

**Secondary Education Curriculum**  
**2081**  
**Business Studies**

**Grade 12**  
**Credit hrs: 5**

**Subject Code: 2152**  
**Working hours: 160**

**1. 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. To serve the same purpose, the curriculum of this subject for Grades 12 has been prepared in line with the National Curriculum Framework-2076 to prepare the students for the job market and for higher studies.

The main thrust of the course is to provide knowledge and skills to the students about management and its functions related to business. Establishing a proper linkage with the fundamental orientation of the attributes of Business Studies, this course also aims to impart in-depth knowledge so as to equip the students with workable tools and techniques of management that ensures growth, success and sustainability of the business. Besides, the course aims to impart adequate knowledge and skills in drafting business letters. The curriculum also addresses some emerging issues of management. The value addition of this course is to prepare and enable the students in formulating business plans.

The content of the business studies of Grade 12, thus, is a blend of theory and practice of different aspects of business management. The curriculum includes the level-wise competencies, grade-wise learning outcomes, scope and sequence of contents along with the working hours, learning facilitation process, some suggested project activities and student assessment process.

**2. Scope and Sequence of Contents**

<b>SN</b>	<b>Content Area</b>	<b>Elaboration of Content</b>	<b>Working Hours</b>
1	Nature of Management	1.1 Describe meaning, essentials and nature of management. 1.2 Describe management as science, art and profession. 1.3 Describe key management functions. 1.4 Identify various levels of management.	12

2	Classical Management Perspective	<p>2.1 Identify and explain principles and limitations of classical management theories.</p> <p>2.2 Identify and explain the principles and limitations of administrative management theory.</p>	8
3	Planning and Decision Making	<p>3.1 Describe the meaning, rationale and process of planning.</p> <p>3.2 Identify benefits and pitfalls of planning.</p> <p>3.3 Describe various types of plans.</p> <p>3.4 Describe meaning, importance, types of managerial decisions and process of decision making.</p> <p>3.5 Identify and use different decision making conditions.</p>	15
4	Organising	<p>4.1 Describe meaning, principles and process of organising.</p> <p>4.2 Identify meanings and bases of departmentalisation.</p> <p>4.3 Describe the various types of organisational structure.</p> <p>4.4 Explain authority, responsibility and accountability as drivers of organising.</p> <p>4.5 Define delegation of authority and identify challenges for effective delegation of authority.</p> <p>4.6 Describe the guidelines for effective delegation of authority.</p> <p>4.7 Describe the meaning of centralization and centralisation and make arguments for and against centralisation and decentralisation.</p> <p>4.8 Differentiate between delegation and decentralisation of authority.</p>	25
5	Leading	<p>5.1 Describe meaning and importance of leading.</p> <p>5.2 Identify qualities of leadership and describe the roles of manager as a leader.</p> <p>5.3 Differentiate between autocratic and democratic leadership.</p>	8

6	Controlling	<p>6.1 Explain the meaning and importance of controlling.</p> <p>6.2 Differentiate among pre-control, concurrent control and post-control.</p> <p>6.3 Explain the process of control.</p> <p>6.4 Identify and describe the attributes of effective control.</p>	6
7	Other Management Function	<p>7.1 Describe meaning and importance of motivation.</p> <p>7.2 Identify and explain various techniques of motivation.</p> <p>7.3 Explain the basic features of Maslow's theory of hierarchy of needs and Herzberg's dual factor theory of motivation.</p> <p>7.4 Describe the meaning of supervision and justify its rationale.</p> <p>7.5 Identify the roles of supervision in production and productivity.</p> <p>7.6 Identify and describe the factors influencing supervision.</p> <p>7.7 Describe the meaning and importance of communication.</p> <p>7.8 Describe the essentials of effective communication.</p> <p>7.9 Identify and explain the types of communication.</p> <p>7.10 State the barriers to effective communication and identify the ways to overcome them.</p>	22
8	Contemporary Issues on Management	<p>8.1 Describe meaning, sources and types of conflict management.</p> <p>8.2 Explain meaning and importance of talent management.</p> <p>8.3 Define quality management and identify its components.</p> <p>8.4 Describe the meaning and importance of supply chain management.</p>	16

		8.5 Explain the nature, roles, and business succession in family business.	
9	Business Letter Writing	9.1 Explain the meaning and importance of a business letter. 9.2 Identify the structure and qualities of business letters. 9.3 Prepare various business letters including enquiry, order, confirmation, complaint and job application letter.	15
10	Business Plan	10.1 Introduce a business plan. 10.2 Describe the significance of a business plan. 10.3 Identify the contents of the business plan. 10.4 Formulate a business plan.	8

### 3. Suggested Practical/Project Activities

SN	Content Area	Suggested Activities	Working Hours
1	1-4 (After the fourth content area)	Students visit some of the organisations of their locality and cite the case of at least one suitable organisation with organising processes.	10
2	5-7 (After the seventh content area)	The school shall organise a field visit for the students to a convenient organisation of its locality. During the visit, students shall discuss with employees and the managers regarding motivational practices and write a report including the description of appropriate motivational tools and their impacts on the organisational performance.	10

3	8 (After the eighth content area)	Students prepare a write up, which deals with the understanding of any one contemporary management issue faced by Nepali managers. The paper should include the manager's opinion regarding applicability, likely benefits and possible challenges.	10
4	9-10 (After the tenth content area)	Students prepare a business plan in order to translate their business idea into reality.	10

*Notes: The write up should be presented in class and the updated paper will be kept in the exercise book for practical examinations. With reference to industrial visit (Unit 7), the field visit report must be prepared by the students – individually or in group – as per the decision of the concerned faculty member. The length of the write up in practicum shall not be less than 800 words written in standard A4 size paper. (Grade 12)*