

SYLLABUS OF GRADE IX ELEMENTS OF BUSINESS

Objective:

The objective of this paper is to provide elementary knowledge of the different aspects of business.

Time: 3 Hrs.

Theory: 70 Marks

M.M.: 100 Marks

Practical: 30 Marks

Unit No.	Unit Name	Marks
I	Fundamentals of Business Activities	20
II	Operative Activities in Business	20
III	Steps Involved in Establishing Business	15
IV	Fundamental Areas of Business	15
	Practical/ Project	30
	Total	100

UNIT – I: FUNDAMENTALS OF BUSINESS ACTIVITIES:

- (a) Characteristics of Business Activities
- (b) Business as an Activity – How it is different from
 - (i) Profession
 - (ii) Employment
- (c) Characteristics of vocational activities
- (d) Factors affecting business
 - (i) Economic
 - (ii) Social
 - (iii) Political

UNIT – II: OPERATIVE ACTIVITIES IN BUSINESS:

- (a) Industry – concept
- (b) Commerce – concept
- (c) Industry – Characteristics, Types and Nature
- (d) Commerce
 - (i) Banking
 - (ii) Insurance
 - (iii) Transportation
 - (iv) Trade

UNIT – III: STEPS INVOLVED IN ESTABLISHING BUSINESS:

- (a) Nature & forms of Business Organization
- (b) Sole Proprietorship – meaning and features
- (c) Partnership – meaning, features and types

UNIT – IV: FUNDAMENTAL AREAS OF BUSINESS:

- (a) Finance – Meaning
- (b) Marketing – Meaning
- (c) Human Resources – Meaning

GUIDELINES FOR PRACTICAL

Project/ chart should be brief and should be of 20-30 pages, preferably handwritten. The project will be evaluated on the following parameters:

- Prepare a chart / Project on any one topic from syllabus (20 Marks)
- Viva (10 Marks)