



Business Studies

Subject Code: 328

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.

Reference books:

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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.
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