

**(I) ELEMENTS OF BUSINESS (CODE NO. 154)**  
**CLASS-IX (2020-21)**

**Objective:**

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

**Marks: 100**

**3 Hours**

**Theory: 70 Marks**

**Practical/ Project: 30 Marks**

Unit		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
	<b>Practical / Project</b>	<b>30</b>
	<b>Total</b>	<b>100</b>

**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)**

**Study Material:**

Study Material for Syllabus of Elements of Business (0154) class IX is available on CBSE website.