

CBSE | DEPARTMENT OF SKILL EDUCATION CURRICULUM FOR SESSION 2020-2021

BANKING AND INSURANCE (SUBJECT CODE 411)

JOB ROLE: FIELD EXECUTIVE

RATIONALIZED CURRICULUM FOR CLASS-X FOR SESSION 2020-21

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

BANKING AND INSURANCE (411)

Class X (Session 2020-21)

	UNITS	NO. OF HOURS for Theory and Practical 220	MAX. MARKS for Theory and Practical 100
Part A	Employability Skills		
	Unit 1 : Communication Skills-II	13	10
	Unit 2 : Self-Management Skills-II	07	
	Unit 3 : ICT Skills-II	13	
	Unit 4 : Entrepreneurial Skills-II	10	
	Unit 5 : Green Skills-II	07	
	Total	50	
Part B	Subject Specific Skills		
	Unit 1: Laws relating to Negotiable Instruments	10	05
	Unit 2: Lending Functions of a Bank	25	10
	Unit 3: Utility Services of a Bank	25	10
	Unit 4: Life Insurance Products	30	10
	Unit 5: General Insurance	10	05
	Total	100	40
Part C	Practical Work		
	Project	70	10
	Viva		05
	Practical File		15
	Demonstration of skill competency via Lab Activities		20
	Total		70
GRAND TOTAL		220	100

NOTE: For Detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

DETAILED CURRICULUM/TOPICS:**Part-A: EMPLOYABILITY SKILLS**

S. No.	Units	Duration in Hours
1.	Unit 1: Communication Skills-II	10
2.	Unit 2: Self-management Skills-II	10
3.	Unit 3: Information and Communication Technology Skills-II	10
4.	Unit 4: Entrepreneurial Skills-II	15
5.	Unit 5: Green Skills-II	05
	TOTAL DURATION	50

NOTE: For Detailed Curriculum/ Topics to be covered under Part A: Employability Skill scan be downloaded from CBSE website.

Part-B – SUBJECT SPECIFIC SKILLS

S. No.	Units	Duration in Hours
1.	Unit 1: Laws relating to Negotiable Instruments	10
2.	Unit 2: Lending Functions of a Bank	25
3.	Unit 3: Utility Services of a Bank	25
4.	Unit 4: Life Insurance Products	30
5.	Unit 5: General Insurance	10
	TOTAL DURATION	100

S. No.	Unit	Sessions
1.	Laws relating to negotiable instruments (NIS)	1.1. Introduction to Negotiable Instruments. 1.2. Types of Negotiable Instruments 1.3. Parties to the bill of exchange • 1.4. Crossing of Cheques
2.	Lending functions of a bank	2.1 Types of Advances- Secured & Unsecured 2.2. Loans: Short, Medium and Long Term 2.3. Methods of Granting Advances
3.	Utility services of a bank	3.1 Remittance through Bank Drafts • 3.2. E Banking 3.3. Internet Banking 3.4. Safe Deposit Lockers
4.	Life insurance product	4.1 Life Insurance - Meaning 4.2. Features of Life Insurance 1.3. Advantages of Life Insurance 4.4. Importance of Life Insurance Policies 4.5. Types of Life Insurance Policies. • 4.6. Procedure of taking Life Insurance Policies 4.7. Nomination and Assignment of Life Insurance Policies.
5.	General insurance	5.1 General Insurance - Meaning. 5.2. Importance of General Insurance 5.3. Types of General Insurance Policies 5.4. Fire Insurance. 5.5. Marine Insurance 5.6. Motor Vehicle Insurance. 5.7. Health Insurance 5.8. Theft & Burglary Insurance • 5.9. Procedure for taking Fire Insurance Policy • 5.10. Procedure for taking Marine Insurance Policy

***Note:- To be assessed in practical only. No question shall be asked from this portion in Theory exams.**

Session 2020-2021