



BOARD OF SCHOOL EDUCATION HARYANA

Syllabus and Unit Wise Division of Marks (2023-24)

Class- 10th

Subject: IT-ITeS

Code: ITS 930

General Instructions:

1. There will be an Annual Examination Based on the Entire Syllabus.
2. The Annual Examination will be (60/2) 30 Marks and, External Assessment (Practical) Examination will be 50 Marks and 20 Marks weightage shall be for Internal Assessment.
3. For External Assessment (Practical) Examination:
 - (i) External Assessment- Hand on Skill of 25 (Written 10, Practical 15).
 - (ii) External Assessment- Portfolio of 10.
 - (iii) External Assessment- Viva of 15.
4. For Internal Assessment:

There will be Periodic Assessment that would include:

 - (i) For 6 Marks- Three SAT Exams will be conducted and will have a weightage of 06 Marks towards the Final Internal Assessment.
 - (ii) For 2 Marks- Half Yearly Exam will be conducted and will have a weightage of 02 Marks towards the Final Internal Assessment.
 - (iii) For 2 Marks- Subject Teacher will Assess and give Maximum 02 Marks for CRP (Class Room Participation).
 - (iv) For 5 Marks- A Project Work to be Done by Students and will have a weightage of 05 Marks towards the Final Internal Assessment.
 - (v) For 5 Marks- Attendance of Student will be Awarded 05 Marks as:

75% to 80%	- 01 Marks
Above 80% to 85%	- 02 Marks
Above 85% to 90%	- 03 Marks
Above 90% to 95%	- 04 Marks
Above 95% to -	- 05 Marks



NSQF Course Structure (2023-24)

Class- 10th

Subject: IT-ITeS

Code: ITS 930

Sr. No.	Vocation Skill Units	Marks
1.	Unit 1.Word Processing (Advanced)	15
2.	Unit 2.Spreadsheet(Advanced)	15
3.	Unit 3.Database Management System	15
4.	Unit 4.Health And Safety	05
	Employability Skill Units	
1.	Unit 1:CommunicationSkill .	2
2.	Unit 2: Self-Management Skill .	2
3.	Unit3:Information and Communication Technology Skill.	2
4.	Unit 4:EntrepreneurshipSkill .	2
5.	Unit 5: Green Skill .	2
	Total	(60/2) =30
	Practical Examination	50
	Internal assessment	20
	Grand Total	100



Vocational Skill IT-ITeS Subject Book:

Unit 1: Word Processing(Advanced)

- Introduction to Styles
- Working With Images
- Advanced Features of Writer

Unit 2:Spreadsheet(Advanced)

- Analyse Data Using Scenarios And Goal Seek
- Using Macros In Spreadsheet
- Linking Spreadsheet Data
- Share And Review A Spreadsheet

Unit 3:Data Base Management System

- Introduction to Database Management System
- Starting with Libre Office Base
- Working With Multiple Tables
- Queries in Base
- Forms and Reports

Unit 4:Health and Safety

- Maintain Healthy, Safe and Secure
- Working Environment
- IT Work Environment
- Work place Health
- Safety and Hazards
- Accidents and Emergencies



Employability Skill Book:

Unit 1:Communication Skills.

- Session 1 Introduction to Communication.
- Session 2 Verbal Communication.
- Session 3 Non-Verbal Communication.
- Session 4 Communication Cycle and Importance of Feedback
- Session 5 Barriers to Effective Communication
- Session 6 Writing Skills-Parts of Speech.
- Session 7 Writing Skills-Sentence. .

Unit 2:Self-Management Skills.

- Session 1: Introduction to Self-Management.
- Session 2: Strength and Weakness Analysis.
- Session 3: Self - Confidence.
- Session 4: Positive Thinking.
- Session 5: Personal Hygiene.
- Session 6: Grooming.

Unit 3:Information and Communication Technology Skills.

- Session 1 Basic Computer Operations.
- Session 2 Basic Computer Operation
- Session 3 Computer care and Maintenance
- Session 4 Computer Security and Privacy

Unit 4:Entrepreneurship Skills.

- Session 1: Entrepreneurship and Society .
- Session 2:Qualities and Function of Entrepreneurship
- Session 3: Myths about Entrepreneurship.
- Session 4: Entrepreneurship as a Carrier Option.

Unit 5:Green Skills.

- Session 1: Sustainable Development and Green Economy..
- Session 2: Our Role in Sustainable Development.



Month wise NSQF Syllabus Teaching Plan (2023-24)

Class- 10th

Subject: IT-ITeS

Code: ITS 930

Month	Subject- Content	Teaching Periods	Revision Periods	Practical Work
April	<u>Vocational Skill.</u> Unit1:Digital Documentation Session :- 1-Introduction to Styles	8	5	2
	<u>Employability Skill.</u> Unit 1:Communication Skill. Session 1 Introduction to Communication. Session 2 Verbal Communication. Session 3 Non-Verbal Communication. Session 4 Communication Cycle and Importance of Feedback	5	2	2
May	<u>Vocational Skill.</u> Unit1:Digital Documentation Session 2:Working With Images	10	5	2
	<u>Employability Skill.</u> Unit1: Communication Skill. Session 5 Barriers to Effective Communication Session 6 Writing Skills-Parts of Speech. Session 7 Writing Skills-Sentence	4	2	1
June	During Summer Vacation Home Work/Project			
July	<u>Vocational Skill.</u> Unit1:Digital Documentation Session 3.Advanced Features of Writer	10	5	3
	<u>Employability Skill.</u> Unit 2: Self-Management Skill. Session 1 Introduction to Self-Management. Session 2 Strength and Weakness Analysis. Session 3 Self-Confidence. Session 4 Positive Thinking.	2	2	2
August	<u>Vocational Skill.</u> Unit 2:Electronic Spreadsheet Analysis data using scenarios and goal seek Using Macros in spreadsheet	10	5	2
	<u>Employability Skill.</u> Unit 2: Self-Management Skill. Session 5 Personal Hygiene. Session 6 Grooming. Unit 3:Information and Communication Technology Skill. Session 1 Basic Computer Operations. Session 2Basic Computer Operations	5	2	0



September	<p align="center">Half Yearly Examination</p> <p><u>Vocational Skill.</u> Unit 2:Electronic Spreadsheet Linking Spreadsheet Share and Review a Spreadsheet:</p> <p><u>Employability Skill.</u> Unit3:Information and Communication Technology Skill. Session 3 Computer care and Maintenance Session 4 Computer Security and Privacy</p>	8	5	2
October	<p><u>Vocational Skill.</u> Unit 3:Database Management System Introduction to Database Management System Starting with Libre Office Base</p> <p><u>Employability Skill.</u> Unit 4:Entrepreneurship Skill. Session 1: Entrepreneurship and Society . Session2:Qualities and Function of Entrepreneurship.</p>	10	3	2
November	<p><u>Vocational Skill.</u> Unit 3:Database Management System Working With Multiple Tables Queries in Base Forms and Reports</p> <p><u>Employability Skill.</u> Unit 4:Entrepreneurship Skill. Session 3: Myths about Entrepreneurship. Session 4: Entrepreneurship as a Carrier Option.</p>	10	3	2
December	<p><u>Vocational Skill.</u> Unit 4:Maintain Healthy, Safe and Secure Working Environment IT Work Environment Work place Health, Safety and Hazards</p> <p><u>Employability Skill.</u> Unit 5: Green Skill. Session 1:SustainableDevelopmentandGreen Economy.</p>	5	5	4
January	<p><u>Vocational Skill.</u> Unit 4:Maintain Healthy, Safe and Secure Working Environment Prevent Accidents and Emergencies</p> <p><u>Employability Skill.</u> Unit 5: Green Skill. Session2:Our Role in Sustainable Development.</p>	5	5	2



February	<u>Vocational Skill.</u>	5	5	2
	Revision of Complete Syllabus.	5	5	2
	<u>Employability Skill.</u>			
	Revision of Complete Syllabus.			
March	Annual Examination			

Note:

- Skill Subject Teachers are advised to direct the students to prepare Practical Notebook of the Terminology/Definitional Words/ Glossary used in the Chapters for Enhancement of Vocabulary or Clarity of the Concept.
- The PSSCIVE Skill Textbook Present Information in Boxes the book. These help Students to get Conceptual Clarity. However, the Information in these Boxes would not be Assessed in the Year- End Examination.

Prescribed Books:

1. IT/ITes Skill Book- Text Book for Class X, PSSCIVE Publication.
2. Employability Skill Book- Text Book for Class X, PSSCIVE Publication.



NSQF Question Paper Design(2023-24)

Class-10th

Subject: IT-ITeS

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Time 2 Hours 30 Minutes

Competencies	Total
Knowledge	40%
Understanding	30%
Application	20%
Skill	10%
Total	100%

Type of Question	Marks	Number	Description	Total Marks
Objective Type Question	1	15	6 Multiple Choice Questions, 3 Fill in the Blanks Questions, 3 One Word Answer Type Questions, 3 Assertion-Reason Question.	15
Very Short Answer Type Question	2	6	Internal Choice will be given in any 2 Questions.	12
Short Answer Type Question	3	6	Internal Choice will be given in any 2 Questions.	18
Essay Type Question	5	3	Question Internal option will be given in all the Questions.	15
Total		30		60