

# COMMERCIAL STUDIES (63)

(Candidates offering Commercial Applications are not eligible to offer Commercial Studies.)

## Aims:

1. To enable students to develop a perceptive, sensitive and critical response to the role of business in a global, national and local context.
2. To allow students to balance the demands of social parameters with individual aspirations.
3. To develop in students an appreciation for the roles of the entrepreneur and the professional manager.
4. To help develop a co-operative attitude through study of the organisation and participation associated with commerce and industry.
5. To provide an appropriate body of knowledge and understanding, and to develop appropriate skills as a basis for further study or work or both.

## 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) Public sector enterprise – Departmental undertaking, public corporation, and government companies (Meaning and features only).
- (iii) Joint Sector Enterprises – Meaning, features only.

### 2. Important departments of a Commercial Organization

- (a) Production
- (b) Purchasing and Stores
- (c) Marketing and Sales
- (d) Finance and Accounting
- (e) Human Resources
- (f) General Administration, Legal and Compliance
- (g) Management Information System (MIS)
- Meaning and objectives of each of the above.*

### 3. Communication in Commercial organizations

*Meaning and process; role of communication in a commercial organization; different methods of communication: letter, e-mail, conference calling (audio & video); telephonic conversation, social media – meaning of each.*

### 4. 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) Basic accounting principles and concepts.

*Business entity, money measurement, going concern, accounting period, dual aspect and accounting equation, matching principle, principle of full disclosure – meaning and examples.*

#### (d) Journal

*Meaning of Journal; and classification of accounts, rules of debit and credit.*

*Recording of transactions in journal. (Simple numericals 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).*

#### (e) Ledger

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

#### (f) 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.)*

#### (g) Cash Book

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

### 5. Banking

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

### 6. Trade

#### (a) Channels of distribution

*Physical - C & F Agents, Wholesalers, Distributors & Retailers (meaning only).*

#### (b) E-commerce & E-trade

*Merits and demerits of online trading.*

### 7. Social Responsibility of Commercial Organisations towards the Environment

- *E- Waste Management*
  - *Recycling*
  - *Afforestation*
  - *Eco Friendly products*
  - *Legal Compliance of environmental norms*
- A brief understanding of the above.*

### INTERNAL ASSESSMENT

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