

**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