



# **BOARD OF SCHOOL EDUCATION HARYANA**

## **Syllabus and Unit Wise Division of Marks (2024-25)**

**Class- 10<sup>th</sup>**

**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:
  - (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 (2024-25)

Class- 10<sup>th</sup>

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
	<b>Employability Skill Units</b>	
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
	<b>Grand Total</b>	<b>100</b>



## 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 (2024-25)

Class- 10<sup>th</sup>

Subject: IT-ITeS

Code: ITS 930

Month	Subject- Content	Teaching Periods	Revision Periods	Practical Work
April	<b>Vocational Skill.</b> Unit1:Digital Documentation Session :- 1-Introduction to Styles <b>Employability Skill.</b> 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	8	5	2
	<b>Vocational Skill.</b> Unit1:Digital Documentation Session 2:Working With Images <b>Employability Skill.</b> Unit1: Communication Skill. Session 5 Barriers to Effective Communication Session 6 Writing Skills-Parts of Speech. Session 7 Writing Skills-Sentence	5	2	2
May	<b>Vocational Skill.</b> Unit1:Digital Documentation Session 2:Working With Images <b>Employability Skill.</b> Unit1: Communication Skill. Session 5 Barriers to Effective Communication Session 6 Writing Skills-Parts of Speech. Session 7 Writing Skills-Sentence	10	5	2
June	During Summer Vacation Home Work/Project			
July	<b>Vocational Skill.</b> Unit1:Digital Documentation Session 3.Advanced Features of Writer <b>Employability Skill.</b> 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.	10	5	3
	<b>Vocational Skill.</b> Unit 2:Electronic Spreadsheet Analysis data using scenarios and goal seek Using Macros in spreadsheet  <b>Employability Skill.</b> 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	2	2	2
August	<b>Vocational Skill.</b> Unit 2:Electronic Spreadsheet Analysis data using scenarios and goal seek Using Macros in spreadsheet  <b>Employability Skill.</b> 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	10	5	2
	<b>Vocational Skill.</b> Unit 2:Electronic Spreadsheet Analysis data using scenarios and goal seek Using Macros in spreadsheet  <b>Employability Skill.</b> 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"><b>Half Yearly Examination</b></p> <p><b><u>Vocational Skill.</u></b> Unit 2:Electronic Spreadsheet Linking Spreadsheet Share and Review a Spreadsheet:</p> <p><b><u>Employability Skill.</u></b> Unit3:Information and Communication Technology Skill. Session 3 Computer care and Maintenance Session 4 Computer Security and Privacy</p>	8	5	2
October	<p><b><u>Vocational Skill.</u></b> Unit 3:Database Management System Introduction to Database Management System Starting with Libre Office Base</p> <p><b><u>Employability Skill.</u></b> Unit 4:Entrepreneurship Skill. Session 1: Entrepreneurship and Society . Session2:Qualities and Function of Entrepreneurship.</p>	10	3	2
November	<p><b><u>Vocational Skill.</u></b> Unit 3:Database Management System Working With Multiple Tables Queries in Base Forms and Reports</p> <p><b><u>Employability Skill.</u></b> Unit 4:Entrepreneurship Skill. Session 3: Myths about Entrepreneurship. Session 4: Entrepreneurship as a Carrier Option.</p>	10	3	2
December	<p><b><u>Vocational Skill.</u></b> Unit 4:Maintain Healthy, Safe and Secure Working Environment IT Work Environment Work place Health, Safety and Hazards</p> <p><b><u>Employability Skill.</u></b> Unit 5: Green Skill. Session1:SustainableDevelopmentandGreen Economy.</p>	5	5	4
January	<p><b><u>Vocational Skill.</u></b> Unit 4:Maintain Healthy, Safe and Secure Working Environment Prevent Accidents and Emergencies</p> <p><b><u>Employability Skill.</u></b> Unit 5: Green Skill. Session2:Our Role in Sustainable Development.</p>	5	5	2



February	<b>Vocational Skill</b>	5	5	2
	Revision of Complete Syllabus.	5	5	2
	<b><u>Employability Skill.</u></b>			
	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 (2024-25)

Class-10<sup>th</sup>

Subject: IT-ITeS

Code: ITS 930

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