

RS-CIT (Rajasthan State Certificate in Information Technology) Course Guide

Course Duration & Structure

- **Duration:** 3 Months (Approx. 132 Hours)
- **Assessment:** Theory Exam and Practical Exam conducted by Vardhman Mahaveer Open University (VMOU), Kota.
- **Certification:** Recognized by the Department of Information Technology and Communication (DoIT&C), Government of Rajasthan.

Module 1: Introduction to Computers and Basic Concepts

- **Chapter 1: Understanding Computers**
 - Generations of Computers
 - Types of Computers (PC, Laptop, Server, etc.)
 - Hardware vs. Software
- **Chapter 2: Operating System (OS)**
 - Introduction to Windows (Interface, Desktop, Taskbar)
 - Managing Files and Folders (Cut, Copy, Paste, Delete)
 - Personalizing the Desktop
 - Introduction to Linux and macOS

Module 2: Microsoft Office Productivity Tools (MS Office 2010/2013/2016)

2.1. Microsoft Word (Word Processing)

- Creating, Saving, and Printing Documents
- Formatting Text (Font, Size, Color, Alignment)
- Using Tables, Pictures, and Shapes
- Mail Merge and Reviewing Documents

2.2. Microsoft Excel (Spreadsheet)

- Introduction to Worksheets and Cells
- Basic Formulas (\$\text{SUM, AVERAGE, MIN, MAX}\$)
- Data Sorting and Filtering (The **FILTER Function!**)
- Creating Simple Charts and Graphs

2.3. Microsoft PowerPoint (Presentation)

- Creating Slides and choosing Layouts
- Adding Animations and Transitions
- Inserting Multimedia (Audio/Video)
- Running and Customizing Slide Shows

Module 3: Internet, Digital Services, and E-Governance

- **Chapter 3: Introduction to Internet and Web Browsers**
 - Terms: WWW, URL, HTML, Search Engine
 - Email Services and Netiquette
- **Chapter 4: Digital Services in Rajasthan (e-Mitra)**
 - Bhamashah/Jan-Aadhaar and its benefits
 - SSO (Single Sign-On) Portal Services
 - Utility Payments (Water, Electricity)
 - Applying for Government Schemes
- **Chapter 5: Digital Financial Tools**
 - Debit Card, Credit Card, UPI, Wallets
 - Online Banking (NEFT, RTGS)
 - Introduction to Cybersecurity and Antivirus

Module 4: Emerging Trends and Project Work

- **Chapter 6: Cloud Computing and Mobile Technology**
 - Google Drive, Dropbox, and cloud storage concepts
 - Mobile Operating Systems (Android, iOS) and Apps
- **Chapter 7: Computer Security and Ethics**
 - Virus, Malware, Ransomware
 - Backup and Restore strategies
 - Ethical use of IT resources

Module 1: Introduction to Computers and Basic Concepts

This module focuses on the fundamental components and operations of a computer system.

1.1 Introduction to Computers

Defining a computer, its **characteristics** (Speed, Accuracy, Diligence), and **applications** in various fields (Education, Banking, Research).

1.2 | Computer System & Hardware

| Understanding the relationship between **Hardware** (tangible parts) and **Software** (programs). Detailed function of the **Central Processing Unit (CPU)** and the **Data Processing Cycle** (Input \rightarrow Process \rightarrow Output \rightarrow Storage).

1.3 | Memory and Storage Devices

| Primary Memory (**RAM** - Volatile, **ROM** - Non-Volatile) and Secondary Storage (Hard Disk, SSD, Pen Drive). **Memory Units** (Bit, Byte, KB, MB, GB, TB).

1.4 | Input/Output Devices

| Practical identification and use of standard **Input Devices** (Keyboard layouts, Mouse functions, Scanner). Detailed explanation of **Output Devices** (Monitor types, Printer types—Inkjet, Laser).

1.5 | Operating System | Functions of an OS

(Memory Management, Security, Resource Allocation). Introduction to **Windows OS**: Desktop elements, Taskbar, Notification Area, and creating/using shortcuts.

1.6 | File Management

| Hands-on skills in organizing data: creating and deleting **Folders and Subfolders**. Performing file operations: **Cut, Copy, Paste, Rename, Properties**, and effective use of the **Recycle Bin**

Module 2: Microsoft Office Productivity Tools

This module covers the core skills required for professional documentation, analysis, and presentation.

#	Chapter	Detailed Concepts & Skills
2.1	MS Word Basics	The Word Interface (Ribbon, Quick Access Toolbar). Document creation, opening, saving, and printing. Setting Page Layout (Margins, Orientation, Size).
2.2	Formatting and Editing	Text Formatting (Font Group, applying Bold/Italics/Underline). Paragraph Formatting (Alignment, Indentation, Line Spacing, Bullets and Numbering). Find and Replace feature.
2.3	Advanced Word Features	Inserting Tables, Pictures, SmartArt , and setting up Headers and Footers . Practical use of Mail Merge (creating a Data Source and merging it with a Main Document).
2.4	MS Excel: Data Entry & Formulas	Understanding the Workbook, Worksheet, Cells, Rows, and Columns . Entering data, text, and numbers. Writing basic Arithmetic Formulas and using the AutoSum function.
2.5	Excel Functions and Analysis	Detailed use of common functions: SUM, AVERAGE, MAX, MIN, COUNT . Applying Conditional Formatting . Practical skills in Sorting and Filtering data sets.
2.6	Charts and Data Visualization	Creating various types of charts (Column, Bar, Pie, Line) from raw data. Understanding when to use each chart type. Customizing chart titles and legends.
2.7	MS PowerPoint	Creating a new presentation and adding slides. Choosing Slide Layouts . Inserting text, images, and video. Applying design themes. Setting up a Slide Show .

Module 3: Internet, Digital Services, and E-Governance

This module focuses on network connectivity, web use, and interacting with government services online.

#	Chapter	Detailed Concepts & Skills
3.1	Internet Connectivity	What is the Internet? Understanding WWW, Web Browsers (Chrome, Firefox), and using Search Engines effectively (Google, Bing).
3.2	Email and Online Communication	Creating a professional Email ID. Sending, receiving, replying, and forwarding emails. Managing the Inbox, Sent Items, and Spam. Importance of Netiquette .
3.3	Digital Identity (SSO & Jan-Aadhaar)	Understanding the Single Sign-On (SSO) system of Rajasthan for unified access. The role and use of the Jan-Aadhaar card for accessing benefits.
3.4	E-Governance and e-Mitra	Definition and benefits of E-Governance . Detailed services available on the e-Mitra portal (Utility Bill Payments, Domicile/Caste Certificate applications).
3.5	Digital Payment & E-Commerce	Understanding different payment options: Credit/Debit Cards, Net Banking, UPI . Using secure online platforms for E-Commerce (Online Shopping).
3.6	Online Services	Accessing other crucial services like Railway/Flight booking, Aadhaar services, and online applications for government jobs.

Module 4: Emerging Trends and Security

This module addresses modern computing trends, mobile technology, and critical security practices.

#	Chapter	Detailed Concepts & Skills
4.1	Computer Security	Identifying common threats: Virus, Worm, Trojan Horse, Malware, Spyware . Understanding Firewalls and their protective function.
4.2	Internet Security	Setting up and using Antivirus software. Best practices for password security . Recognizing and avoiding Phishing and scams.
4.3	Cloud Computing	Concept and benefits of the Cloud . Understanding major services like Google Drive and Microsoft OneDrive . File synchronization and sharing.
4.4	Mobile Technology	Overview of Mobile Operating Systems (Android vs. iOS). Understanding GPS, Wi-Fi, Bluetooth , and the various utility of common mobile apps.
4.5	Backup and Recovery	Importance of regularly backing up data. Understanding different backup methods (local, external drive, cloud). The process of Restoring data.
4.6	Cyber Ethics	Understanding legal and ethical responsibilities related to IT use. Concepts of Copyright, Intellectual Property , and avoiding Plagiarism and online

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