



BOARD OF SCHOOL EDUCATION HARYANA

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

Class- 12th

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- 12th

Subject: IT-ITeS

Code: ITS 930

Sr. No.	Vocation Skill Units	Marks
1.	Unit 1. Fundamental of ERP	15
2.	Unit 2. Basic of Procurement Policy and BPO	15
3.	Unit 3. Fundamentals of Learning	20
	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



Unit1: Fundamental of ERP

- Session 1-Describe components of ERP
- Session 2-Understanding Basics of Management

Unit2: Basic of Procurement Policy and BPO

- Session1: Describe Fundamentals of Procurement policies and Guidelines
- Session2: Basics concept of BPO Business Process-Example, Importance and Advantages, Role of BPO Industry, Types of BPO Services, Benefits, limitations
- Types of BPO Services, Benefits, limitations, Payroll Management-Importance, Process, Stages, Methods
- Working Environment BPO Industry, Case Study And About a BPO Company

Unit 3: Fundamentals of Learning

- Session-1 Understanding The Basic Learning
- Session-2 Describe Learning Terminology types Of Learning, Characteristics, Factors That Affects Learning English language Communication-Importance, Advantages of Eng Lang Communication. How to Develop English language Communication Skills Reasons to Learn the Language for Communication
- Session3: Describe Concept of Learning



Employability Skill Book:

Unit 1:Communication Skills.

- Session 1: Active Listening.
- Session 2: Parts of Speech.
- Session 3: Writing Sentences.

Unit 2:Self-Management Skills.

- Session 1: Motivation and Positive Attitude .
- Session 2: Result Orientation
- Session 3: Self Awareness.

Unit 3:Information and Communication Technology Skills.

- Session 1: Getting Started with Spreadsheet.
- Session 2: Performing Basic Operation in Spreadsheet
- Session 3: Working with Data and Formatting Text
- Session 4: Advanced Features in Spreadsheet
- Session 5: Presentation Software
- Session 6:Opening and Saving, Closing and Printing a Presentation
- Session 7:Working with Slide and Text in a Presentation.
- Session 8: Advanced Features used in Presentation.

Unit 4:Entrepreneurship Skills.

- Session 1: Entrepreneurship and Entrepreneur.
- Session 2: Barrier to Entrepreneurship.
- Session 3: Entrepreneurial Attitudes .
- Session 4: Entrepreneurial Competencies

Unit 5:Green Skills.

- Session 1: Green Job
- Session 2: Importance of Green Jobs



Month wise NSQF Syllabus Teaching Plan (2023-24)

Class- 12th

Subject: IT-ITeS

Code: ITS 930

Month	Subject- Content	Teaching Periods	Revision Periods	Practical Work
April	<u>Vocational Skill.</u> Unit1:Fundamentals of ERP Session1-Describe components of ERP Session 2-Understanding Basics of Management	8	5	2
	<u>Employability Skill.</u> Unit 1:CommunicationSkill. Session 1: Active Listening. Session 2: Parts of Speech. Session 3: Writing Sentences.	5	2	2
May	<u>Vocational Skill.</u> Unit1-Fundamentals of ERP Session 2-Understanding Basics of Management	10	5	2
	<u>Employability Skill.</u> Unit 2 :Self-Management Skills. Session 1: Motivation and Positive Attitude . Session 2: Result Orientation Session 3: Self Awareness.	4	2	1
June	During Summer Vacation Home Work/Project			
July	<u>Vocational Skill.</u> Unit:2 Basic of Procurement Policy and BPO Session1:Describe Fundamentals of Procurement policies and Guidelines	10	5	3
	<u>Employability Skill.</u> Unit3:ICT Skills Session 1: Getting Started with Spreadsheet. Session2:Performing Basic Operation in Spreadsheet	2	2	2
August	<u>Vocational Skill.</u> Unit-2: Basics of Procurement Policy and BPO Session2:Basics concept of BPO Business Process- Example, Importance and Advantages, Role of BPO Industry ● Types of BPO Services, Benefits, limitations	10	5	2
	<u>Employability Skill.</u> Unit3:ICT Skills Session 3: Working with Data and Formatting Text Session 4: Advanced Features in Spreadsheet	5	2	0



Half Yearly Examination				
September	<p><u>Vocational Skill.</u> Unit-2: Basics of Procurement Policy and BPO</p> <ul style="list-style-type: none"> ● Payroll Management-Importance, Process, Stages, Methods, Software, Applications, Quality Assurance ● Working Environment BPO Industry, Case Study And About BPO Company 	8	5	2
	<p><u>Employability Skill.</u> Unit3: ICT Skills</p> <p>Session 5: Presentation Software Session 6: Opening and Saving, Closing and Printing a Presentation</p>	5	2	2
October	<p><u>Vocational Skill.</u> UNIT-3 Fundamental of Learning Session 1: Understanding Basic Learning</p>	10	3	2
	<p><u>Employability Skill.</u> Unit3: ICT Skills</p> <p>Session7: Working with Slide and Text in a Presentation. Session 8: Advanced Features used in Presentation.</p>	5	2	2
November	<p><u>Vocational Skill.</u> UNIT-3 Fundamental of Learning Session-2 Describe Learning Terminology Types Of Learning, Characteristics, Factors That Affects Learning</p>	10	3	2
	<p><u>Employability Skill.</u> Unit4: Entrepreneurship Skills. Session 1: Entrepreneurship and Entrepreneur. Session 2: Barrier to Entrepreneurship.</p>	4	3	2
December	<p><u>Vocational Skill.</u> Unit 3 Fundamental of Learning</p> <ul style="list-style-type: none"> ● Session 2: Describe Learning Terminology English language communication-Importance, Advantages of Eng Lang Comm, How to develop English language Communication Skills, Reasons to Learn the Language for communication 	5	5	4
	<p><u>Employability Skill.</u> Unit4: Entrepreneurship Skills. Session 3: Entrepreneurial Attitudes . Session 4: Entrepreneuria Competencies</p>	4	4	2



January	<u>Vocational Skill.</u> Unit 3 Fundamental of Learning Session3:DescribeConceptofLearning.	5	5	2
	<u>Employability Skill.</u> Unit 5: Green Skills. Session 1: Green Job Session 2: Importance of Green Job	5	5	2
February	<u>Vocational Skill.</u> Revision of Complete Syllabus.	5	5	2
	<u>Employability Skill.</u> Revision of Complete Syllabus.	5	5	2
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 XII, PSSCIVE Publication.
2. Employability Skill Book- Text Book for ClassXII, PSSCIVE Publication.



NSQF Question Paper Design(2023-24)

Class- 12th

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