

COMMERCIAL STUDIES (63)

CLASS IX

There will be **one** written paper of **two** hours duration carrying 80 marks and Internal Assessment of 20 marks.

The paper will be divided into **two** sections A and B.

Section A (Compulsory) will consist of questions requiring short answers and will cover the entire syllabus.

Section B will consist of questions, which will require detailed answers. There will be a choice and candidates will be required to answer **four** questions from this section.

1. Commercial Activities

- (a) Commercial and Non-Commercial Activities

Meaning and difference with examples.

- (b) Types of Commercial activities.

Business, profession and employment – meaning and features.

- (c) Business Activities

Meaning and characteristics. Types of business activities: industry and commerce; classification of industry (primary, secondary and tertiary – meaning and examples of each).

- (d) Non-profit Organisations

Meaning and types (Society, trust, and non-profit companies - Meaning and Examples only).

- (e) Commerce

Meaning of Commerce and its classification:

(i) Trade (types of trade: wholesale and retail, domestic and foreign, e-commerce & e-trade - meaning and examples of each.

(ii) Aids to trade: transport, banking, advertising, insurance, warehousing, packaging – meaning and examples of each.

- (f) Commercial organizations - Classification on the basis of ownership.

(i) Private Sector enterprise - Sole proprietorship, Partnership, one-person company, Joint stock company, Limited liability partnership, Co-operative society (Meaning and features only).

(ii) Joint Sector Enterprises – Meaning, features only.

2. Important Departments of a Commercial Organization

- (a) Production
(b) Marketing and Sales
(c) Finance and Accounting
(d) Human Resources

Meaning and objectives of each of the above.

3. Introduction to Accounting and Book keeping

(a) Meaning and objective
Meaning of accounting and book keeping; objective of accounting; accounting cycle; distinction between accounting and book keeping.

(b) Basic accounting terminology
Capital, liability, asset, revenue, expense, purchase, sales, stocks, debtors, creditors, drawings, debit and credit, discount (Meaning only).

(c) Journal
Meaning of Journal; and classification of accounts, rules of debit and credit.

*Recording of transactions in journal. (Simple numerical based on the terminology mentioned in part (b) need to be covered. Compound journal entries including cash discount, bad debts and opening and closing entries need **not** be covered).*

(d) Ledger

*Meaning, posting and balancing of ledger accounts. (**Ledger posting** on the basis of simple journal entries).*

(e) Trial balance

*Meaning, objectives and **preparation of trial balance** with the given set of ledger account balances.*

(Re-drafting of trial balance need not be covered.)

(f) Cash Book

*Meaning, types of cash books, **preparation of single column cash book***

4. Banking

Commercial Banks - Functions and Types of Accounts (Savings, Current, Recurring & Fixed Account – meaning and difference only).

INTERNAL ASSESSMENT

A minimum of three assignments are to be done during the year, as assigned by the teacher.