**BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK**

**SYLLABUS FOR THE SESSION,2023-24**

**CLASS- X**                                                        **SUBJECT- IT/ITES**

**JOB ROLE – DOMESTIC DATA ENTRY OPERATOR**

| TERM-I | | | | | TERM-II | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Contents | Formative Assessment | Total Marks | Summative Assessment | Total Marks | Contents | Formative Assessment | Total Marks | Summative Assessment | Total Marks |
| Unit-1: Word Processing (Advanced) *(Session 1 to 11)* | FA-1 (To be completed during 3rd Week of July, 2023) | 20 | HALFYEARLY Examination (To be conducted during 2nd week of September, 2023) (Practical 50 Marks) (Theory 50 Marks) | 100 | Unit -2: Spreadsheet Applications (Advanced) *(Session 9 to 12)* Unit -3: Database Applications *(Session 1 to 3)* | FA-3 (To be completed during Last week of November, 2023) | 20 | ANNUAL Examination (To be conducted during 3rd week of February, 2024) Practical 50 Marks) (Theory 50 Marks) | 100 |
| Unit -2: Spreadsheet Applications (Advanced) *(Session 1 to 8)* | FA-2 (To be completed during 1st Week of September, 2023) | 20 | | | Unit -3: Database Applications *(Session 4 to 8)* | FA-4 (To be completed by 2nd Week of January, 2024) | 20 | | |
| | | | | | **Revision Work** | (From 2nd Week of January to 2nd week of February, 2024) | | | |