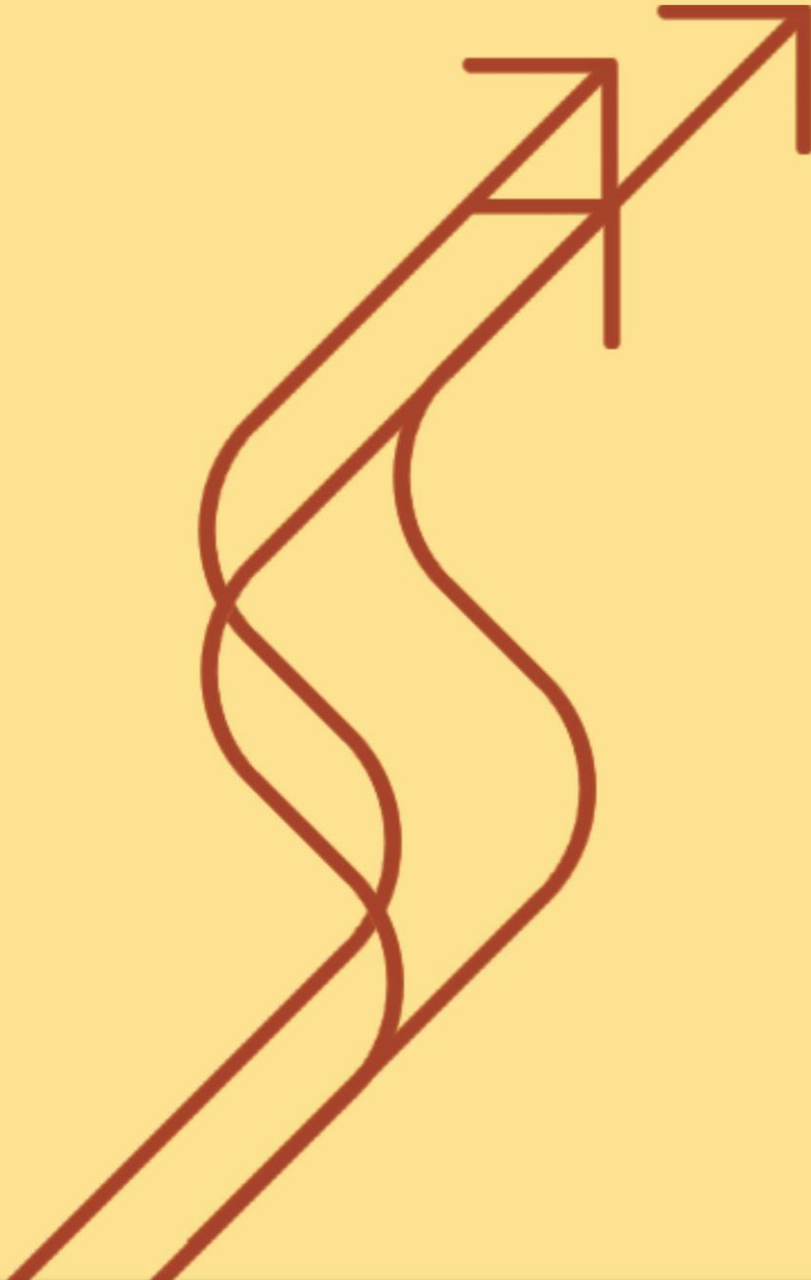




MKCL Arabia Ltd.
EGYPT Creating a Knowledge Lit World



MICIT COURSE

www.mkcl.com.eg



About MKCL Arabia Egypt

MKCL Arabia Egypt is a Limited Liability Company based in Cairo, Egypt and is incorporated under the laws of Arab Republic of Egypt. MKCL Arabia Egypt is a subsidiary of MKCL Arabia Ltd.

MKCL Arabia Limited, a Limited Liability Company based in Riyadh, Saudi Arabia and is incorporated under the laws of Kingdom of Saudi Arabia with Commercial Registry No. 1010243561 dated 1429/01/21. MKCL Arabia Ltd is a joint venture company established by International Company for Education and eLearning (ICEEL), Saudi Arabia and MKCL International FZE sharaja. MKCL International FZE is a 100% subsidiary of Maharashtra Knowledge Corporation Ltd India (MKCL India). MKCL India has many remarkable achievements in the field of eLearning, eGovernance and eEmpowerment in India. MKCL Arabia Ltd is promoted to create new paradigm in education, development and empowerment through universalization and integration of Information Technology in learning and empowerment processes in particular and socio-economic transformative processes in general in the Kingdom of Saudi Arabia.

Maharashtra Knowledge Corporation Limited (MKCL) India was promoted by the Department of Higher and Technical Education, Government of Maharashtra, India. The Government of Maharashtra (GoM), nine Universities in the state, educational institutions, community institutions, IT and non-IT industries, etc. are among the initial major equity holders of MKCL. With GoM's equity within a range of 26% to 30%, the company has a unique blend of governmental credibility and social responsibility on one hand and entrepreneurial competitiveness, market orientation, flexibility, productivity, profitability and self-sustainability on the other. The founders conceived a unique identity of MKCL as a fast-track IT enabler and a complementing and supplementing partner of the universities, governments and communities for the fulfillment of the new and growing aspirations of students in particular and people in general in the emerging knowledge society and knowledge-led economy.

Vision

To develop learning and empowerment systems which are world-class and value-based for building the knowledge society and which are responsive to the individual and social developmental needs of the people of Egypt by bridging the Digital Divide.

Mission

To promote eLearning and eEmpowerment,

- Amongst large and diverse populations
- With high quality
- At an affordable cost
- At fast pace with widest accessibility

As it is critical for survival, development and empowerment of individuals, communities and nations.



Transformative Agenda Moving Towards a Knowledge Economy

Creating a knowledge-led economy and knowledge-based societies in the world is a key to survival and development of people in the emerging knowledge era.

MKCL Arabia Ltd believes that there is a great potential in societies to emerge as a knowledge-led economy thanks to their large but latent talent pool. The challenge exists in transforming their predominantly agrarian or industrial economy into a new knowledge-led economy.

This transformation can be reached by imbibing a culture of lifelong learning. The severe threat of marginalization of the masses emerging from the Digital Divide and Knowledge Divide can be effectively averted through mass IT literacy. Only an IT Literate society can enjoy a greater share of global business opportunities and global job opportunities.

MKCL Arabia Ltd is an entrepreneurial endeavor to bridge this Digital Divide and the resultant Knowledge Divide by offering actionable knowledge for socio-economic transformation.

MKCL's synthesis of a new paradigm of education is to offer education:

- To very large and diverse population with various diversities – Bigger
- With high quality of relevance and applicability in life and work- Better
- At an affordable cost- Cheaper
- Within shortest possible time – Faster
- With wide accessibility from metros to villages – Wider
- In a mass-personalized and deeper experiential manner-Deeper

MKCL Arabia Ltd attempts to address these six challenges simultaneously by pervasive and appropriate use of IT for empowerment of the masses in general and youth in particular.

Bridging the Digital Divide

In order to bridge the digital divide and with a view to bring the real fruits of Information technology to the masses, MKCL started its Certificate in Information Technology (**MICIT**) since 2002. MI-CIT aims to propagate IT Literacy among the people with a view to bridge the Digital Divide and the resultant **Knowledge Divide and Opportunity Divide**. MICIT has thus emerged as a gateway to careers and global opportunities to the common people.

During last nine years, more than **Six Million Learners** have registered themselves for this course in India and have become smart users of IT. This is perhaps the world's highest record in the field of bridging the Digital Divide among the masses and promoting Digital Citizenship among them! **MICIT brand has thus become synonymous with digital empowerment of common people of Maharashtra in their personal, professional and social life.**



MICIT Course Structure

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MICIT is considered the brand new equivalent for ICDL which includes rich courses in Information Technology, Internet, Windows 7 and Office 2010

MICIT Course Syllabus

Theory	Practical
1. Information Technology, the Internet and You	1. All about computers
2. Internet, Web, and eCommerce	2. Windows Operating System –Windows 7
3. Basic application software	3. Word processing
4. Specialized application software	4. Spreadsheets
5. System Software	5. Database Management System
6. System Unit	6. Internet
7. Input and Output	7. Presentation Graphics
8. Secondary Storage	8. Personal Information Manager
9. Communication and Networks	9. Making IT Work for You

Table (3-1) Illustration of Theory and Practical Course Syllabus

The various topics covered under the course include - basics of computers, operating system & widely used application software like Word Processing, Spreadsheet, Presentation Graphics, Database Management Systems, Personal Information Manager, Internet etc.

Syllabus Details

There are 2 types of details, one including theoretical skills and other for practical skills.

Theoretical Skills

MICIT Curriculum for Theory Topics			
#	Chapter Name	Topics	Concepts
1	Information Technology, The Internet, and you	Information System , Wireless revolution, Connectivity	Information Systems, people, Software, System software, Application Software,



MICIT Curriculum for Theory Topics			
#	Chapter Name	Topics	Concepts
			Hardware, Types of computer, Microcomputer hardware, Data, Connectivity, the wireless revolution, and the internet, A look to the future, Discuss : Multiple choice , Matching, and Open ended questions
2	The Internet, the web, and electronic commerce	The Internet and the web, Internet Access, Communication, Search tools, Electronic Commerce, Web utilities	Web storefronts, web auctions, security, Telnet, FTP, Plug-ins, filters,: Blocking spam, A Look to the Future : Internet , Search Engines, Met search tools, Specialized search engines
3	Basic application software	Application Software, Word Processors, Spreadsheets, Database Management Systems, Presentation Graphics ,Integrated Packages, Software suites ,sharing data between application	Common features, web-based applications, Overview of various application software, Features and case studies
4	Specialized Application software	Specialized Applications, Graphics, Audio and Video, Multimedia, Web authoring, Emerging applications	Desktop Publishing, Image editors, Illustration programs, Image galleries, Graphics suites, Video editing software, Audio editing software, What is Multimedia?, Links and buttons, Developing Multimedia presentations, Multimedia authoring programs, Web site design, web authoring programs, Virtual Reality, Knowledge based (expert) systems, Robotics, Digital Video Editing, A Look to the future : Emotions and Robots, Discuss : Multiple choice , Matching, and Open ended question
5	System software	System software, Operating systems, Operating systems, Device Drivers,	Types of System software, Operating system functions, features, categories, Windows,



MICIT Curriculum for Theory Topics			
#	Chapter Name	Topics	Concepts
			Mac OS, Unix and Linux, Windows utilities, Utility suites, Device drivers, Add printer wizard, Windows update, Virus protection and Internet security, A look to the future : IBM's new supercomputer, Discuss : Multiple choice , Matching, and Open ended questions
6	The System Unit	System Unit, System board, Microprocessor, Memory, System clock, Expansion cards and slots, Ports,	System Unit, Electronic data and instructions, Binary, Microprocessor, Microprocessor chips, Specialty processors, Memory, RAM, ROM, CMOS, System clock, Expansion slots and cards, Plug and play cards, Bus lines, Expansion buses, ISA, PCI, AGP, USB, HPSB, Ports, Standard Ports, cables, Power Supply, Making IT work for you : TV tuner cards and video clips, A look to the future :
7	Input and Output	Input devices, Output devices,	What is input?, Keyboard entry, types of keyboards, Pointing devices, Mouse, Types of Mouse, Joystick, Touch screen, light pen, Styles, Scanning Devices, Optical scanners, Bar code scanners, Character and Mark recognition devices, Image capturing devices, What is output?, Monitors, Features of Monitors, types of monitors, CRT monitors, Flat panel monitors, other monitors, e-books, data projectors, HDTV, Printers, Features of printers, types of printers, Inkjet printer, Laser printer, thermal printer, other
8	Secondary Storage	Storage, Hard disks, Hard disks, Optical disk,	storage type, Floppy disks, traditional floppy disk High capacity disks, Hard disk, Internal



MICIT Curriculum for Theory Topics			
#	Chapter Name	Topics	Concepts
			hard disk, Hard disk cartridges, hard disk packs, Hard disk performance enhancement, Optical disks, Compact disc, Digital versatile disc, Solid state storage, Internet hard drives, magnetic tape, mass storage devices, Making IT work for you : Music from the internet, A look to the future : Blu Ray Techno
9	Communications and networks	Communication, Communication channels, Connection Device, Bandwidth, Networks, Network Architecture, Strategies, Organization internets	Connectivity, The Connectivity, The wireless revolution, Communication systems, Communication Channels, Physical connections, wireless connections, Infrared, Broadcast radio, Microwave, Satellite, GPS, Connection Devices, Modem, Connection service, types of connections, Data Transmission, Bandwidth and its categories, Protocols, Networks, Specialized terms in computer network, Network types, LAN, MAN, WAN, Home Network, Network Architecture, topology, star topology, ring topology, bus topology, hybrid network, network strategies, terminal network system, Client server network systems, Peer to peer network systems, Organizational internets : Intranets and Extranets, Firewall

Practical Skills

MICIT Curriculum for Practical Skills			
#	Chapter Name	Topic	Skills



MICIT Curriculum for Practical Skills			
#	Chapter Name	Topic	Skills
1	All About Computers	Introduction to Computers, Getting Started With Computers, The Mouse, The Keyboard	What is a Computer? Generations of Computers Types of Computer Systems Components of a Computer System Hardware Electronic Data and Instructions Software Memory Microprocessor Expansion Slots and Cards Starting Up Logging In Graphical User Interface What is a Mouse Using a Mouse Types of Mice Other Pointing Devices What is a Keyboard Complex Script keyboard layouts Entering Data Keyboard Shortcuts How the Keyboard works
2	Windows 7	Getting Started, Personalizing Windows7, Using Applications, Concepts of Operating System, Working With Windows, Windows Explorer, Customization, Windows Utilities, Windows Networking	Overview of Operating System What is Operating System ? Logging On to Windows7 Exploring the Desktop Changing the Desktop Background Applying a Screen Saver Changing the Display Settings Applying Themes Windows Touch Changing Mouse Settings Start Button Windows Media Player Paint Notepad WordPad Calculator Working on the Desktop Using the Taskbar Snipping Tool



MICIT Curriculum for Practical Skills			
#	Chapter Name	Topic	Skills
			Sticky Notes Games Tablet PC Input Panel Math Input Panel Categorization of Operating Systems Popular Operating Systems Introduction to Windows Operating Systems Installation of Windows 7 Installation of Windows 7 Drivers Optimizing Windows 7 Parts of a Window Resizing & Moving Windows Windows Controls Working with Multiple Windows Copying Between Applications Files, Folders and Libraries Explorer Views Creating Folders and Libraries Working with Files and Folders Working with Libraries Creating and Deleting Shortcuts Control Panel Date & Time Settings Gadgets Action Center Pinning items to the Taskbar and Start Menu Taskbar Settings Granting Access Types of Utilities Disk Cleanup Back Up Disk Defragmenter Windows Update Using Home groups Security Features
3	Word Processing	Getting Started, The Home Tab, The Insert Tab,	Overview of Word Processing The User Interface Creating a Simple Document



MICIT Curriculum for Practical Skills

#	Chapter Name	Topic	Skills
		The Page Layout Tab, The References Tab, The Mailings Tab, The Review Tab, The View Tab, Other Features	Navigating through a Document The File Tab The Clipboard Group The Font Group The Paragraph Group The Styles Group The Editing Group The Pages Group The Tables Group The Illustrations Group The Links Group The Header & Footer Group The Text and Symbols Groups The Themes Group The Page Setup Group The Page Background Group The Paragraph Group The Table of Contents Group The Footnotes Group The Captions Group Using Mail Merge Creating Labels Creating Envelopes The Proofing Group Reviewing a Document The Document Views and Show Groups Using Automatic Features Using the PDF Format Using Forms and Creating Templates Security Word Processing in Other Languages Word On the Go



MICIT Curriculum for Practical Skills			
#	Chapter Name	Topic	Skills
4	Spreadsheet	Getting Started, The Home Tab, The Insert Tab, Other Excel Tabs, Additional Excel Features	Overview of Spreadsheet The User Interface Creating a New Workbook Navigating and Editing a Worksheet Working With Sheets The File Tab Introduction to Home Tab The Clipboard Group The Font Group The Alignment Group The Cells Group Using Formulas Absolute and Multiple Sheet References Using Functions The Styles Group The Editing and Number Groups Introduction to Insert Tab The Tables Group The Illustrations Group The Charts Group The Sparklines Group The Text Group The Page Layout Tab The Data Tab The Review and View Tabs Security Excel Extensions
5	Database	Overview of Database, Databases and Tables, Creating Copies, Backups and Security, Relationships, Using Forms, Queries and Reports,	Database Concepts Getting Started With Access 2010 Creating a Database Creating a Table Entering and Editing Data Closing and Opening a Table and Database Customizing and Inserting Fields



MICIT Curriculum for Practical Skills			
#	Chapter Name	Topic	Skills
			<p>Finding and Replacing Data Sorting Records Previewing and Printing a Table</p> <p>Copying a Database & Database Objects Protecting the Database</p> <p>Table Relationships Referential Integrity</p> <p>Creating a Form Modifying Form Design</p> <p>Using Queries Creating Reports Modifying Report Layout Creating Reports from Queries</p>
6	Internet	Getting Started, Navigating the Web, Finding Information on the Web, Communication Using E-Mail, Internet Concepts, Unleashing the Power of Internet,	<p>Overview of Internet What is Internet Browsers Using Internet Explorer 7 Internet Explorer 9 Features of Internet Explorer 9</p> <p>Using the Favorites Center Printing and Saving Web Pages</p> <p>Using Search Services Google</p> <p>Using Web E-Mail Services Using Messengers for Instant Messaging Social Networking</p> <p>What is a Network? What is WWW? Information Flow Over the Internet Communication Systems</p>



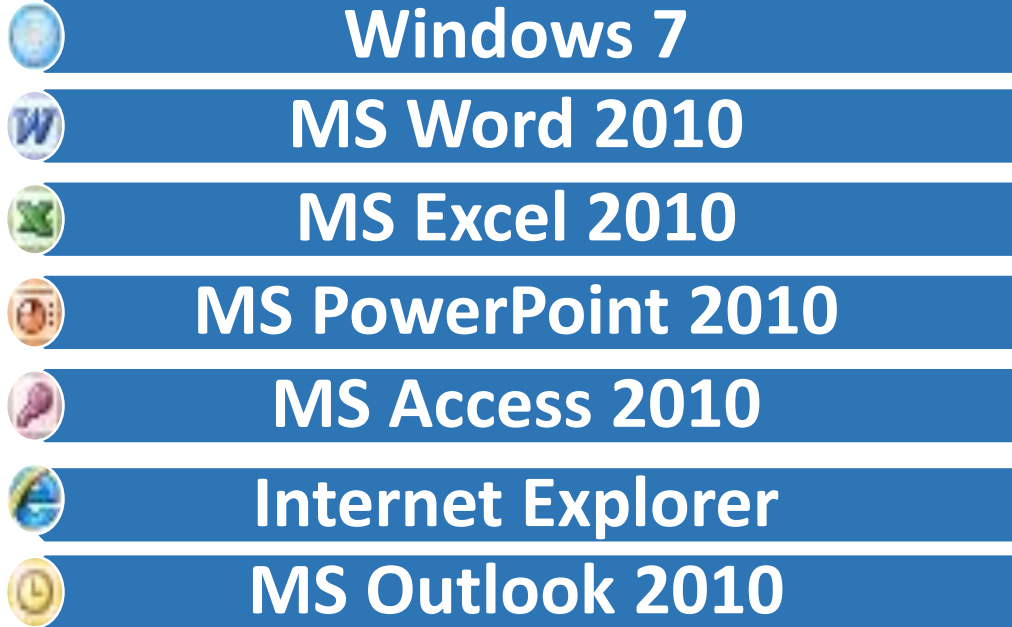
MICIT Curriculum for Practical Skills			
#	Chapter Name	Topic	Skills
			Online Services Wikipedia WikiLeaks Photo Sharing YouTube Twitter LinkedIn Useful Websites Epic Browser
7	Presentation Graphics	Getting Started, The Home Tab, The Insert Tab, The Design Tab, The Transitions Tab, The Animations Tab, The Slide Show Tab, Other Features	Overview of Presentation Graphics The User Interface Creating a Simple Presentation Working With a Presentation The File Tab Clipboard Group The Slides Group The Font Group The Paragraph Group The Drawing Group The Editing Group The Tables Group The Images Group The Illustrations Group The Links Group The Text and Symbols Group The Media Group Design Tab Commands Transitions Tab Commands Animations Tab Commands The Start Slide Show Group The Set Up and Monitors Groups Spellings, Views and Masters Additional File Tab Options PowerPoint Extensions
8	Personal	Getting Started,	Outlook 2010 Overview



MICIT Curriculum for Practical Skills			
#	Chapter Name	Topic	Skills
	Information Manager	Mail, Calendar, Contacts, Tasks and Notes, Printing, Importing and Exporting	The User Interface Configuring an E-mail Account Composing and Sending Mail Receiving, Replying To and Forwarding Mail Organizing Mail Appointments Events and Meetings Contacts Tasks Notes Printing Outlook Items Importing and Exporting Items
9	Making IT Work for You	CD Writing, Virus Protection, Getting More from Your Computer, Understanding Terms and Technologies, New Technologies,	Overview What is CD Writing? Burning a CD using Windows 7 Erasing a CD What is a Computer Virus? Virus Protection Listening to Music Downloading Music TV Tuner Card PC to Mobile: Sending SMS Spam and Spam blocking software Speech Recognition tool Blogs Edutainment Infotainment Netiquette Technology Today Home Networking 3G/4G Technology Smart Phones and Devices Latest Processor Technologies



Software Tools



Software
Tools in MICIT Course

Medium

Arabic / English

Eligibility

- Keen desire to learn Information Technology
- Sound knowledge of English/ Medium of Learning chosen by the Learner

Duration

- **Lecture Hours** - 20
- **Lab Hours** - 60
- **Total Hours** - 80 hours; Two hours per day / 3 days a week

Accreditation

In December 2011, the Egyptian's Supreme Council of Universities "SCU" – Central Administration of University Education Development has accredited MICIT certificate provided that passing 6 exams for the six modules MICIT offers.

Contact Information

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