INFORMATION TECHNOLGY (402)
SESSION-2019-20
JOB ROLE: Domestic Data Entry Operator

SCHEME OF UNITS

This course is a planned sequence of instructions consisting of units meant for developing employability and vocational competencies of students of Class X opting for vocational subject along with general education subjects. The unit-wise distribution of hours and marks for class X is as follow:

	Information Technology (Code-402) CLASS X (Session 2019-20)			
	Units	**No. of Hours for Theory and Practical 200**		**Max. Marks for Theory and Practical 100**
Part A	**Employability Skills**			
	Unit 1 : Communication Skills-II	10		10
	Unit 2 : Self-Management Skills-II	10		
	Unit 3 : Information and Communication Technology Skills-II	10		
	Unit 4 : Entrepreneurial Skills-II	15		
	Unit 5 : Green Skills-II	05		
	Total	**50**		**10**
Part B	**Vocational Skills**	**Theory Periods**	**Practical Periods**	**Marks**
	Unit 1- Web Applications (Basics)	8	10	7
	Unit 2- Word Processing (Intermediate)	8	20	8
	Unit 3- Spreadsheet (Intermediate)	11	20	8
	Unit 4- Digital Presentation (Intermediate)	8	25	6
	Unit 5- E-Mail Messaging (Intermediate)	5	10	4
	Unit 6- Data Base Development (Basics)	10	15	7
	Total	**50**	**100**	**40**
Part C	**Practical Work**			
	Practical Examination			15
	Written Test			10
	Viva Voce			10
	Total			**35**
Part D	**Project Work/Field Visit**			
	Practical File/ Student Portfolio			10
	Viva Voce			05
	Total			**15**
	Grand Total periods	**50+50+100=200**	**Total Marks**	**100**

Note:-Detailed Curriculum/ Topics to be covered under employability skill can be downloaded from CBSE website.

Total Marks: 100 (Theory – 50 + Practical- 50)

Theory   **Marks: 50**

Part A	Employability Skills	Marks
	Unit 1 : Communication Skills-II	10
	Unit 2 : Self-Management Skills-II	
	Unit 3 : Information and Communication Technology Skills-II	
	Unit 4 : Entrepreneurial Skills-II	
	Unit 5 : Green Skills-II	
	Total	**10**

Part-B.	Unit Name	Mark
UNIT 1	Web Applications(Basics)	7
UNIT 2	Word Processing (Intermediate)	8
UNIT 3	Spreadsheet (Intermediate)	8
UNIT 4	Digital Presentation (Intermediate)	6
UNIT 5	E Mail Messaging (Intermediate)	4
UNIT 6	Data base development (Basics)	7
	Total	**40**

Practical   **Marks: 50**

PRACTICAL WORK	Marks
Practical Examination	15
Written Test	10
Viva Voce	10
Total	**35**
PROJECT WORK/FIELD VISIT	
Practical File/ Student Portfolio	10
Viva Voce	05
Total	**15**

LIST OF EQUIPMENT AND MATERIALS

The list given below is suggestive and an exhaustive list should be prepared by the vocational teacher. Only basic tools, equipment and accessories should be procured by the Institution so that the routine tasks can be performed by the students regularly for practice and acquiring adequate practical experience.

S.No.	Item Name, Description & Specification	Quantity
	HARDWARE	
1.	Computer with latest configuration or minimum Pentium Processor with 2 GB RAM, 512 GB HDD, 17" LED Monitor, NIC Card, 3 button Mouse, 105 keys key board and built-in speakers and mic.	15
2.	Laser Printer Black	01
3.	Inkjet Printers (Colour & Black)	01
4.	Scanner	01

5.	Online UPS 5 KVA	01
6.	16 Port Switches	01
7.	Air Conditioner 1.5 tonne	02
8.	Telephone line (For Internet)	01
9.	Fire extinguisher	01
	SOFTWARE	
1.	Operating System Linux and Windows	
2.	Anti-Virus Latest version	
3.	LibreOffice or MS Office latest version	
	FURNITURE	
1.	Class room chairs and desks	25
2.	Computer Tables	15
3.	Straight back revolving & adjustable chairs (Computer Chairs)	15
4.	Printer Tables	02
5.	Trainers Table	01
6.	Trainers Chair	01
7.	Steel cupboards drawer type	02
8.	Cabinet with drawer	01

9.	Steel almirah big size	01
10.	Steel almirah small size	01