

Reduced syllabus of Vocational Subject Class-9 : 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 Introduction to IT-ITeS Industry	<ul style="list-style-type: none">• Introduction to IT and ITeS,• BPO services,• BPM industry in India,• Structure of the IT-BPM industry,• Applications of IT in home computing, everyday life, library, workplace, education, entertainment, communication, business, science and engineering, banking, insurance, marketing, health care, IT in the government and public service,		
Unit 2: Data Entry and Keyboarding Skills	<ul style="list-style-type: none">• "Keyboarding Skills,• Types of keys on keyboard,• Numeric keypad,• Home keys, Guide keys,• Typing and deleting text,• Typing ergonomics,• Positioning of fingers on the keyboard,• Allocation of keys to fingers on four different rows,	<ul style="list-style-type: none">• "Introduction to RapidTypingTutor,• Touch typing technique,• User interface of Typing Tutor,• Typing text and interpret results,• Working with lesson editor,• Calculating typing speed,	The basic knowledge of data entry is prioritized, so importance will be given to typing skills rather than typing speed.

	<ul style="list-style-type: none"> • Pointing device – Mouse, • Mouse operations." 	<ul style="list-style-type: none"> • Typing rhythm." 	
Unit 3: Digital Documentation (Elementary)	<ul style="list-style-type: none"> • Start the word processing application • Edit the document • Format the document • Print the document" 	<ul style="list-style-type: none"> • Create and use table • Print the letter using mail merge 	Can be done in class 10
Unit 4: Spreadsheet Application(Elementary)	<ul style="list-style-type: none"> • Create a spreadsheet • Enter and edit text in spreadsheet • Format data in the spreadsheet 	<ul style="list-style-type: none"> • Use referencing • Introduce the types of chart in Calc 	Can be done in class 10 during the topic Creating tables
Unit 5: Digital Presentation	<ul style="list-style-type: none"> • "Describe the quality of good presentation • Create a presentation • Work with slides • Format the text in Presentation • Create and use table in presentation • Insert and format image in presentation" 	<ul style="list-style-type: none"> • Work with slide master 	Similar topic has been covered.