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## (I) ELEMENTS OF BUSINESS (CODE NO. 154)
**CLASS-IX** (2019-20)

**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 |
| | **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) Business as an economic activity
(e) Factors affecting business
  (i) Economic (ii) Social (iii) Political

**UNIT – II: Operative Activities in Business**
(a) Industries – concept
(b) Commerce – concept
(c) Industries
  (i) Characteristics (ii) Types & Nature (iii) Manufacturing
  (iv) Capital Intensive (v) Labour Intensive
(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
(b) Marketing
(c) Human Resources

### 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.

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