MS-CIT

Maharashtra State Certificate in Information Technology

'Maharashtra State Certificate in Information Technology' is a unique IT literacy program that offers novel curriculum comprising of theory as well as hands on practice on different office application software tools.

This program of IT literacy is only of its kind that is offered at affordable cost, with high quality and mass personalization. It has received a wide acclaim and mass popularity in millions of households.

Under the MS-CIT program MKCL offers excellent study material in form of a highly illustrated international quality book and interactive multimedia learning units comprising of inform and perform type of content. This eContent is delivered through Learning and Content Management System. A state-of-the-art academic delivery mechanism leads to online examination and instant e-Certification.

Maharashtra Knowledge Corporation Ltd.
Creating a Knowledge Lit World

MS-CIT

**Maharashtra State Certificate
in Information Technology**

Solving the Puzzle of IT Literacy

MKCL
Creating a Knowledge Lit World
www.mkcl.org/mscit

INTRODUCING

| Windows Vista | ERA eLearning Revolution for All | MS - Office 2007 |

syllabus

Practical skills

All about computers
- Introduction to Computers
- Getting Started with Computers
- The Keyboard

Windows Vista
- Windows Basic Skills
- Organizing Your Work
- Using Applications

Word Processing
- Overview of word processing
- Document creation, editing, revising and refining
- Formatting
- Graphics, Autoshapes, Tables, References
- Displays
- Mail merge
- Standard Templates

Spreadsheet
- Overview of spreadsheets
- Creating and editing a spreadsheet
- Workbook management
- Charts
- Formulae

Database Management System
- Concept of Database Management System
- Tables
- Forms
- Queries and reports

Internet
- Internet basics
- Navigating the web
- Information searching
- Communication using eMail

Presentation Graphics
- Overview of presentation graphics
- Presenting information
- Graphics, Autoshapes
- Design templates
- Animation schemes

Personal Information Manager
- Managing Personal Information
- Email Management
- Address Book
- Notes, Appointments

Making IT Work for you
- CD Writing
- Virus Protection
- Listening to Music
- TV Tuner Card
- PC to Mobile - Sending SMS
- Active Desktop

Software Tools For Hands On
- Windows Vista
- MS Word 2007 or Open Office.org Writer
- MS Excel 2007 or Open Office.org Calc
- MS PowerPoint 2007or Open Office.org Impress
- MS Access 2007 or MySQL
- MS Outlook 2007 or Mozilla Mail
- Internet Explorer 6.0 or Mozilla Browser
- MS FrontPage or HTML Editor

Theory

Information Technology, The Internet And You

Internet, Web And Electronic Commerce

Basic Application Software

Specialized Application Software

System Software

System Unit

Input And Output

Secondary Storage

Communication And Networks

Duration
Regular:120 hours in 12 weeks
Fast Track:50 hours in one month

Medium
English & Indian Languages

Eligibility
Keen desire to learn Information Technology
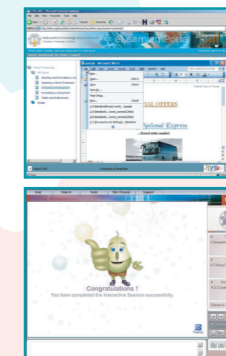**Education Qualification:** 10th Standard desirable

How to apply
- The learner should fill in application form available at the nearest center. He/She should obtain from the center a printed receipt for the payment of fee
- He/She has to affix a photograph and sign on the Application form
- The learner should verify the amount of fee and other details printed on the fee receipt
- The fee has be paid in cash to the ATC and is non-refundable and non-transferable
- Learner should submit the form before or on the last date mentioned on the Application form

Please visit your nearest Authorized Learning Centre (ALC) or visit **www.mkcl.org/mscit** for more details.

Study Material
- Multimedia content with rich voice over delivered through ERA, MKCL's Learning Content Management System

- Highly Illustrative book - Computing Essentials by Timothy J.O'Leary and Linda I.O'Leary

Learning Methodology
- Every Learner gets a personalized login and password to access Learning material in form of eContent through MKCL's ERA - Learning Content Management System (LCMS) at the Authorized Learning Centre (ALC)
- Learner can complete various assignments, interactive and practice sessions to master differential skills for different application softwares followed by integral assignments under the guidance of Tutor at the ALC

Evaluation Methodology
- Interim Performance Tests on each topic
- Final Online Examination
- Tests shall comprise of Objective tests and Assignments
- All the tests shall be conducted using online Evaluation Framework offering peer reviews, corrective personalized feedbacks from local tutor and remote evaluators