Reduced syllabus of Vocational Subject Class-10: 2020-21

Sector: IT-ITeS, Job-Role: Domestic Data Entry Operator

Unit	Topic to be covered (Theory+Practical)	Topic to be Omitted	Reason for omission
Unit 1: Digital Documentation(Advanced)	• Insert and use images in the document • Create and use template • Create table of contents	• Apply styles in the document	Already done in Class 9 in the topic format the document
Unit 2: Electronic Spreadsheet(Advanced)	• "Link Spreadsheet data. • Share and review a spreadsheet. • Using the macro reader, Creating Simple macro."	• Analyse data using scenarios and goal seek • Using macro as a function, • Passing arguments to macro, • Passing the arguments as values, • Macros to work like built in function, • Accessing cells directly, • sorting the columns using macro	Advanced function of spreadsheet which can be covered in their stage once they get the basic idea of Spreadsheet.
Unit 3: Database Management System	• Appreciate the concept of Database Management System • Creating a table using table wizard • Perform operations on table • Retrieve Data using query	• Structured Query languages • Create forms and reports using wizards	Advanced function of Database Management System which can be covered in their stage once they get the basic idea.
Unit 4: Maintain Health, safety and secure working Environment	• Maintain Workplace safety • Prevent Accidents and emergencies • Protect health and safety at work	• Case Studies	Will be covered during their Level II Stage