

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

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

**CLASS- IX**

**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
<u>Unit-1:</u> Introduction to IT–ITeS Industry ( <u>Session 1</u> )	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	<u>Unit-3:</u> Digital Documentati on on ( <u>Session 5 to 6</u> )  <u>Unit -4:</u> Electronic Spreadsheet ( <u>Session 1 to 3</u> )	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
<u>Unit -2:</u> Data Entry and Keyboarding Skills ( <u>Session 1,2</u> )  <u>Unit-3:</u> Digital Documentation ( <u>Session 1 to 4</u> )	FA-2 (To be completed during 1st Week of September, 2023)	20			<u>Unit -4:</u> Electronic Spreadsheet ( <u>Session 4 to 5</u> )  <u>Unit -5:</u> Digital Presentation ( <u>Session 1 to 7</u> )	FA-4 (To be completed by 2nd Week of January, 2024)	20		
					<b>Revision Work</b> (From 2 <sup>nd</sup> Week of January to 2 <sup>nd</sup> week of February, 2024)				