

Business Studies

Grade: XI

Full Marks: 100

Teaching Hrs: 150

I. Introduction

Modern business organizations are dynamic institutions. Proper understanding of such institutions requires formal study and instruction. To get exposed to the realities of the business world, the business students need to be acquainted with the operations of business along with the office management systems. In view of this, this course is designed to introduce the students with the foundational knowledge regarding the principles and practices of business organizations. The course also aims to develop necessary skills that are needed to carry out major office activities including familiar business support agencies in Nepal. This is a theoretical course which consists of eight units.

II. General Objectives

The general objectives of this course are to:

1. provide foundational knowledge on the principles and practices of business organizations;
2. provide basic knowledge on operational aspects of business organizations; and
3. develop students' necessary skills in carrying the business office works effectively.

III. Specific Objectives

The specific objectives of this course are to:

1. arouse interests in the students in learning the theory and practices of business;
2. familiarize the students about the concepts of theory and practice of business organizations;
3. introduce the students with the knowledge of office management focused on major office systems; and
4. empower the students through useful methods and techniques so as to enable them to take-up the operations of small business, effectively.

IV. Course Contents:

Unit 1: Introduction of Business

LH 10

- Concept of business
- Characteristics of business
- Components of business
- Functions and objectives of business
- Importance of Business
- Social responsibilities of business (Investors, Consumers, Employees, Community and Government)

Unit 2: Evolution and Foundation of Business

LH 10

- Evolution of business
- Considerations before starting a new business
- Requisites of business success
- Business environment: Concept and Components (Internal and External)

Unit 3: Forms of Business Organizations

A. Sole Trading Concern

LH 8

- Concept of sole trading concern
- Characteristics of sole trading concern
- Merits and Demerits of Sole Trading Concern

- Registration and renewal of Sole trading concern in Nepal

B Partnership Firm

LH 17

- Concept of partnership firm and partners
- Characteristics of partnership firm
- Difference between Sole trading and partnership
- Merits and demerits of partnership firm
- Types of Partners
- Rights and duties of partners
- Partnership deed: meaning and contents
- Registration and renewal of partnership firm in Nepal.
- Dissolution of partnership firm in Nepal

C Joint Stock Company

LH 25

- Concept of joint stock company
- Characteristics of joint stock company
- Merits and demerits of joint stock company
- Types of company
- Difference between private and public limited company
- Main documents for the incorporation of joint stock company: Memorandum of Association, Articles of Association and Prospectus
- Incorporation of joint stock company in Nepal
- Company meeting; Preliminary General Meeting, Annual General Meeting and Extra- Ordinary General Meeting
- Agenda and resolution
- Winding-up of joint stock company

D. Co-operative Organization

LH 10

- Concept of co-operative organizations
- Features of co-operative organizations
- Types of co-operatives
- Role of co-operatives in developing countries
- Registration of co-operatives in Nepal
- National cooperative development board: formation and functions

E. Public Enterprises

LH 10

- Concept of public enterprises
- Characteristics of public enterprises
- Importance of public enterprises
- Types of public enterprises: Departmental Undertaking, Public Corporations and Government Company

F. Multinational Company

LH 5

- Concept of multinational company
- Characteristics of multinational company
- Importance of multinational company
- Demerits of multinational company

G. Business Support Agencies in Nepal

LH 5

- Nepal Chamber of Commerce: Formation and functions
- Federation of Nepalese Chamber of Commerce and Industries(FNCCI): formation and functions
- Export and Trade Promotion Center (ETPC): Introduction and functions

Unit 4: Office Management **LH 5**

- Concept of an office
- Functions of an office
- Importance of office
- Concept of office management
- Importance of office management
- Office accommodation and layout

Unit 5: Filing and Indexing **LH 15**

- Concept and purpose of filing
- Importance of filing
- Types of filing system: traditional and modern
- Bases of classification of files: Alphabetical, Numerical, Geographical, Chronological and Subject wise.
- Qualities of good filing system
- Concept and purpose of indexing
- Types of indexing
- Qualities of good indexing

Unit 6: Records Management **LH 5**

- Concept of records management
- Importance of records management
- Types of records
- Principles of records management
- Retention and disposal of records

Unit 7: Office Machines and Furniture **LH 5**

- Office machines: meaning and importance
- Office furniture: meaning and importance
- Factors to be considered for selecting office machines and furniture

Unit 8: Business Communication **LH 20**

- Concept of business communication
- Importance of communication
- Sources of office information: Internal and External
- Types and means of communication
- Meaning of business letters
- Structure of business letter
- Qualities of good business letter
- Drafting of business letters in English: enquiry, order, complaint and application letters.

V. Evaluation Scheme:

Students' performance will be evaluated on the basis of following structure of questions to be administered in the examination.

Nature of Questions (Group)	Total Questions to be asked	Required number of Questions to be attempted	Weightage	Total Marks
A. Short Answer	10 (Ten)	8 (Eight)	8 for each	64
B. Long Answer	3 (Three)	2 (Two)	18 for each	36
Total Marks				100

Note: - Questions relating to drafting of business letter should be asked under Group 'A' Short Answer Question.

VI. Teaching Strategies:

In order to achieve the set objectives of the course, effective teaching strategies will be implemented. Such strategies include:

- (i) lecture;
- (ii) group discussions;
- (iii) class assignment and presentation;
- (iv) field visit and report writing, if possible; and
- (v) adequate drilling in drafting business letters.

The application of the strategy may include one or a combination of more than one strategy.

VII. Reference books:

- (1) K.C., Fatta Bahadur (2008), **Introduction to Business Studies**, Kathmandu: Vidhyarthi Pustak Bhandar.
- (2) Shrestha, Bisheswor Man (2007), **Business Organization and Office Management**, Kathmandu: Global Education Bhotahity.
- (3) Pant, Prem R., et.al. (2007), **Business Organization and Office Management**, Kathmandu: Buddha Academic Publishers and Distributors Pvt. Ltd.
- (4) Poudyal, Santosh R., et.al. (2008), **Business Organization and Office Management**, Kathmandu: Asmita Publication.
- (5) Agrawal, GR (2007), **Business Organization and Office Management**, Kathmandu: M.K. Publishers and Distributors.
- (6) Pokharel, Bihari and Gautam, Dhruba (2004), **Business Organization and Office Management**, Kathmandu: AtharaiPublication.

Business Studies

Grade: XII

Full Marks: 100
Teaching Hrs: 150

I. Introduction:

This course is an extension of Business Studies of Grade XI. The course emphasizes on the adequate orientation of the study of management. The main thrust of this course is to strengthen the fundamental knowledge acquired by the students at Grade XI and provides in-depth understanding of management functions related to business. In addition, the course also aims to equip the students with suitable tools and techniques of management to carry out management functions successfully that ensure the sustainability and growth of business. Besides, the course also imparts required knowledge on general insurance business along with major emerging management concepts. This is a theoretical course which consists of fourteen units.

II. General Objectives:

The general objectives of the course are to:

- (1) provide fundamental knowledge on principles, practices and operations of business management;
- (2) familiarize the students with the knowledge related to different functional aspects of business management; and
- (3) equip the students with skills and knowledge that can be effectively applied in business management.

III. Specific Objectives:

The specific objectives of the course are to:

- (a) acquaint the students with a blend of fundamental concepts and development of management;
- (b) familiarize the students with knowledge of major management functions, and their importance;
- (c) provide an insight to the students on recognized tools, techniques and practices of management functions; and
- (d) develop skills for the application of acquired knowledge at various situations.

IV. Course Contents:

Unit 1: Nature of Management

LH 12

- Concept and meaning of management
- Characteristics of management
- Management as science, art and profession
- Management and administration
- Functions of management
- Levels of management

Unit 2: Principles of Management

LH 10

- Concept of scientific management
- Taylor's scientific management: principles and limitations
- Fayol's administrative management theory
- Max Weber's bureaucracy theory: concept and principles

Unit 3: Planning

LH 8

- Concept of planning

- Types of planning
- Planning process
- Need for planning
- Benefits of planning
- Limitations in planning

Unit 4: Organizing **LH 30**

- Concept of organizing
- Principles of organizing
- Importance of organizing as a management function
- Organizing process
- Organizational structures: Line, line and staff, functional
- Departmentation: meaning and methods
- Concept of authority, responsibility and accountability
- Principles of delegation of authority
- Barriers to effective delegation of authority
- Decentralization: meaning and need
- Difference between delegation and decentralization of authority.
- Factors affecting decentralization of authority

Unit 5: Decision-Making **LH 10**

- Concept of decision-making
- Importance of decision-making
- Steps in decision making process
- Types of managerial decisions.

Unit 6: Direction **LH 5**

- Concept of direction
- Principles of direction
- Components of direction
- Importance of direction

Unit 7: Motivation **LH 7**

- Concept of motivation
- Process of motivation
- Importance of motivation
- Techniques of motivation
- Positive and negative motivation
- Maslow's Need Hierarchy theory

Unit 8: Leadership **LH 7**

- Concept of leadership
- Leadership qualities
- Functions of managerial leader
- Leadership styles: autocratic, democratic and laissez faire

Unit 9: Supervision **LH 5**

- Concept of supervision
- Supervisor: role and functions
- Factors affecting supervision

Unit 10: Communication **LH 10**

- Concept of communication
- Process of communication

- Importance of communication
- Principles of communication
- Types of communication: horizontal, vertical and diagonal
- Barriers to effective communication

Unit 11: Co-ordination **LH 5**

- Concept of co-ordination
- Techniques of effective co-ordination
- Importance of co-ordination
- Principles of co-ordination

Unit 12: Controlling **LH 6**

- Concept of control
- Importance of control
- Controlling process
- Essentials of effective control

Unit 13: Risk Management and Insurance **LH 30**

- Concept of risk management
- Concept of insurance
- Importance of insurance
- Essentials of insurance contract
- Principles of insurance
- Types of Insurance
 - Life Insurance: meaning, types of policies (Whole life, Endowment and Term), and procedures of effecting life policies.
 - Fire Insurance: meaning, types of policies and procedures of effecting fire policies
 - Marine Insurance: meaning, subject matters and types of policies

Unit 14 : Emerging Management Concepts **LH 5**

- Conflict management
- Knowledge management
- Participative management

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VII. Reference books:

1. Koontz, Harold and Weihrich, Heinz (2007), **Essentials of Management**, New Delhi: Tata Mc Graw Hill Publishing Co. Ltd.
2. K.C., Fatta Bahadur (2007), **Principles of Business Studies**, Kathmandu: Sukunda Pustak Bhawan.
3. Shrestha, Bisheswor Man (2007), **Business Organization and Office Management**, Kathmandu: Global Education Bhotahity.
4. Rao, V.S.P. and Narayan, P.S. (2005), **Principles and Practice of Management**, Delhi: Konark Publishers Pvt. Ltd.
5. Agrawal, GR (2007), **Business Organization and Office Management**, Kathmandu: M.K. Publishers and Distributors.
6. Pokharel, Dhruva R., et.al. (2007), **Business Organization and Office Management**, Kathmandu: Asmita Publication.