

**SECONDARY SCHOOL CURRICULUM**  
**VOCATIONAL SUBJECTS (UNDER NSQF)**  
**Class X (2018-19)**

<b>Name of the vocational subject under NSQF</b>	
<b>Subject Code</b>	<b>CLASS (X) (2018-19)</b>
401	Dynamics Of Retailing
402	Information Technology
403	Security
404	Automobile Technology
405	Introduction To Financial Markets
406	Introduction To Tourism
407	Beauty & Wellness
408	Introductory Agriculture
409	Food Production
410	Front Office Operations
411	Banking & Insurance
412	Marketing & Sales
413	Health Care Services

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**Dynamics of Retailing**  
**(Subject Code -401)**

**CLASS X**

**Total Marks: 100 (Theory – 50 + Practical 50)**

<b>Unit No.</b>	<b>Unit Name</b>	<b>Marks</b>
1	Retail Operations	5
2	Merchandise Planning	8
3	Store Operations	10
4	Billing, Transport and Delivery	8
5	Security Operations & Housekeeping in Retail	8
6	Communication at Work Place	6
7	Health Care and Personal Grooming in Retailing	5
<b>Total</b>		<b>50</b>

**Dynamics of Retailing**

**Class X**

**Practical**

<b>PRACTICAL WORK</b>	<b>Marks</b>
PRACTICAL EXAMINATION	15
WRITTEN TEST	10
VIVA VOCE	10
PROJECT WORK/FIELD VISIT	
PRACTICAL FILE/ STUDENT PORTFOLIO	10
VIVA VOCE	05
Total	50

2.

**INFORMATION TECHNOLOGY**  
**Class X (402)**

**Total Marks: 100 (Theory – 50 + Practical- 50)**

**Theory**

<b>Unit No.</b>	<b>Unit Name</b>	<b>Mark</b>
UNIT 1	Functional English(Intermediate)	8
UNIT 2	Web Applications( Basics)	8
UNIT 3	Word Processing (Intermediate )	8
UNIT 4	Spreadsheet (Intermediate)	8
UNIT 5	Digital Presentation (Intermediate)	6
UNIT 6	E Mail Messaging (Intermediate )	4
UNIT 7	Data base development (Basics)	8
	<b>Total</b>	<b>50</b>

**INFORMATION TECHNOLOGY – CLASS X**

**Practical**

<b>PRACTICAL WORK</b>	<b>Marks</b>
PRACTICAL EXAMINATION	15
WRITTEN TEST	10
VIVA VOCE	10
PROJECT WORK/FIELD VISIT	
PRACTICAL FILE/ STUDENT PORTFOLIO	10
VIVA VOCE	05
Total	50

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## SECURITY

(SUBJECT CODE-403)

Class X

Total Marks: 100 (Theory – 50 + Practical 50 )

Theory

S. No.	Unit Name	Marks
UNIT 1	Basic Drill and Defensive Techniques	5
UNIT 2	Disaster Management and Emergency Response(Advanced)	7
UNIT 3	Security Structure and Laws Governing Private Security	12
UNIT 4	Introduction to Information Technology	3
UNIT 5	Email Messaging	5
UNIT 6	First Aid Practices (Advanced)	10
UNIT 7	Work Integrated Learning – Security Services L2	8
	<b>Total</b>	<b>50</b>

## SECURITY – CLASS X

Practical

PRACTICAL WORK	Marks
PRACTICAL EXAMINATION	15
WRITTEN TEST	10
VIVA VOCE	10
PROJECT WORK/FIELD VISIT	
PRACTICAL FILE/ STUDENT PORTFOLIO	10
VIVA VOCE	05
Total	50

**AUTOMOBILE TECHNOLOGY**  
**(Subject Code 404)**  
**Class X**

**Total Marks: 100 (Theory – 50 + Practical - 50)**

**Theory**

<b>Unit No.</b>	<b>Unit Name</b>	<b>Marks</b>
<b>1</b>	Automobile and its components Chassis - Auto body Engine Lubrication System - Cooling System Fuel Supply - Transmission System - Front Axle - Rear Axle  - Suspension System - Wheels and Tyre Brake Electrical & Electronic Systems	<b>16</b>
<b>2</b>	Tools Hand tools	<b>7</b>

Measuring tools

Electrical tools

	Special tools - Service Workshop machine	
<b>3</b>	Vehicle Servicing -Washing of a vehicle Changing of oil and oil filter Changing of air filter Changing of fuel filter - Changing of Coolant	<b>13</b>
<b>4</b>	Customer sales care Customer sales care	<b>5</b>
<b>5</b>	Innovation and Development - Innovation and Development	<b>6</b>
<b>6</b>	Reading of Service Manual Service manual of respective vehicle Reading and use of the service manual	<b>3</b>
<b>Total</b>		<b>50</b>

## AUTOMOBILE TECHNOLOGY – CLASS X

### Practical

<b>PRACTICAL WORK</b>	<b>Marks</b>
PRACTICAL EXAMINATION	15
WRITTEN TEST	10
VIVA VOCE	10
PROJECT WORK/FIELD VISIT	
PRACTICAL FILE/ STUDENT PORTFOLIO	10
VIVA VOCE	05
Total	50



**Introduction to Financial Markets**  
**(Subject Code -405)**  
**Class X**

**Total Marks: 100 (Theory – 50 + Practical -50)**

**Theory**

<b>Unit No.</b>	<b>Unit Name</b>	<b>Marks</b>
1.	Investment Basics	3
2.	Securities	3
3.	Primary Market	8
4.	Secondary Market	8
5.	Derivatives	3
6.	Depository	3
7.	Mutual Funds	5
8.	Miscellaneous	7
9.	Concepts & Modes of Analysis	7
10.	Ratio Analysis	3
	<b>Total</b>	<b>50</b>

**Introduction to Financial Markets – CLASS X**

**Practical**

<b>Parameters</b>	<b>Marks</b>
Project / Practical Activities	10
Viva based on Project	10
Practical File/ Report or Portfolio	5
Demonstration of skill competency on NLT software(Function Key Accelerator Module)	25
<b>Total</b>	<b>50</b>

**Introduction to Tourism**  
**(Subject Code-406)**  
**Class X**

**Max Marks: 50**

**Theory**

<b>Unit No.</b>	<b>Unit Name</b>	<b>Theory</b>
<b>UNIT 1</b>	<b>Soft Skills-II</b> <ul style="list-style-type: none"> <li>- Personality Development</li> <li>- Positive Attitude</li> <li>- Think Big</li> <li>- Creating First &amp; Last Impression :                             <ul style="list-style-type: none"> <li>I.) Grooming</li> <li>ii.)Etiquettes and Manners</li> <li>iii.)Required Body Language for social interaction</li> </ul> </li> <li>- Telephonic Conversation</li> <li>- Public Speaking</li> </ul>	<b>12</b>
<b>UNIT 2</b>	<b>Introduction to Tourism –II</b> <ul style="list-style-type: none"> <li>- Why do we need tourism?</li> <li>- Tourism Sources and Information</li> <li>- Sources of Tourism Information</li> <li>- Tourism Organisation –MOT, STDC, UNWTO</li> </ul>	<b>12</b>
<b>Unit 3</b>	<b>Tourism Business- II</b> <ul style="list-style-type: none"> <li>- Destination / Site- define.</li> <li>- Travel Terminology/ Travel Lingo.</li> <li>- Hospitality Terminology</li> <li>- Activities / Function Areas in a Travel Agency.</li> <li>- Domestic &amp; International</li> <li>- Documentations.</li> <li>- Medical Requirements.</li> </ul>	<b>13</b>
<b>Unit 4</b>	<b>Tourism Product –II</b> <ul style="list-style-type: none"> <li>• Natural tourism products of India- Mountains, hills, lakes, waterfalls, rivers, deserts, islands, beaches.</li> <li>• Manmade tourism products of India- Archaeological sites, historical sites, customs and traditions, fairs and festivals, art and art forms, entertainment</li> <li>• Symbiotic tourism products- Wildlife sanctuaries and national parks of India.</li> </ul>	<b>13</b>

	<ul style="list-style-type: none"> <li>• Event based tourism products- Music and Dance festivals, SurajKund Craft Mela, Pushkar Fair, Nehru Trophy Boat Race, Elephant festival, Kite flying festival, sporting events.</li> <li>• List of UNESCO World Heritage Sites in India</li> </ul>	
	<b>Total</b>	<b>50</b>

### Introduction to Tourism Class X –(FAM Tour and Visits)

#### Practical

<b>PRACTICAL WORK</b>	<b>Marks</b>
PRACTICAL EXAMINATION	15
WRITTEN TEST	10
VIVA VOCE	10
PROJECT WORK/FIELD VISIT	
PRACTICAL FILE/ STUDENT PORTFOLIO	10
VIVA VOCE	05
Total	50

**Class X**  
**Beauty & Wellness**  
**(SUBJECT CODE-407)**

**Total Marks: 100 (Theory –50 + Practical 50)**

	<b>Topic</b>	<b>Theory</b>	<b>Practical</b>
	<b>Body Care &amp; Wellness I</b>	8	8
	<b>Hand Care I</b>	9	8
	<b>Foot Care I</b>	9	8
	<b>Face and Beauty I</b>	8	10
	<b>Hair Care I</b>	8	10
	<b>Beauty &amp; Wellness as a Business Sector I</b>	8	6
	<b>Total</b>	<b>50</b>	<b>50</b>

**Practical**

<b>PRACTICAL WORK</b>	<b>Marks</b>
PRACTICAL EXAMINATION	15
WRITTEN TEST	10
VIVA VOCE	10
PROJECT WORK/FIELD VISIT	
PRACTICAL FILE/ STUDENT PORTFOLIO	10
VIVA VOCE	05
Total	50

**BASIC AGRICULTURE**  
**(SUBJECT CODE-408)**

**Class X**

**Total Marks: 100 (Theory – 50 + Practical -50)**  
**Theory**

<b>Unit</b>	<b>Unit Name</b>	<b>Marks</b>
1	Agricultural production and management	<b>8</b>
2	Production and management of horticultural crops	<b>10</b>
3	Animal husbandry and dairying	<b>7</b>
4	Post production handling, packaging and processing of animal products	<b>8</b>
5	Seed production and nursery management	<b>9</b>
6	Entrepreneurial skill development	<b>8</b>
<b>Total</b>		<b>50</b>

**BASIC AGRICULTURE – CLASS X**

**Practical**

<b>PRACTICAL WORK</b>	<b>Marks</b>
PRACTICAL EXAMINATION	15
WRITTEN TEST	10
VIVA VOCE	10
PROJECT WORK/FIELD VISIT	
PRACTICAL FILE/ STUDENT PORTFOLIO	10
VIVA VOCE	05
Total	50

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**FOOD PRODUCTION**  
**(SUBJECT CODE-409)**

**Class X**

**Total Marks: 100** (Theory – 50 + Practical -50)  
**Theory**

<b>S. No.</b>	<b>Unit Name</b>	<b>Marks</b>
UNIT 1	INTRODUCTION TO COOKERY	3
UNIT 2	METHODS OF COOKING	10
UNIT 3	VEGETABLE AND FRUIT COOKERY	12
UNIT 4	SOUPS	8
UNIT 5	SALADS	10
UNIT 6	SANDWICHES	7
Total		50

**FOOD PRODUCTION– CLASS X**

**Practical**

<b>PRACTICAL WORK</b>	<b>Marks</b>
PRACTICAL EXAMINATION	15
WRITTEN TEST	10
VIVA VOCE	10
PROJECT WORK/FIELD VISIT	
PRACTICAL FILE/ STUDENT PORTFOLIO	10
VIVA VOCE	05
Total	50

**10-  
FRONT OFFICE OPERATIONS**

**(SUBJECT CODE-410)**

**Class X**

**Total Marks : 100 (Theory-50+ Practical -50)**

**Theory**

<b>S. No.</b>	<b>Unit Name</b>	<b>Marks</b>
UNIT 1	Communication	9
UNIT 2	General Awareness	9
UNIT 3	Grooming and Hygiene	8
UNIT 4	Qualities of front office staff	7
UNIT 5	Front office	13
UNIT 6	Role of computers	4
<b>Total Marks</b>		<b>50</b>

**FRONT OFFICE OPERATIONS – CLASS X**

**Practical**

<b>PRACTICAL WORK</b>	<b>Marks</b>
PRACTICAL EXAMINATION	15
WRITTEN TEST	10
VIVA VOCE	10
PROJECT WORK/FIELD VISIT	
PRACTICAL FILE/ STUDENT PORTFOLIO	10
VIVA VOCE	05
Total	50

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**Banking and Insurance**  
**(SUBJECT CODE-411)**  
**Class X**

**Total Marks: 100 (Theory-50 + Practical 50)**

**Theory**

Unit No.	Unit Name	Marks
7.	<b>Laws relating to Negotiable Instruments</b> 1. Introduction to Negotiable Instruments 2. Type of Negotiable Instruments Cheques B/E (Bills of Exchange) Promissory Note 3. Parties to Negotiable Instruments 4. Crossing of Cheques	5
8.	<b>Lending Functions of a Bank</b> 1. Type of Advances-Secured & Unsecured 2. Loans (Short Term & Long Term) 3. Methods of granting Advances i. Cash Credit ii. Overdraft iii. Bill Discounted and Purchased	5
9.	<b>Utility Services of a Bank</b> 1. Remittance through Bank Draft 2. E-Banking I. ECS II. RGS III. NEFT IV. INTERNET BANKING 3. Safe Deposit lockers	10
10.	<b>Life Insurance Products</b> 1. Life Insurance Policies 2. Types of Life Insurance Policies 3. Procedure for taking a policy 4. Nomination & Assignment of a Policy	10
11.	<b>General Insurance</b> 1. General Insurance a) Fire Insurance b) Marine Insurance c) Miscellaneous Insurance Polices (Medi-claim insurance, Accident Insurance, Motor vehicles Insurance, Burglary and Theft Insurance.) 2. Procedure for taking these Polices	10
12.	<b>Communication at Workplace</b> 1. Verbal and Non-Verbal Communication	10



	a) Demonstrate effective use of verbal and non-	
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	verbal communication skills b) Identify the practices in verbal and non-verbal communication 2. Forms of Communication a) Identify the forms of communication b) Find out the advantages and disadvantages of different forms of communication 3. Communication media and Equipment a) Operate the communication media and equipment properly b) Evaluate the communication media 4. Barriers in Communication a) Identify the barriers in communication b) Select the strategies for overcome barriers in communication	
<b>Total</b>		<b>50</b>

## BANKING AND INSURANCE -X

### Practical

<b>PRACTICAL WORK</b>	<b>Marks</b>
PRACTICAL EXAMINATION	15
WRITTEN TEST	10
VIVA VOCE	10
PROJECT WORK/FIELD VISIT	
PRACTICAL FILE/ STUDENT PORTFOLIO	10
VIVA VOCE	05
Total	50

**MARKETING AND SALESMANSHIP**

**(Subject Code-412)**

**Class X**

**Total Marks:100 (Theory – 50 + Practical 50 )**

**Theory**

<b>Unit No</b>	<b>Unit Name</b>	<b>Marks</b>
1.	<b>Sales with other functions- Introduction to Marketing Mix</b>	5
2.	<b>Market (Segmentation, Targeting and Positioning)</b>	10
3.	<b>Basic concept of Sales and selling</b>	20
4.	<b>Careers in selling</b>	10
5.	<b>Skills in selling</b>	5
	<b>Total</b>	<b>50</b>

**MARKETING AND SALESMANSHIP Class- X**

**Practical**

<b>PRACTICAL WORK</b>	<b>Marks</b>
PRACTICAL EXAMINATION	15
WRITTEN TEST	10
VIVA VOCE	10
PROJECT WORK/FIELD VISIT	
PRACTICAL FILE/ STUDENT PORTFOLIO	10
VIVA VOCE	05
Total	50

**HEALTH CARE SERVICES**  
**Subject Code 413 (Class X)**

**Total Marks: 100 (Theory – 50 + Practical 50)**

S. No.	Unit Code	Unit Title
1	HSS201- NQ2014	Hospital Structure and functions
2	HSS202 - NQ2014	Introduction to Care Plan and Care of Patients
3	03 HSS203 - NQ2014	Sterilization and Disinfection
4	HSS204 - NQ2014	Basic First Aid and Emergency Medical Relief
5	HSS205 - NQ2014	Human Body: Structure, Functions and Nutrition
6	HSS206 - NQ2014	Public Relations in Hospital

**Practical**

<b>PRACTICAL WORK</b>	<b>Marks</b>
PRACTICAL EXAMINATION	15
WRITTEN TEST	10
VIVA VOCE	10
PROJECT WORK/FIELD VISIT	
PRACTICAL FILE/ STUDENT PORTFOLIO	10
VIVA VOCE	05
Total	50