

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



In MS-CIT, the learner can learn the Theory on their smartphone or in the ALC's classroom or 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			
<b>Day 01</b>	<b>Session #01</b>				
		<b>MS-CIT Introduction</b>			
		<b>Theory Content</b>			
			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?	
		<b>Lab</b>			
			Typing Practice/टाइपिंग प्रैक्टिस		
			Knowledge Check		
			Session Completion Test		
			Home Work		
<b>Day 02</b>	<b>Session #02</b>				
		<b>Theory Content</b>			
			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		
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Knowledge Check			
			Session Completion Test			
			Home Work - Book Reading			
<b>Day 03</b>	<b>Session #03</b>					
		<b>Theory Content</b>				
			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		

## 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			
<b>Day 04</b>	<b>Session #04</b>					
		<b>Theory Content</b>				
			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		
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Knowledge Check			
			Session Completion Test			
			Home Work - Book Reading			
<b>Day 05</b>	<b>Session #05</b>					
		<b>Theory Content</b>				

## 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			
		<b>Lab</b>			



## 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		
<b>Day 06</b>	<b>Session #06</b>				
		<b>Theory Content</b>			
			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?	
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Overview of Operating System		
			Guided Do It Yourself			
			Knowledge Check			
			Session Completion Test			
			Home Work - Book Reading			
<b>Day 07</b>	<b>Session #07</b>					
		<b>Theory Content</b>				
			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		
	<b>Lab</b>				
		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		
<b>Day 08</b>	<b>Session #08</b>				
		<b>Theory Content</b>			
			MS Office Skills (Windows)		
				Using a Notepad file to type & edit plain text in it	
				Restarting, shutting down, locking, logging 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	
		<b>Lab</b>			
			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		
<b>Day 09</b>	<b>Session #09</b>				
		<b>Theory Content</b>			
			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?
	<b>Lab</b>				
		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		
<b>Day 10</b>	<b>Session #10</b>				
		<b>Theory Content</b>			
			MS Office Skills (Windows)		
				Using a Notepad file to type & edit plain text in it	
				Restarting, shutting down, locking, logging 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?
		<b>Lab</b>			
			Typing Practice/टाइपिंग प्रैक्टिस		
			Self Path Learning		
				Overview of Operating System	
			Guided Do It Yourself		
			Knowledge Check		
			Session Completion Test		
			Home Work - Book Reading		
<b>Day 11</b>	<b>Session #11</b>				
		<b>Theory Content</b>			

## 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	
	<b>Lab</b>				
		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		
<b>Day 12</b>	<b>Session #12</b>				
		<b>Theory Content</b>			
			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	
			<b>Lab</b>		
			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		
<b>Day 13</b>	<b>Session #13</b>				
		<b>Theory Content</b>			
			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		
		<b>Lab</b>				
			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		
<b>Day 14</b>	<b>Session #14</b>				
		<b>Theory Content</b>			
			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	
		<b>Lab</b>			
			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				
<b>Day 15</b>	<b>Session #15</b>					
		<b>Theory Content</b>				
			21st Century Office Skills			
				Reference Tab		
					Table of Contents	
						Table of Contents Summary
					Footnotes Group	
						Footnotes Group Summary
					Research Group	
						Research Group Summary
					Citation Group	
						Citation 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		

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

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
		<b>Lab</b>			
			Typing Practice/टाइपिंग प्रैक्टिस		
			Self Path Learning		
				Label	
			Practical Questions		
			Knowledge Check		
			Processfolio		
			Simulation Questions		
			Session Completion Test		
			Home Work - Book Reading		
<b>Day 16</b>	<b>Session #16</b>				

## 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	
		<b>Lab</b>			
			Typing Practice/टाइपिंग प्रैक्टिस		
			Self Path Learning		
				Envelope	
			Practical Questions		
			Knowledge Check		
			Processfolio		
			Simulation Questions		
			Session Completion Test		
			Home Work - Book Reading		
<b>Day 17</b>	<b>Session #17</b>				

## 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?	

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

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		
<b>Day 18</b>	<b>Session #18</b>				
		<b>Theory Content</b>			
		21st Century Office Skills			
			Resume with a Cover Letter		
				Objectives	
				What is a resume?	
				What should you include in a resume?	

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

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

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

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		
	<b>Lab</b>				
		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		
<b>Day 19</b>	<b>Session #19</b>				
		<b>Theory Content</b>			
			21st Century Office Skills		
				Review Tab	
					Proofing Group
					Proofing Group Summary
					Speech Group
					Speech Group Summary
					Accessibility Group
					Accessibility Group Summary
					Language Group

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

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)	



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

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

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

Day	Session Number	Topics Covered			
					What does an employee shift schedule mean?
					Did you know?
					Why is an employee shift schedule useful?
					General Awareness
					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	
		<b>Lab</b>			

## 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		
<b>Day 21</b>	<b>Session #21</b>				
		<b>Theory Content</b>			
			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		

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

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
		<b>Lab</b>			
			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				
<b>Day 22</b>	<b>Session #22</b>						
			<b>Theory Content</b>				
				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		
	<b>Lab</b>				
		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		
<b>Day 23</b>	<b>Session #23</b>				
		<b>Theory Content</b>			
			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 <a href="https://knoema.com/atlas">https://knoema.com/atlas</a>	
				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	
		<b>Lab</b>			
			Typing Practice/टाइपिंग प्रैक्टिस		
			Self Path Learning		
				File & Home Tab	
			Knowledge Check		
			Practical Questions		
			Processfolio		
			Simulation Questions		
			Session Completion Test		
			Home Work - Book Reading		
<b>Day 24</b>	<b>Session #24</b>				
		<b>Theory Content</b>			
		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 - <a href="https://www.16personalities.com/">https://www.16personalities.com/</a>	
		Smart Typing Skills			
				Learning the Z and Slash Keys	
				Using Keys	
				Typing Tips	
	<b>Learn 21st Century Office Skills through Self Path Learning</b>				
		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		
<b>Day 25</b>	<b>Session #25</b>				
		<b>Theory Content</b>			
			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	
		<b>Lab</b>				
			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			
<b>Day 26</b>	<b>Session #26</b>					
		<b>Theory Content</b>				
			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
		<b>Lab</b>			
			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		
<b>Day 27</b>	<b>Session #27</b>				
		<b>Theory Content</b>			
			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	
	<b>Lab</b>				
		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		
<b>Day 28</b>	<b>Session #28</b>				
		<b>Theory Content</b>			
			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

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

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

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

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			
			Knowledge Check		
			Practical Questions		
			Processfolio		
			Simulation Questions		
			Session Completion Test		
			Home Work - Book Reading		
<b>Day 30</b>	<b>Session #30</b>				
		<b>Theory Content</b>			
			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

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

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	
			<b>Lab</b>		
			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		
<b>Day 31</b>	<b>Session #31</b>				
		<b>Theory Content</b>			
			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	
	<b>Lab</b>				
		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		
<b>Day 32</b>	<b>Session #32</b>				
		<b>Theory Content</b>			
			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?

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

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			
			CoreIDRAW		
	<b>Lab</b>				
		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		
<b>Day 33</b>	<b>Session #33</b>				
		<b>Theory Content</b>			
			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		
	<b>Lab</b>				
		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			
<b>Day 34</b>	<b>Session #34</b>				
		<b>Theory Content</b>			
			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?

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

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		
	<b>Lab</b>				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			Customer Relationship Management 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		
<b>Day 35</b>	<b>Session #35</b>				
		<b>Theory Content</b>			
			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?

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

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

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

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
		<b>Lab</b>			
			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			
<b>Day 36</b>	<b>Session #36</b>				
		<b>Theory Content</b>			
			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



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

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	
	<b>Lab</b>				
		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		
<b>Day 37</b>	<b>Session #37</b>				
		<b>Theory Content</b>			
			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		
		<b>Lab</b>				

## 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		
<b>Day 38</b>	<b>Session #38</b>				
		<b>Theory Content</b>			
			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	
		<b>Lab</b>			
			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			
<b>Day 39</b>	<b>Session #39</b>				
		<b>Theory Content</b>			
			21st Century Office Skills		
				Design Tab	
					Design Tab
					Design Tab Summary
					Summary
				Transitions Tab	
					Transitions Tab
					Transitions Tab Summary
					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	
		<b>Lab</b>			
		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		
<b>Day 40</b>	<b>Session #40</b>				
		<b>Theory Content</b>			
			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	
	<b>Lab</b>				
		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		
<b>Day 41</b>	<b>Session #41</b>				
		<b>Theory Content</b>			
			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		
<b>Day 42</b>	<b>Session #42</b>				
		<b>Theory Content</b>			
			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		
	<b>Lab</b>				
		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		
<b>Day 43</b>	<b>Session #43</b>				
		<b>Theory Content</b>			
			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		
	<b>Lab</b>				
		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		
<b>Day 44</b>	<b>Session #44</b>				
		<b>Theory Content</b>			
			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	
		<b>Lab</b>			
			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		
<b>Day 45</b>	<b>Session #45</b>				
		<b>Theory Content</b>			
			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	
		<b>Lab</b>			
			Typing Practice/टाइपिंग प्रैक्टिस		
			Self Path Learning		
				Storyboard	
			Knowledge Check		
			Practical Questions		
			Processfolio		
			Simulation Questions		
			Session Completion Test		
			Home Work - Book Reading		
<b>Day 46</b>	<b>Session #46</b>				
		<b>Theory Content</b>			
			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		
		<b>Lab</b>			
		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		
<b>Day 47</b>	<b>Session #47</b>				
		<b>Theory Content</b>			
			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

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

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		
	<b>Lab</b>				
		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		
<b>Day 48</b>	<b>Session #48</b>				
		<b>Theory Content</b>			
			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
		<b>Lab</b>			
			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		
<b>Day 49</b>	<b>Session #49</b>				
		<b>Theory Content</b>			
			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	
		<b>Lab</b>			
			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		
<b>Day 50</b>	<b>Session #50</b>				
		<b>Theory Content</b>			
			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	

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

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	
		<b>Lab</b>			
		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		
<b>Day 51 to Day 60</b>	<b>Course Revision &amp; Final Exam Practice</b>				