



# **BOARD OF SCHOOL EDUCATION HARYANA**

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

**Class- 9<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:

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- 9<sup>th</sup>

Subject: IT-ITeS

Code: ITS 930

Sr. No.	Vocation Skill Units	Marks
1.	Unit 1.Introduction of IT/ITes Industry	5
2.	Unit 2.Data Entry and keyboarding skills	10
3.	Unit 3.Data Documentation	15
4.	Unit 4.Electronic Spreadsheet	10
5.	Unit.5.Data Presentation	10
	<b>Employability Skill Units</b>	
1.	Unit 1:Communication Skill (Session 1 to 10).	2
2.	Unit 2: Self-Management Skill (Session 1 to 6).	2
3.	Unit3:Information and Communication Technology Skill. (Session 1 to 12).	2
4.	Unit 4:Entrepreneurship Skill (Session 1 to 7).	2
5.	Unit 5: Green Skill (Session 1 to 3).	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: Introduction of IT- ITeS Industry.**

- Introduction of IT/ITeS And Advantages ,Disadvantages

### **Unit 2:Data Entry and Keyboarding skill.**

- Data Entry and Keyboard and its Keys

### **Unit 3:Digital Documentation.**

- Digital documentation Libre Office writer word Processor, Starting Libre Office Writer, Creating a document, Parts of the Writer window, Cursor movement, Mouse pointer, Editing the document, Digital documentation Page formatting, Creating And Managing tables, Printing a document, Mail Merge.

### **Unit 4:Electronic Spreadsheet**

- Electronic Spreadsheet Starting Libre Office Calc, Part Libre Office Calc, Entering data, Mathematical operators used in formulae, Formatting the worksheet, Electronic Spreadsheet Speeding up data entry, Referencing, Creation of Charts Using Spreadsheets Formatting a document, Formatting text, Paragraph style

### **UNIT 5:Data Presentation**

- Characteristics of a good quality presentation, Getting started with Libre Office Impress, Parts of Impress window, Creating a Presentation, Selecting slide layout, Working with slides, Copying, moving and Deleting content, View a presentation, Work space views, Formatting text, Digital Presentation Working with tables, Adding and formatting images, Managing graphic, objects, Working with Slide Masters, Adding transitions

## **Employability Skill Book:**

### **Unit 1:Communication Skills.**

- Session 1: Introduction to Communication.
- Session 2: Verbal Communication.
- Session 3: Non-Verbal Communication.
- Session 4: Writing Skills: Parts of Speech.
- Session 5: Writing Skills: Sentences.
- Session 6: Pronunciation Basics.
- Session 7: Greetings and Introduction.
- Session 8: Talking about Self.
- Session 9: Asking Questions-I.
- Session 10: Asking Questions-II.





## **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: Introduction to ICT.
- Session 2: ICT Tools: Smartphones and Tablets -I.
- Session 3: ICT Tools: Smartphones and Tablets -II.
- Session 4: Parts of Computer and Peripherals.
- Session 5: Basic Computer Operations.
- Session 6: Performing Basic File Operation.
- Session 7: Communication and Networking – Basics of Internet.
- Session 8: Communication and Networking – Internet Browsing.
- Session 9: Communication and Networking – Introduction to E Mail.
- Session 10: Communication and Networking – Creating an E Mail Account.
- Session 11: Communication and Networking – Writing an E Mail.
- Session 12: Communication and Networking – Receiving and Replying to E Mails.

## **Unit 4:Entrepreneurship Skills.**

- Session 1: What is Entrepreneurship.
- Session 2: Role of Entrepreneurship.
- Session 3: Qualities of Successful Entrepreneurship.
- Session 4: Distinguishing Characteristics of Entrepreneurship and Wage Employment.
- Session 5: Types of Business Activity.
- Session 6: Product, Service and Hybrid Business.
- Session 7: Entrepreneurship Development Process.

## **Unit 5:Green Skills.**

- Session 1: Society and Environment.
- Session 2: Conserving Natural Resources.
- Session 3: Sustainable Development and Green Economy.



# Month wise NSQF Syllabus Teaching Plan (2023-24)

Class- 9<sup>th</sup>

Subject: IT-ITeS

Code: ITS 928

Month	Subject- Content	Teaching Periods	Revision Periods	Practical Work
April	<b><u>Vocational Skill.</u></b> Unit 1: Introduction to IT/ITeS Industry <b><u>Employability Skill.</u></b> Unit 1: Communication Skill. Session 1 Introduction to Communication. Session 2 Verbal Communication. Session 3 Non-Verbal Communication. Session 4 Writing Skills: Parts of Speech.	8	5	2
May	<b><u>Vocational Skill.</u></b> Unit 2: Data Entry and Keyboarding Skills Type of Keys <b><u>Employability Skill.</u></b> Unit 1: Communication Skill. Session 5 Writing Skills: Sentences. Session 6 Pronunciation Basics. Session 7 Greetings and Introduction. Session 8 Talking about Self. Session 9 Asking Questions-I. Session 10 Asking Questions-II.	10	5	2
June	During Summer Vacation Home Work/Project			
July	<b><u>Vocational Skill.</u></b> Unit 3: Digital Document –Digital documentation Libre Office writer word processor, Starting Libre Office Writer, Creating a document, Parts of the Writer window, Cursor movement, Mouse pointer, Editing the document, Formatting a document, Formatting text, Paragraph style. <b><u>Employability Skill.</u></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
		2	2	2



August	<b><u>Vocational Skill.</u></b> Unit 4: Digital documentation –Digital documentation Page formatting, Creating and Managing tables, Printing a document, Mail Merge  <b><u>Employability Skill.</u></b> Unit 2: Self-Management Skill. Session 5 Personal Hygiene. Session 6 Grooming. Unit 3:Information and Communication Technology Skill. Session 1 Introduction of ICT. Session 2 ICT Tools: Smartphones and Tablets -I. Session 3 ICT Tools: Smartphones and Tablets -II.	10	5	2
		5	2	0
September	<b>Half Yearly Examination</b> <b><u>Vocational Skill.</u></b> Unit5 : Electronic Spreadsheet Starting Libre Office Calc, Parts of Libre Office Calc, Entering data, Mathematical operators used in formulae, Formatting the worksheet  <b><u>Employability Skill.</u></b> Unit3:Information and Communication Technology Skill. Session 4 Parts of Computer and Peripherals. Session 5 Basic Computer Operations. Session 6 Performing Basic File Operations. Session 7 Basic of Internet. Session 8 Internet Browsing.	8	5	2
		5	2	2
October	<b><u>Vocational Skill.</u></b> Unit 5: Electronic Spreadsheet– Electronic Spreadsheet Speeding up data entry, Referencing, Creation of Charts Using Spreadsheet <b><u>Employability Skill.</u></b> Unit 3: Information and Communication Technology. Session 9 Introduction of E-Mail. Session 10 Creating and E-Mail Account. Session 11 Writing an E-Mail. Session 12 Receiving and Replying to E-Mail.	10	3	2
		5	2	2





November	<b><u>Vocational Skill.</u></b> Unit: - 6 Characteristics of a good quality presentation, Getting started with Libre Office Impress, Parts of Impress window, Creating a Presentation, Selecting slide layout, Working with slides, Copying, moving And deleting content, View a presentation, Work space views, Formatting text	10	3	2
	<b><u>Employability Skill.</u></b> Unit 4:EntrepreneurshipSkill. Session 1 What is Entrepreneurship. Session 2 Role of Entrepreneurship. Session 3 Qualities of a Successful Entrepreneurship. Session 4 Distinguishing Characteristics of Entrepreneurship and Wage Employment.	4	3	2
December	<b><u>Vocational Skill.</u></b> Unit 6:Digital Presentation Working with tables, Adding and formatting images, Managing graphic ,objects, Working with Slide Masters, AddingTransitions	5	5	4
	<b><u>Employability Skill.</u></b> Unit 5: Green Skill. Session 1 Society and Environment.	4	4	2
January	<b><u>Vocational Skill.</u></b> Revision of Complete Syllabus.	5	5	2
	<b><u>EmployabilitySkill.</u></b> Unit 5: GreenSkill. Session 2 Conserving Natural Resources. Session 3 Sustainable Development and Green Economy.	5	5	2
February	<b><u>Vocational Skill.</u></b> Revision of Complete Syllabus.	5	5	2
	<b><u>Employability Skill.</u></b> 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 IX, PSSCIVE Publication.
2. Employability Skill Book- Text Book for Class IX, PSSCIVE Publication.



# NSQF Question Paper Design(2023-24)

Class- 9<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