Maharashtra State – Advanced Certificate in Information Technology

MS-ACIT (IT for Teachers) Syllabus

Course Objective

To enable educators to identify, apply, analyze, create, manage, and evaluate digital tools and teaching practices for modern classrooms.

Course Duration

Total Course Duration is 144 Hours, divided across:

Sessions	Learning Outcome	Hours
Inform	Concept understanding, demonstrations	50 Hours
Perform	Practice, hands-on tasks	50 Hours
Reading Materials	Self-study, exploration	44 Hours

Learning Outcomes

By the end of the course, learners will be able to:

- Identify and operate digital tools and devices
- Apply online platforms for teaching, collaboration, and content sharing
- Create multimedia content and digital learning objects
- Design effective and engaging assessments
- Evaluate teaching through feedback and reflection
- Integrate AI and automation to enhance instructional quality
- Manage and curate digital resources for continuous professional growth

Session Names & Learning Outcomes

Topics	Tools Covered
Technology Facilitator - Operate tablets, laptops, projectors, and Bluetooth devices - Connect devices to Wi-Fi and servers securely - Troubleshoot browser and device errors - Manage digital safety and power-saving settings - Use sticky notes, snipping tools, and Otter.ai for documentation - Prepare smart classrooms for effective digital teaching	Sticky Notes, Snipping Tool, Otter.ai, Projector, Wi-Fi Router, Bluetooth Devices, Tablets, Laptops
Classroom Facilitator - Manage digital classroom using Google Classroom, Docs, Forms - Use MS Word, Google Docs for notices and collaborative writing - Apply Google Forms and Google Chat for attendance and communication - Create flipped classrooms using videos (YouTube, PowerPoint, Canva) - Facilitate peer feedback using Google Forms and rubrics - Track and enhance student engagement using Slido, Quillbot, and Diffit.me	Google Classroom, Google Docs, MS Word, Google Forms, Google Chat, YouTube, PowerPoint, Canva, Slido, Quillbot, Diffit.me, ChatGPT, MagicSchool AI

Topics	Tools Covered
Academic Facilitator • Form and manage student groups within Google Classroom • Use Trello and MS Excel for tracking group work and assignments • Manage mobile-first teaching using Google Classroom App • Use OERs responsibly through NCERT/OER Commons, Mahadnyan, and NotebookLM	Google Classroom (Mobile App), Trello, MS Excel, Google Drive, OneDrive, WeTransfer, Pictory AI, NCERT OER Portal, OER Commons, Mahadnyan Platform, NotebookLM
eContent Developer • Write learning objectives using Bloom's Taxonomy, Mager's Method, Gagné's Events • Create videos using Windows ClipChamp, Lumen5, VEED.io, and Pictory AI • Develop multimedia-rich content using Canva AI, Format Factory, Google Slides • Prepare storyboards using PowerPoint, Google Slides, Descript	MS Word, Google Docs, Quillbot, Gagné's Nine Events, Bloom's Taxonomy, Windows Clipchamp, PowerPoint, Lumen5, VEED.io, Pictory AI, Canva AI, Format Factory, Google Slides, Descript, Trello, Google Drive, Evernote, Notion, Eduaide.ai
eAssessment Developer • Plan assessments using Google Forms and Google Workspace • Write quality questions based on Bloom's Taxonomy • Use Quillionz and ChatGPT for AI-driven question creation • Create online tests with proper accessibility • Manage question banks & assessment records	Google Forms, Quillionz, ChatGPT, Google Workspace, Google Drive
eTutor • Develop and share multimedia content via Facebook, Instagram, Canva AI • Create presentations using PowerPoint, Google Slides with ClassPoint and Pear Deck • Plan and manage virtual classroom activities using Google Calendar and Padlet	Padlet, Facebook, WhatsApp, Telegram, Instagram, Canva AI, Google Calendar, OBS Studio, Google Keep, Google Slides, PowerPoint, ClassPoint, Pear Deck, Kahoot, Quizizz, Google Classroom, Google Forms, ChatGPT, Quillionz, Excel
Techno-Pedagogue • Integrate apps like NeuroNation, StayFocusd, Forest App for student productivity • Design infographics using Canva, and Miro • Use mobile apps for visual teaching and class engagement • Ensure digital content accessibility & cybersecurity	YouTube, Pictory, Lumen5, YouTube Studio, Canva AI, Google Drive, NeuroNation, StayFocusd, Forest App, Brain.fm, Jamboard, Miro, Twos, Notion, Google Forms, Google Photos, Voice Recorder App, Lumen5
Researcher • Use Google Translate, ChatGPT, Quillbot for language support • Create custom search engines for students using Google CSE • Google Lens for real-time information retrieval • Curate online educational resources using Feedly, Raindrop.io, and NewsGuard • Track and verify online research sources using Scite and Semantic Scholar	Google Translate, ChatGPT, Quillbot, MS Translator, Google Docs, Otter.ai, TED Translators, Google Custom Search Engine, Google Drive, Google Books, Project Gutenberg, NCERT eResources, NotebookLM, Google Alerts, Google Lens, Google Scholar, Zotero, ResearchRabbit, Feedly, Raindrop.io, Google Keep, NewsGuard

Topics	Tools Covered
Lifelong Learner • Curate and share digital resources via Google Sites and Docs • Organize and manage content using Google Drive, Google Trends, and ChatGPT • Apply AI tools for content summarization and review • Plan and track professional development activities using Google Calendar and Google Groups	• TED Talks, edX, Class Central, Google Sheets, NotebookLM, Twos, ChatGPT, Google Sites, Google Docs, Google Trends, Google Groups, Google Calendar, Canva TED NotebookLM Google Sites Canva
Knowing MKCL's various enabling frameworks and Courses • Understand MKCL's key frameworks • Explore various MKCL courses and offerings • Map MKCL's learning pathways with classroom needs • Communicate MKCL's 21st Century digital education strategy • Use MKCL platforms for personal and professional development • Contribute to MKCL's digital learning community	**Platforms and Offerings Covered:** LearnLive, ExamLive, SkillLive, MS-CIT Course, KLiC Courses, iLike Courses. SkillLive LearnLive iLike KLiC Courses MS-CIT

Final Exam Practice

• Revise and consolidate learning from all sessions
• Apply tools and techniques in practice scenarios
• Complete final hands-on project using multiple tools
• Attempt mock tests and reflective activities
• Collaborate with peers for peer review and feedback
• Prepare for applying MS-ACIT skills in real-world classrooms

Internal Assessment:

• Assignments (hands-on, reflective, and provocative tasks)
• Knowledge Checks (short quizzes and reflections)
• Session-end Tests (concept understanding and application)
• Practical Assignments (real-world content creation and teaching tasks)