

HS-CIT Standards

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1 Operating System

Sr. No.	Topic	Category	HS-CIT Standard	International Standard
1.	Windows	Basic Operations	Learner should able to start, restart, shutdown, lock, sleep, hibernate and log off a computer or laptop.	CCCS
2.			Learner should able to use mouse techniques such as Click, Right Click, Double Click and Drag & Drop	Northstar Digital Literacy Standards
3.			Learner should able to plug in headphones correctly and use when appropriate, adjust volume and mute audio	Northstar Digital Literacy Standards
4.		Personalize Desktop	Learner should able to personalize desktop by applying desktop theme, background, and screensaver	
5.			Learner should able to personalize desktop by applying various gadgets like calendar, clock, slide show and picture puzzle.	
6.			Learner should able to change display settings such as screen resolution	
7.		File and Folder Management	Learner should able to manage file and folders effectively by creating, moving, copying, renaming, deleting and restoring files or folders.	CCCS, Northstar And Microsoft's Standard
8.			Learner should able to create shortcut of a folder to frequently used files or folders.	
9.			Learner should able to switch between multiple programs with the help of Alt + Tab.	
10.			Learner should able to check free space of disk drives and able to copy files into removable storage devices like pen drives, CDs.	Northstar
11.		Using Accessories	Learner should able to use accessories like Calculator, Paint, Notepad, WordPad, Sticky Notes, Snipping Tools, and Windows Media Player.	Microsoft's Standard
12.			Learner should able to give a presentation on a large screen by connecting a computer to a projector.	
13.			Learner should able to use Run command, if the program name is not available in Start menu	
14.		Using Technology	Learner should able to burn a CD or DVD using Windows operating system.	Nets
15.			Learner should able to scan his/her photograph and stores in a personal folder.	Northstar/ CCCS
16.			Learner should able to connect his/her mobile phone to PC and transfers files from PC to mobile or mobile to PC.	
17.			Learner should able to record his/her voice by using Sound Recorder and plays this file in PowerPoint.	Microsoft's Standard
18.		Language Setting	Learner should able to use his/her computer by setting various languages like Marathi, Hindi, Tamil and much more.	
19.		Troubleshooting of Computer	Learner should able to compress or decompress files or folders to reduce size of the file or folder.	CCCS
20.			Learner should able to enhance performance of disk with the help of disk cleanup and disk defragmenter utilities	CCCS
21.			Learner should able to take a backup of an important files and	CCCS



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			folders.	
22.			Learner should able to protect his/her computer against viruses, computer worms, and Trojan horses.	CCCS



2 Internet

To navigate the digital world safely, responsibly and ethically, learner should able to:

Sr. No.	Topic	Category	Standard	Common Core Standards
1.	Internet	Basic Operations	Search, compare and purchase suitable internet plan from internet service provider	
2.			Set up internet connection using appropriate hardware and software	Northstar
3.			Operate web browser: use address bar, Internet options, bookmark pages, setting Favorites (Internet Explorer, Google Chrome, Mozilla Firefox))	CCCS
4.			Delete History or Cookies files while using Internet in Cyber Café.	
5.			Add favorite websites by using favorite's link to visit websites regularly.	
6.		Exercise Digital Access	Search text information, images, videos with search engines (Google, Bing, Yahoo)	CCCS/Microsoft's Standard / Northstar
7.			Type web address and visit educational, organizational, commercial web sites	CCCS/Microsoft's Standard / Northstar
8.			Fill online form (passport application, newsletter/ blog subscription, registration) and upload necessary files	
9.			Listen and download songs online from sites: like indiamp3.com, hungama.com, gaana.com	
10.			Watch videos online from: youtube.com, vimeo.com (search videos/songs/lectures, like, share, subscribe, download-add to)	
11.			Search info about jobs on monsterindia.com, naukri.com (register, build and submit resume, search jobs by industry/location/function)	
12.			Explore a product or service online (search, visit sites, find more relevant info)	
13.			Search for a map / driving directions with Google Maps (search / set location, set language, get driving directions, save map)	
14.			Use Google IME and Google Translate to type and translate text in other languages.	
15.			Download and read books from Balbharati and NCERT sites	
16.		Use eCommerce	Buy a product online through Flipkart.com, Amazon.in, eBay.in (Search a product, choose Price range, compare, purchase through net banking, debit/credit card)	CCCS/ Northstar
17.			Make a reservation for travel through irttc.co.in, msrtc.gov.in, makemytrip.com (search bus/train/flight, choose price range, compare, choose seating preference and book tickets)	
18.			Book movie/drama tickets with bookmyshow.com (Select movie/drama, choose time, seating arrangement, pay using net banking/debit/credit card)	



Sr. No.	Topic	Category	Standard	Common Core Standards
19.			Do banking online through sbi.co.in, hdfcbank.com (activate net banking account, view account statement, fund transfer, view cheque status, Request chequebook)	
20.			Pay bills online (mobile, internet connection, electricity, water, TV/DTH connection)	
21.			Pay to access or download digital content online (e.g. newspaper article, eBooks, eLearning courses)	
22.			Practice precautionary methods while shopping online (not sharing personal information with strangers, being alert for online predators, reporting suspicious activities)	
23.			Sell online (olx.com, quickr.com: register, take picture, upload, sell)	
24.		Employ Digital Communication	email Communication Create email ID (Choose mail service provider, fill form, register) Send or read e-mail, send attachments Reply, forward emails, Organize/modify: spam, junk folders	CCCS/ Microsoft's Standard / Northstar
25.			messengers Download and install messengers (Hangout) Share (Send/Receive) information and attachments on messengers Make online call (using Skype, Viber, Line) Share (Send/Receive) images/videos/files through file storage and sharing services (Dropbox, WeTransfer)	
26.			Social networking Operate social networking sites (Facebook, LinkedIn, Twitter: Register, Build Profile, Upload images/videos/songs, visit friends' profile, like, follow) Take part in chat rooms or online discussions with other people Create and Organize online photo albums (Flickr: Register, upload, organize, share) Create blog and post information on the blog with WordPress (create blog, maintain archives, managing calendar), Post a comment or review online	
27.		Mobile Apps	Using Google PlayStore to download app	
28.			Use of internet with mobile Send instant messages (WhatsApp)	
29.			Using paytm for cashless transactions	
30.			Using ShareIt app	
31.			Using CamScanner app	
32.			Using Ola Cabs app	
33.			Using GPS Route Finder app	



Sr. No.	Topic	Category	Standard	Common Core Standards
34.			Using Dainik Bhaskar app	
35.			Using Saavn app	
36.			Using Flipkart app	
37.			Using Opera Mini app	
38.			Using Evernote app	
39.			Using Udemy app	
40.			Using MakeMyTrip app	
41.			Using use Barcode Scanner app	
42.		21 st Century Citizenship Skills	Online Application for Birth Certificate	
43.			Online Application for Duplicate Birth Certificate	
44.			Know all Emergency Numbers	
45.			Know your Vehicle Details	
46.			Online Application for Caste Certificate	
47.			Online Application for Age, Nationality and Domicile Certificate	
48.			Book appointment online in Government Hospital	
49.			Search for Aadhaar Card Enrolment Centres online	
50.			Download Aadhaar Card Verify Aadhaar Details Update Aadhaar Details	
51.			Application Form for Enrolment of Children (6 months – 3 yrs.) at Anganwadis	
52.			Online Application for BPL Certificate	
53.			Apply Online for Passport	
54.			Passport application - Track Status online	
55.			Apply online for Atal Pension Yojana	
56.			Apply Online for Pradhanmantri Suraksha Bima Yojana	
57.			Apply Online for Pradhanmantri Jeevan Jyoti Bima Yojana	
58.			Digilocker - Store Certificates Online	



Sr. No.	Topic	Category	Standard	Common Core Standards
59.			Scan Documents and Store Online	
60.			Use Google Drive to store your important files	
61.			Voter ID Card - Online Application	
62.			Voter ID Card - Search Your Name in List	
63.			Know your Booth	
64.			Online Application for Driving License	
65.			Book Appointment for Driving License Test	
66.			Get Trained about Disaster Management	
67.			Online Application for PAN Card - Part I	
68.			Online Application for PAN Card - Part II	
69.			Online Application for Income Certificate	
70.			Register your complaint on Consumer Forum	
71.			Make an appointment with Government officer Online Booking	
72.			Registration on MGNREGA	
73.			View details of yours on MGNREGA	
74.			Check your Provident Fund Online	
75.			Using Rakshak App	
76.			Download Forms	
77.			Online Application for Marriage Certificate	
78.			Apply online for Ration Card - Part I	
79.			Apply online for Ration Card - Part II	
80.			Apply online for Pradhanmantri Awas Yojana	
81.			Apply online for Water Connection	
82.			Apply Online for Electricity Connection	
83.			Apply Online for Toilet Certificate	
84.			Check your Property Records in the Government record	



Sr. No.	Topic	Category	Standard	Common Core Standards
85.			Check your Land Records in the Government record	
86.			Apply online for Pradhanmantri Sukanya Samruddhi Yojana	
87.			Apply online for Pradhanmantri Mudra Yojana	
88.			Register FIR Online	
89.			Apply online for Start-up Recognition	
90.			Apply online for Registration of Partnership Firm	
91.			Online Application for Senior Citizen Certificate	
92.			Use mKisan Portal and Kisan App	
93.			Check Weather status in my area	
94.			Get your Soil Health card	
95.			Know the Market Price	
96.			Online Application for Death Certificate	
97.			Online Application for Duplicate Death Certificate	
98.		21st Century Study Skills	Listen to Online Stories / Classic Literature in any language	
99.			Search synonyms, antonyms, and thesaurus on dictionary.com	
100.			Watch educational videos online (YouTube)	
101.			Using volt app	
102.			Using Google Keep	
103.			Using Google Calendar	
104.			Using Google Docs	
105.			Watching educational talks on TED Talks	
106.			Participate in Live Discussions (Facebook Live)	
107.			Learn by discussions in forums (quora.com)	
108.			Using duoLingo App	
109.			Joining Massive Open Online Courses (MOOCs)	
110.			Joining online courses on Coursera.org	



Sr. No.	Topic	Category	Standard	Common Core Standards
111.			Learn any subject online for free on edx	
112.			Learn from Best Colleges in the World - NPTEL	
113.			Learn through videos on Khan Academy	
114.			Using Mindmap tool	
115.			Finding information about The World via https://knoema.com/atlas	
116.			Learn about the stars by using http://stars.chromeexperiments.com/	
117.			Learn about History using Google Arts and Culture	
118.			Learn by playing games & improve my abilities - Elevate	
119.			Exploring science experiments - Physics	
120.			Exploring Math Experiments	
121.			Exploring science experiments - Chemistry	
122.			Testing your IQ	
123.			Preparing for PSC	
124.			Using Slide Share	
125.			Using Google Slides	
126.			Using India History App	
127.			Using Tumblr	
128.			Using Plagiarism checker	
129.			Using Google Scholar	
130.			Collaborate with peers to practice for competitive exams like IIT JEE	
131.			Understand your personality type - https://www.16personalities.com/	
132.			Using Google Forms	
133.			Exploring https://planner5d.com/	
134.			Draw art on a tablet using an app	
135.			Testing your EQ	
136.			Exploring NeuroNation	



Sr. No.	Topic	Category	Standard	Common Core Standards
137.			Using Facebook	
138.			Using StayFocusd app	
139.			Exploring www.codecademy.com	
140.	Apply Digital Etiquette		Practice standards/guidelines for digital communication email: replying mails, addressing people in a proper, decent way, avoiding spelling mistakes, writing small but clear sentences social networking site: no obscene pics, use of decent language, uploading friends/acquaintances pictures with prior permission	CCCS/ Microsoft's Standard / Northstar
141.			Employ knowledge of laws restricting the use of copyrighted materials (Avoiding use of copyrighted logos/images/videos/songs/text in profile, or shared material without prior permission)	CCCS/ Microsoft's Standard / Northstar
142.	Cyber Security		Protect the privacy of information with the help of password.	CCCS
143.			Set a strong password by taking extra precautions to make their password as difficult as possible to crack.	
144.			Recognize and describe the potential risks and dangers associated with various forms of online communications	CCCS
145.			Identify and explain the strategies used for the safe and efficient use of computers (e.g., passwords, virus protection software, spam filters, pop-up blockers).	CCCS
146.			Do safe e-mail practices by applying appropriate e-mail etiquette.	CCCS
147.			Buy items online by following cyber-bullying strategies.	CCCS
148.			Use the digital information in a network by knowing the risk associated. (e.g., Internet, mobile phones, wireless, LANs).	CCCS
149.			Know safe and unsafe practices for sharing personal information via e-mail and the Internet.	CCCS
150.			Access telecommunications/Internet safely, effectively and efficiently (e.g., password, firewalls, spam, security, Acceptable Use Policy).	CCCS
151.			Participate in online communities safely and securely. (e.g., discussion groups, blogs, social-networking sites).	CCCS
152.			Use practices to protect one's personal safety online (e.g., not sharing personal information with strangers, being alert for online predators, reporting suspicious activities).	CCCS/ Northstar
153.			Fill online forms by correctly entering CAPTCHA security codes.	Northstar
154.			Keep his/her computer secured and up-to-date by using Windows Action Center and Windows Update.	Microsoft's Standard
155.	Computer Ergonomics		Use computer safely and properly by following Ergonomic rules like sitting on a chair, the distance between monitor and user, keyboard typing, mouse handling.	CCCS



Sr. No.	Topic	Category	Standard	Common Core Standards
156.		Online Collaboration	Use a variety of telecommunication tools to collaborate and communicate with peers, experts, and other audiences (at district's discretion). (e.g., e-mail, discussion groups, Web pages, blogs, Web conferences)	CCCS
157.			Complete at least one online non-credit course or tutorial; discuss the benefits and disadvantages of this method of learning.	CCCS
158.			Use a variety of media and formats to communicate information and ideas effectively to multiple audiences.	NETS ⁱⁱ



3 Word Processing

Sr. No.	Topic	Category	Standard	Common Core Standard
1.	Word Processing	Basic Operations	Learner should able to perform file operations like New, Open, Save, Save As, Close and Exit.	CCCS
2.			Learner should able to create a new document from the available templates of Microsoft Word.	CCCS
3.		Creating, Editing and formatting SUPWs (Socially Useful and Productive Works)	Learner should able to create socially useful and productive work like a greeting card, business card, and cover page by applying various formatting skills like font style, font color, font size and alignment.	CCCS/ Microsoft's Standard/ Northstar
4.			Learner should able to create socially useful and productive work like Invitation Letter and Letterhead by applying various formatting skills like font style, line spacing, change case, bullets and numbering.	
5.			Learner should able to create project report with the help of various formatting features like font name, font size, Bold, Italic, and Underline style and heading style.	
6.		Enhancing SUPWs	Learner should enhance greeting card, business card and cover page by inserting shapes, pictures, tables, text boxes, applying shape style, picture style, picture cropping, table style, table alignment, text box style, word art, page border and page color.	CCCS/ Microsoft's Standard/ Northstar
7.			Learner should able to improve Invitation Letter and Letterhead by inserting watermark, header and footer, date and time, hyperlink, drop cap, page border and page color.	
8.			Learner should able to improve his project report by inserting cover page, pictures, shapes, SmartArt, Table of Content and footnotes, positioning, arranging and grouping various objects.	
9.		Page Setup	Learner should able to change page orientation, paper size, page margin and page numbers of word document.	
10.			Learner should able to add line numbers in the margin and print Invitation Letter on both the sides.	
11.		Linking and Embedding	Learner should able to insert and link other documents like greeting card created in Paint, Spreadsheet, Excel chart and hyperlink to web pages.	
12.		Previewing and Printing	Learner should able to preview a document and print it by selecting an appropriate printer.	
13.		Advanced Word Processing	Learner should able to send a greeting card, business card and cover pages as an attachment by using 'Save and Send' option.	
14.			Learner should able to send Invitation Letter and Letterhead to multiple persons by using Mail Merge feature.	
15.			Learner should able to do proofreading of a document by checking spelling and grammatical mistakes.	CCCS/ Microsoft's Standard/



Sr. No.	Topic	Category	Standard	Common Core Standard
				Northstar
16.			Learner should able to save SUPW documents into different formats such as Web Page, Word Template, Word 97-2003 Documents, PDF, Plain Text and Rich Text Format.	CCCS
17.			Learner should able to design forms by inserting ActiveX controls like Date Picker Content Control, Picture Content Control, Plain Text content control and Check Box Content Control.	
18.			Create and include his/her own Digital Signatures into the documents. Learner should able to verify the identity of the person who signed the documents with the help of Digital Signatures.	
19.			Learner should able to compare two versions of a document simultaneously.	



4 Spreadsheet

Sr. No.	Topic	Category	Standard	Common Core Standard
1.	Spreadsheet	Creating, Organizing and Formatting Worksheets	Learner should able to create socially useful and productive work spreadsheets like Event Expenses Sheet and Exam Time Table to store a large amount of data and apply formatting like cell alignment, cell border, merge and center cell, renaming sheet.	CCCS/ Microsoft's Standard
2.			Learner should able to create To-Do-List and Planner by applying various formatting skills like worksheet background, removing the border, adjusting row and column height, inserting and deleting rows and columns, applying numbering formats, using wrap text and text orientation and cell background.	CCCS/ Microsoft's Standard
3.			Learner should able to set rules/condition for cell formatting using Conditional Formatting.	
4.			Learner should able to fill data automatically in worksheet cells by using auto fill feature.	CCCS/ Microsoft's Standard
5.		Data Analysis and Management	Learner should able to manage and distinguish data by applying sort and filter.	CCCS/ Microsoft's Standard
6.			Lerner should able to compare data by creating charts and graphs	CCCS/ Microsoft's Standard
7.			Learner should able to modify and format charts by applying chart layout, chart style, labels and titles	CCCS
8.			Learner should able to create tiny charts using Sparklines.	
9.			Learner should able to extract information from a large amount of data with the help of Pivot Table, Pivot Charts and Slicers.	CCCS
10.		Using Formulas and Functions	Learner should able to do arithmetic operations by using various formulas.	CCCS
11.			Learner should able to use basic functions like SUM, Average, MIN, COUNT, MAX and IF	CCCS
12.			Learner should able to use advanced functions like SUMIF, COUNTIF, LOOKUP, VLOOKUP, HLOOKUP, LEN and NOW	
13.			Learner should able to use NESTED IF to calculate Grade and Class.	
14.		Printing Worksheets	Learner should able to set and clear print area of spreadsheet files.	
15.			Learner should able to specify row and column to repeat on printed page.	
16.			Learner should able to change page order before printing his worksheet.	
17.			Learner should able to print entire workbook, active page and selected page.	
18.		Advanced Spreadsheet	Learner should able to keep a specific row or column visible while scrolling a worksheet by using Freeze Panes.	
19.			Learner should able to use excel data while using mail merge in a word processing.	



5 Presentation Graphics

Sr. No.	Topic	Category	Standard	Common Core Standard
1.	Presentation Graphics	Creating Presentation	Learner should able to create socially useful and productive work like Digital Photo Album, Flyer and Greeting card by applying basic formatting skills like text alignment, text color, character spacing and slide layout	CCCS
2.			Learner should able to create Personal Portfolio by applying formatting skills like text shadow, line spacing and columns.	
3.		Designing and Enhancing Presentation	Learner should able to enhance his/her Personal Portfolio by applying design themes, theme colors, background styles and inserting shapes, pictures, SmartArt, word art, header and footer, clipart, table,	CCCS
4.			Learner should able to create an animated greeting card and musical digital photo album by inserting audio and video, applying transition and animation effects.	
5.			Learner should able to perform Digital Image Processing with the help of various picture tools like artistic effect, brightness and contrast, picture style, compress picture, crop picture, arranging and resizing images	
6.		Delivering Presentation	Learner should able to set appropriate presentation view, animation timing and animation sequence of the presentation.	CCCS
7.			Learner should able to play a greeting card or digital photo album in a continuous loop.	
8.			Learner should able to change the format of a presentation file to open automatically as a slide show.	
9.			Learner should able to create a video of a presentation by using 'Create a Video' option.	
10.			Learner should able to change the file format of a presentation file into Image File Type, PowerPoint template and PowerPoint Picture Presentation.	
11.		Advanced Presentation Graphics	Learner should able to use slide masters to make a global change in Presentation.	



6 Personal Information Manager

Sr. No.	Topic	Category	Standard	Common Core Standards
1.	Personal Information Manager	Configuration	Learner should set up a new email account in Microsoft Outlook	
2.		Basic Operations	Learner should able to send, receive, reply, forward mail messages to others.	
3.			Learner should able to include a signature in the outgoing message.	
4.			Learner should able to schedule a meeting with others.	
5.			Learner should able to create contacts, appointments, task list, group contacts to use MS outlook effectively.	

7 English and Devanagari (Hindi) Typing

ⁱ California Common Core Standards

ⁱⁱ National Educational Technology Standards for Students

