

Academic Year - 2026-27

Class X

Vocational Education

Domestic Data Entry Operator

Months	Weeks Alloted	Weeks	Topics	No of Periods	Theory	Practicals
April	5	1	Introduction to Vocational Education & Assesssment Pattern	25	2	3
		2	Unit 1: Communication Skills		2	3
		3	Unit 1: Communication Skills		2	3
		4	Unit 1: Communication Skills		2	3
		5	Unit 1: Communication Skills		2	3
June	3	1	Unit 3: ICT Skills	15	2	3
		2	Unit 3: ICT Skills		2	3
		3	Unit 3: ICT Skills		2	3
July	5	1	Digital Documentation (Advanced)	25	2	3
		2	Digital Documentation (Advanced)		2	3
		3	Digital Documentation (Advanced)		2	3
		4	Digital Documentation (Advanced)		2	3
		5	Electronic Spreadsheet (Advanced)		2	3
August	4	1	Electronic Spreadsheet (Advanced)	20	2	3
		2	Electronic Spreadsheet (Advanced)		2	3
		3	Electronic Spreadsheet (Advanced)		2	3

		4	Self-management Skills		2	3
September	3	1	Self-management Skills	15	2	3
		2	Database Management System		2	3
		3	Database Management System		2	3
October	3	1	Database Management System	5	2	3
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November	1	1	Database Management System	15	2	3
		2	Database Management System		2	3
		3	Database Management System		2	3
December	3	1	Entrepreneurial Skills	15	2	3
		2	Entrepreneurial Skills		2	3
		3	Entrepreneurial Skills		2	3
January	2	1	Green Skills	10	2	3
		2	Green Skills		2	3
		Preliminary Examination				
February	4	4	Revisiting topics (Revision & Reflection)			
		1				
		2				
			Total	145	58	87
		Part C:	Practical Work			
			Practical Examination	6		
			Written Test	2		
			Viva Voce	3		
			Total	11		
		Part D	Project Work/Field Visit	18		
			Practical File/ Student Portfolio	10		
			Viva Voce	4		
			Total	32		

		Part E	Continuous and Comprehensive Evaluation (CCE)	5		
				48		

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Theory Component	30
Practical Component	40
Portfolio	10
Project / Assignment	20

Marks Distribution out of 30

	Marks
Part A : Employability Skills	
Unit 1: Communication Skill	2
Unit 2: Self-management Skills	2
Unit 3: Basic ICT Skills	2
Unit 4: Entrepreneurial Skills	1
Unit 5: Green Skill	1
Part B: Vocational Skills	
Unit 1 : Digital Documentation (Advanced)	7
Unit 2 : Electronic Spreadsheet (Advanced)	7
Unit 3: Database Management System	8
Total	30