory Content				
			MS Office Skills (Windows)			
				Using a Notepad file to type & edit plain text in it		
				Restarting, shutting down, locking, loging off and hibernating a laptop		
			Basic IT Awareness			
				Let's Work on Windows for		
				Changing taskbar settings to personalise your desktop as per your convenience		
			Digital Skills for Daily Life			
				Using BHIM App for UPI Payment		
				Changing your profile name in Google Pay		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				Sending money to your contacts using Google Pay		
				Sending money using QR code in Google Pay		
				Requesting money from your contacts in Google Pay		
			Smart Typing Skills			
				Introduction to Typing		
					What is Touch Typing?	
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Overview of Operating System		
			Guided Do It Yourself			
			Knowledge Check			
			Session Completion Test			
			Home Work - Book Reading			
Day 11	**Session #11**					
		Theory Content				

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
		21st Century Office Skills			
			Introduction & User Interface		
				Introduction & User Interface	
				Introduction & User Interface	
				Summary	
			File Tab		
				File Tab	
					File Tab
					Summary
			Home Tab		
				Clipboard Group	
					Clipboard Group
					Summary
				Font Group	
					Font Group
					Summary
				Paragraph Group	
					Paragraph Group Part 01
					Paragraph Group Part 02
					Summary
				Style Group	
					Style Group
					Summary

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				Editing Group	
					Editing Group
					Summary
		Digital Skills for Daily Life			
			Enabling Google Assistant on your smartphone		
			Using Google Assistant through voice commands		
			Setting up Amazon Alexa on your smartphone and using various skills in it		
		Smart Typing Skills			
			Home Row		
				The Space Bar	
				The Enter Key	
				Using Keys	
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			SPL-File-Home Tab		
		Knowledge Check			
		Guided Do It Yourself			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 12	**Session #12**					
		Theory Content				
			21st Century Office Skills			
				Business Card		
					Objectives	
					What are business cards?	
					How can a business card create a business identity?	
					Did you know?	
					What is the standard format of a business card?	
					Did you know?	
					What tools can be used to create business cards?	
					Where to print business cards?	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				Did you know?	
				How to exchange business cards with people?	
				How can you create a business card using Microsoft Word?	
				Summary	
				Outcome	
		Digital Skills for Daily Life			
			Using Google Translate to translate text, handwriting, photos, and speech in multiple languages		
			Using Google Translate in Conversation mode - for improving the communication in different languages		
			Sharing a video from YouTube at a specific time duration with your friends		
		Smart Typing Skills			
			Typing Tips		
			Learning the G and H Keys		
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Self Path Learning			
				Business Card		
			Practical Questions			
			Knowledge Check			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 13	Session #13					
		Theory Content				
			21st Century Office Skills			
				Insert Tab		
					Pages Group	
						Pages Group
						Summary
					Tables Group	
						Tables Group
						Summary
					Tables Group Design Tab	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Tables Group Design Tab
						Summary
					Tables Group Layout Tab	
						Tables Group Layout Tab
						Summary
					Illustartion Group	
						Illustartion Group Part 01
						Illustartion Group Part 02
						Summary
					Add-Ins Group	
						Add-Ins Group
						Summary
					Media Group	
						Media Group
						Summary
					Links Group	
						Links Group
						Summary
					Comments Group	
						Comments Group
						Summary
					Header & Footer Group	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Header & Footer Group
						Summary
				Text Group		
						Text Group
						Summary
				Symbols Group		
						Symbols Group
						Summary
			Draw Tab			
				Pens Group and Tools Group		
						Pens Group and Tools Group
						Summary
				Convert Group		
						Convert Group
						Summary
			Design Tab			
				Document Formatting Group		
						Document Formatting Group
						Summary
				Page Background Group		
						Page Background Group

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
					Summary
		What are 21st Century Study Skills?			
			Using Smart search on Google to look for more information about your study topics (Filters, Copyrights, PDFs, Images, PPTs, Documents etc.)		
			Using Wikipedia to search for any information quickly		
			Searching Synonyms, Antonyms and Thesaurus on dictionary.com for your project report		
			Using Google lens to digitally copy and paste your handwritten notes		
		Smart Typing Skills			
			Using Keys		
			Typing Tips		
			Learning the Apostrophe Key		
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			Insert, Draw & Design Tab		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Guided Do It Yourself			
			Knowledge Check			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 14	Session #14					
		Theory Content				
			21st Century Office Skills			
				Layout Tab		
					Page Setup Group	
						Page Setup Group
						Summary
					Paragraph Group	
						Paragraph Group
						Summary
					Arrange Group	
						Arrange Group
						Summary

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
			Letterhead		
				Objectives	
				What is a letterhead?	
				Did you know?	
				What are the uses of letterheads?	
				Did you know?	
				What is the role of letterheads in formal communication?	
				Did you know?	
				What is the format of a standard letterhead?	
				Did you know?	
				What are the online tools that can be used to create letterheads?	
				How can you create a letterhead using Microsoft Word?	
				Summary	
				Outcome	
		21st Century Study Skills			
			Watching educational talks/sessions on TED Talks		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number			Topics Covered		
				Converting your smartphone into a Digital Microscope		
				Understanding and solving Maths equations using the PhotoMath, Microsoft Maths Solver, Brainly and Socratic app		
				Identifying all the plants near me using PlantSnap app		
			Smart Typing Skills			
				Using Keys		
				Typing Trivia		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Letterhead (0.5 Mark)		
			Practical Questions			
			Knowledge Check			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
Day 15	**Session #15**					
		Theory Content				
			21st Century Office Skills			
				Reference Tab		
					Table of Contents	
						Table of Contents
						Summary
					Footnotes Group	
						Footnotes Group
						Summary
					Research Group	
						Research Group
						Summary
					Citiation Group	
						Citiation Group
						Summary
					Caption Group	
						Caption Group
						Summary
					Index Group	
						Index Group
						Summary
					Table of Authorities Group	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Table of Authorities Group
						Summary
			Labels			
					Objectives	
					What are labels?	
					Why do you need labels?	
					What are the different kinds of labels?	
					Which materials are used to print a label?	
					Which tools are used to create labels?	
					How can you create a label using Microsoft Word?	
					Summary	
					Outcome	
			21st Century Study Skills			
				Knowing about the human body anatomy using Anatomy Learning app		
				Knowing about NASA's initiatives through NASA app		

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Day	Session Number	Topics Covered				
				Learning a new language by interacting with my phone with the DuoLingo app		
			Smart Typing Skills			
				Top Row		
					Using Keys	
					Typing Tips	
	Lab					
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Label		
			Practical Questions			
			Knowledge Check			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 16	**Session #16**					

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
		Theory Content			
			21st Century Office Skills		
				Envelopes	
					Objectives
					What is an envelope?
					Why do you need an envelope?
					Fun Fact is
					What elements should you include on an envelope?
					Fun Fact is
					What are the tools that you can use to create an envelope?
					How to create an envelope using Microsoft Word?
					Summary
					Outcome
			21st Century Study Skills		
				Memorizing the lessons quicker by preparing the flash card using the Quizlet app	
				Making a mind map of any concept using Mindly app to	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
				understand the concept in a better way		
				Learning to code with fun and quick games using Grasshopper app		
			Smart Typing Skills			
				Learning the B and N Keys		
				Using Keys		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Envelope		
			Practical Questions			
			Knowledge Check			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 17	Session #17					

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
		Theory Content				
			21st Century Office Skills			
			Mailing Tab			
				Create Group		
					Create Group	
					Summary	
				Start Mail Merge Group		
					Start Mail Merge Group	
					Summary	
				Write and Insert Fields Group		
					Write and Insert Fields Group	
					Summary	
				Preview Result Group		
					Preview Result Group	
					Summary	
				Finish Group		
					Finish Group	
					Summary	
			Feedback Forms			
				Objectives		
				What is a feedback form?		

Day	Session Number	Topics Covered			
				Did you know?	
				What is the importance of a feedback form?	
				Where can you create a feedback form?	
				Learner tip	
				What questions go in a feedback form?	
				Learner tip	
				How to design a feedback form?	
				Summary	
				Outcome	
		21st Century Study Skills			
			Joining online courses on Coursera.org		
			Using Grammarly plugin to avoid grammatical mistakes		
			Listening to tunes from various track and study with better concentration - Study Music app		
		Smart Typing Skills			
			Learning the E and I Keys		
			Using Keys		
	Lab				

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Feedback Form		
			Practical Questions			
			Knowledge Check			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 18	**Session #18**					
		Theory Content				
			21st Century Office Skills			
				Resume with a Cover Letter		
					Objectives	
					What is a resume?	
					What should you include in a resume?	

Day	Session Number	Topics Covered			
				How long should a resume be?	
				What is a cover letter?	
				What should you include in a cover letter?	
				Where can you make a resume and a cover letter?	
				How to create a resume and a cover letter using Microsoft Word?	
				Summary	
				Outcome	
			Portfolio		
				Objectives	
				What is a portfolio?	
				What is the purpose behind creating a portfolio?	
				What should be included in a portfolio?	
				Learner Tip	
				Learner Tip	
				What tools can be used to create a portfolio?	
				Learner Tip	

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Day	Session Number	Topics Covered			
				How to create a portfolio using Microsoft Word?	
				Summary	
				Outcome	
		21st Century Study Skills			
			Keeping track of my important events or classes all in one place using Google Calendar		
			Developing and tracking goals/good habits using the Avocation Habit tracker app		
			Studying smartly using the tricks and trips provided by the Study Tips app		
			Remembering the daily school tasks using the School Planner app		
		Smart Typing Skills			
			Learning the W and O Keys		
			Using Keys		
			Typing Tips		
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			Resume with a Cover Letter		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 19	**Session #19**					
		Theory Content				
			21st Century Office Skills			
				Review Tab		
					Proofing Group	
						Proofing Group
						Summary
					Speech Group	
						Speech Group
						Summary
					Accessibility Group	
						Accessibility Group
						Summary
					Language Group	

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Day	Session Number	Topics Covered				
						Language Group
						Summary
					Comments Group	
						Comments Group
						Summary
					Tracking Group	
						Tracking Group
						Summary
					Changes Group	
						Changes Group
						Summary
					Compare Group	
						Compare Group
						Summary
					Protect Group	
						Protect Group
						Summary
					Ink Group	
						Ink Group
						Summary
			21st Century Study Skills			
				Participating in various Live Discussions (Facebook Live)		
				I can join Massive Open Online Courses (MOOCs)		

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Day	Session Number		Topics Covered			
			Smart Typing Skills			
				Learning the Q and Y Keys		
				Using Keys		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Portfolio		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 20	**Session #20**					
		Theory Content				
			21st Century Office Skills			
				Employee Shift Schedule		
					Objectives	

Day	Session Number	Topics Covered				
					What does an employee shift schedule mean?	
					Did you know?	
					Why is an employee shift schedule useful?	
					General Awarenes	
					Who can use an employee shift schedule?	
					What are the online tools that you can use to create an employee shift schedule?	
					How to create an employee shift schedule using Microsoft Word?	
					Summary	
					Outcome	
			Contracts			
					Objectives	
					What is a contract?	
					TIP	
					What are the elements of a contract?	
					What to include in a contract?	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				What are the different types of contracts?	
				What are the things to remember before signing a contract?	
				TIP	
				How to end a contract?	
				How to create a contract using Microsoft Word?	
				Summary	
				Outcome	
		21st Century Study Skills			
			Confidently appearing for exams after attempting mock tests using Gradeup app		
			Searching and downloading eBooks (NCERT)		
			Learning by discussions in forums (quora.com)		
		Smart Typing Skills			
			Learning the P and T Keys		
			Using Keys		
			Typing Trivia		
	Lab				

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Employee Shift Schedule		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 21	**Session #21**					
		Theory Content				
			21st Century Office Skills			
				View Tab		
					Views Group	
						Views Group
						Summary
					Immersive Group	
						Immersive Group

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Summary
					Page Movement Group	
						Page Movement Group
						Summary
					Show Group	
						Show Group
						Summary
					Windows Group	
						Windows Group
						Summary
					Zoom Group	
						Zoom Group
						Summary
					Macros Group	
						Macros Group
						Summary
					Sharepoint Group	
						Sharepoint Group
						Summary
			Help Tab			
					Help Tab	
						Help Tab
						Summary
			21st Century Study Skills			

Day	Session Number	Topics Covered			
			Organizing my day/Notes, important points using Google Keep		
			Learning about artwork and culture from around the globe using Google Arts & Culture app		
		Smart Typing Skills			
			Bottom Row		
				Using Keys	
				Learning the C and Comma Keys	
				Using Keys	
				Typing Tips	
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			Contract		
		Knowledge Check			
		Practical Questions			
		Processfolio			
		Simulation Questions			
		Session Completion Test			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Home Work - Book Reading			
Day 22	**Session #22**					
		Theory Content				
			21st Century Office Skills			
				Business Proposals		
					Objectives	
					What are business proposals?	
					General Awareness	
					Why does a company need business proposals?	
					What elements need to be included in a business proposal?	
					What are the tools for creating business proposals?	
					Did You Know?	
					How to create a business proposal using Microsoft Word?	
					Summary	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				Outcome	
		21st Century Study Skills			
			Testing your level of Intelligence Quotient (IQ)		
			Accessing the online Research Papers on Google Scholar		
			Improving learning productivity using StayFocusd app		
			Relaxing body and mind using Yoga & Exercise app		
		Smart Typing Skills			
			Learning the Tab Key		
			Using Keys		
			Typing Tips		
			Typing Trivia		
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			Business Proposals		
		Knowledge Check			
		Practical Questions			
		Processfolio			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 23	**Session #23**					
		Theory Content				
			21st Century Office Skills			
				Introduction & User Interface		
					Introduction & User Interface	
					Introduction & User Interface	
					Summary	
				File Tab		
					File Tab	
						File Tab
						Summary
				Home Tab		
					Home Tab	
						Home Tab
						Summary
					Font Group	
						Font Group

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number					
				Topics Covered		
						Summary
					Clipboard Group	
						Clipboard Group
						Summary
					Alignment Group	
						Alignment Group
						Summary
					Number Group	
						Number Group
						Summary
					Styles Group	
						Styles Group
						Summary
					Cells Group	
						Cells Group
						Summary
					Editing Group	
						Editing Group
						Summary
			21st Century Study Skills			
				Finding information about The World using the website https://knoema.com/atlas		
				Travelling virtually using the Virtual Vacation website		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number			Topics Covered		
				Tracking live status of any flight using Flight Radar application		
			Smart Typing Skills			
				Learning the X and Period Keys		
				Using Keys		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				File & Home Tab		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 24	**Session #24**					
		Theory Content				
			21st Century Office Skills			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Interview Score Sheet			
					Objectives	
					What is an interview score sheet?	
					What are the interview score sheet criteria?	
					General Awareness	
					Why do recruiters use an interview score sheet?	
					Why are interview score sheets important?	
					Learner Tip	
					What are the different types of interview score sheets?	
					What are the enabling tools for creating an interview score sheet?	
					How to create an interview score sheet using Microsoft Excel?	
					Summary	
					Outcome	
		21st Century Study Skills				

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Relaxing body and mind using Yoga & Exercise app			
			Testing your level of Emotional Quotient (EQ)			
			Understanding my personality type - https://www.16personalities.com/			
		Smart Typing Skills				
			Learning the Z and Slash Keys			
			Using Keys			
			Typing Tips			
		Learn 21st Century Office Skills through Self Path Learning				
		Typing Practice/टाइपिंग प्रैक्टिस				
		Self Path Learning				
			Interview Score Sheet			
		Knowledge Check				
		Practical Questions				
		Processfolio				
		Simulation Questions				

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Session Completion Test			
			Home Work - Book Reading			
Day 25	Session #25					
		Theory Content				
			21st Century Office Skills			
				Insert Tab		
					Tables Group	
						Tables Group
						Summary
					Filters Group	
						Filters Group
						Summary
					Illustrations Group	
						Illustrations Group
						Summary
					Charts Group	
						Charts Group
						Summary
					Tours Group	
						Tours Group
						Summary

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				Sparklines Group	
					Sparklines Group
					Summary
				Quick Analysis	
					Quick Analysis
					Summary
				Links Group	
					Links Group
					Summary
				Text Group	
					Text Group
					Summary
				Symbols Group	
					Symbols Group
					Summary
		Digital India Skills			
			Downloading Forms online for different Government Schemes		
			Applying for Birth Certificate online (and how you can help someone to apply for a Birth Certificate)		
		Smart Typing Skills			
			Shift Keys		
				Using Keys	
				Typing Tips	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				Typing Trivia	
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			Insert Tab		
		Knowledge Check			
		Guided Do It Yourself			
		Processfolio			
		Simulation Questions			
		Session Completion Test			
		Home Work - Book Reading			
Day 26	**Session #26**				
	Theory Content				
		21st Century Office Skills			
			Staff Attendance Sheet		
				Objectives	
				What is an attendance sheet?	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					What are the types of attendance sheets?	
					Did you know?	
					How is a staff attendance sheet important for business?	
					What does a staff attendance sheet contain?	
					What are the benefits of maintaining a staff attendance sheet?	
					What is the connection between attendance and salary?	
					Did you know?	
					What tools can be used to create staff attendance sheets?	
					How to create an interactive, live attendance sheet using Microsoft Excel?	
					Summary	
					Outcome	
		Digital India Skills				

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number			Topics Covered		
				Verifying and Updating your Aadhaar Card Details on Aadhar Website		
				Downloading the Aadhaar Card Securely from Aadhar Website		
				Ensuring clean city and premises		
			Smart Typing Skills			
				Numbers		
					Typing Tips	
					Using Number Keys – 1 to 5	
					Using Number Keys – 6 to 9 and zero	
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Staff Attendance Sheet		
			Knowledge Check			
			Processfolio			
			Practical Questions			
			Simulation Questions			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Session Completion Test			
			Home Work - Book Reading			
Day 27	Session #27					
		Theory Content				
			21st Century Office Skills			
				Formulas Tab		
					Using Formulas	
						Using Formulas
						Summary
					Absolute and Sheet References	
						Absolute and Sheet References
						Summary
					Using Functions	
						Using Functions
						Summary
					Defined Names Group	
						Defined Names Group
						Summary
			Digital India Skills			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
			Applying for the PAN Card online		
			Applying for the Voter ID Card online		
			Replace manual paper based signatures by adding eSign (Electronic Signature)		
		Smart Typing Skills			
			Symbols		
				Learning the Square Brackets and Back Slash Keys	
				Typing Tips	
				Learning the Minus, Equals and Grave Accent Keys	
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			Formula		
		Knowledge Check			
		Practical Questions			
		Processfolio			
		Simulation Questions			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number			Topics Covered		
			Session Completion Test			
			Home Work - Book Reading			
Day 28	Session #28					
		Theory Content				
			21st Century Office Skills			
				Profit and loss Statement		
					Objectives	
					What is a profit and loss statement?	
					What is the importance of profit and loss statements in a business?	
					What are the impacts of profit and loss statements on a company's future plans?	
					Who prepares a profit and loss statement and for whom?	
					What are the key elements of a profit	

Day	Session Number	Topics Covered			
				and loss statement?	
				Did you know?	
				What is the difference between a profit and loss statement and a balance sheet?	
				What are the types of profit and loss statements?	
				What are break-even analysis and depreciation?	
				How to create a Profit and Loss Statement?	
				Summary	
				Outcome	
		Digital India Skills			
			Searching and applying for jobs at the National Career Service portal		
			Enrolling for eSkill India Programs		
		Smart Typing Skills			
			Num Pad		
				Touch Typing on the Number Pad	
				Num Pad Home Row Positions	

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Day	Session Number	Topics Covered				
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Profit and Loss Statement		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 29	**Session #29**					
		Theory Content				
			21st Century Office Skills			
				Data Tab		
					Data Tools Group	
						Data Tools Group Summary
					Forecast Group	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Forecast Group
						Summary
					Outline Group	
						Outline Group
						Summary
				Draw Tab		
					Draw Tab	
						Draw Tab
						Summary
				Sales Receipt		
			Digital India Skills			
				Keeping a tab on the Weather status in your area using Accuweather app		
				Getting trained about the Disaster Management Process		
			Smart Typing Skills			
				Index Finger Keys		
				Typing Tips		
	Lab					
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Sales Receipt		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
		Knowledge Check			
		Practical Questions			
		Processfolio			
		Simulation Questions			
		Session Completion Test			
		Home Work - Book Reading			
Day 30	Session #30				
		Theory Content			
			21st Century Office Skills		
				Goods Delivery Note	
					Objectives
					What is a goods delivery note?
					What is the purpose behind using a goods delivery note?
					What are the elements of a goods delivery note?
					What additional details may a

Day	Session Number	Topics Covered			
				goods delivery note have?	
				How to create a goods delivery note using Microsoft Excel?	
				Summary	
				Outcome	
		Digital India Skills			
			Knowing about and applying online for Pradhan Mantri Jeevan Jyoti Bima Yojana		
			Knowing about and applying online for Pradhan Mantri Suraksha Bima Yojana		
			Using Rakshak App for safety of Women and Senior Citizens		
		Smart Typing Skills			
			Middle Finger Keys		
			Ring Finger Keys		
			Little Finger Keys		
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
		Goods Delivery Note			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
		Knowledge Check				
		Guided Do It Yourself				
		Processfolio				
		Simulation Questions				
		Session Completion Test				
		Home Work - Book Reading				
Day 31	**Session #31**					
		Theory Content				
			21st Century Office Skills			
				Page Layout Tab		
					Themes Group	
						Themes Group
						Summary
					Page Setup Group	
						Page Setup Group
						Summary
					Scale to Fit Group	
						Scale to Fit Group
						Summary

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Sheet Options Group	
						Sheet Options Group
						Summary
					Arrange Group	
						Arrange Group
						Summary
			Review Tab			
					Proofing Group	
						Proofing Group
						Summary
					Accessibility Group	
						Accessibility Group
						Summary
					Insights Group	
						Insights Group
						Summary
					Language Group	
						Language Group
						Summary
					Comments Group	
						Comments Group
						Summary
					Changes Group	
						Changes Group

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Summary
					Ink Group	
						Ink Group
						Summary
			Digital India Skills			
				Knowing about and applying online for Pradhan Mantri Sukanya Samruddhi Yojana for girl child		
				Knowing about and applying online for Pradhan Mantri Mudra Yojana		
			Smart Typing Skills			
			Advance Skills			
					Google Docs	
	Lab					
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Page Layout & Review Tab		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Session Completion Test			
			Home Work - Book Reading			
Day 32	Session #32					
		Theory Content				
			21st Century Office Skills			
				Salary Slip (with a Breakdown)		
					Objectives	
					What is a salary slip?	
					What is the general format of a salary slip?	
					What is a payroll management system?	
					General Awareness	
					What are the components of a salary slip?	
					What is the purpose of a salary slip with a breakdown?	
					General Awareness	
					What are the benefits of a salary slip?	

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Day	Session Number	Topics Covered				
					Learner Tip	
					What is the legal validity of a salary slip?	
					What are the online tools for creating a salary slip?	
					How to create a salary slip using Microsoft Excel?	
					Summary	
					Outcome	
			Digital India Skills			
				Applying online for Pradhan Mantri Awas Yojana to save money on home loan		
				Applying online for Toilet Certificate		
			Smart Typing Skills			
				CorelDRAW		
	Lab					
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Salary Slip		
			Knowledge Check			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 33	Session #33					
		Theory Content				
			21st Century Office Skills			
				View Tab		
					Macros Group	
						Macros Group
						Summary
					Show Group	
						Show Group
						Summary
					Windows Group	
						Windows Group
						Summary
					Workbook View Group	
						Workbook View Group

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
					Summary
				Zoom Group	
					Zoom Group
					Summary
			Project Status Sheet		
				Objectives	
				What is a project status sheet?	
				What is the purpose of a project status sheet?	
				What are the elements of a project status sheet?	
				What are the different types of project status sheets?	
				What is a project management software?	
				What tools can be used to make a project status sheet?	
				How to create a Project status sheet using microsoft excel	
				Summary	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				Outcome	
		Digital India Skills			
			Availing LPG services online from comfort of your home		
			Availing Online services (ePost Office Service) of India Post		
		Smart Typing Skills			
			Adobe PageMaker		
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			Project Status Sheet		
		Knowledge Check			
		Practical Questions			
		Processfolio			
		Simulation Questions			
		Session Completion Test			
		Home Work - Book Reading			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
Day 34	**Session #34**					
		Theory Content				
			21st Century Office Skills			
				Customer Relationship Management Sheet		
					Objectives	
					What is customer relationship management?	
					What is a CRM sheet?	
					What is the importance of CRM in business?	
					Did you know?	
					What is included in a CRM sheet?	
					How does CRM define business strategies and action plans?	
					What are the benefits of CRM?	
					Did you know?	
					What are the best practices to improve customer retention?	
					Which online tools are used to create CRM sheets?	

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Day	Session Number	Topics Covered			
				How to create a CRM sheet using Microsoft Excel?	
				Summary	
				Outcome	
		Digital India Skills			
			Viewing work details on MGNREGA (how to help others find it?)		
			Using mKisan Portal and Kisan App for tracking farming related information		
		Smart Typing Skills			
			Adobe InDesign		
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			Customer Relationship Management Sheet		
		Knowledge Check			
		Practical Questions			
		Processfolio			
		Simulation Questions			

Day	Session Number	Topics Covered			
		Session Completion Test			
		Home Work - Book Reading			
Day 35	**Session #35**				
		Theory Content			
		21st Century Office Skills			
			Developer Tab		
				Code Group	
					Code Group
					Summary
				Add-ins Group	
					Add-ins Group
					Summary
				Controls Group	
					Controls Group
					Summary
				XML Group	
					XML Group
					Summary
			Customer Service Call Log		
				Objectives	
				What is a customer service call log?	

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Day	Session Number	Topics Covered				
					What is the purpose behind call logging?	
					Who can use customer call logging?	
					What happens next after a database is prepared?	
					What is a call-tracking software and how does it work?	
					What are the elements of the customer service call log?	
					How to create a customer service call log sheet using Microsoft Excel?	
					Summary	
					Outcome	
		Digital India Skills				
				Applying and getting my Soil Health card for efficient farming		
				Being aware about the Market Price of Farm Products		
		Smart Typing Skills				
				Microsoft Word		
					Objective	

Day	Session Number	Topics Covered				
					Creating a New Document	
					Using Templates	
					Entering Text	
					Text Wrapping and Tabs	
					Selecting Text	
					Editing Text	
					Undoing and Redoing Editing Changes	
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Customer Service Call Log		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
Day 36	**Session #36**					
		Theory Content				
			21st Century Office Skills			
				Company Quotation		
					Objectives	
					What is a company quotation?	
					How can you distinguish a quotation from a tender or an estimate?	
					What elements should be included in a company quotation?	
					How to make a quotation sheet customer-friendly?	
					Learner Tip	
					What are the online tools for creating a company quotation?	
					How to create a company quotation using Microsoft Excel?	
					Summary	
					Outcome	

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Day	Session Number	Topics Covered			
		Digital India Skills			
			Registering a complaint on Consumer Forum		
			Booking Online appointment in Government Hospital		
		Smart Typing Skills			
			Open Office Writer		
				Objectives	
				Creating a New Document	
				Entering Text	
				Text Wrapping and Tabs	
				Selecting Text	
				Editing Text	
				Undoing and Redoing	
				Editing Modes	
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			Company Quotation		
		Knowledge Check			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 37	**Session #37**					
		Theory Content				
			21st Century Office Skills			
				Introduction & User Interface		
					Introduction & User Interface	
						Introduction & User Interface
						Summary
				Home Tab		
					Clipboard Group	
						Clipboard Group
						Summary
					Slides Group	
						Slides Group
						Summary
					Font Group	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Font Group
						Summary
					Paragraph Group	
						Paragraph Group
						Summary
					Drawing Group	
						Drawing Group
						Summary
					Editing Group	
						Editing Group
						Summary
			Insert Tab			
					Tables Group	
						Tables Group
						Summary
					Images Group	
						Images Group
						Summary
					Illustration Group	
						Illustration Group Part - 01
						Illustration Group Part-02
						Summary
					Add-Ins Group	
						Add-Ins Group

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
					Summary
		Digital India Skills			
			Scanning important documents and store online using Dropbox/Digilocker		
			Applying for FASTag card online for Toll payments		
			Volunteering in Young India initiatives led by Government of India		
		Smart Typing Skills			
		Microsoft Excel			
				Objectives	
				Creating a Workbook	
				Using Templates	
				Downloading Templates	
				Case Study	
				Creating a Blank Workbook	
				Moving Between Cells	
				Entering Headings	
				Entering Data	
				Adjusting Column Width	
	Lab				

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number			Topics Covered		
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Home & Insert Tab		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 38	**Session #38**					
		Theory Content				
			21st Century Office Skills			
				Startup Plan (without physical setup)		
					Objectives	
					What is a startup?	
					What is a startup plan?	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				Why is a startup plan important for setting up a new business?	
				General Awareness	
				How do you create a financial plan for a startup?	
				When should you prepare a startup plan?	
				What are the elements required for a startup plan?	
				What is a startup checklist?	
				What are the online tools for creating a startup plan?	
				How to create a Startup Plan using Microsoft PowerPoint?	
				Summary	
				Outcome	
		Digital India Skills			
			Applying for Education Loan on Bank's website		
			Applying for National Scholarships		
		Smart Typing Skills			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
			Open Office Calc		
				Objective	
				Creating a Spreadsheet	
				Case Study	
				Moving Between Cells	
				Entering Headings	
				Entering Data	
				Adjusting Column Width	
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			Startup Plan (0.5 Mark)		
		Knowledge Check			
		Practical Questions			
		Processfolio			
		Simulation Questions			
		Session Completion Test			
		Home Work - Book Reading			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
Day 39	**Session #39**				
		Theory Content			
			21st Century Office Skills		
				Design Tab	
					Design Tab
						Design Tab
						Summary
				Transitions Tab	
					Transitions Tab
						Transitions Tab
						Summary
			Digital India Skills		
				Applying for Passport online	
				Tracking the status of Passport application online	
			Smart Typing Skills		
				Skills Required for Data Entry	
				Types of Data Entry Jobs	
		Lab			
			Typing Practice/टाइपिंग प्रैक्टिस		
			Self Path Learning		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				Design & Transition Tab	
			Knowledge Check		
			Practical Questions		
			Processfolio		
			Simulation Questions		
			Session Completion Test		
			Home Work - Book Reading		
Day 40	**Session #40**				
		Theory Content			
			21st Century Office Skills		
				Visual Resume	
					Objectives
					What is a visual resume?
					General Awareness
					What is the difference between a typical resume and a visual resume?
					Who can create and use a visual resume?

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
					What content does a visual resume contain?
					General Awareness
					What tools can be used to create a visual resume?
					How to create a visual resume in PowerPoint?
					Summary
					Outcome
		Digital India Skills			
			Filing Income Tax Return online		
			Applying for Atal Pension Yojana online		
		Smart Typing Skills			
			Role of a Data Entry Operator		
				Need for Data Conversion	
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			Visual Resume		
		Knowledge Check			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Practical Questions			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
			Processfolio			
Day 41	**Session #41**					
		Theory Content				
			21st Century Office Skills			
				Animation Tab		
					Animation Tab	
						Animation Tab
						Summary
				Business Cards		
					Objectives	
					What are business cards?	
					Who should use a business card?	
					Why are business cards used?	
					When, where, and how are business cards used?	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				What are the advantages of business cards?	
				Which tools can be used to create business cards?	
				How can you create a business card using Microsoft PowerPoint?	
				Summary	
				Outcome	
		Digital India Skills			
			Checking the status of the Provident Fund Online		
			Applying for Income Certificate online		
		Smart Typing Skills			
			Data Entry Jobs in Industrial Sector		
			Data Entry Jobs in Medical Sector		
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			Business Card		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 42	Session #42					
		Theory Content				
			21st Century Office Skills			
				Danglers and Hang Tags		
					Objectives	
					What are danglers and hang tags?	
					General Awareness	
					What are danglers and hang tags used for?	
					What importance do danglers and hang tags hold?	
					What elements are to be included in a dangler or hang tag?	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				What sizes do danglers and hang tags come in?	
				What tools can one use to create a dangler or hang tag?	
				How to create a dangler using Microsoft PowerPoint?	
				Summary	
				Outcome	
		Digital India Skills			
			Applying online for Start-up Recognition		
			Applying online for Registration of Partnership Firm		
			Making An Application For Right To Information		
		Smart Typing Skills			
			Data Validation		
			Data Categories		
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Danglers & HashTag			
		Knowledge Check				
		Guided Do It Yourself				
		Processfolio				
		Simulation Questions				
		Session Completion Test				
		Home Work - Book Reading				
Day 43	Session #43					
		Theory Content				
			21st Century Office Skills			
				Slide Show Tab		
					Set Up Slide Show Group	
						Set Up Slide Show Group
						Summary
					Start Slide Show Group	
						Start Slide Show Group
						Summary
				Marketing Plan		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Objectives	
					What is a marketing plan?	
					What are the basics of a marketing plan?	
					General Awareness	
					Who creates a marketing plan?	
					why is a marketing plan important for a business?	
					Who is the audience for a marketing plan?	
					How is a marketing plan connected to business success?	
					How frequently should you create a marketing plan?	
					What kind of research is required to create a marketing plan?	
					What are the elements of a marketing plan?	
					What types and sizes do marketing plans come in?	
					Which important terms are related to a marketing plan?	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				Which tools are used to create a marketing plan?	
				How can you generate a marketing plan using Microsoft PowerPoint?	
				Summary	
				Outcome	
		Digital India Skills			
			Using Government helpline services online		
			Getting important alerts from the Central Government		
		Smart Typing Skills			
			Related Jobs		
			Types of Data		
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			Marketing Plan		
		Knowledge Check			
		Guided Do It Yourself			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number			Topics Covered		
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 44	Session #44					
		Theory Content				
			21st Century Office Skills			
				Social Media Images or Posts		
					Objectives	
					What is social media?	
					What are social media images?	
					What are social media posts?	
					What are the types of social media posts?	
					Why are social media posts important?	
					Did you know	
					What is the impact of social media posts on businesses?	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Did you know?	
					Who needs these social media images?	
					What makes social media images impactful?	
					What is color theory?	
					Did you know	
					Which fonts look good on social media?	
					Which formats are best suited for social media content?	
					What are the sizes and aspect ratios for different social media images?	
					Did you know?	
					Did you know?	
					Did you know?	
					Which tools can be used to create a Social Media Image or Post?	
					How can you create a Social Media Image or Post using	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Microsoft PowerPoint?	
					Summary	
					Outcome	
		Digital India Skills				
				Checking Property Records in the Government record		
				Booking an online appointment with Government Officer		
				Applying online for Death Certificate		
		Smart Typing Skills				
				Data Correctness		
				Compiling Data		
	Lab					
		Typing Practice/टाइपिंग प्रैक्टिस				
		Self Path Learning				
				Social Media Image And Posts		
		Knowledge Check				
		Guided Do It Yourself				
		Processfolio				

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number					
				Topics Covered		
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 45	**Session #45**					
		Theory Content				
			21st Century Office Skills			
				Review Tab		
					Review Tab	
						Review Tab
						Summary
				Storyboard		
					Objectives	
					What is a storyboard?	
					How is a storyboard useful?	
					Who uses a storyboard?	
					How does storyboarding impact the entire teaching-learning process?	
					How can storyboarding be	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					connected to lesson planning?	
					What are the best practices of storyboarding?	
					Learner Tip	
					What are the common mistakes one should avoid while storyboarding?	
					What are the different kinds of storyboards?	
					What is visual storyboarding?	
					Which online tools can be used for storyboarding?	
					How to create a simple storyboard using MS PowerPoint?	
					Summary	
					Outcome	
		Netiquettes				
				How do I know if a website is safe to access or not?		
				Risks in Online registration on various websites		
				If you copy paste, first know about copyrights		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number			Topics Covered		
				Deactivate unused accounts		
			Smart Typing Skills			
				Data Entry Tools		
				Scanning		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Storyboard		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 46	Session #46					
		Theory Content				
			21st Century Office Skills			
				Lesson Planner		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						Objectives	
						What is a lesson planner?	
						How do teachers benefit from lesson planners?	
						How are students benefited from lesson planners?	
						Fun Fact	
						What are the different elements in a lesson planner?	
						What are the factors to consider while creating a lesson planner?	
						What are the common mistakes to avoid while creating a lesson planner?	
						What are the various types of lesson planners?	
						What are the online tools for creating a lesson planner?	
						How to create a lesson planner using MS PowerPoint?	
						Summary	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				Outcome	
		Netiquettes			
			Encrypt files to protect data and ensure security		
			Some safe e-commerce tips when shopping online		
			Peer to peer sharing to transfer files to your family and friends		
			Think before you click that link		
		Smart Typing Skills			
			OCR		
			Data Conversion for the Web		
			Other Conversions		
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			Lesson Planner		
		Knowledge Check			
		Guided Do It Yourself			
		Processfolio			
		Simulation Questions			
		Session Completion Test			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Home Work - Book Reading			
Day 47	Session #47					
		Theory Content				
			21st Century Office Skills			
				View Tab		
					Presentation Views Group	
						Presentation Views Group
						Summary
					Master View Group	
						Master View Group
						Summary
					Show Group	
						Show Group
						Summary
					Zoom Group	
						Zoom Group
						Summary
					Color Grayscale Group	
						Color Grayscale Group
						Summary

Day	Session Number	Topics Covered				
					Windows Group	
						Windows Group
						Summary
					Macros Group	
						Macros Group
						Summary
			Poster			
					Objectives	
					What are posters and why are they created?	
					How are posters important for businesses?	
					Fun Fact	
					What are the factors considered to create a poster?	
					What are the types, sizes, and formats for posters?	
					What are the elements of a poster?	
					What are some tips to print a high-quality poster?	
					Which tools can be used to create posters?	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				How to create a poster using Microsoft PowerPoint?	
				Summary	
				Outcome	
		Cyber Security Skills			
			I know to how to protect my data in case of theft of my laptop or computer		
			I know the consequences of downloading unknown Email attachments and safety tips		
			I can protect myself from social media blackmailing		
			I can block my SIM card if my handset is lost		
		Smart Typing Skills			
			Data Entry Pay Scales		
			Factors affecting Pay Scale		
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			Poster		

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
		Knowledge Check			
		Guided Do It Yourself			
		Processfolio			
		Simulation Questions			
		Session Completion Test			
		Home Work - Book Reading			
Day 48	Session #48				
		Theory Content			
		21st Century Office Skills			
			Architectural Portfolio		
				Objectives	
				What is an architectural portfolio?	
				Why should you prepare an architectural portfolio?	
				Who is the target audience for an architectural portfolio?	
				Learner Tip	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					What is the importance of an architectural portfolio in business growth?	
					What is the impact of an architectural portfolio on a business?	
					What is the required size and format for an architectural portfolio?	
					General Awareness	
					What are the elements of an architectural portfolio?	
					General Awareness	
					Which file formats are used to save an architectural portfolio?	
					General Awareness	
					Which tools can be used to create an architectural portfolio?	
					How can you create an architectural portfolio using	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Microsoft PowerPoint?	
					Summary	
					Outcome	
			Cyber Security Skills			
				Safety tips for Using public Wi-Fi networks		
				I can be careful about peeping habit of others while using passwords and PINs		
				Securing AADHAAR card data online, locking your biometrics to avoid unauthorised use		
				Data Tampering and its legal implications		
			Smart Typing Skills			
				Advanced Skills		
					Legal Documents	
					Other Documents	
	Lab					
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Architectural Portfolio		
			Knowledge Check			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number		Topics Covered			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 49	**Session #49**					
		Theory Content				
			21st Century Office Skills			
				I can configure MS Outlook		
					Introduction	
					What is a Personal Information Manager (PIM)?	
					Starting Outlook	
					Configuring existing Gmail account in Outlook 2019	
					Configuring existing Gmail account in Outlook 2019 (Advanced options)	
					The User Interface	
					Switching between Outlook modules	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Summary	
				I can include Signature in my outgoing mails		
					Introduction	
					Using Background Stationery	
					Using Signatures	
					Summary	
				I can use Outlook to create an Address Book		
					Introduction	
					Creating a Contact	
					Using Contacts	
					Creating a Contact Group	
					Including Members in a Group	
					Emailing a Contact Group	
					Summary	
				I can use Outlook to manage my email communications		
					Introduction	
					Mail Folders	
					Creating a New Email Message	
					Entering Details	
					Creating Drafts	
					Using Attachments	

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered		
				Reading Mails
				The Reply and Forward
				Replying to a Mail
				Forwarding a Mail
				Deleting Mails
				Summary
		Ergonomics		
			Ergonomics: Correct laptop posture to avoid strain to eyes and backache	
			Ergonomics: Prevent musculoskeletal pain when using laptop or pc	
			Ergonomics: Using Mouse Ergonomically to avoid stress on fingers	
		Go Green		
			Go Green: Using Google Maps to save fuel and time	
			Go Green: Send e-invites and save paper	
			Go Green: Did you correctly shut-down your computer?	
		Smart Typing Skills		
			Medical Transcription	
				How Transcription Works

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Medical Transcription Course	
				Stamp Papers		
				Bank Documents		
				KYC Details		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				I can configure MS Outlook		
			Knowledge Check			
			Guided Do It Yourself			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 50	**Session #50**					
		Theory Content				
			21st Century Office Skills			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered		
			I can use Outlook to organize my Mailbox	
				Introduction
				Using Categories
				Modifying Categories
				Using Flags
				Using Folders
				Searching for Mails
				Sorting Mails
				Summary
			I can schedule meets using Outlook's Planner	
				Introduction
				Creating an Event
				Appointment versus Event
				Converting an Appointment into an Event
				Creating Meeting Request
				Summary
			I can use Outlook Calendar to schedule Appointments	
				Introduction
				Calendar Views
				Creating Appointments

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Setting event details	
					Reminders	
					Setting Meetings	
					Recurring Appointments	
					Summary	
				I can send out Newsletters by integrating Outlook and Word		
					Introduction	
					Sharing a Word Document	
					Dispatching Newsletter	
					Summary	
				I can use Outlook to track the progress of items in my Task List		
					Introduction	
					Creating a Task	
					Editing a Task	
					Completed Tasks	
					Deleting a Task	
					Outcome	
					Summary	
			Ergonomics			
				Ergonomics: Ergonomic keyboards		
				Ergonomics: Shoulder exercises for computer users		

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Day	Session Number	Topics Covered			
			Ergonomics: Adjust the display's brightness		
		Go Green			
			Go Green: Share online and reduce paper waste		
			Go Green: Tips on green computing		
			Go Green: Reduce your digital and carbon footprints		
		Smart Typing Skills			
			Loan Applications		
			Form Entries		
				Form Entry	
			Publications		
			Types of Typists		
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			I can use Outlook to create an Address Book		
		Knowledge Check			
		Guided Do It Yourself			
		Simulation Questions			

MS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
		Session Completion Test			
		Home Work - Book Reading			
Day 51 to Day 60	Course Revision & Final Exam Practice				