

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 01	Session 01	<p><b>Introduction</b></p> <p><b>Course Introduction</b>  <b>TAC Introduction</b>  <b>Processfolio Introduction</b></p> <p><b>Windows:</b>            * Introduction to Computer            * Starting a computer            * Using Mouse</p> <p><b>Book Related Content (05 min)</b>            Chapter 1 : Types of Computer</p> <p><b>Today's Attraction (10 min)</b></p> <p><b>Ergonomics:</b> Importance of ideal posture while using computer</p> <p><b>Go Green:</b> Importance of shutting down and logging off a computer  <b>Netiquettes:</b> Trusted websites</p> <p><b>Typing Lesson (10 min)</b>            Type your name and start your learning</p> <p><b>Home Work</b>  <i>Please read the topic 'Information Systems' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice            Mouse Games</p> <p><b>Windows:</b>            * Introduction to Computer            * Starting a computer            * Using Mouse</p> <p><b>Online Test (10 min) (50 Points)</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 02	Session 02	<p>Windows:            * Connecting a headset            * Using Paint application  <b>21st Century Life Skill:</b>            I can use Internet Explorer to browse web pages</p> <p><b>Learning Content (20 min)</b>  <b>21st Century Citizenship Skill:</b>            Get Help Online  <b>21st Century Study Skill:</b>            I can use Google to search more information about study topics  <b>21st Century Job Skill:</b>            I can personalize my desktop</p> <p><b>Book Related Content (05 min)</b>            Chapter 1 : Working of Computers</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Avoiding high audio volumes   <b>Go Green:</b> Turn off your monitor  <b>Netiquettes:</b> Sharing photos online</p> <p><b>Typing Lesson (10 min)</b>            What is Touch Typing? What is Muscle Memory?            Names of Fingers, Finger Placements and some Typing tips.</p> <p><b>Home Work</b>  <i>Please read the topic 'Software' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>   <b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b>   <b>Online Test (10 min) (50 Points)</b>   <b>Session Completion eCertificate</b></p> <p>Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can use Internet Explorer to browse web pages</p> <p><b>21st Century Citizenship Skill:</b>            Get Help Online  <b>21st Century Study Skill:</b>            I can use Google to search more information about study topics  <b>21st Century Job Skill:</b>            I can personalize my desktop  <b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 03	Session 03	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio</p> <p>Windows:            * Log off and hibernate a laptop            * Using Keyboard</p> <p><b>21st Century Life Skill:</b>            I can create and operate an email account</p> <p><b>21st Century Citizenship Skill:</b></p> <p><b>Learning Content (20 min)</b></p> <p>* Online Application for Birth Certificate            * Online Application for Duplicate Birth Certificate</p> <p><b>21st Century Study Skill:</b>            I can listen to Online Stories / Classic Literature in any language</p> <p><b>21st Century Job Skill:</b>            I can create a file using Notepad application</p> <p><b>Book Related Content (05 min)</b></p> <p>Chapter 1 : Learn about Micro Computer</p> <p><b>Today's Attraction (10 min)</b></p> <p><b>Ergonomics:</b> Correct use of keyboard and posture</p> <p><b>Go Green:</b> Hibernate, lock or shut down?  <b>Netiquettes:</b> Email Etiquettes</p> <p><b>Typing Lesson (10 min)</b>  <b>Home Work</b></p> <p>Know about Home Row</p> <p><i>Please read the topic 'Hardware' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b></p> <p>Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can create and operate an email account</p> <p><b>21st Century Citizenship Skill:</b></p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p>* Online Application for Birth Certificate            * Online Application for Duplicate Birth Certificate</p> <p><b>21st Century Study Skill:</b>            I can listen to Online Stories / Classic Literature in any language</p> <p><b>21st Century Job Skill:</b>            I can create a file using Notepad application</p> <p><b>View a short sample Processfolio Create your own Processfolio</b></p> <p>4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b></p> <p><i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 04	Session 04	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio</p> <p>Windows:            * Interacting with computer            * Working with Windows ☑</p> <p><b>21st Century Life Skill:</b>            I can use Google PlayStore and download apps (e.g. MKCL Learner App)</p> <p><b>21st Century Citizenship Skill:</b>            * Know all Emergency Numbers</p> <p><b>21st Century Study Skill:</b>            I can search synonyms, antonyms, and thesaurus on dictionary.com</p> <p><b>21st Century Job Skill:</b>            Windows:            * I can enhance my document using WordPad application</p> <p><b>Learning Content (20 min)</b></p> <p><b>Book Related Content (05 min)</b>            Chapter 2 :            Learn about Internet &amp; Web            Learn about Browsers</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Eyes vis-a-vis your computer screen</p> <p><b>Go Green:</b> Save paper, use the Notepad app</p> <p><b>Netiquettes:</b> Online forms and their risks</p> <p><b>Typing Lesson (10 min)</b>            Lets Start practicing some Home Row keys</p> <p><b>Home Work</b>  <i>Please read the topics 'Data, Connectivity and the Mobile Internet' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b>  <b>21st Century Life Skill:</b>            I can use Google PlayStore and download apps (e.g. MKCL Learner App)  <b>21st Century Citizenship Skill:</b>            * Know all Emergency Numbers  <b>21st Century Study Skill:</b>            I can search synonyms, antonyms, and thesaurus on dictionary.com  <b>21st Century Job Skill:</b>            Windows:            * I can enhance my document using WordPad application</p> <p><b>Online Test (10 min) (50 Points)</b>  <b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session	
Day 05	Session 05	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio</p> <p>Windows:            * Overview of Operating System            * What is Operating System?            * Introduction to Windows7            * Managing multiple programs at a time</p> <p><b>21st Century Life Skill:</b>            I can use paytm for cashless transactions</p> <p><b>21st Century Citizenship Skill:</b>            Know your Vehicle Details</p> <p><b>21st Century Study Skill:</b>            I can use Wikipedia to search the information</p> <p><b>21st Century Job Skill:</b>            I can create and manage files and folders</p> <p><b>Book Related Content (05 min)</b>            Chapter 2 :            Use of Internet for communication            What is email?</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Helpful tips: Reading from your computer screen</p> <p><b>Go Green:</b> Save fuel, go green  <b>Netiquettes:</b> Think before you click that link</p> <p><b>Typing Lesson (10 min)</b>            Learn G and H keys of Home row</p> <p><b>Home Work</b>  <i>Please read the topics 'The Internet and the Web, Uses of Internet' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b></p>	<p>Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can use paytm for cashless transactions</p> <p><b>21st Century Citizenship Skill:</b>            Know your Vehicle Details</p> <p><b>21st Century Study Skill:</b>            I can use Wikipedia to search the information</p> <p><b>21st Century Job Skill:</b>            I can create and manage files and folders</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <b>Total Points scored out of 100 will be converted to Total Marks out of 1</b></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 06	Session 06	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio</p> <p>Windows:            * Creating and Deleting Shortcuts, Using Control Panel, Date and time settings, Pinning items on taskbar and start menu, Taskbar settings, Using Calculator, Using Math Input Panel, Using Sticky Notes, Using the snipping tool</p> <p><b>Learning Content (20 min)</b></p> <p><b>21st Century Life Skill:</b>            I can reset my email password</p> <p><b>21st Century Citizenship Skill:</b>            Online Application for Caste Certificate</p> <p><b>21st Century Study Skill:</b>            I watch educational videos online (YouTube)</p> <p><b>21st Century Job Skill:</b>            I can use Windows Media Player</p> <p><b>Book Related Content (05 min)</b>            Chapter 2:            What is Instant Messaging?</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Some neck exercises for stress relief</p> <p><b>Go Green:</b> Shun that screensaver</p> <p><b>Typing Lesson (10 min)</b>            Keyboard Ergonomics</p> <p><b>Home Work</b>  <i>Please read the topics 'Providers and Browsers' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can reset my email password</p> <p><b>21st Century Citizenship Skill:</b>            Online Application for Caste Certificate</p> <p><b>21st Century Study Skill:</b>            I watch educational videos online (YouTube)</p> <p><b>21st Century Job Skill:</b>            I can use Windows Media Player</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 07	Session 07	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Microsoft Word:            Overview of Word Processing</p> <p><b>21st Century Life Skill:</b>            I can add websites in favorite folder            I can use BHIM app</p> <p><b>21st Century Citizenship Skill:</b>            Online Application for Age, Nationality and Domicile Certificate</p> <p><b>21st Century Study Skill:</b>            I can search and download eBooks (NCERT)</p> <p><b>21st Century Job Skill:</b>            I can create a Letter</p> <p><b>Book Related Content (05 min)</b>            Chapter 2:            Learn about URL &amp; Hyperlink            How to use Wikipedia?</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Why use an ergonomic chair?</p> <p><b>Go Green:</b> Use apps to save time and fuel  <b>Netiquettes:</b> Sharing is caring, but not on Internet</p> <p><b>Typing Lesson (10 min)</b>            Know about Top Row, Typing Tips for You</p> <p><b>Home Work</b>  <i>Please read the topics 'Web utilities and Communication' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can add websites in favorite folder            I can use BHIM app</p> <p><b>21st Century Citizenship Skill:</b>            Online Application for Age, Nationality and Domicile Certificate</p> <p><b>21st Century Study Skill:</b>            I can search and download eBooks (NCERT)</p> <p><b>21st Century Job Skill:</b>            I can create a Letter</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 08	Session 08	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring Word Tabs - Using Home Tab</p> <p><b>21st Century Life Skill:</b>            I can open my net banking account</p> <p><b>21st Century Citizenship Skill:</b>            Book appointment online in Government Hospital</p> <p><b>21st Century Study Skill:</b>            I can improve my vocabulary using volt</p> <p><b>21st Century Job Skill:</b>            I can design a VISITING CARD</p> <p><b>Learning Content (20 min)</b></p> <p><b>Book Related Content (05 min)</b>            Chapter 2:            What is e-commerce?            Know about Electronic Commerce Securities</p> <p><b>Today's Attraction (10 min)</b></p> <p><b>Ergonomics:</b> Correct laptop posture</p> <p><b>Go Green:</b> Use Google Maps to save fuel and time</p> <p><b>Netiquettes:</b> Deactivate unused accounts</p> <p><b>Typing Lesson (10 min)</b>  <b>Home Work</b>            Lets learn and practice W O R U E I keys with some typing tips  <i>Please read the topics 'Social Networking and Blogs' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>21st Century Life Skill:</b>            I can open my net banking account</p> <p><b>21st Century Citizenship Skill:</b>            Book appointment online in Government Hospital</p> <p><b>21st Century Study Skill:</b>            I can improve my vocabulary using volt</p> <p><b>21st Century Job Skill:</b>            I can design a VISITING CARD</p> <p><b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><b>Total Points scored out of 100 will be converted to Total Marks out of 1</b></p>



# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 09	Session 09	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring Word Tabs - Using Insert Tab</p> <p><b>21st Century Life Skill:</b>            I can use my credit or debit card for online shopping</p> <p><b>21st Century Citizenship Skill:</b>            Search for Aadhaar Card Enrolment Centres online</p> <p><b>21st Century Study Skill:</b>            I can organize my day/ Notes, important points using Google Keep</p> <p><b>21st Century Job Skill:</b>            I can create a PROJECT REPORT</p> <p><b>Book Related Content (05 min)</b>            Chapter 3:            What is Software?</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Use Google Calendar to work effectively</p> <p><b>Go Green:</b> Send e-invites and save paper  <b>Netiquettes:</b> Tips for safe online recharge</p> <p><b>Typing Lesson (10 min)</b>            Learn about correct keystroke patterns</p> <p><b>Home Work</b>  <i>Please read the topic 'Electronic Commerce' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can use my credit or debit card for online shopping</p> <p><b>21st Century Citizenship Skill:</b>            Search for Aadhaar Card Enrolment Centres online</p> <p><b>21st Century Study Skill:</b>            I can organize my day/ Notes, important points using Google Keep</p> <p><b>21st Century Job Skill:</b>            I can create a PROJECT REPORT</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 10	Session 10	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Marathi typing using Internet</p> <p><b>21st Century Life Skill:</b>            I can recharge my mobile phone online</p> <p><b>21st Century Citizenship Skill:</b>            * Download Aadhaar Card            * Verify Aadhaar Details            * Update Aadhaar Details</p> <p><b>21st Century Study Skill:</b>            I can check for grammar and spell check</p> <p><b>21st Century Job Skill:</b>            I can create a RESUME (PROFILE)</p> <p><b>Book Related Content (05 min)</b>            Chapter 3:            About Word Processors</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Break to break that habit</p> <p><b>Go Green:</b> Save your planet  <b>Netiquettes:</b> Be safe while posting your resume online</p> <p><b>Typing Lesson (10 min)</b>            Know about the bottom row keys</p> <p><b>Home Work</b>  <i>Please read the topics 'Applications Software and user interface of Microsoft Word' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can recharge my mobile phone online</p> <p><b>21st Century Citizenship Skill:</b>            * Download Aadhaar Card            * Verify Aadhaar Details            * Update Aadhaar Details</p> <p><b>21st Century Study Skill:</b>            I can check for grammar and spell check</p> <p><b>21st Century Job Skill:</b>            I can create a RESUME (PROFILE)</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 11	Session 11	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring Word Tabs - Using Design Tab</p> <p><b>21st Century Life Skill:</b>            I can pay electricity bill online</p> <p><b>21st Century Citizenship Skill:</b>            Application Form for Enrolment of Children (6 months – 3 yrs.) at Anganwadis</p> <p><b>21st Century Study Skill:</b>            I can keep track of my important events / classes all in one place (Google Calendar)</p> <p><b>21st Century Job Skill:</b>            I can design a BROCHURE ☑</p> <p><b>Book Related Content (05 min)</b>            Chapter 3:            Using Spreadsheets</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Prevent musculoskeletal</p> <p><b>Go Green:</b> Did you correctly shut-down your computer?  <b>Netiquettes:</b> Validate before sharing online</p> <p><b>Typing Lesson (10 min)</b>            Learn about commonly used keys</p> <p><b>Home Work</b>  <i>Please read the topic 'Spreadsheets' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>21st Century Life Skill:</b>            I can pay electricity bill online</p> <p><b>21st Century Citizenship Skill:</b>            Application Form for Enrolment of Children (6 months – 3 yrs.) at Anganwadis</p> <p><b>21st Century Study Skill:</b>            I can keep track of my important events / classes all in one place (Google Calendar)</p> <p><b>21st Century Job Skill:</b>            I can design a BROCHURE ☑</p> <p><b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><b>Total Points scored out of 100 will be converted to Total Marks out of 1</b></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 12	Session 12	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring Word Tabs - Using Page Layout Tab</p> <p><b>21st Century Life Skill:</b>            I can pay telephone bill online</p> <p><b>21st Century Citizenship Skill:</b>            Online Application for BPL Certificate</p> <p><b>Learning Content (20 min)</b></p> <p><b>21st Century Study Skill:</b>            I can share notes during class &amp; get doubts cleared in real time with my classmates            Maths/Physics/Accounts (google Docs)</p> <p><b>21st Century Job Skill:</b>            I can create a USER MANUAL</p> <p><b>Book Related Content (05 min)</b>            Chapter 3:            Using Presentation Graphics</p> <p><b>Today's Attraction (10 min)</b></p> <p><b>Ergonomics:</b> Shoulder exercises for computer users</p> <p><b>Go Green:</b> Tips on green computing</p> <p><b>Netiquettes:</b> Rules of net etiquette</p> <p><b>Typing Lesson (10 min)</b>            How to use TAB key?</p> <p><b>Home Work</b>  <i>Please read the topic 'Presentation Graphics' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can pay telephone bill online</p> <p><b>21st Century Citizenship Skill:</b>            Online Application for BPL Certificate</p> <p><b>21st Century Study Skill:</b>            I can share notes during class &amp; get doubts cleared in real time with my classmates            Maths/Physics/Accounts (google Docs)</p> <p><b>21st Century Job Skill:</b>            I can create a USER MANUAL</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 13	Session 13	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Learn to design interactive forms using ActiveX controls</p> <p><b>21st Century Life Skill:</b>            I can configure and activate internet connection</p> <p><b>Learning Content (20 min)</b></p> <p><b>21st Century Citizenship Skill:</b>            Apply Online for Passport</p> <p><b>21st Century Study Skill:</b>            I can watch educational talks on TED Talks</p> <p><b>21st Century Job Skill:</b>            I can create a REGISTRATION FORM</p> <p><b>Book Related Content (05 min)</b></p> <p>Chapter 3:            About Specialized Software's</p> <p><b>Today's Attraction (10 min)</b></p> <p><b>Ergonomics:</b> Ergonomic keyboards</p> <p><b>Go Green:</b> Share online and reduce paper waste</p> <p><b>Netiquettes:</b> Peer to peer sharing</p> <p><b>Typing Lesson (10 min)</b>  <b>Home Work</b></p> <p><i>Please read the topics 'Database Management Systems and Specialized Applications' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b></p> <p>Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can configure and activate internet connection</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points)</b></p> <p><b>Create Your Processfolio (40 min)</b></p> <p><b>21st Century Citizenship Skill:</b>            Apply Online for Passport</p> <p><b>21st Century Study Skill:</b>            I can watch educational talks on TED Talks</p> <p><b>21st Century Job Skill:</b>            I can create a REGISTRATION FORM</p> <p><b>View a short sample Processfolio Create your own Processfolio</b></p> <p>4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b></p> <p><i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 14	Session 14	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring Word Tabs - Using References &amp; Review Tab</p> <p><b>21st Century Life Skill:</b>            I can use ShareIt app to share the files with others</p> <p><b>21st Century Citizenship Skill:</b>            Passport application - Track Status online</p> <p><b>21st Century Study Skill:</b>            I can participate in Live Discussions (Facebook Live)</p> <p><b>21st Century Job Skill:</b>            I can create a professional INVITATION LETTER</p> <p><b>Book Related Content (05 min)</b>            Chapter 3:            About Social Networking</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Don't keep those legs dangling</p> <p><b>Go Green:</b> Save paper, use both sides of paper</p> <p><b>Typing Lesson (10 min)</b>            How to improve your typing speed?</p> <p><b>Home Work</b>  <i>Please read the topics 'System Software and Functions of an Operating Systems' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can use ShareIt app to share the files with others</p> <p><b>21st Century Citizenship Skill:</b>            Passport application - Track Status online</p> <p><b>21st Century Study Skill:</b>            I can participate in Live Discussions (Facebook Live)</p> <p><b>21st Century Job Skill:</b>            I can create a professional INVITATION LETTER</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><b>Total Points scored out of 100 will be converted to Total Marks out of 1</b></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 15	Session 15	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring Word Tabs - Using View Tab            Word Processing in Other Languages ☑</p> <p><b>21st Century Life Skill:</b>            I can use CamScanner app to scan the documents</p> <p><b>Learning Content (20 min)</b></p> <p><b>21st Century Citizenship Skill:</b>            Apply online for Atal Pension Yojana  <b>21st Century Study Skill:</b>            I can learn by discussions in forums (quora.com)</p> <p><b>21st Century Job Skill:</b>            I can create an ENVELOPE</p> <p><b>Book Related Content (05 min)</b>            Chapter 3:            All about Utility Suites</p> <p><b>Today's Attraction (10 min)</b></p> <p><b>Ergonomics:</b> Adjust the display's brightness</p> <p><b>Go Green:</b> Use paperless communication</p> <p><b>Typing Lesson (10 min)</b>            How to type with speed 20-22 WMP?</p> <p><b>Home Work</b>  <i>Please read the topics 'Features and Categorization of an Operating Systems' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can use CamScanner app to scan the documents</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>21st Century Citizenship Skill:</b>            Apply online for Atal Pension Yojana  <b>21st Century Study Skill:</b>            I can learn by discussions in forums (quora.com)</p> <p><b>21st Century Job Skill:</b>            I can create an ENVELOPE  <b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 16	Session 16	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring Word Tabs - Using Format Shape and Table Tools Tab</p> <p><b>21st Century Life Skill:</b>            I can print and save web pages  <b>21st Century Citizenship Skill:</b>            Apply Online for Pradhanmantri Suraksha Bima Yojana  <b>21st Century Study Skill:</b>            I can learn a new language by interacting with my phone with the duoLingo App  <b>21st Century Job Skill:</b>            I can create a NEWSLETTER</p> <p><b>Book Related Content (05 min)</b>            Chapter 4:            Learn about Device Drivers</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Exercises your hands and fingers  <b>Go Green:</b> Reduce your digital and carbon footprints  <b>Netiquettes:</b> Unsecure wireless connections</p> <p><b>Typing Lesson (10 min)</b>            How to type with speed 24-26 WMP?  <b>Home Work</b>  <i>Please read the topics 'Mac OS, Unix and Linux' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can print and save web pages  <b>21st Century Citizenship Skill:</b>            Apply Online for Pradhanmantri Suraksha Bima Yojana  <b>21st Century Study Skill:</b>            I can learn a new language by interacting with my phone with the duoLingo App  <b>21st Century Job Skill:</b>            I can create a NEWSLETTER</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>



# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 17	Session 17	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring Word Tabs - Using File Tab, How to proofread a document</p> <p><b>21st Century Life Skill:</b>            I know importance of strong passwords</p> <p><b>21st Century Citizenship Skill:</b>            Apply Online for Pradhanmantri Jeevan Jyoti Bima Yojana</p> <p><b>21st Century Study Skill:</b>            I can join Massive Open Online Courses (MOOCs)</p> <p><b>21st Century Job Skill:</b>            I can create a BLOG POST</p> <p><b>Book Related Content (05 min)</b>            Chapter 4:            Learn about Booting</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Prevent computer vision syndrome</p> <p><b>Go Green:</b> Use shared drive storages instead of email attachments  <b>Netiquettes:</b> Be vigilant while using online classifieds</p> <p><b>Typing Lesson (10 min)</b>            How to type with speed 28-30 WMP?</p> <p><b>Home Work</b>  <i>Please read the topic 'Utilities' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>21st Century Life Skill:</b>            I know importance of strong passwords</p> <p><b>21st Century Citizenship Skill:</b>            Apply Online for Pradhanmantri Jeevan Jyoti Bima Yojana</p> <p><b>21st Century Study Skill:</b>            I can join Massive Open Online Courses (MOOCs)</p> <p><b>21st Century Job Skill:</b>            I can create a BLOG POST</p> <p><b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 18	Session 18	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            * Compare two versions of document            * Include Digital Signature into the document</p> <p><b>21st Century Life Skill:</b>            I can build my network for professional upgradation</p> <p><b>21st Century Citizenship Skill:</b>            Digilocker - Store Certificates Online            Scan Documents and Store Online</p> <p><b>21st Century Study Skill:</b>            I can join online courses on Coursera.org            I can learn any subject online for free on edx</p> <p><b>21st Century Job Skill:</b>            I can design a WEB PAGE            I can create a letterhead</p> <p><b>Book Related Content (05 min)</b>            Chapter 4:            All About Operating Systems</p> <p><b>Today's Attraction (10 min)</b></p> <p><b>Ergonomics:</b> Flex those fingers</p> <p><b>Go Green:</b> Analyse your computer's energy usage</p> <p><b>Netiquettes:</b> Safe downloading</p> <p><b>Typing Lesson (10 min)</b>            How to type capital letters?</p> <p><b>Home Work</b>  <i>Please read the topic 'System Unit' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can build my network for professional upgradation</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>21st Century Citizenship Skill:</b>            Digilocker - Store Certificates Online            Scan Documents and Store Online</p> <p><b>21st Century Study Skill:</b>            I can join online courses on Coursera.org            I can learn any subject online for free on edx</p> <p><b>21st Century Job Skill:</b>            I can design a WEB PAGE            I can create a letterhead</p> <p><b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 19	Session 19	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio</p> <p><b>Recap Session :</b>  Recap all the differential skills and case studies learnt in the previous session.</p> <p><b>21st Century Life Skill:</b></p> <p><b>21st Century Citizenship Skill:</b></p> <p><b>21st Century Study Skill:</b></p> <p><b>21st Century Job Skill:</b>  Chapter 4:  Internet for Entertainment</p> <p><b>Ergonomics:</b> Ease the shoulders</p> <p><b>Go Green:</b> Recycle your old computer  <b>Netiquettes:</b> Risks in Online registration</p> <p><b>Learning Content (20 min)</b></p> <p><b>Book Related Content (05 min)</b></p> <p><b>Today's Attraction (10 min)</b></p> <p><b>Typing Lesson (10 min)</b></p> <p><b>Home Work</b></p> <p>Tips to practice Capital JFKDSLA:GHTY</p> <p><i>Please read the topic 'System Board' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b></p> <p>Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>21st Century Life Skill:</b></p> <p><b>21st Century Citizenship Skill:</b></p> <p><b>21st Century Study Skill:</b></p> <p><b>21st Century Job Skill:</b>  4 Objective Questions, 20 Points  3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b></p> <p><i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <b>Total Points scored out of 100 will be converted to Total Marks out of 1</b></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 20	Session 20	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Overview of Spreadsheet</p> <p><b>21st Century Life Skill:</b>            I can book movie tickets online</p> <p><b>21st Century Citizenship Skill:</b>            Use Google Drive to store your important files</p> <p><b>21st Century Study Skill:</b>            I can learn from Best Colleges in the World - NPTEL            I want to learn through videos on Khan Academy</p> <p><b>21st Century Job Skill:</b>            I can create TO-DO LIST ☑</p> <p><b>Book Related Content (05 min)</b>            Chapter 4:            Learn about Disk clean-up &amp; defragmenter</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Prevent ergonomic injuries in children</p> <p><b>Go Green:</b> Use effective power management</p> <p><b>Netiquettes:</b> Stay safe while booking tickets online</p> <p><b>Typing Lesson (10 min)</b>            Tips to practice on Capital GHTYURIE</p> <p><b>Home Work</b>  <i>Please read the topics 'Microprocessor and Microprocessor Chips' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>21st Century Life Skill:</b>            I can book movie tickets online</p> <p><b>21st Century Citizenship Skill:</b>            Use Google Drive to store your important files</p> <p><b>21st Century Study Skill:</b>            I can learn from Best Colleges in the World - NPTEL            I want to learn through videos on Khan Academy</p> <p><b>21st Century Job Skill:</b>            I can create TO-DO LIST ☑</p> <p><b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><b>Total Points scored out of 100 will be converted to Total Marks out of 1</b></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 21	Session 21	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Learn to insert rupees symbol in worksheet</p> <p><b>21st Century Life Skill:</b>            I can use Ola Cabs app to book a cab online</p> <p><b>21st Century Citizenship Skill:</b>            Voter ID Card - Online Application            Voter ID Card - Search Your Name in List            Know your Booth</p> <p><b>21st Century Study Skill:</b>            I can express my Ideas using Mindmap tool</p> <p><b>21st Century Job Skill:</b>              I can prepare an AGENDA</p> <p><b>Book Related Content (05 min)</b>            Chapter 5: Learn about Motherboard</p> <p><b>Today's Attraction (10 min)</b>    <b>Ergonomics:</b> Step it up!</p> <p><b>Go Green:</b> Create shortcuts, not copies  <b>Netiquettes:</b> Cyber Security - Hacking</p> <p><b>Typing Lesson (10 min)</b>            Tips to practice Capital QWPOVMC</p> <p><b>Home Work</b>  <i>Please read the topics 'Memory and Types of Memory Chips' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>21st Century Life Skill:</b>            I can use Ola Cabs app to book a cab online</p> <p><b>21st Century Citizenship Skill:</b>            Voter ID Card - Online Application            Voter ID Card - Search Your Name in List            Know your Booth</p> <p><b>21st Century Study Skill:</b>            I can express my Ideas using Mindmap tool</p> <p><b>21st Century Job Skill:</b>              I can prepare an AGENDA</p> <p><b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 22	Session 22	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring Excel Tabs - Using File Tab</p> <p><b>21st Century Life Skill:</b>            I can use GPS Route Finder app to easily track all the visited locations</p> <p><b>21st Century Citizenship Skill:</b>            Online Application for Driving License            Book Appointment for Driving License Test</p> <p><b>21st Century Study Skill:</b>            I can find information about The World via <a href="https://knoema.com/atlas">https://knoema.com/atlas</a></p> <p><b>21st Century Job Skill:</b>            I can create useful ADDRESS BOOK ☑</p> <p><b>Book Related Content (05 min)</b>            Chapter 5: Learn about Microprocessor Chips</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Children and computer-related injuries</p> <p><b>Go Green:</b> When multitasking, close the unused apps  <b>Netiquettes:</b> Cyber Security - Mischief</p> <p><b>Typing Lesson (10 min)</b>  <b>Home Work</b>            Typing Tips  <i>Please read the topic 'Expansion Slots and Cards' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>21st Century Life Skill:</b>            I can use GPS Route Finder app to easily track all the visited locations</p> <p><b>21st Century Citizenship Skill:</b>            Online Application for Driving License            Book Appointment for Driving License Test</p> <p><b>21st Century Study Skill:</b>            I can find information about The World via <a href="https://knoema.com/atlas">https://knoema.com/atlas</a></p> <p><b>21st Century Job Skill:</b>            I can create useful ADDRESS BOOK ☑</p> <p><b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 23	Session 23	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring Excel Tabs - Using Home Tab</p> <p><b>21st Century Life Skill:</b>            I can use an app to read newspaper online</p> <p><b>21st Century Citizenship Skill:</b>            Get Trained about Disaster Management</p> <p><b>21st Century Study Skill:</b>            I want to learn about the stars by using <a href="http://stars.chromeexperiments.com/">http://stars.chromeexperiments.com/</a></p> <p><b>21st Century Job Skill:</b>            I can create a simple TIMESHEET            I can design a simple DATABASE</p> <p><b>Book Related Content (05 min)</b>            Chapter 5: All about Memory</p> <p><b>Today's Attraction (10 min)</b></p> <p><b>Ergonomics:</b> Exercises at your desk</p> <p><b>Go Green:</b> Use online services wherever possible</p> <p><b>Netiquettes:</b> Cyber Stalking</p> <p><b>Typing Lesson (10 min)</b>            How to improve typing speed?</p> <p><b>Home Work</b>  <i>Please read the topics 'Bus Lines and Expansion Buses' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can use Dainik Bhaskar app to read newspaper online</p> <p><b>21st Century Citizenship Skill:</b>            Get Trained about Disaster Management</p> <p><b>21st Century Study Skill:</b>            I want to learn about the stars by using <a href="http://stars.chromeexperiments.com/">http://stars.chromeexperiments.com/</a></p> <p><b>21st Century Job Skill:</b>            I can create a simple TIMESHEET            I can design a simple DATABASE</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><b>Total Points scored out of 100 will be converted to Total Marks out of 1</b></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 24	Session 24	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring Excel Tabs - Using Insert and Page Layout Tabs</p> <p><b>21st Century Life Skill:</b>            I can use JustDial to find an online tutor</p> <p><b>21st Century Citizenship Skill:</b>            Online Application for PAN Card - Part I</p> <p><b>21st Century Study Skill:</b>            I want to learn about History using Google Arts and Culture</p> <p><b>21st Century Job Skill:</b>            I can track EVENT EXPENSES more easily</p> <p><b>Book Related Content (05 min)</b>            Chapter 5: Expansion Slots and Cards</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Ergonomic keyboard drawer</p> <p><b>Go Green:</b> Think before you take a printout  <b>Netiquettes:</b> Cyber Security - Cheating by personation</p> <p><b>Typing Lesson (10 min)</b>            How to type with speed 27-28 WMP?</p> <p><b>Home Work</b>  <i>Please read the topics 'Standard Ports and Specialized Ports' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can share my presentation on SlideShare</p> <p><b>21st Century Citizenship Skill:</b>            Online Application for PAN Card - Part I</p> <p><b>21st Century Study Skill:</b>            I want to learn about History using Google Arts and Culture</p> <p><b>21st Century Job Skill:</b>            I can track EVENT EXPENSES more easily</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>



# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 25	Session 25	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring Excel Tabs - Using Formulas Tab</p> <p><b>21st Century Life Skill:</b>            I can listen to my favorite songs on Saavn app</p> <p><b>21st Century Citizenship Skill:</b>            Online Application for PAN Card - Part II</p> <p><b>21st Century Study Skill:</b>            I can learn by playing games &amp; improve my abilities - Elevate</p> <p><b>21st Century Job Skill:</b>            I can prepare personal BUDGET sheet quickly</p> <p><b>Book Related Content (05 min)</b>            Chapter 5: Learn about Specialty Processors</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Rule of 20-20-20"  <b>Go Green:</b> Organize files and folders: Saves energy  <b>Netiquettes:</b> What's phishing?</p> <p><b>Typing Lesson (10 min)</b>            How to type with speed 29-30 WMP?</p> <p><b>Home Work</b>  <i>Please read the topic 'Power Supply' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can listen to my favorite songs on Saavn app</p> <p><b>21st Century Citizenship Skill:</b>            Online Application for PAN Card - Part II</p> <p><b>21st Century Study Skill:</b>            I can learn by playing games &amp; improve my abilities - Elevate</p> <p><b>21st Century Job Skill:</b>            I can prepare personal BUDGET sheet quickly</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 26	Session 26	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring Excel Tabs - Using Data Tab</p> <p><b>21st Century Life Skill:</b>            I can use Flipkart app for online shopping</p> <p><b>21st Century Citizenship Skill:</b>            Online Application for Income Certificate</p> <p><b>21st Century Study Skill:</b>            I can do science experiments - Physics            I can do Math Experiments</p> <p><b>21st Century Job Skill:</b>            I can create a LOAN CALCULATOR</p> <p><b>Learning Content (20 min)</b></p> <p><b>Book Related Content (05 min)</b>            Chapter 5: Learn about AC and DC Power Supply</p> <p><b>Today's Attraction (10 min)</b></p> <p><b>Ergonomics:</b> Use ergonomic table</p> <p><b>Go Green:</b> Avoid unnecessary digital storage and email attachments  <b>Netiquettes:</b> Cyber Security - identify Fraud</p> <p><b>Typing Lesson (10 min)</b>            How to type with speed 31-32 WMP?</p> <p><b>Home Work</b>  <i>Please read the topic 'Electronic Data and Instructions' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can use Flipkart app for online shopping</p> <p><b>21st Century Citizenship Skill:</b>            Online Application for Income Certificate</p> <p><b>21st Century Study Skill:</b>            I can do science experiments - Physics            I can do Math Experiments</p> <p><b>21st Century Job Skill:</b>            I can create a LOAN CALCULATOR</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><b>Total Points scored out of 100 will be converted to Total Marks out of 1</b></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 27	Session 27	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring Excel Tabs - Using View Tab</p> <p><b>21st Century Life Skill:</b>            I can sell old items online on OLX</p> <p><b>21st Century Citizenship Skill:</b>            Register your complaint on Consumer Forum</p> <p><b>21st Century Study Skill:</b>            I can do science experiments - Chemistry</p> <p><b>21st Century Job Skill:</b>            I can create a monthly APPOINTMENT CALENDAR </p> <p><b>Book Related Content (05 min)</b>            Chapter 6: What is Input?</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Blink your eyes</p> <p><b>Go Green:</b> Delete unused files from the hard drive</p> <p><b>Typing Lesson (10 min)</b>            How to type with speed 33-34 WMP?</p> <p><b>Home Work</b>  <i>Please read the topics 'What is Input and Keyboards' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>21st Century Life Skill:</b>            I can sell old items online on OLX</p> <p><b>21st Century Citizenship Skill:</b>            Register your complaint on Consumer Forum</p> <p><b>21st Century Study Skill:</b>            I can do science experiments - Chemistry</p> <p><b>21st Century Job Skill:</b>            I can create a monthly APPOINTMENT CALENDAR </p> <p><b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 28	Session 28	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring Excel Tabs - Using Chart Tools Tab</p> <p><b>21st Century Life Skill:</b>            I can use Opera Mini app</p> <p><b>21st Century Citizenship Skill:</b>            Make an appointment with Government officer Online Booking</p> <p><b>21st Century Study Skill:</b>            I can test my IQ</p> <p><b>21st Century Job Skill:</b>            I can manage MEETING MINUTES quickly and easily</p> <p><b>Learning Content (20 min)</b></p> <p><b>Book Related Content (05 min)</b>            Chapter 6: know about Game Controllers</p> <p><b>Today's Attraction (10 min)</b></p> <p><b>Ergonomics:</b> Soothe your eyes</p> <p><b>Go Green:</b> Archive large email folders</p> <p><b>Typing Lesson (10 min)</b>            How to type with speed 35 WMP?</p> <p><b>Home Work</b>  <i>Please read the topic 'Pointing Devices' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>21st Century Life Skill:</b>            I can use Opera Mini app</p> <p><b>21st Century Citizenship Skill:</b>            Make an appointment with Government officer Online Booking</p> <p><b>21st Century Study Skill:</b>            I can test my IQ</p> <p><b>21st Century Job Skill:</b>            I can manage MEETING MINUTES quickly and easily</p> <p><b>View a short sample Processfolio Create your own Processfolio</b></p> <p><b>Online Test (10 min) (50 Points)</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 29	Session 29	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring Excel Tabs - Using Pivot Table</p> <p><b>21st Century Life Skill:</b>            I can send and receive eFax  <b>21st Century Citizenship Skill:</b>            Registration on MGNREGA            View details of yours on MGNREGA  <b>21st Century Study Skill:</b>            I want to prepare for MPSC  <b>21st Century Job Skill:</b>            I can create a CHECKLIST </p> <p><b>Book Related Content (05 min)</b>            Chapter 6: Using Scanner</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Soothe your eyes   <b>Go Green:</b> Use energy saving technology</p> <p><b>Typing Lesson (10 min)</b>            Learning about Number Keys</p> <p><b>Home Work</b>  <i>Please read the topic 'Scanning Devices' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>21st Century Life Skill:</b>            I can send and receive eFax  <b>21st Century Citizenship Skill:</b>            Registration on MGNREGA            View details of yours on MGNREGA  <b>21st Century Study Skill:</b>            I want to prepare for MPSC  <b>21st Century Job Skill:</b>            I can create a CHECKLIST </p> <p><b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 30	Session 30	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio</p> <p><b>Recap Session :</b>  Recap all the differential skills and case studies learnt in the previous session.</p> <p><b>21st Century Life Skill:</b></p> <p><b>21st Century Citizenship Skill:</b></p> <p><b>21st Century Study Skill:</b></p> <p><b>21st Century Job Skill:</b></p> <p><b>Learning Content (20 min)</b></p> <p><b>Book Related Content (05 min)</b> Chapter 6: Learn about Card Reader</p> <p><b>Today's Attraction (10 min)</b> <b>Ergonomics:</b> Proper lighting around computer workstation</p> <p><b>Go Green:</b> Screensavers are not energy savers, shun them</p> <p><b>Typing Lesson (10 min)</b> Increasing typing speed</p> <p><b>Home Work</b> <i>Please read the topics 'Card Readers, Bar Code Readers and RFID Readers' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b> Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>Online Test (10 min) (50 Points)</b> 4 Objective Questions, 20 Points 3 Practical Questions, 30 points</p> <p><b>Session Completion eCertificate</b> <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 31	Session 31	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Overview of Presentation Graphics</p> <p><b>21st Century Life Skill:</b>            I can send bulk messages  <b>21st Century Citizenship Skill:</b>            Check your Provident Fund Online  <b>21st Century Study Skill:</b>            I can share information using Slide Share  <b>21st Century Job Skill:</b></p> <p>I can design beautiful GREETING CARD</p> <p><b>Book Related Content (05 min)</b>            Chapter 6: What is Output Device?</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Avoid eating at your desk</p> <p><b>Go Green:</b> Buy computers that come with a Star rating</p> <p><b>Typing Lesson (10 min)</b>            Keyboarding Tips</p> <p><b>Home Work</b>  <i>Please read the topic 'Character and Mark Recognition Devices' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can send bulk messages  <b>21st Century Citizenship Skill:</b>            Check your Provident Fund Online  <b>21st Century Study Skill:</b>            I can share information using Slide Share  <b>21st Century Job Skill:</b></p> <p>I can design beautiful GREETING CARD  <b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points)</b>  <b>Create Your Processfolio (40 min)</b></p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 32	Session 32	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring PowerPoint Tabs - Using File Tab</p> <p><b>21st Century Life Skill:</b>            I pay income tax online  <b>21st Century Citizenship Skill:</b>            Using Rakshak App for safety of Women and Senior Citizens  <b>21st Century Study Skill:</b>            I can make a presentation on my research &amp; take real time feedback via Google Slides  <b>21st Century Job Skill:</b>            I can make a CERTIFICATE</p> <p><b>Book Related Content (05 min)</b>            Chapter 6: Using eBooks</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Exercises for your back  <b>Go Green:</b> Reduce paper margins to decrease paper consumption</p> <p><b>Typing Lesson (10 min)</b>            How to type with speed 38,39,40 WMP</p> <p><b>Home Work</b>  <i>Please read the topic 'Image Capturing Devices' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I pay income tax online  <b>21st Century Citizenship Skill:</b>            Using Rakshak App</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b>  <b>21st Century Study Skill:</b>            I can make a presentation on my research &amp; take real time feedback via Google Slides  <b>21st Century Job Skill:</b>            I can make a CERTIFICATE</p> <p><b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>



# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 33	Session 33	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring PowerPoint Tabs - Using Home Tab</p> <p><b>21st Century Life Skill:</b>            I can use Evernote app to access my notes everywhere</p> <p><b>21st Century Citizenship Skill:</b>            Download Forms</p> <p><b>21st Century Study Skill:</b>            I can do clustered search</p> <p><b>21st Century Job Skill:</b>            I can make a design a creative GIFT VOUCHER</p> <p><b>Learning Content (20 min)</b></p> <p><b>Book Related Content (05 min)</b>            Chapter 6: Features of monitor</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Stretch your legs</p> <p><b>Go Green:</b> Use soft copies of textbooks whenever possible</p> <p><b>Typing Lesson (10 min)</b>            Know about various symbols</p> <p><b>Home Work</b>  <i>Please read the topic 'Audio-Input Devices' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can use Evernote app to access my notes everywhere</p> <p><b>21st Century Citizenship Skill:</b>            Download Forms</p> <p><b>21st Century Study Skill:</b>            I can do clustered search</p> <p><b>21st Century Job Skill:</b>            I can make a design a creative GIFT VOUCHER</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>Online Test (10 min) (50 Points)</b>  <b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 34	Session 34	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring PowerPoint Tabs - Using Insert Tab</p> <p><b>21st Century Life Skill:</b>            I can use Udemy app for learning and teaching online</p> <p><b>21st Century Citizenship Skill:</b>            Online Application for Marriage Certificate</p> <p><b>21st Century Study Skill:</b>            I know about the History of India, chronologically using India History App</p> <p><b>21st Century Job Skill:</b>            I can design a COMPANY PROFILE</p> <p><b>Book Related Content (05 min)</b>            Chapter 7: Multifunctional Devices</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Some neck exercises</p> <p><b>Go Green:</b> Use digital copies over hard copies</p> <p><b>Netiquettes:</b> Digital Signatures</p> <p><b>Typing Lesson (10 min)</b>            How to type with speed 44,45 WMP?</p> <p><b>Home Work</b>  <i>Please read the topics 'What is Output? and Features of Monitor' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can use Udemy app for learning and teaching online</p> <p><b>21st Century Citizenship Skill:</b>            Online Application for Marriage Certificate</p> <p><b>21st Century Study Skill:</b>            I know about the History of India, chronologically using India History App</p> <p><b>21st Century Job Skill:</b>            I can design a COMPANY PROFILE</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 35	Session 35	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring PowerPoint Tabs - Using View Tab</p> <p><b>21st Century Life Skill:</b>            I can participate in a Webinar</p> <p><b>21st Century Citizenship Skill:</b>            Apply online for Ration Card - Part I</p> <p><b>Learning Content (20 min)</b></p> <p><b>21st Century Study Skill:</b>            I can share my knowledge of technology by making a blog via Tumblr</p> <p><b>21st Century Job Skill:</b>            I can prepare effective TRAINING PRESENTATION</p> <p><b>Book Related Content (05 min)</b>            Chapter 7: Learn about Storage Devices</p> <p><b>Today's Attraction (10 min)</b></p> <p><b>Ergonomics:</b> Ideal neck posture</p> <p><b>Go Green:</b> Separate your e-waste and techno trash</p> <p><b>Typing Lesson (10 min)</b>            How to use Navigation Keys?</p> <p><b>Home Work</b>  <i>Please read the topic 'Printers' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can participate in a Webinar</p> <p><b>21st Century Citizenship Skill:</b>            Apply online for Ration Card - Part I</p> <p><b>21st Century Study Skill:</b>            I can share my knowledge of technology by making a blog via Tumblr</p> <p><b>21st Century Job Skill:</b>            I can prepare effective TRAINING PRESENTATION</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 36	Session 36	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring PowerPoint Tabs - Using Slide Show Tab</p> <p><b>21st Century Life Skill:</b>            I can book train tickets online</p> <p><b>21st Century Citizenship Skill:</b>            Apply online for Ration Card - Part II</p> <p><b>21st Century Study Skill:</b>            I can check my project report for Plagiarism using Plagiarism checker</p> <p><b>21st Century Job Skill:</b>            I can prepare a professional BUSINESS PRESENTATION ☑</p> <p><b>Book Related Content (05 min)</b>            Chapter 7: Learn about Hard Disk and RAID</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Ouch! That wrist hurts!</p> <p><b>Go Green:</b> Reuse ink cartridges</p> <p><b>Typing Lesson (10 min)</b>            How to use Numeric Pad?</p> <p><b>Home Work</b>  <i>Please read the topics 'Audio-Output Devices and Combination Input-Output Devices' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can book train tickets online</p> <p><b>21st Century Citizenship Skill:</b>            Apply online for Ration Card - Part II</p> <p><b>21st Century Study Skill:</b>            I can check my project report for Plagiarism using Plagiarism checker</p> <p><b>21st Century Job Skill:</b>            I can prepare a professional BUSINESS PRESENTATION ☑</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 37	Session 37	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Exploring PowerPoint Tabs - Using Format Picture Tab</p> <p><b>21st Century Life Skill:</b>            I can use MakeMyTrip app to organize my trip online</p> <p><b>21st Century Citizenship Skill:</b>            Apply online for Pradhanmantri Awas Yojana</p> <p><b>21st Century Study Skill:</b>            I can access online Research Papers (Google Scholar)</p> <p><b>21st Century Job Skill:</b>            I can create a digital PRODUCT CATALOGUE ☑</p> <p><b>Book Related Content (05 min)</b>            Chapter 7: Using Solid State Storage</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Some more exercises for your shoulders</p> <p><b>Go Green:</b> Avoid non-productive message and mail forwards</p> <p><b>Typing Lesson (10 min)</b>            Keyboarding Practice</p> <p><b>Home Work</b>  <i>Please read the topics 'Storage and Hard Disks' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can use MakeMyTrip app to organize my trip online</p> <p><b>21st Century Citizenship Skill:</b>            Apply online for Pradhanmantri Awas Yojana</p> <p><b>21st Century Study Skill:</b>            I can access online Research Papers (Google Scholar)</p> <p><b>21st Century Job Skill:</b>            I can create a digital PRODUCT CATALOGUE ☑</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 38	Session 38	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Using Image Search</p> <p><b>21st Century Life Skill:</b>            I can book air tickets online  <b>21st Century Citizenship Skill:</b>            Apply online for Water Connection  <b>21st Century Study Skill:</b>            I can collaborate with peers to practice for competitive exams like IIT JEE  <b>21st Century Job Skill:</b></p> <p>I can create a DIGITAL PHOTO ALBUM</p> <p><b>Book Related Content (05 min)</b>            Chapter 7: Learn about Optical Disc</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Side effects of AC workstations</p> <p><b>Go Green:</b> Remember to turn-off the Bluetooth and Wi-Fi</p> <p><b>Typing Lesson (10 min)</b>            Learn about advanced skills of Word Processing</p> <p><b>Home Work</b>  <i>Please read the topic 'Performance Enhancements' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can book air tickets online  <b>21st Century Citizenship Skill:</b>            Apply online for Water Connection  <b>21st Century Study Skill:</b>            I can collaborate with peers to practice for competitive exams like IIT JEE  <b>21st Century Job Skill:</b></p> <p>I can create a DIGITAL PHOTO ALBUM</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><b>Total Points scored out of 100 will be converted to Total Marks out of 1</b></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 39	Session 39	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            How to record your voice with Sound Recorder</p> <p><b>21st Century Life Skill:</b>            I can scan QR code using use Barcode Scanner app</p> <p><b>21st Century Citizenship Skill:</b>            Apply Online for Electricity Connection</p> <p><b>21st Century Study Skill:</b>            I can understand my personality type - <a href="https://www.16personalities.com/">https://www.16personalities.com/</a></p> <p><b>21st Century Job Skill:</b>            I can create a PERSONAL PORTFOLIO</p> <p><b>Book Related Content (05 min)</b>            Chapter 8: Physical Connection Of Networks</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> What is an ergonomic mouse?</p> <p><b>Go Green:</b> Turn off the peripherals  <b>Netiquettes:</b> Stay safe on social networking sites</p> <p><b>Typing Lesson (10 min)</b>            Learn about text wrapping</p> <p><b>Home Work</b>  <i>Please read the topic 'Solid-State Storage' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can scan QR code using use Barcode Scanner app</p> <p><b>21st Century Citizenship Skill:</b>            Apply Online for Electricity Connection</p> <p><b>21st Century Study Skill:</b>            I can understand my personality type - <a href="https://www.16personalities.com/">https://www.16personalities.com/</a></p> <p><b>21st Century Job Skill:</b>            I can create a PERSONAL PORTFOLIO</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 40	Session 40	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            I can download images to set up wallpapers            I can communicate using Google Hangout</p> <p><b>21st Century Life Skill:</b>            I can book gas refill online  <b>21st Century Citizenship Skill:</b>            Apply Online for Toilet Certificate  <b>21st Century Study Skill:</b>            I can conduct a Poll/survey/research using Google Forms  <b>21st Century Job Skill:</b>              I can make a SCHEDULE</p> <p><b>Book Related Content (05 min)</b> Chapter 8: About Satellite Communication</p> <p><b>Today's Attraction (10 min)</b> <b>Ergonomics:</b> Some more finger exercises</p> <p><b>Go Green:</b> Video conference to save time and resources  <b>Netiquettes:</b> Risks associated with social bookmarking            Creating Spreadsheets</p> <p><b>Typing Lesson (10 min)</b>  <b>Home Work</b> <i>Please read the topic 'Optical Discs' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b> Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can book gas refill online  <b>21st Century Citizenship Skill:</b>            Apply Online for Toilet Certificate  <b>21st Century Study Skill:</b>            I can conduct a Poll/survey/research using Google Forms  <b>21st Century Job Skill:</b>              I can make a SCHEDULE</p> <p><b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b> <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>



# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 41	Session 41	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Know about Input and Output Devices</p> <p><b>21st Century Life Skill:</b>            I can put my important files on a CD or DVD</p> <p><b>21st Century Citizenship Skill:</b>            Check your Property Records in the Government record</p> <p><b>Learning Content (20 min)</b></p> <p><b>21st Century Study Skill:</b>            I can create home design and interior decor in 2D &amp; 3D Architecture via <a href="https://planner5d.com/">https://planner5d.com/</a></p> <p><b>21st Century Job Skill:</b>            I can design personalized STICKERS</p> <p><b>Book Related Content (05 min)</b>            Chapter 8: What is Bandwidth?</p> <p><b>Today's Attraction (10 min)</b></p> <p><b>Ergonomics:</b> Using ergonomic headphones</p> <p><b>Go Green:</b> Use zip files and PDFs  <b>Netiquettes:</b> Encrypt files to protect data</p> <p><b>Typing Lesson (10 min)</b>            Formatting Worksheets</p> <p><b>Home Work</b>  <i>Please read the topic 'Mass Storage Devices' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can put my important files on a CD or DVD</p> <p><b>21st Century Citizenship Skill:</b>            Check your Property Records in the Government record</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points)</b>  <b>Create Your Processfolio (40 min)</b>            I can create home design and interior decor in 2D &amp; 3D Architecture via <a href="https://planner5d.com/">https://planner5d.com/</a></p> <p><b>21st Century Job Skill:</b>            I can design personalized STICKERS</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 42	Session 42	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            How to use Bluetooth on mobile</p> <p><b>21st Century Life Skill:</b>            I can search for any location using Google Maps</p> <p><b>21st Century Citizenship Skill:</b>            Check your Land Records in the Government record</p> <p><b>21st Century Study Skill:</b>            I can draw art on a tablet using an app</p> <p><b>21st Century Job Skill:</b>            I can design an inspiring MAGAZINE COVER</p> <p>I can design a professional POSTER</p> <p><b>Book Related Content (05 min)</b>            Chapter 8: About Protocol</p> <p><b>Today's Attraction (10 min)</b></p> <p><b>Ergonomics:</b> Check the display settings</p> <p><b>Go Green:</b> Buy only energy efficient products</p> <p><b>Netiquettes:</b> Some safe e-commerce tips</p> <p><b>Typing Lesson (10 min)</b>            Editing Spreadsheets</p> <p><b>Home Work</b>  <i>Please read the topics 'Communications and Connectivity' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>21st Century Life Skill:</b>            I can search for any location using Google Maps</p> <p><b>21st Century Citizenship Skill:</b>            Check your Land Records in the Government record</p> <p><b>21st Century Study Skill:</b>            I can draw art on a tablet using an app</p> <p><b>21st Century Job Skill:</b>            I can design an inspiring MAGAZINE COVER</p> <p>I can design a professional POSTER</p> <p><b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points)</b>  <b>Create Your Processfolio (40 min)</b></p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 43	Session 43	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio</p> <p><b>Recap Session :</b>  Recap all the differential skills and case studies learnt in the previous session.</p> <p><b>21st Century Life Skill:</b></p> <p><b>21st Century Citizenship Skill:</b></p> <p><b>21st Century Study Skill:</b></p> <p><b>21st Century Job Skill:</b></p> <p><b>Learning Content (20 min)</b></p> <p><b>Book Related Content (05 min)</b>  Chapter 8: Types of Network</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Time to do some back stretching</p> <p><b>Go Green:</b> Upgrade to a flat panel LCD monitor</p> <p><b>Netiquettes:</b> Surf smarter</p> <p><b>Typing Lesson (10 min)</b>  Advance Skills and Tips</p> <p><b>Home Work</b>  <i>Please read the topic 'Communication Channels' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>  Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b>  <b>21st Century Life Skill:</b>  <b>21st Century Citizenship Skill:</b>  <b>21st Century Study Skill:</b>  <b>21st Century Job Skill:</b></p> <p><b>Online Test (10 min) (50 Points)</b>  4 Objective Questions, 20 Points  3 Practical Questions, 30 points</p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 44	Session 44	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Overview of Microsoft Outlook, how to configure Microsoft Outlook</p> <p><b>21st Century Life Skill:</b>            I can enhance the performance of my computer</p> <p><b>21st Century Citizenship Skill:</b>            Apply online for Pradhanmantri Sukanya Samruddhi Yojana            Apply online for Pradhanmantri Mudra Yojana</p> <p><b>21st Century Study Skill:</b>            I can listen to a podcast and learn cool science facts in 60 seconds</p> <p><b>21st Century Job Skill:</b>            I can create BLOOD STOCK database (Combine Output)</p> <p><b>Book Related Content (05 min)</b>            Chapter 8: What is Topology?</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Some more leg exercises</p> <p><b>Go Green:</b> Adjust the brightness on your monitor</p> <p><b>Typing Lesson (10 min)</b>            Advance Skills and Tips</p> <p><b>Home Work</b>  <i>Please read the topic 'Wireless Connections' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b>  <b>21st Century Life Skill:</b>            I can enhance the performance of my computer</p> <p><b>21st Century Citizenship Skill:</b>            Apply online for Pradhanmantri Sukanya Samruddhi Yojana            Apply online for Pradhanmantri Mudra Yojana</p> <p><b>21st Century Study Skill:</b>            I can listen to a podcast and learn cool science facts in 60 seconds</p> <p><b>21st Century Job Skill:</b>            I can create BLOOD STOCK database (Combine Output)</p> <p><b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 45	Session 45	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Learn to schedule a meeting</p> <p><b>21st Century Life Skill:</b>            I can transfer data between computer and other devices</p> <p><b>21st Century Citizenship Skill:</b>            Register FIR Online</p> <p><b>21st Century Study Skill:</b>            I can test my EQ</p> <p><b>21st Century Job Skill:</b></p> <p>I can create and send MAIL MERGE-NOTICE (Combine Output)</p> <p><b>Book Related Content (05 min)</b> Chapter 9: Data Organization</p> <p><b>Today's Attraction (10 min)</b> <b>Ergonomics:</b> Keep away from the noise</p> <p><b>Go Green:</b> Opt for e-bills and e-bank statements to save environment</p> <p><b>Typing Lesson (10 min)</b> Advance Skills and Tips</p> <p><b>Home Work</b> <i>Please read the topic 'Connection Devices' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b> Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>21st Century Life Skill:</b>            I can transfer data between computer and other devices</p> <p><b>21st Century Citizenship Skill:</b>            Register FIR Online</p> <p><b>21st Century Study Skill:</b>            I can test my EQ</p> <p><b>21st Century Job Skill:</b></p> <p>I can create and send MAIL MERGE-NOTICE (Combine Output)</p> <p><b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b> <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 46	Session 46	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Learn to manage email communications and create an outlook Address Book</p> <p><b>21st Century Life Skill:</b>            I can capture a screen using the snipping tool</p> <p><b>21st Century Citizenship Skill:</b>            Apply online for Start-up Recognition            Apply online for Registration of Partnership Firm</p> <p><b>21st Century Study Skill:</b>            I can learn by playing games &amp; improve my abilities - NeuroNation</p> <p><b>21st Century Job Skill:</b>            I can create a GREETING CARD (Combine Output)</p> <p><b>Book Related Content (05 min)</b>            Chapter 9: All about Databases</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Optimizing display settings</p> <p><b>Go Green:</b> Verify if your computer's power supply is 80 plus Certified  <b>Netiquettes:</b> Online gaming is not always fun!</p> <p><b>Typing Lesson (10 min)</b>            Advance Skills and Tips</p> <p><b>Home Work</b>  <i>Please read the topic 'Connection Service' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b>  <b>21st Century Life Skill:</b>            I can capture a screen using the snipping tool</p> <p><b>21st Century Citizenship Skill:</b>            Apply online for Start-up Recognition            Apply online for Registration of Partnership Firm</p> <p><b>21st Century Study Skill:</b>            I can learn by playing games &amp; improve my abilities - NeuroNation</p> <p><b>21st Century Job Skill:</b>            I can create a GREETING CARD (Combine Output)</p> <p><b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 47	Session 47	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            I can include Signature in my outgoing mails</p> <p><b>21st Century Life Skill:</b>            I can compress / decompress files  <b>21st Century Citizenship Skill:</b>            Online Application for Senior Citizen Certificate</p> <p><b>Learning Content (20 min)</b></p> <p><b>21st Century Study Skill:</b>            I want to improve my Social Learning/General Knowledge using Facebook</p> <p><b>21st Century Job Skill:</b>            I can create ATHLETICS EVENT MANAGEMENT sheet (Combine Output)</p> <p><b>Book Related Content (05 min)</b>            Chapter 9: Types of Database</p> <p><b>Today's Attraction (10 min)</b></p> <p><b>Ergonomics:</b> Check the position of your monitor</p> <p><b>Go Green:</b> Use printer rationally, opt for eFax</p> <p><b>Netiquettes:</b> If you copy paste, first know about copyrights</p> <p><b>Advance Skills and Tips</b></p> <p><b>Typing Lesson (10 min)</b></p> <p><b>Home Work</b>  <i>Please read the topic 'Data Transmission' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points)</b>  <b>Create Your Processfolio (40 min)</b></p> <p><b>21st Century Life Skill:</b>            I can compress / decompress files  <b>21st Century Citizenship Skill:</b>            Online Application for Senior Citizen Certificate</p> <p><b>21st Century Study Skill:</b>            I want to improve my Social Learning/General Knowledge using Facebook</p> <p><b>21st Century Job Skill:</b>            I can create ATHLETICS EVENT MANAGEMENT sheet (Combine Output)  <b>View a short sample Processfolio</b>  <b>Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><b>Total Points scored out of 100 will be converted to Total Marks out of 1</b></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 48	Session 48	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            Organizing Mail</p> <p><b>21st Century Life Skill:</b>            I can protect computer from viruses</p> <p><b>21st Century Citizenship Skill:</b>            Use mKisan Portal and Kisan App            Check Weather status in my area            Get your Soil Health card            Know the Market Price</p> <p><b>21st Century Study Skill:</b>            I can improve my productivity using StayFocusd app</p> <p><b>21st Century Job Skill:</b>            I can create a PROJECT REPORT (Combine Output)</p> <p><b>Book Related Content (05 min)</b>            Chapter 9: Database Uses</p> <p><b>Today's Attraction (10 min)</b>  <b>Ergonomics:</b> Tips to use the keyboard</p> <p><b>Go Green:</b> Download only the apps and programs you need</p> <p><b>Typing Lesson (10 min)</b>            Advance Skills and Tips</p> <p><b>Home Work</b>  <i>Please read the topics 'Protocols and Computer Network' from MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b>            Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>21st Century Life Skill:</b>            I can protect computer from viruses</p> <p><b>21st Century Citizenship Skill:</b>            Use mKisan Portal and Kisan App            Check Weather status in my area            Get your Soil Health card            Know the Market Price</p> <p><b>21st Century Study Skill:</b>            I can improve my productivity using StayFocusd app</p> <p><b>21st Century Job Skill:</b>            I can create a PROJECT REPORT (Combine Output)</p> <p><b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b>  <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><b>Total Points scored out of 100 will be converted to Total Marks out of 1</b></p>



# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 49	Session 49	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio            I can schedule meets using Outlook's Planner</p> <p><b>21st Century Life Skill:</b>            I can connect computer to a projector</p> <p><b>21st Century Citizenship Skill:</b>            Online Application for Death Certificate            Online Application for Duplicate Death Certificate</p> <p><b>Learning Content (20 min)</b></p> <p><b>21st Century Study Skill:</b>            I can learn programming/ coding with peers on www.codecademy.com</p> <p><b>How to obtain a duplicate copy of MS-CIT certificate</b></p> <p><b>21st Century Job Skill:</b>            I can SCHEDULE seminar ( Combine Output)</p> <p><b>Book Related Content (05 min)</b> All About Computer</p> <p><b>Today's Attraction (10 min)</b> <b>Ergonomics:</b> Breathing exercises</p> <p><b>Go Green:</b> Replace colored prints with black and white</p> <p><b>Typing Lesson (10 min)</b> Advance Skills and Tips</p> <p><b>Home Work</b> <i>Read Chapters 1 to 9 of MS-CIT Printed Book</i></p>	<p><b>Typing Practice (10 min)</b> Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>21st Century Life Skill:</b>            I can connect computer to a projector</p> <p><b>21st Century Citizenship Skill:</b>            Online Application for Death Certificate            Online Application for Duplicate Death Certificate</p> <p><b>21st Century Study Skill:</b>            I can learn programming/ coding with peers on www.codecademy.com</p> <p><b>21st Century Job Skill:</b>            I can SCHEDULE seminar ( Combine Output)</p> <p><b>View a short sample Processfolio Create your own Processfolio</b>            4 Objective Questions, 20 Points            3 Practical Questions, 30 points</p> <p><b>Online Test (10 min) (50 Points)</b></p> <p><b>Session Completion eCertificate</b> <i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b></p> <p><i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>

# MS-CIT Classroom and Lab Session Plan

Day	Session No.	Classroom Session	Lab Session
Day 50	Session 50	<p><b>Processfolio Demonstration (10 min)</b></p> <p><b>Learner's Processfolio Selected by Learning Facilitator (LF)</b>  <b>Processfolio 1:</b> Job Skill Processfolio  <b>Processfolio 2:</b> Job Skill Processfolio</p> <p><b>Recap Session :</b>                      Recap all the differential skills and case studies learnt in the previous session.</p> <p><b>MS-CIT Final Online Exam Intro Video</b></p> <p><b>21st Century Life Skill:</b></p> <p><b>21st Century Citizenship Skill:</b></p> <p><b>21st Century Study Skill:</b></p> <p><b>21st Century Job Skill:</b></p> <p><b>Learning Content (20 min)</b></p> <p><b>Book Related Content (05 min)</b> Chapter 9: Database Security</p> <p><b>Today's Attraction (10 min)</b></p> <p><b>Ergonomics:</b> Adjust your workstation for comfort</p> <p><b>Go Green:</b> Extend the life of your computer</p> <p><b>Typing Lesson (10 min)</b> Types of Keyboard</p>	<p><b>Typing Practice (10 min)</b></p> <p>Keyboarding Practice</p> <p><b>Do-It-Yourself Take-A-Challenge (5 Challenges, 50 Points) Create Your Processfolio (40 min)</b></p> <p><b>21st Century Life Skill:</b></p> <p><b>21st Century Citizenship Skill:</b></p> <p><b>21st Century Study Skill:</b></p> <p><b>21st Century Job Skill:</b></p> <p><b>Online Test (10 min) (50 Points)</b></p> <p>4 Objective Questions, 20 Points                      3 Practical Questions, 30 points</p> <p><b>Session Completion eCertificate</b></p> <p><i>Please collect the soft copy of this eCertificate on your personal pen drive from your Learning Facilitator.</i></p> <p><b>Total Points: 100</b>  <i>Total Points scored out of 100 will be converted to Total Marks out of 1</i></p>
<b>Mock Exam</b>			