

**Reduced Syllabus of Vocational Subject (Common for all sector) Class 10: 2020-21**  
**This Subject is Common for all sectors (IT-ITes, Agriculture, Electronics & Hardware) of Class 10**

<b>Topics to be covered (Theory+Practical)</b>	<b>Topics to be reduced</b>	<b>Reason for reduction</b>
1. Communication skills: Methods of communication, Communication cycle, Importance of feedback, Barriers, ways to overcome barriers.	Process & elements, Types of communication, 7 Cs, Parts of speech, sentence	<ul style="list-style-type: none"> <li>• Covered in class 9 syllabus.</li> <li>• Already taught in English Subject of other classes.</li> </ul>
2. Self- Management skills: Stress & Stress Management, Emotional intelligence, Self motivation, Goal setting, Time Management.	Basics of self management, ability to work independently, SW Analysis, Difference between interests and abilities.	<ul style="list-style-type: none"> <li>• Already covered under self management skills 1 of class 9.</li> <li>• Covered with parent topic.</li> </ul>
3. ICT skills: Basic file operations, Basic tips for taking care of devices, Maintenance schedule, Back up, scanning, computer security intro, Threat to computer, protecting data.	Basic computer operations, Importance of care and maintenance, Increasing computer performance, Removing spam, reasons for security	<ul style="list-style-type: none"> <li>• Present in class 9</li> <li>• Less important compared to other topics.</li> </ul>
4. Entrepreneurial skills: Functions of Entrepreneurs, Myths about Entrepreneurship, Entrepreneurship as a career option, self employment, Career process.	Introduction on entrepreneurship, Qualities of an entrepreneur, wage employment.	<ul style="list-style-type: none"> <li>• Less important</li> <li>• Already covered in class 9 syllabus.</li> </ul>
5. Green skills : Problems related to Sustainable development, Sustainable development goals, sustainable development initiatives, sustainable processes, our role in sustainable development.	What is sustainable development, it's importance.	<ul style="list-style-type: none"> <li>• These topics are already covered in class 9 curriculum .</li> </ul>