



MS-CIT

Maharashtra State-Certificate In Information Technology

MS-CIT COURSE CURRICULUM

- ✓ Computer Fundamentals
- ✓ Windows OS Basics
- ✓ MS Word
- ✓ MS Excel
- ✓ MS Powerpoint
- ✓ MS Access
- ✓ MS Outlook
- ✓ Internet

DURATION: 2/3 Months
Fees
Full Payment: 4,300/-
2 Instalments: 4,400/-
 (2200 + 2200)

MS-CIT is the most popular IT Literacy course in Maharashtra. MSCIT, an initiative of the Maharashtra Knowledge Corporation Ltd (MKCL) conducts three-month computer literacy course.

After completing this course, the learners will emerge as confident and versatile users of Information Technology.

Certificate Course In MS OFFICE



Are you computer illiterate? Want to learn how to use and operate computer? Looking for some good institute that provides quality education with certification? Then try this...

MS OFFICE COURSE CURRICULUM

COMPUTER FUNDAMENTALS

Learn computer fundamental concepts in simple and easy ways starting from Overview, Applications, Generations, Types, Components

WINDOWS BASICS

Learn the basics of using Microsoft Windows.
 Learn how to use Windows on your PC.
 Learn all about Microsoft's latest operating system.
 Understand the features and tools of this Windows operating system

MS WORD

Create, save and share documents.
 Apply pre-designed Styles and format text with fonts and colors.
 Set up page layout for margins, columns and printing.
 Mail merge to envelopes, labels, emails and form letters.

MS EXCEL

Getting to Know Excel
 Essential Formula Knowledge
 Intermediate Formula Knowledge
 Optimizing Data
 Presenting and Reporting

MS POWERPOINT

Interface and Basics
 Adding Text, Shapes, Pictures
 Info-graphics and Media
 Animations, Transitions and Slide Tasks
 Delivering your presentation

INTERNET

Learn how to use internet for surfing, emails and social sites.

REGULAR BATCHES

DURATION: 45 SESSIONS

FEES: 2,500/- IF PAID IN SINGLE PAYMENT ELSE 2,800/-