

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 • Formmat 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.