

CBSE | DEPARTMENT OF SKILL EDUCATION

CURRICULUM FOR SESSION 2025-2026

INFORMATION TECHNOLOGY (SUB. CODE – 402)

CLASS – X (SESSION 2025-2026)

	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	Practical	Marks
	Unit 1: Digital Documentation (Advanced) using LibreOffice Writer		12	18	8
	Unit 2: Electronic Spreadsheet (Advanced) using LibreOffice Calc		15	23	10
	Unit 3: Database Management System using LibreOffice Base		18	27	12
	Unit 4: Maintain Healthy, Safe and Secure Working Environment		15	22	10
	Total		60	90	40
	PART C	PRACTICAL WORK			
Practical Examination					
• Digital Documentation (Advanced) using LibreOffice Writer		5 Marks		20	
• Electronic Spreadsheet (Advanced) using LibreOffice Calc		5 Marks			
• Database Management System using LibreOffice Base		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