

Class – IX
DELETED SYLLABUS
(For the Session of 2020-21 Only)
Elements of Business
(THEORY)

- 3- *Course of Business Transactions* : Methods of approaching customers, Price list, Tenders, Estimates and firm offers, Preparing of invoice Debit note and Credit note.
- 4- *Mercantile Agents* : Factor and Broker, Del Credere agents, Bought note and Sold note, Preparation of Account Sales.
- 5- *Warehousing and Storekeeping* : Purpose
- 7- *Insurance* : General Principles of Insurance-Elementary exposure