

NEB Class 11

Business Studies

Complete Chapter-wise Study Notes

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Class 11 Business Studies: The Ultimate Syllabus Guide

This guide provides a complete overview of the **Class 11 Business Studies** curriculum, syllabus, and project works as per the National Curriculum Framework, 2076.

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1\ Course Description

Secondary Education Curriculum 2076 – Business Studies

Subject code: Bus. 215 (Grade 11)

Credit hrs: 5 \ | **Working hrs:** 160

Introduction

Business Studies is a broad subject in the social sciences, allowing the in-depth study of a range of specialties such as accountancy, finance, organisation, human resource management and marketing. The main thrust of the course is to provide knowledge and skills to students about management and its functions related to business. The content of the business studies of Grade 11 and 12, thus, is a blend of theory and practice of different aspects of business management. For more official details, you can visit the Ministry of Education, Science and Technology resources.

Level-wise Competencies

By the end of grade 12, students will be able to:

- Explain the foundational knowledge of business, including principles and practices of business management.
- Identify the ground realities on the operational aspects of business.
- Describe key functional areas of business management.
- Identify key management functions of a business organisation.
- Demonstrate necessary skills to carry out business and office operations independently.
- Develop creative behavior to implement noble ideas on business.
- Draft business letters.
- Prepare a business plan.

2\ Detailed Class 11 Business Studies Syllabus

- 1.1 Business: an important human activity
- 1.2 Dimensions of business: service and commerce
- 1.3 Objectives of business
- 1.4 Functions of business
- 1.5 Business environment: meaning and components
- 2.1 Introduction to creativity and innovation
- 2.2 Basics of creative behaviour
- 2.3 Sources of business ideas: existing product, government policies, research and development, business actors network (buyers, suppliers, channel members and consultants)
- 3.1 Major resources: financial, physical, human and informational
- 3.2 Financial resources: equity and debt capital, fixed and working capital, venture capital, mutual fund
- 3.3 Physical resources (land and building, machinery and parts, furniture and fixtures)
- 3.4 Human resources (recruitment, selection and retention)
- 3.5 Informational resources (intranet, extranet and internet)
- 4.1 Introduction to common forms of business organizations
- 4.2 Forms of business ownership
 - **a) Sole Trading Concern:** Introduction, Features, Reasons for starting, Procedure of registration and renewals in Nepal.
 - **b) Partnership Firm:** Introduction, Features, Difference with sole trading concern, Reasons for starting, Challenges, Partnership deed and its contents, Rights and duties of partners, Procedure of registration and renewal, Modes of dissolution.
 - **c) Company:** Introduction to public and private company, Features, Reasons for starting, Challenges, Registration process, Main documents (memorandum of association, articles of association, prospectus, certificate of incorporation, certificate of commencement), Company meetings, Procedure of winding-up.
 - **d) Co-operatives:** Introduction, Features, Common forms, Procedure of registration and renewal, Role in economic development of Nepal.
 - **e) Other Forms of Ownership:** Public enterprises (concept, features and roles), Multinational company (concept, features and roles).
- 4.3 Factors influencing the choice of the form
- 5.1 Introduction to business ethics
- 5.2 Ethical principles for business
- 5.3 Introduction to social responsibility of business
- 5.4 Areas of social responsibility
- 6.1 Introduction to business risk

- 6.2 Role of insurance in business
- 6.3 General principles of insurance
- 6.4 Different types of insurance
- 6.5 Essentials of insurance contract
- 7.1 Introduction to tax in business
- 7.2 Types of tax: direct tax & indirect tax
- 7.3 PAN: concept, registration process in Nepal
- 8.1 Office: meaning, functions and importance
- 8.2 Information management: meaning and importance
- 8.3 Principles of information management
- 8.4 Role of computer applications in record management
- 8.5 Filing: meaning, purpose, types, management of electronic file
- 8.6 Indexing: meaning, purpose, types, management of electronic index

3\ Suggested Practical/Project Activities

- (After Unit 2) Make a visit to an entrepreneur of your locality or any other place of convenience and write his/her story. (10 hours)
- (After Unit 4) The school shall organize a field visit for students to a convenient business enterprise/office in its locality. Students conduct a brief survey identifying their forms of ownership/establishment, problems and other important aspects with justification. (10 hours)
- (After Unit 5) Students prepare a write-up which includes suitable examples of at least one business organization of their locality meeting the social responsibilities, ethical aspects and risk factors of a business. (10 hours)
- (After Unit 8) Students visit a nearby enterprise/office to prepare an observational report on different facets of record management with reference to filing and indexing. (10 hours)

4\ Chapter-wise Notes

Unit Chapter Name Notes
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1 Introduction to Business
2 Business Idea
3 Resource Mobilization
4 Forms of Business Ownership
5 Business Ethics and Social Responsibility
6 Risk and Insurance
7 Taxation

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5\ Class 11 Business Studies Micro-Syllabus

1\ Introduction to Business

- 1.1 Elaborate the idea of business.
- 1.2 Identify the dimensions, objectives, and functions of business.
- 1.3 Identify environmental aspects of business.
- 1.4 Justify that business as an integral part of human activity.

2\ Business Idea Generation

- 2.1 Define creativity and innovation, and identify the basics of creative behavior.
- 2.2 Describe existing product, government policies, research and development and business actors network.
- 2.3 Differentiate between divergence and convergence in Businesses.
- 2.4 Identify the ways of spotting problems and prospects in business.
- 2.5 Identify and use the tools and techniques of generating new business ideas.

3\ Resource Mobilization

- 3.1 Identify and describe major resources required to start up a business.
- 3.2 Identify and use different types of financial, physical, human and informational resources required in a business.

4\ Forms of Business Ownership

- 4.1 Identify and characterise different forms of business organizations based on ownership.
- 4.2 Describe the influencing factors in choosing the business firm.

5\ Business Ethics and Social Responsibility

- 5.1 Introduce business ethics and identify ethical principles for business.
- 5.2 Describe social responsibility of business and identify the areas of social responsibility.

6\ Risk and Insurance

- 6.1 Describe the concepts of business risk and insurance.
- 6.2 Explain the roles and principles of insurance in business.
- 6.3 Identify the essentials of insurance contract.
- 6.4 Differentiate between different types of insurance.

7\ Taxation

- 7.1 Introduce tax in business.
- 7.2 Define and calculate direct tax & indirect tax.

- 7.3 Register PAN as per its procedure.

8\ Office Management

- 8.1 Describe the meaning, functions and importance of office management.
- 8.2 Explain the meaning and importance of record management.
- 8.3 Identify the principles of information management.
- 8.4 Use computers in record management.
- 8.5 Describe meaning, purpose, types and qualities of filing and indexing.

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