

COMMERCIAL STUDIES (63)

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. Introduction to commercial organization.

- (a) Human activities

Meaning and types – Economic and non-economic activities – classification of economic activities – business, profession and employment. Comparison between economic and non-economic activities.

- (b) Business activities

Meaning and characteristics. Types of business activities – industry – classification of industries on the basis of products. Commerce – types of commerce – trade and aids to trade. Brief description on various types of trade and aids to trade. Inter relationship between industry, commerce and trade needs to be covered.

- (c) Non-profit seeking organizations

Meaning and types, comparison between profit seeking and non-profit seeking organisations.

- (d) Ownership structures of commercial organization

Sole proprietorship, partnership, Hindu undivided family business, joint stock company, co-operative society, public sector enterprise. (Brief introduction to each ownership structure and its features only. Types, comparison between different ownership structures and their merits and demerits need not be covered).

2. Understanding the functions of a commercial organization.

The following topics should be studied as departments in a typical firm only:

- (a) Marketing and Sales.
- (b) Finance and Accounting.
- (c) Human Resources (personnel, training).
- (d) Production.
- (e) Purchasing and Stores.
- (f) General Administration and Legal.

Students should be explained the concepts and functioning of - Purchasing and Stores,

Production, Marketing and Sales, Finance - (manual and computerized accounting system in business organizations). Human Resources (personnel, training), & General Administration and Legal departments, affecting the organisation all through. All the six terms need to be clearly defined and their specific features explained individually. The cross linkages need to be clearly brought out.

This topic should be studied through the medium of a case study or a project. Such tools will make the students appreciate the inter-links. No question is to be set from this topic. Case study or project for this topic can form one of the assignments for “Internal Assessment”.

3. Communication in commercial organization.

Meaning, characteristics, process, importance and different methods of communication.

Different methods of communication (letter, facsimile, e-mail, videoconference, memo, telephonic conversation, etc.). A comparative analysis of these tools need to be undertaken.

4. Introduction to Accounting and Book keeping.

(a) Meaning and objective

Meaning and objective of accounting and book keeping, accounting cycle, distinction between accounting and book keeping.

(b) Basic accounting terminology

The following terms need to be defined and explained - Capital, liability, asset, revenue, expense, purchase, sales, stocks, debtors, creditors, drawings, debit and credit, discount.

(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.

(d) Journal

Meaning and classification of accounts – (conventional and modern), rules of debit and credit.

*Meaning, uses and limitations of journal. 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. Trade

Trade - Home Trade and International trade

Meaning and types of trade

Home trade - functions of retailers and wholesalers, types of retailers and wholesalers (features only).

International trade – meaning, types, advantages and disadvantages of international trade.

INTERNAL ASSESSMENT IN COMMERCIAL STUDIES - GUIDELINES FOR MARKING WITH GRADES

Criteria	Planning	Organisation	Observation	Understanding	Presentation	Marks
Grade I	The candidate chooses the right model. The collection of information and relevant data is very appropriate.	The candidate does comprehensive reference work. Shows ability to analyze and assemble the material collected.	The candidate can make excellent deductions from the data collected. The deductions thus made are recorded very appropriately.	The candidate shows remarkable ability to comprehend the complexities of various commercial functions. Can analyze the data and construct a suitable model.	Methodical, precise and clarity of expression. Neat and tidy presentation. Optimum utilization of skills.	4 marks for each criterion
Grade II	The candidate chooses a suitable model. The information and data collected is appropriate.	The candidate does sufficient reference work. Requires guidance to analyze and assemble the material collected.	The candidate makes adequate deductions from data collected. Is able to record the same with clarity.	The candidate displays the ability to understand but cannot fully correlate it with practical applications.	Work - neat and tidy. Presented clearly and methodically. Techniques used are appropriate.	3 marks for each criterion
Grade III	The candidate selects an appropriate model but the information and data collected is inadequate.	The candidate displays limited reference work. Poor ability to analyze and assemble the material collected.	The candidate makes deductions with help and guidance. Recording is appropriate.	The candidate shows limited capacity to grasp the intricacies of various commercial functions.	Standard presentation of work but disorganised in places. Writing untidy in places. Reasonably clear.	2 marks for each criterion
Grade IV	The candidate requires guidance to select a model and gather relevant information pertaining to it.	The candidate has done very little reference work and is unable to organise the material collected.	The candidate has minimum ability to analyze the data collected.	The candidate is able to understand the complexities of various commercial issues with guidance.	Sequence of work acceptable. Not very neat. Presentation poor.	1 mark for each criterion
Grade V	The candidate is unable to select a model or gather relevant information pertaining to it.	The candidate is unable to do any reference work at all. Information collected is too meager to do any meaningful assignment.	The candidate is unable to analyze the data collected or make any observations.	The candidate is unable to understand the complexities of various commercial issues even with guidance.	Data presented untidy and disorganised. Effort and initiative lacking.	0 mark for each criterion