CLASS 9
INFORMATION TECHNOLOGY- LEVEL- 1

Unit-wise Weightage

	Units	Marks	Hours		Total
			Th	Pr	Hours
I	Basic Computer System Operations Skill	10	18	12	30
II	Digital Documentation and Word Processing Skill	7	12	24	36
III	Effective e-Communication Skill	3	6	24	30
IV	Data Tabulation Skill using Spreadsheet	3	6	24	30
V	Digital Presentation Skill	3	6	24	30
VI	Ethics & Soft Skills	7	12	6	18
VII	Work Integrated Learning and Occupational Safety Skills	7	12	6	18
	Total	**40**	**72**	**120**	**192**
	Practical	**50**			
	Internal Assessment	**10**			
	Total	**100**			

I   Basic Computer System Operations Skill

* Basics of Computer System
* Laying hands on a computer system
* Creation/Customization of Files/Folders
* Establishing Internet connectivity and Internet browser
* Email and related services

II   Digital Documentation and Word Processing Skill

* Basics of Word Processing
* Page style and templates
* Editing and Advanced format options
* Working on multiple documents
* Creating and Working with tables
* Working with Images, Drawing and Gallery objects

III   Effective e-Communication Skill

* Basics of Effective emailing
* Composing email and attaching files
* Sending, forwarding and receiving emails
* Organizing Emails & Managing contacts
* Scheduling appointments using online calendar services

IV Data Tabulation Skill using Spreadsheet

* Basics of spreadsheet
* Inserting and deleting cells
* Formatting Spreadsheet
* Using Formulae
* Using Functions and Obtaining charts

V Digital Presentation Skill

* Basics of a presentation
* Inserting and duplicating slides
* Formatting slides
* Inserting hyperlink, pictures and tables
* Setting up slide show

VI Ethics & Soft Skills

* Right to Privacy
* Netiquettes
* Soft Skills in work environment

VII Work Integrated Learning and Occupational
   Safety Skills

* Identify operations at workplace and the tools being used
* State organizational structure and identify IT development team
* IT Hazards e-Waste
* Ergonomics and health safety

PRACTICAL

* Test on basic system operations(Computer Fundamentals)
* Typing test
* Test on word processing skills
* Test on using preparation & presentations
* Practical Report File and Portfolio
* Viva Voce
* Exposure trips/visits - IT Centres

INTERNAL ASSESSMENT (CCE)

10 marks to be assessed on a continuous basis class tests/unit tests, assignments, hands on experience, project works, etc.

CLASS 10
INFORMATION TECHNOLOGY: LEVEL – 2

Unit-wise Weightage

	Units	Marks	Hours		Total Hours
			Th	**Pr**	
I	Networking Fundamentals	9	18	14	32
II	Digital Documentation- Advanced Word Processing	5	10	24	34
III	Digital Data Analysis	5	10	24	34
IV	Advanced Digital Presentation	8	12	26	38
V	Digital Content Creation- Web Designing Fundamentals(HTML)	8	12	26	38
VI	Computer Systems Care	5	10	6	16
	Total	**40**	**72**	**120**	**192**
	Practical	**50**			
	Internal Assessment	**10**			
	Total	**100**			

I   Networking Fundamentals
* Evolution of Networking and Need for Networking
* Transmission of Data through different Switching Techniques
* Data Communication Terminologies
* Transmission Medium and Network Devices
* Network Types and Layouts

II   Digital Documentation – Advanced Word Processing
* Reviewing and editing documents with Track Changes
* Connecting Data from Spreadsheet with the Document using Mail Merge Feature
* Object Embedding and Linking
* Language Correction
* Securing Document

III   Digital Data Analysis – Advanced Operations on Spreadsheet
* Managing Multiple Spreadsheets and Workbooks
* Organizing and handling Spreadsheet Data
* Creating Charts
* Creating and using Macros
* Securing Spreadsheets

IV   Advanced Digital Presentation
* Standardization of Slides
* Multimedia Components in Presentation
* Using Tables
* Using Charts
* Presentation Delivery
* Securing Presentation

V   Digital Content Creation – Web Designing Fundamentals(HTML)
* Basics of Webpage and HTML
* HTML – Basic Tags

* Paragraphs and Tables
* Webpage Layout
* Forms
* Multimedia Content in Web Pages

VI   **Computer Systems Care**

* Hardware Safety and Security
* Software Safety, Security and Care

PRACTICAL

* Test on Advanced Word Processing Skills
* Test on Digital Data Analysis(Spreadsheet using Macros)
* Test on Advanced Digital Presentation
* Test on Web Designing Fundamentals(HTML)
* Practical Report File and Portfolio
* Viva Voce
* Exposure trips/visits – IT Centres

INTERNAL ASSESSMENT(CCE)

10 marks to be assessed on a continuous basis class tests/unit tests, assignments, hands on experience, project works, etc.

Introduction to Tourism-1
Unit-wise Weightage

Units	Marks	Hours
I – Soft Skills	15	35
II – Introduction to Tourism-1	7	20
III – Tourism Business-1	12	30
IV – Tourism Product-1	16	35
	50	**120**
Practical	**30**	**80**
Internal Assessment	**20**	
	100	**200**

Unit - I Soft Skills
- Defining Hard Skills and Soft Skills
- Importance of Soft Skills in Tourism and Travel Industry
- Communication Skills – A Key to Soft Skills
- Communication – The Concept
- Process of Communication
- Types of Communication – Verbal Communication
- Elements of Verbal Communication
- Non – Verbal Communication
- Types of Non-Verbal Communication
- Barriers of Communication
- Effective Communication
- Listening

Unit – II Introduction to Tourism – 1
- Purpose of Tourism
- Tourist Typology
- Nature of Tourism
- Components of Tourism
- Forms of Tourism- Inbound, Outbound, Domestic

Unit – III Tourism Business – 1
- Evolution of Tourism Business (Thomas Cook till date)
- Silk Route and Tour
- Grand Tour
- Modern Tourism in India (Rail Tourism)
- Tourism Intermediaries and Linkage (an introduction)

Unit – IV Tourism Product – 1
- Understanding Tourism Resource
- Types of Resources
- Tourism product
- Characteristics of Tourism Product
- Tourism Resource to Tourism Product
- Classification of Tourism
- Protection of Tourism Products

Practical
- Visit to Tourism Organization (Travel Agency/ Tour Operator)
  Report on the visit (Oral and Written)
- Visit to a Local / Nearby Museum
  Report on the visit (Oral and Written)
- Locate / Identify Tourist Potential Area in the Locality (Natural, Cultural Heritage, Eco Tourist Spots)
  Prepare a Report
- Conduct Role Play, Debate, Group Discussion

Assessment:
External
  Theory
  50 marks to be assessed through External Examination
  Practical
  30 marks (Oral 20 marks & Written 10 marks) to be assessed through External Examination

Internal (to be assessed through CCE)
  20 marks to be assessed on a continuous basis through
  - class test / unit test and assignment (10 marks)
  - debate/group discussion/role play/project work (10 marks)
       A minimum of three activities in both the areas should be conducted in each period of assessment. The average marks secured by the students in both the period of assessment shall be forwarded to the Board.

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Class X
Travel and Tourism Level - 2

Unit-wise Weightage

PART- A

Units		Marks	Hours
I	Soft Skills –II	15	35
II	Introduction to Tourism –II	12	30
III	Tourism Business- II	10	25
IV	Tourism Products-II	13	30
		50	**120**

PART-B

Practical		30	80
Internal Assessment		20	
		100	**200**

PART-A

Unit-I   Soft Skills –II

- Personality Development
- Positive Attitude
- Think Big
- Creating First & Last Impression :
  i) Grooming
  ii) Etiquettes and Manners
  iii) Required Body Language for social interaction
- Telephonic Conversation
- Public Speaking

Unit-II   Introduction to Tourism –II

- Why do we need tourism?
- Tourism Sources and Information
- Sources of Tourism Information
- Tourism Organisation –MOT, STDC, UNWTO

Unit-III   Tourism Business- II

- Destination / Site- define.
- Travel Terminology/ Travel Lingo.
- Hospitality Terminology
- Activities / Function Areas in a Travel Agency.
- Domestic & International
- Documentations.
- Medical Requirements.

Unit-IV   Tourism Products-II

- Natural tourism products of India- Mountains, hills, lakes, waterfalls, rivers, deserts, islands, beaches.

- Manmade tourism products of India- Archaeological sites, historical sites, customs and traditions, fairs and festivals, art and art forms, entertainment
- Symbiotic tourism products- Wildlife sanctuaries and national parks of India.
- Event based tourism products- Music and Dance festivals, Suraj Kund Craft Mela, Pushkar Fair, Nehru Trophy Boat Race, Elephant festival, Kite flying festival, sporting events.
- List of UNESCO World Heritage Sites in India

Practical
- Visit to a Tourism Organization (Travel Agency / Tour Operator)
  Report on the Visit (Oral & Written)
- Visit to a Local/ Nearby Museum
  Report on the Visit (Oral & Written)
- Locate /Identify Tourist Potential Area in the Locality (Natural, Cultural Heritage,
  Eco Tourist Spots)
  Prepare a Report
- Conduct Role Play, Debate, Group Discussion

Assessment:

A. External
Theory
50 marks to be assessed through External Examination
(The minimum qualifying marks will be 20)

B. Internal
Practical
30 marks (Oral 20 marks & Written 10 marks) to be assessed by the subject teacher internally.
CCE
20 marks to be assessed on a continuous basis through:
  ➢ Class test / Unit test and Assignment (10 marks)
  ➢ Debate / Group Discussion / Role Play / Project Work (10 marks)
A minimum of three activities in both the areas should be conducted in each period of assessment. The average marks secured by the students in both the period of assessment shall be forwarded to the Board.

The Practical and CCE (30+20) marks shall be taken into account for all academic purpose. The minimum qualifying marks will be 20.