

**(I) ELEMENTS OF BUSINESS (CODE NO. 154)  
(2017-18)**

**Objective:**

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

**CLASS-IX**

**One Paper**

**3 Hours**

**100 Marks**

**220 Periods**

Unit		Marks	Periods
I	Introduction to Business	10	20
II	Trade and Auxiliaries to Trade	20	40
III	Forms of Business Organisations	25	40
IV	Transport	15	40
V	Banking	15	40
VI	Saving and Investment	15	40
	<b>Total</b>	<b>100</b>	<b>220</b>

	Contents	Learning Outcomes
I	Introduction to Business (a) Human activities Meaning and Types : Economic and Non-economic activities (b) Business activities : Meaning and Types : Industry and Commerce Business-meaning and features, E-business-Meaning, benefits and application (c) Not for profit organisations - meaning	The learner would be able to : <ul style="list-style-type: none"> <li>● Understand the meaning of human activities</li> <li>● Differentiate between economic and non-economic activities</li> <li>● Understand the meaning of business activities</li> <li>● Explain the different types of business activities</li> <li>● Give the meaning of industry and commerce</li> <li>● Explain the concept of business</li> <li>● Understand the meaning of e-business</li> <li>● Appreciate the importance of e-business</li> <li>● Give the meaning of not for profit organizations</li> <li>● Differentiate between profit-making and not for profit organizations</li> </ul>

II	<p>Trade and Auxiliaries to Trade</p> <p>(a) Trade-Wholesale and retail - meaning, functions of wholesaler and retailer.</p> <p>(b) Auxiliaries to trade : Insurance, transportation, warehousing, banking, communication and advertising - meaning.</p>	<p>The learner would be able to:</p> <ul style="list-style-type: none"> <li>● Give the meaning of trade and auxiliaries to trade</li> <li>● Differentiate between the concepts of wholesale and retail trade</li> <li>● State the functions of wholesaler and retailer</li> <li>● Give the meaning of insurance, transportation, warehousing, banking, communication and advertising</li> </ul>
III	<p>Forms of Business Organisations</p> <p>Sole proprietorship - meaning and features.</p> <p>Partnership-meaning and features.</p> <p>Hindu Undivided family-meaning and features.</p> <p>Company-meaning and features.</p>	<p>The learner would be able to:</p> <ul style="list-style-type: none"> <li>● Understand the concept of 'Forms of business organisations'</li> <li>● Give the meaning of sole proprietorship, partnership and a company</li> <li>● State the features of sole proprietorship, partnership and a company</li> </ul>
IV	<p>Transport</p> <p>Rail, road, sea and air transport-features, advantages and limitations.</p>	<p>The learner would be able to:</p> <ul style="list-style-type: none"> <li>● Enumerate the different modes of transport</li> <li>● Highlight the importance of transport business</li> <li>● State the features of rail, road, air and sea transport</li> <li>● Give transport the advantages of different modes of transport</li> <li>● Give the limitations of different modes of transport</li> </ul>
V	<p>Banking</p> <p>Commercial banks - meaning and functions</p> <p>Bank Deposit Accounts - types (Saving Accounts, Current Accounts, Recurring Accounts, Fixed Deposits)</p> <p>Opening and operating of Savings Bank Account</p>	<p>The learner would be able to:</p> <ul style="list-style-type: none"> <li>● Give the meaning of commercial banks</li> <li>● Explain the functions commercial banks</li> <li>● Differentiate between the different types of bank accounts</li> <li>● Open and operate a savings bank account</li> </ul>
VI	<p>Saving and Investment</p> <p>Sources of income, spending money wisely, need for savings, avenues of investments</p>	<p>The learner would be able to :</p> <ul style="list-style-type: none"> <li>● Give the meaning of savings</li> <li>● Understand the need for savings</li> <li>● Identify the different sources of income</li> <li>● Make judicious use of income</li> <li>● Identify the different avenues of investment</li> </ul>