

St. Xavier's School



Syllabus and Lesson Planner

Class	IX		Syllabus	
Subject	COMMERCIAL APPLICATION			
Ch. No.	Name of Chapter	Topic	Month	Week
1	Nature and scope of business.	Meaning, definitions, features of business, commerce, industry, trade and objectives of business. Fast moving goods(FMCG), Profits making organisation and non- profit making organisation, distinction between profit and non profit making organisation.	March & April	3
2	Commercial organisation.	Meaning, forms of commercial organisation. Sole proprietorship- Meaning, features, merits and demerits. Partnership-meaning, features, merits and demerits. Joint stock company-meaning characteristics, advantages and disadvantages. Public corporation- meaning, features advantages and disadvantages. cooperative society- meaning, characteristics, advantages and disadvantages. Franchise-meaning, types, merits and demerits.	April & May	3
3	Functions of commercial organisations.	Purchase and stores, Production, marketing and sales finance, Human resources, General administration and Legal.	June	2
4	Business communication.	Increasing relevance of communication, ways of communication- verbal and non-verbal, importance, inter personal skills in communication, use of different tools of communication.	July	2
5	Environmental awareness.	Environmental awareness in respect of natural resources- air water, soil, metals, minerals, forests and fuels. Importance of natural resources. Causes of depletion of resources. Practices for conservation, industrial pollution and degradation and sources of pollution.	July & Aug	3
6	Mechanics and Terminology of Accounting systems.	Accounting- meaning. Need and relevance of accounting. Basic understanding of debit and credit.	Sept	3
7	Basic accounting terms	Understanding of basic accounting terminology- capital, liability, asset, revenue, expense, purchase, sales, stocks, debtors, creditors.	Oct & Nov	5
8	Ledger and journal	simple understanding some accounting records maintained such as journal, ledger, cash book, trial balance.	Dec & Jan	5
		Revision	Feb	1