

# Class 10(2023-24)

## Syllabus

### Information Technology

The complete syllabus of Information Technology is divided into the following four parts as given below.

- **Part – A: Employability Skills**
- **Part – B: Vocational Skills**
- **Part – C: Practical Work**
- **Part – D: Project Work/ Field Visit**

The distribution of marks and periods among the four parts is as follows:

<b>Parts</b>	<b>Maximum Marks</b>	<b>Periods</b>
Employability Skills	10 marks	50 Periods
Vocational Skills	40 marks	150 Periods
Practical Work	35 marks	–
Project Work/ Field Visit	15 marks	–
<b>Total</b>	<b>100 marks</b>	–

The unit-wise syllabus of Information technology divided into various part is given below.

#### **Part – A: Employability Skills (10 Marks) (50 Periods)**

1. Communication Skills-II (10 Periods)
2. Self-Management Skills-II (10 Periods)
3. Information and Communication Technology Skills-II (10 Periods)
4. Entrepreneurial Skills-II (15 Periods)
5. Green Skills-II (05 Periods)

## **Part – B: Vocational Skills (40 Marks) (50 Theory periods + 100 Practical Periods)**

1. Web Applications (Basics) – 7 marks (8 Theory period + 10 Practical Periods)
2. Word Processing (Intermediate) – 8 marks (8 Theory period + 20 Practical Periods)
3. Spread sheet (Intermediate) – 8 marks (11 Theory period + 20 Practical Periods)
4. Digital Presentation (Intermediate) – 6 marks (8 Theory period + 25 Practical Periods)
5. E-Mail Messaging (Intermediate) – 4 marks (5 Theory period + 10 Practical Periods)
6. Data Base Development (Basics) – 7 marks (10 Theory period + 15 Practical Periods)

## **Part – C: Practical Work (35 Marks)**

1. Practical Examination – 15 marks
2. Written Test – 10 marks
3. Viva Voce – 10 marks

## **Part – D: Project Work/ Field Visit (15 marks)**

1. Practical File/ Student Portfolio – 10 marks
2. Viva Voce – 5 marks

# Class 9(2023-24)

## Syllabus

### Information Technology

arts	Units	No. of hours		Maximum marks
<b>Part A</b>	<b>Employability Skills</b>			
	Unit 1: Communication Skills I	10 hours		10 marks
	Unit 2: Self-Management Skills I	10 hours		
	Unit 3: Information and Communication Technology Skills I	10 hours		
	Unit 4: Entrepreneurial Skills I	15 hours		
	Unit 5: Green Skills I	5 hours		
<b>Total</b>		<b>50 hours</b>		<b>10 marks</b>
<b>Part B</b>	Theory		Practical	
	Unit 1: Introduction to IT-ITeS Industry	2 hours	4 hours	4 marks

	Unit 2: Data Entry & Keyboarding Skills	4 hours	10 hours	6 marks
	Unit 3: Digital Documentation	10 hours	26 hours	10 marks
	Unit 4: Electronic Spreadsheet	18 hours	35 hours	10 marks
	Unit 5: Digital Presentation	10 hours	31 hours	10 marks
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	<b>Practical Work</b>			
<b>Part C</b>	Practical Examination			15 marks
	Written Test	---		10 marks
	Viva Voce			10 marks
---	<b>Total</b>	---		<b>35 marks</b>
	<b>Project Work/ Field Visit</b>			
<b>Part D</b>	Practical File/ Student Portfolio			10 marks
	Viva Voce			5 marks
	<b>Total</b>	---		<b>15 marks</b>

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