

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

BANKING (SUBJECT CODE 811)

JOB ROLE: Sales Executive (Banking product)

RATIONALIZED CURRICULUM FOR

CLASS–XII FOR SESSION 2020-21

Total Marks: 100 (Theory-60 + Practical-40)

	UNITS	NO. OF HOURS for Theory and Practical 260	MAX. MARKS for Theory and Practical 100
Part A	Employability Skills		
	Unit 1 : Communication Skills-IV	13	10
	Unit 2 : Self-Management Skills- IV	07	
	Unit 3 : ICT Skills- IV	13	
	Unit 4 : Entrepreneurial Skills- IV	10	
	Unit 5 : Green Skills- IV	07	
	Total	50	10
Part B	Subject Specific Skills		
	Unit 1: Ancillary Services of Banks	10	10
	Unit 2: Innovations in Banking Technology	25	07
	Unit 3: Organization of a Bank Branch	35	10
	Unit 4: Basics of Business Mathematics	35	10
	Unit 5: Reserve Bank of India Regulations on Banks	20	08
	Unit 6: Performa of Final Accounts of Banking Companies	15	05
	Total	140	50
Part C	Practical Work		
	Project	70	10
	Viva		05
	Practical File		15
	Demonstration of skill competency via Lab Activities		10
			Total
	GRAND TOTAL	260	100

DETAILED CURRICULUM/TOPICS:

Part-A: EMPLOYABILITY SKILLS

S. No.	Units	Duration in Hours
1.	Unit 1: Communication Skills-IV	13
2.	Unit 2: Self-management Skills-IV	07
3.	Unit 3: Information and Communication Technology Skills-IV	13
4.	Unit 4: Entrepreneurial Skills-IV	10
5.	Unit 5: Green Skills-IV	07
	TOTAL DURATION	50

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

Part-B – SUBJECT SPECIFIC SKILLS

S. No.	Units	Duration in Hours
1.	Unit 1: Ancillary Services of Banks	10
2.	Unit 2: Innovations in Banking Technology	25
3.	Unit 3: Organization of a Bank Branch	35
4.	Unit 4: Basics of Business Mathematics	35
5.	Unit 5: Reserve Bank of India Regulations on Banks	20
6.	Unit 6: Performa of Final Accounts of Banking Companies	15
	TOTAL DURATION	140

S. No.	Unit	Sessions
1.	Ancillary Services of Banks	<ul style="list-style-type: none"> • Safe custody of valuables. • Lockers. • Remittances – RTGS/NEFT/Drafts. • Fee based services- Issuing Guarantees and letters of credit. • Selling Third Party Products- Insurance and Mutual fund units. • Credit Cards, Debit Cards.* • Brokerage and Demat Services.*
2.	Innovations in Banking Technology	Bank Computerization. <ul style="list-style-type: none"> • Core Banking. • Online Banking. • Mobile Banking.* • Internet Banking.* • ATMs.
3.	Organization of a Bank Branch	<ul style="list-style-type: none"> • Bank Branch Set up, Strong Room. • Front Office, Back Office. • Security Arrangements in Bank. • Clearing Houses.
4.	Basics of Business Mathematics	<ul style="list-style-type: none"> • Calculation of simple interest and Compound Interest. • Calculations of interest on fixed rate and Floating rate. • Calculation of EMIs.* • Calculations of interest on Savings Accounts.* • Calculations of date of maturity of bills of exchange
5.	Reserve Bank of India Regulations on Banks	<ul style="list-style-type: none"> • Cash Reserve Ratio. • Statutory Liquidity Ratio. • Bank Rate. • Repo Rate. • Reverse Repo Rate. • Base Rate.
6.	Performa of Final Accounts of Banking Companies	<ul style="list-style-type: none"> • Profit & Loss Account and Balance Sheet.

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