

**(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
	Total	100	220

	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"> ● Understand the meaning of human activities ● Differentiate between economic and non-economic activities ● Understand the meaning of business activities ● Explain the different types of business activities ● Give the meaning of industry and commerce ● Explain the concept of business ● Understand the meaning of e-business ● Appreciate the importance of e-business ● Give the meaning of not for profit organizations ● Differentiate between profit-making and not for profit organizations

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

(II) ELEMENTS OF BOOK-KEEPING AND ACCOUNTANCY (CODE NO. 254) CLASS-IX

Objective : The main objective of this paper is to enable the students to understand the fundamental principles and to develop skills of preparing and maintaining simple books of accounts from given details.

One Paper 3 Hours 100 Marks 240 Periods

Unit	Contents	Marks	Periods
1	Introduction to Book Keeping and Accounting	12	30
2	Accounting Equation effects	12	30
3	Nature of Accounts and Rules for debit and credit	12	30
4	Journal	17	30
5	Ledger	15	40
6	Recording and posting of cash transactions	17	40
7	Trial balance	15	40
	Total	100	240

Unit 1 : Introduction to Book keeping and Accounting 30 Periods 12 Marks

Content	Learning Outcomes
Introduction to Book Keeping and Accounting : Need, objectives, advantages	The learners would be able to : <ul style="list-style-type: none"> ● Identify the need of Book Keeping. ● Understand the Objectives of Book Keeping. ● Appreciate the advantages of Book Keeping. ● Describe the meaning, objectives and advantages of accounting.

Unit 2 : Accounting Equation effects 30 Periods 12 Marks

Content	Learning Outcomes
Accounting Equation effects : Business entity Concept, dual aspect of transaction and the accounting equation, effect of transactions on accounting equation.	The learners would be able to : <ul style="list-style-type: none"> ● Understand the importance of business entity concept ● Explain the concept of accounting equation and appreciate that every transaction affects the accounting equation

Unit 3 : Nature of Accounts and Rules of Debit and Credit 30 Periods 12 Marks

Content	Learning Outcomes
Nature of Accounts and Rules of debit and credit : Classification of accounts, rules debit and credit, preparation of accounting vouchers and supporting documents (Bills, cash memo, debit note, credit note)	The learners would be able to : <ul style="list-style-type: none"> • Understand the Classification of accounts • Explain the rules of debit and credit • Apply the rules of debit and credit • Prepare the accounting vouchers with the help of supporting documents

Unit 4 : Journal 30 Periods 17 Marks

Content	Learning Outcomes
Journal : Need for journal, journal entries (no compound entries), subsidiary books (Cash book, purchase book, sales book, purchase return book, sales return book and journal proper)	The learners would be able to : <ul style="list-style-type: none"> • Understand the need for journal • Develop the understanding of recording of transactions in journal • Explain the importance of preparing subsidiary books.

Unit 5 : Ledger 40 Periods 15 Marks

Content	Learning Outcomes
Ledger : Definition and importance, relation between journal and ledger. Meaning of posting, guiding rules procedure of posting transactions from journal to ledger and balancing of accounts.	The learners would be able to : <ul style="list-style-type: none"> • Explain the concept of ledger and its importance in accounting process. • Appreciate the relationship between journal and ledger. • Develop the understanding for posting of transactions and balancing of accounts. • Explain the meaning of ledger posting • Understand the procedure of ledger posting

Unit 6 : Recording and Posting of Cash Transactions 40 Periods 17 Marks

Content	Learning Outcomes
Recording and posting of cash transactions : Necessity of cash book and its preparation. Simple cash book and cash book with cash and discount column. Petty cash book with imprest system.	The learners would be able to : <ul style="list-style-type: none"> • Explain the purpose of maintaining a cash book • Develop the skill of preparing the format of different types of cash books

	<ul style="list-style-type: none"> ● Understand the method of recording cash transactions in simple cash book, double column cash book (cash book with cash and discount column) and petty cash book ● Understand the concept of imprest system ● Develop the skill of maintaining petty cash book on imprest system
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Unit 7 : Trial Balance

40 Periods 15 Marks

Content	Learning Outcomes
Trial Balance : Purpose and Preparation (Only Balance Method; No suspense Account)	The learners would be able to : <ul style="list-style-type: none"> ● State the need and objective of preparing trial balance ● Develop the skill of preparing trial balance by balance method

e- Publishing and e-Office (Code No. 354/454)

Learning Outcomes

- Ability to demonstrate creation of tables and integrating with (word documents) e-publishing operations
- Ability to use image creation and editing tools
- Ability to demonstrate touch typing with speed and accuracy on different layouts, e.g. QWERTY and INSCRIPT
- Ability to demonstrate conversions of various file format and creating UNICODE compliant documents
- Understanding various components of computer system including peripherals of different types
- Understanding of internet operations & Web applications
- Awareness of Cyber Security and Netiquette
- Awareness of ethical practices in computing
- Awareness of software in open domain and their licensing Scheme

Note:

This Paper has been divided in two parts i.e. theory and practical. The division of marks of theory and practical is as given below:

Theory	30 Marks
Practical	70 Marks
Total	100 Marks

Class IX

Maximum Marks: 30

Time: 2 Hours

Periods: 60

Unit No.	Title of the unit	Marks	Periods	Theory Periods	Practical Periods
1	Introduction to Computing	5	8	2	6
2	Efficient e- typing	3	7	2	5
3	Word Processing-I	6	15	5	10
4	Open source Software and ethical practices	4	6	3	3
5	Working with image and text document-I	6	10	3	7
6	Working with Spreadsheet-I	6	14	3	11
	Total	30	60	18	42

Theory

Maximum Marks: 30

1. Introduction to Computing

5 Marks

- 1.1 Understanding hardware- Starting and shutting down Computer and Printer: Steps to switch on and switch off a computer; Difference between Turn Off, Stand By, Hibernate, and Restart.

Characteristics of Computer, components of computer system - CPU, Memory, Storage Devices (Pen-drive, memory stick, CD - ROM and DVD) and I/O Devices (Input devices: Keyboard, mouse. Output devices: monitor, printer)

Encoding Schemes; ASCII and UNICODE for English and Indian languages

1.2 Keyboard Layout

Types of Keyboards - Physical Keyboards & Virtual Keyboard, Wireless & Wired Keyboard, Standard and Multimedia Keyboard

QWERTY Keyboard Layout: General Keys, Function Keys, Lock Keys, Lock indicators (Lights), Cursor Control Keys, Numeric Keys, Numeric Keypad. Phonetic Keyboarding for non English script.

Setting for Keyboard layouts and language variations.

INSCRIPT Keyboard Layout: importance of INSCRIPT Keyboard, Concept of using standard QWERTY keyboard with INSCRIPT overlay as at <http://tdil.mit.gov.in/ischiichart.pdf>.

[Students may be encouraged to find out other relevant keyboard layouts for Indian language processing]

2. Efficient e- Typing

3 marks

- 2.1 Ergonomics: Layout, Correct sitting posture, Position of Keyboards, Mouse and Monitor.

2.2 Methods of Typewriting

2.2.1 Touch Methods of Typewriting

2.2.2 Sight Method of Typewriting

(Advantages and Disadvantages of both the methods)

- 2.3 Positioning of fingers on the Keyboard according to touch method of Typewriting.
- 2.4 Use of Touch Typing Tutor Software (Online and Downloadable; Freeware and Open Source Software) for practice.
- 2.5 Tips for higher efficiency (Speed And Accuracy)

[Students may be encouraged to attain e-typing skills for an Indian language up to 5w/min]

3. Word Processing-I **6 marks**

- 3.1 Creating, Saving and Opening a document in a Word Processor such as Writer.
- 3.2 Text styles (Bold, Italic, and Underline); Selecting Font Faces, Size and Color.
Installing and using non-English fonts.
- 3.3 Unicode: compliant Fonts, Font Convertors
- 3.4 Text Alignment, Automatic Page Numbering with or without header and footer, Cut-Copy-Paste, Undo and Redo.
- 3.5 Preview & Printing a document with different features
(page range, copies, page per sheet, scale to paper size)
- 3.6 Settings for page layout variations.

4. Open source Software and ethical practices **4 marks**

Open Source Software, Features, Shareware, Role of OSS in Education for Creativity promotion, Licensing scheme, Copywriting, GPL (General Public License)

Email etiquettes - proper structure and layout, case sensitivity, Disclaimer to email care with abbreviations and emotions, Gender sensitivity, refrain from copyright violation and piracy etc.

5. Working with image and text document-I (GIMP) **6 marks**

- The Toolbox: Introduction, Tools Icons, Color and Indicator Area, Tool Options, Selection Tools
- Selection Features: Rectangle Selection, Ellipse Selection, Free Selection (Lasso), Fuzzy selection (Magic wand), Select By Color, Intelligent Scissors, Foreground Select
- Paint Tools: Brush Tools (Pencil, Paintbrush, Airbrush), Bucket Fill, Blend, Pencil, Paintbrush, Eraser, Airbrush, Ink, Clone, Heal, Perspective Clone, Blur/Sharpen, Smudge, Dodge/Burn

6. Working with Spreadsheets-I **6 marks**

- Creating, Saving & Opening a Spreadsheet
- Selecting Cells and Ranges
- Entering Numbers & Text in Spreadsheet
- Simple Arithmetic Operations (+, -, *, /)
- Copying Data from Spreadsheet into a Word Processing Document

PRACTICAL WORK Class - IX

70 marks

1. **Introduction to Computing:** components and operations
 - a. Demonstrate how to start and shut down the computer.
 - b. Use of various input, output and storage devices.
 - c. Getting fingers on the Keyboard and practicing each row of the keyboard. (Home, Upper, Bottom, and Number Rows), Practicing Numeric Keypad, Using Touch Typing Tutor Software.
 - d. Practicing on both QWERTY and INSCRIPT keyboard layout and language variations.

2. Efficient e-Typing

Calculating of Gross (Running) Speed and Accuracy

Calculating of Net (Accurate) Speed and Accuracy

The Purpose of assignment file extends much beyond the formality. The Assignment file should reflect and measure a student's continual improvement in e-Publishing & e-Office. An Assignment file must contain one document per month (in total 3 documents per term). Every month, an initial document without carrying out correction is to be kept in the file which will be known as initial document. The same documents must be duly signed by the instructor. (Private candidate may put self-attested test document)

Self - Assessment

	Month 1	Month2	Month3	Month 4	Month 5	Month 6
Speed						
Accuracy						

An additional analysis report at the end of the school term may be prepared by each student in the following format with self assessment of speed and accuracy.

3. Document preparation : Create a document with the following features:
 - 1) Word Processing Text Styles (B,I,U)
 - 2) Selecting Font, Size and Color, Font Conversion
 - 3) Text alignment
 - 4) Automatic Page Numbering, Cut-Copy-Paste, Word-Count, Preview and printing of documents

Sample Case Studies

- a) Green chilly multi cuisine restaurant is creating a new branch in west extension of the city. Design a menu card highlighting the cuisine and the dishes with their prices.
- b) Hakeem Pharmaceutical Company is located at Arya Nagar Dehradun. Design a sample visiting card for a Medical Representative. Make 5 copies of the card on A4 sheet.
- c) Design a refreshment coupon for all the participants of Techno Fest organized by the school. Replicate as many copies of the coupon on A4 sheet to save the paper.

4. Demonstrating open office software

- 1) Visit <http://www.openoffice.org> and explore and install the open office software specifically CALC and Writer. Take a simple example and re-write the program for an Indian language so as to incite for creative programming.
- 2) Identify cases of violation of ethical practices.

5. Image Creation and editing with the help of following tools:

- 1) Selection Features: Rectangle Selection, Ellipse Selection, Free Selection (Lasso), Fuzzy selection (Magic wand), Select By Color, Intelligent Scissors, Foreground Select
- 2) Paint Tools: Brush Tools (Pencil, Paintbrush, Airbrush), Bucket Fill, Blend, Pencil, Paintbrush, Eraser, Airbrush, Ink, Clone, Heal, Perspective Clone, Blur/Sharpen, Smudge, Dodge/Burn

Sample Case Studies:

- a) Pick an image of an automobile. Delete the picture back ground using selection tools. Insert the edited picture in word processing software and write its specifications.
- b) Design a Rangoli (Replication of Geometrical Patterns) using refreshment coupon for all the participants of techno fest organized by the school. Replicate as many copies of the coupon on A-4 sheet to save the paper.

6 Spreadsheet Preparation:

Using Arithmetic Operations (+, -, */) and inserting spreadsheet into word document.

Sample Case Studies:

- a) Prepare a Report Card with the following information
 - School Name
 - Roll no
 - Name of the student
 - Class and Section

It should also comprise of following column heads

- Name of the Subjects
- Maximum marks
- Highest marks scored in the class
- Marks scored by the student

Use arithmetic operators and cell addresses

1. To compute the total marks obtained
2. Compute the percentage in each subject
3. Find the difference between the highest marks scored in the class and the marks scored by the student in each Subject.
 - b) Prepare a Weather Forecast Report with the following headings
 - Name of a city
 - Maximum temperature of the weeks of the month
 - Minimum temperature of the weeks of the month
 - Find the difference between maximum and minimum temperature of each week
 - Find average maximum temperature of the month
 - Find average minimum temperature of the month

Project Work:

Sample project-I

Create a word document (at least 5 pages long) giving details description about jobs available in IT sector.

Sample project-II

Prepare a dummy report card of any student showing marks and weightage in various subjects and final percentage.

Note: Computing is easy in Hindi and other Indian Languages also. An example case study is given in Hindi, students may prepare similar case-studies in respective regional languages also.

Sample project-III

अपनी कक्षा के छात्रा/छात्राओं की सूची तैयार करो जिसमें उनका अनुक्रमांक, नाम, पिता का नाम, माता का नाम, पता, फोन न. और जन्म दिन का उल्लेख हो।

पोस्टर बनाओ जिसमें "बेटी बचाओ बेटी पढ़ाओ" अभियान को प्रभावी ढंग से दिखाया गया हो। इसके साथ अपनी बात को वर्ड प्रोसेसर से एक पेज में लिखो।

Practical File	Hands on Experience and Viva	Total
20	50	70

QUESTIONS PAPER DESIGN 2017-18 CLASS-IX

e-Publishing and e-Office

Marks: 30

S. No.	Typology of Questions	Very Short Answer (VSA) (1 Mark)	Short Answer -I (SA) (2 Marks)	Short Answer -II (SA) (3 Marks)	Long Answer (LA) (4 Marks)	Total Marks	% Weightage (approx)
1	Remembering (Knowledge based- Simple recall questions, to know specific facts, terms, concepts, principles or theories; Identify, define, or recite, information)	2	1	-	-	4	14%
2	Understanding (Comprehension- to be familiar with meaning and to understand conceptually, interpret, compare, contrast, explain, paraphrase, or interpret information)	1	3	-	-	7	23%
3	Application (Use abstract information in concrete situation, to apply knowledge to new situation; Use given content to interpret a situation, provide an example, or solve a problem)	1	1	1	1	10	33%
4	Higher Order Thinking Skills (Analysis & Synthesis- Classify, compare, contrast, or differentiate between different pieces of information; Organize and /or integrate unique pieces of information from variety of sources)	-	-	1	1	7	23%
5	Evaluation (Judge, and/or justify the value or worth of a decision or outcome, or to predict outcomes based on values)	-	1	-	-	2	7%
	Total	4x1=4	6x2=12	2x3=6	2x4=8	30	100%