

METHODIST SCHOOL—DANKUNI

(ACADEMIC YEAR: 2022-23)

SYLLABUS --COMMERCIAL STUDIES

CLASS—IX

HALF YEARLY TERM

1.COMMERCIAL ACTIVITIES

a)COMMERCIAL&NON COMMERCIAL ACTIVITY

b)TYPES OF COMMERCIAL ACTIVITIES

c)BUSINESS ACTIVITIES

d)NON PROFIT ORGANIZATIONS

e)COMMERCE

f)COMMERCIAL ORGANIZATIONS

2. IMPORTANT DEPARTMENT OF A COMMERCIAL ORGANIZATIONS

MEANING & OBJECTIVES

3. COMMUNICATION IN A COMMERCIAL ORGANIZATIONS

MEANING &PROCESS

4.INTRODUCTION TO ACCOUNTING AND BOOK KEEPING

a)MEANING & OBJECTIVES

b) BASIC ACCOUNTING TERMINALOGY

c)BASIC ACCOUNTING PRINCIPLES & CONCEPTS

d)JOURNAL

e)LEDGER

UNIT 1

1.COMMERCIAL ACTIVITIES

2. IMPORTANT DEPARTMENTS

FINAL TERM

1.BANKING

2.TRADE

3.SOCIAL RESPONSIBILITY OF COMMERCIAL ORGANIZATIONS TOWARDS THE ENVIRONMENT

UNIT 2

1.TRIAL BALANCE

2.CASH BOOK