

INFORMATION TECHNOLOGY (SUBJECT CODE - 402)
CLASS – X (Session 2023-2024)

	UNITS	NO. OF HOURS for Theory and Practical		MAX. MARKS for Theory and Practical
Part A	Employability Skills			
	Unit 1: Communication Skills-II	10		2
	Unit 2: Self-Management Skills-II	10		3
	Unit 3: ICT Skills-II	10		1
	Unit 4: Entrepreneurial Skills-II	15		3
	Unit 5: Green Skills-II	05		1
	Total	50		10
Part B	SUBJECT SPECIFIC SKILLS	Theory	Practicals	Marks
	Unit 1: Digital Documentation (Advanced)	12	18	8
	Unit 2: Electronic Spreadsheet (Advanced)	15	23	10
	Unit 3: Database Management System	18	27	12
	Unit 4: Web Applications and Security	15	22	10
	Total	60	90	40
Part C	PRACTICAL WORK			
	Practical Examination			20
	• Advanced Documentation	5 Marks		
	• Advanced Spreadsheets	5 Marks		
	• Databases	10 Marks		
	• Viva Voce	10 Marks		10
	Total			30
Part D	PROJECT WORK/FIELD VISIT Any Interdisciplinary Real World Case Study to be taken. Summarized data reports of same can be presented in base. Input should be taken using forms and output should be done using reports using base. Documentation of the case study should be presented using writer.			10
	PORTFOLIO/ PRACTICAL FILE: (Portfolio should contain printouts of the practical done using Writer, Calc and Base with minimum 5 problems of each)			10
	Total			20
	GRAND TOTAL	200		100