

Far Western University

Faculty of Management



BBS First and Second Semester Course of Study

Far Western University
Faculty of Management

Course Title: Principles of Management

Semester: First

Course No. : MGT 111

Full marks: 100

Credit Hours: 3

Pass marks: 45

Course Description

The course covers topics on Overview of Management Principles and Functions,, Evolution of Management Thought, Environmental Context of Management ,Planning and Decision Making, Organizing, Motivation, Leadership , Communication and Control and Quality Management

Course Objectives:

This introductory course on Principles of Management under the semester system, is designed to acquaint the students with the basic concepts and practices in the field of general management as they are practiced today. The course aims to develop capacity of the students in different areas of managerial functions needed to manage private and public sector organizations

Learning Outcomes:

After completion of this course the students will be able to:

- Understand the basic management principles , functions and concepts;
- Understand the different environmental factors under which an organization has to operate ;
- Know about the emerging organizational and managerial issues in the context of Nepal;
- Explain the concepts and practices related to planning, decision making, motivation, communication, leadership and control.
- Apply the learned management concepts in practical working environment
- Pursue advance study in different areas of functional management.

Unit 1: Introduction

(LH 6)

1.1.Nature of organization 1.2.Types of organizations
1.3.Features and types of organizational goals 1.4.Overview of management 1.5.Management functions and principles 1.6.Managerial skills and hierarchy

Types and roles of managers. Emerging trends and challenges for management

Management career

Management scenario in Nepalese organizations.

Unit.2: Evolution of Management Thought.

(LH 7)

Classical approaches: FW Taylor and Henry Fayols' contribution

Human relation approach, Behavioral approach, Contingency approach.

Emerging management concepts - knowledge management, learning organization and sustainable management

Unit 3 : Environmental Context of Management

(LH 7)

Concept and components of business environment, Brief discussion on internal and external environmental components.

Techniques of environmental analysis: SWOT analysis, Environmental scanning.

Emerging business environment in Nepal.

Globalization: concept, nature and forms.

Changing global business environment.

Unit 4: Planning and Decision Making

(LH 6)

Overview of organizational planning

Types of plans

Process and importance of planning.

Decision making: Definition, and types.

Decision making process.

Decision making under condition of certainty, uncertainty and risk.

Group decision making.

Unit 5: Organizing

(LH 7)

Organizing: Nature and principles

Formal and informal organization

Process of structuring an organization

Departmentalization: meaning and types

Types of organizational structures: simple, functional, matrix, virtual and boundary less

Authority and responsibility

Delegation of authority

Unit 6: Motivation, Communication and Leadership.

(LH 8)

Motivation concept. Theories of motivation: need hierarchy and hygiene theory.

Reward system for motivation.

Employee participation.

Quality of work life (QWL)

Overview of communication, Communication process.

Types of communication: formal and informal, interpersonal and non verbal

Barriers to effective communication.

Leadership: Concept and functions, Leadership styles.

Unit.7: Control and Quality Management

(LH 4)

Concept and process of managerial control

Essentials of effective control system

Concept of quality.

Total Quality Management (TQM), Deming's quality management principles.

Text Books:

Griffin, Ricky W.: *Management*, ATTBS, Publishers and Distributors Delhi Hitt.MichaelA, J.Black, Stewart and Porter, Lyman W.*Management*. Pearson, India

Robins SP and Coulter M.*Management* New Delhi Prentice Hall of India

Pant Prem Raj *Principles of Management*, Kathmandu Buddha –Academic Enterprise Pvt.Ltd

Wehrich, H and Koontz ,H *Management a Global Perspective*,New Delhi,Mc Graw Hill.

Agarwal GR *Principles of Management*, Kathmandu MK Publishers and Distributors

Far Western University
Faculty of Management

Course Title: Business English
Course No.: MGT 113

Semester: First
Full marks: 100

Credit Hours: 3

Pass marks: 45

1. Course Description

The Business English course introduces students to business contexts, environments, communication skills and terminologies required therein. The course also exposes students to cultural diversity and modes of socialization in accordance with the norms of different cultures. Students are also introduced to presentation skills and key elements of business meetings and negotiations which they will find helpful in different academic and professional contexts and settings. The course, thus, aims to give students of business studies ample practical and communicational exposure.

2. Course Objectives

The objectives of the course are to enable students:

- Become familiar with business contexts and environments.
- Critically analyse various business contexts and environments
- Become proficient in effective spoken and written communication in a business setting according to the specific needs of the situation and participants.
- Provide meaningful answers to questions in a business setting.
- Gain cross- cultural understanding and put it into use as required.
- Learn the strategies of giving effective presentations.
- Learn the basics of business meetings and negotiations
- Express themselves clearly in real work situations.

3. Expected Outcomes

Students will demonstrate ability to analyze various business contexts and environments as well as deal with situations occurring therein. They will become familiar with opportunities and challenges in different business settings and demonstrate proficiency in the use of terminologies and communication skills required in these settings. Students will understand the significance of cross-cultural understanding which is mandatory for business professionals and enhance cross-cultural understanding will help them express themselves confidently in various business situations. Additionally students will demonstrate ability to give effective presentations, hold business meetings and meetings for negotiations

Contents in Detail:

Unit One: Business Contexts and Environments

(11 hours)

Making good first impression on customers and clients
Motivating Employees
Managing a project
Sustainable energy solutions for a better life
Making customers happy
Running an ethical business
Personality and decision making
The practice of outsourcing

Unit Two: Opportunities and Challenges in Business Settings (11 hours)

- 2.1 Retaining staff
- 2.2 Business start ups
- 2.3 The use of communication technology
- 2.4 Responses to change in business organizations
- 2.5 Talking about facts and figures
- 2.6 Working across cultures
- 2.7 Conducting performance appraisals
- 2.8 Taking career breaks

Unit Three: Cultural Diversity and Socialising (8 hours)

Working towards cross- cultural understanding
Welcoming visitors
Having small talk with visitors
Inviting, and accepting or declining invitations
Cross- cultural communication on the telephone
Preparing to make a telephone call, receiving calls, taking and leaving messages
Language and culture

Unit Four: Presentations (8 hours)

Presentation technique and preparation
The audience, structure and the introduction
Image, impact and making an impression
The middle of the presentation- holding the audience's attention, structure and the mainbody, listing information, linking ideas, sequencing
The end of the presentation, summarizing and concluding,
Questions and discussion

Unit Five: Business Meetings and Negotiations (7hours)

Characteristics of a good meeting.
Chairing a meeting and establishing the purpose of a meeting.
The structure of decision making, stating and asking for opinion and interrupting and handling interruptions.
Asking for and giving clarification, delaying decisions and ending the meeting.
Know what you want- types of negotiation, preparation for a negotiation, making an opening statement
Getting what you want- bargaining and making concessions, accepting and confirming, summarizing and looking ahead
Not getting what you don't want- types of negotiator, dealing with conflict, rejecting, ending the negotiation

References

1. Baade, K., Duckworth, M., Grant, D., Holloway, C., Hudson, J., Hughes, J., Naunton J., Scrivener J., and Turner, R. (2008). *Business Result (Upper-intermediate Student's Book)*. Oxford: Oxford University Press.
2. Sweeny, Simon. (2010). *English for Business Communication*. (First South Asian edition). Cambridge University Press.
3. Hornby. A.S. (2010). *Oxford Advanced Learner's Dictionary*. (8th ed.). Oxford: Oxford University Press.

**Far Western University
Faculty of Management**

Course Title: Financial Accounting I

Course No. : MGT115

Credit Hours: 3

Semester: First

Full marks : 100

Pass marks: 45

Course Description

This course introduces basic principles of accounting theory and practice. Topics covered include recording handling, summarizing of accounting information; accrual accounting and adjustments; cash and internal control; financial reports and preparation and analysis of financial statements.

Course Objectives

The main objective of this course is to acquaint with entire knowledge on the concept of financial accounting and its process, principles and practices to enable them to understand and prepare various financial statements and to create an academic atmosphere in which, the learners may develop their intellects and skills.

Expected Outcomes

After studying this course, you should be able to:

- explain the concept and types of accounting
- explain the accounting information, principles, assumptions, concepts, conventions of accounting
- describe the main elements of financial accounting : assets, liabilities, revenue and expenses.
- analyse and record business events in accordance with accounting principles.
- Identify the difference between accrual and cash basis accounting.
- know about cash and cash equivalent and internal control.
- identify the main financial statements and their purposes.
- understand the concepts and purpose of the financial statements
- develop the skills needed to analyse financial statements effectively

Course Contents

Unit 1: The Conceptual Foundation of Accounting (5 hours)

Accounting: concept, types; accounting information: concept, need and users of accounting information.

The accounting framework-basic accounting assumptions, concepts, conventions, GAAP, and terminologies.

Financial accounting: concept, features, objectives, principles and cycle.

Accounting standard: meaning, nature, need, Concept and significance of accounting standards (NAS, IAS, NFRS, IFRS) and ethics in accounting

Unit 2: Recording, Handling and Summarizing of the Accounting Information (8 hours)

Recording the transaction and events, the accounting equation and analysis of transactions, source documents: concept and role.

Introduction to double entry system, Rules of debit and credit; Chart of accounts; The journals; T- account; General ledger; Normal account balances; Trial balance: Meaning, objectives and preparation of trail balance.

Unit 3: Accrual Accounting, Adjustments and Worksheet (6 hours)

Accrual versus cash basis of accounting

Adjusting entries: concept, need, types of adjusting entries

Preparation of adjusted trial balance

Preparation of work sheet

Closing entries: concept and types

Unit 4: Financial reporting and financial statements (14 hours)

Financial reporting: Meaning, features, objectives, Importance and types of financial reporting

Concept, purpose, types and limitation of financial statement

Income Statement: Concepts; revenues, cost of goods sold, gross profit, net income and retained earnings; preparation of income statement: single and multi-step income statement.

Balance Sheet: Concepts, purpose and major components; assets, liabilities and stockholders' equity; preparation of balance sheet under classified format;

Cash Flow Statements: Cash flows and accrual accounting; purpose of the statement of cash flows; cash accounting for preparation of cash flows; reporting requirement and use of cash flow statement; formats of statement of cash flows; preparation of cash flow statement using direct method and indirect method.

Preparation of the financial statements as per NFRS.

Unit 5: Cash and internal control (6 hours)

Concept and nature of cash,

Components of cash and cash equivalent

Internal control: meaning, purpose, principles and procedure, limitation, cash receipt and disbursement control

Preparation of bank reconciliation statement

Balance sheet presentation of cash and cash equivalent and ratios relating to cash management.

Unit 6: Financial Statement Analysis: (6 hours)

Meaning, objective, importance and users of financial statement analysis, precaution in analysis.

Analysis of comparative and common size statements

Ratio analysis: Meaning, uses and advantages

6.4. Analysis of liquidity, turnover, solvency, profitability and market value ratios

Basic Text:

1. Porter, G. A., & Norton, C. L. *Financial Accounting: The Impact on Decision Makers*. USA: The Dryden Press.
2. Kimmel, P. D., Weygandt, J. J., & Kieso, D. E. *Financial Accounting*. New Delhi: Wiley India Pvt. Ltd.
3. Shukla, S M, *Advanced Accounting*, Sahitya Bhawan, Agra

References:

1. Hermanson, H. R. and Edwards, D. J. *Financial Accounting: A Business Perspective*. USA: Von Hoffmann Press.
2. International Accounting Standards (IASs) / International Financial Reporting Standards (IFRSs).
3. Lal, Jawahar and Seema Srivastava, *Financial Accounting*, Himalaya Publishing House.
4. Narayanswamy, R. *Financial Accounting: A Managerial Perspective*. New Delhi: Prentice Hall of India.
5. Nepal Accounting Standards (NASs)
6. P.C. Tulsian, *Financial Accounting*, Tata McGraw Hill, New Delhi.
7. Roger H Hermanson and James, Don Edward *Financial Accounting: A Business Perspective*. Richard D. Irwin Publishing.

Far Western University
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Course Title: Business Economics I

Course Code: MGT 117

Credit Hours: 3

Course Description

Semester: First

Full marks: 100

Pass marks: 45

Microeconomics is helpful for Bachelor Level students of Management to build career. It provides a treatment of microeconomic theory stressing its relevance and application to both managerial and public policy decision making. This course aims to enhance the understanding of microeconomic theories with their practical applications by developing students' skill in the application of theories in business decision making.

Course Objectives:

- Acquaint students with basic concepts of microeconomics.
- Enable students to apply the concept of elasticity in demand and supply analyses.
- Acquaint students with consumer behaviour regarding to ordinal and cardinal approaches.
- Discuss production functions.
- Enable students to compare and analyze the various concepts of costs and revenues.
- Enable students to familiarize with different types of markets.
- Introduce students to factor pricing.

Learning Outcomes:

- Explain the nature and scope of microeconomics and managerial economics.
- Explain the concept of market equilibrium and efficiency.
- Analyze effects of change in market demand, and supply to the market equilibrium and efficiency.
- Define and measure elasticity of demand and supply, their application and uses in business decision making.
- Analyze the consumer's behavior and derivation of the demand curve for normal goods.
- Explain the single variable and multivariable production function and determine producers' equilibrium.
- Effect of change in demand and supply on market equilibrium, effect of tax, subsidy and price control in market equilibrium.
- Analyze the nature of cost and revenue, derivation of cost, and revenue curve.
- Explain pricing of the product and inputs under different market structure.

Unit -1: Introduction to Microeconomics LH 3

Meaning & types of Microeconomics

Scope, use and limitations of microeconomics

Concepts of economic models

Unit -2: Theory of Demand and Supply LH 6

Demand & Supply

Demand: Meaning and types of demand, Determinants of demand, Concept and types of demand function

Movement along a demand curve and shift in demand curve.

Supply: Meaning and types of supply, Determinants of demand,

Movement along a supply curve and shift in supply curve.

Market equilibrium, excess demand and excess supply

Effect of tax and subsidy on equilibrium

Elasticity of demand and supply

Price elasticity of demand: Meaning, degrees, measurement (Percentage, point, arc and totaloulay), use in decision making.

Income elasticity of Demand: Meaning, types, and measurement (Percentage, point and arc methods)

Cross elasticity of demand: Meaning, types and measurement (Percentage, point and arc methods)

Elasticity of supply: Meaning, types and measurement (percentage, point and arc methods) Numerical Exercise .

Unit -3: Theory of Consumer's Behavior LH 7

Concept and types of utility

Concept of cardinal and ordinal utility.

Indifference curve analysis: Meaning and properties, marginal rate of substitution, Price line, Consumer equilibrium.

Price effect: Concept, Derivation of PCC with Demand curve (Normal, substitute and complementary goods).

Income effect: Meaning, derivation of ICC and Engel curves for normal and inferior goods.

Substitution effect: Hichsian approach

Application of indifference curve : tax determination, subsidy Numerical exercise.

Unit -4: Theory of production LH 7

Concept and types of production.

Production function: short – run, long run and Cobb Douglas production function.

Law of variable proportion (Explanation of three stages with reasons)

Is quant and iso-cost line: Meaning and properties of is quant, concept of is quant map, concept of iso-cost line.

Optimum employment of two inputs (Output maximization & cost minimization)

Laws of returns to scale (using is quant curves) Numerical exercise.

Unit – 5: Cost and Revenue curve LH 7

Cost and cost curves

Concept & types of cost

various cost concepts (Opportunity cost, explicit cost implicit cost, account cost and economic cost)

Short run cost: Concept of short-run costs and cost curves (TFC, TVC, TC, AFC, AVC, AC and MC)

Relationship between AC and MC.

Long-run costs: Derivation of long-run average cost curve (U-shaped and L-shaped LAC) and

Derivation of long-run Marginal cost curve.
Revenue and revenue curve .
Concept and types of revenue.
Revenue curve under perfect competition and imperfect competition market.
Relationship between AR and MR. Numerical exercise

Unit – 6: Product pricing LH 9

Perfect competition: Meaning and characteristics of perfect competition.
Equilibrium under perfect competition (MC-MR & TC-TR approach)
Price determination under perfect competition: Short-run and long-run equilibrium of firm and industry.
Monopoly: Meaning and characteristics, Price determination under monopoly (Short-run and long-run)
Price discrimination: Meaning, conditions, degrees, equilibrium of firm under third degree discrimination.
Monopolistic competition: Meaning, Characteristics, price and output determination.
Oligopoly: Concept and characteristics. Numerical exercise

Unit – 7: Theory of factor pricing LH 6

Rent: economic rent, modern theory of rent
Wages: Marginal productivity theory of wage
Interest: Loanable fund theory of interest and Liquidity preference theory of interest.
Profit: Economic profit and business profit, Dynamic theory of Profit and innovation theory of profit

Prescribed Books

- Mankiw, N.G. (2011). *Principles of Microeconomics*. Sixth Edition, USA: South-Western College publications.
- Salvatore, D. (2009). *Principle of microeconomics* (5th ed.). New Delhi: Oxford University Press.
- References
- Ahuja, H.L. (2016). *Advanced economic theory: Microeconomic analysis*. New Delhi: S.Chand & Company Pvt. Ltd.
- Ahuja, H.L. (2016). *Modern microeconomics*. New Delhi: S.Chand & Company Pvt. Ltd
- Cowell, F. (2006): *Microeconomics: Principles and analysis*. New Delhi: Oxford University Press.
- Gravell, H. and R. Rees (2004): *Microeconomics* (3rd ed.). New Delhi; Pearson
- Koutsoyiannis, A. (1979): *Modern microeconomics* (2nd ed.). London: Macmillan.
- Mas-Colell, A., Whinston, M.D. and Green J. (1995): *Microeconomic theory*. New Delhi: Oxford University Press

**Far Western University
Faculty of Management**

Program: BBS

Semester: First

Course Title: Business Statistics I

Full marks: 100

Course Code: MGT 119

Pass marks: 45

Credit Hours:

Course description

This course contains introduction to statistics, Data visualization, Descriptive measures, correlation and regression, Time series & forecasting, and Index numbers.

Course objective

The objective of this course is to make students understand and apply the basic statistical tools in business decision making.

Expected outcomes

After learning this course the students will be able to

- Know the use of statistics in business
- Develop the chart and tables
- Describe the characteristics of the distribution
- Establish the causal relationship between explanatory variable and outcome variable
- Analyze the time series data in forecasting
- Assess the application of index numbers in business and economy

Course details

Unit 1: Introduction and data collection

(LH 4)

Meaning, development and definition of statistics

Scope and limitation of statistics

Basic statistical concepts

Scales of measurement

Data collection

Microsoft Excel Sheet

Unit 2: Data presentation

(LH 7)

Tables and Charts for Categorical Data

Organizing Numerical Data

Tables and Charts for Numerical Data

Cross tabulations

Scatter plots and time series plots

Microsoft Excel for Tables and Charts

Unit 3: Descriptive measures

(LH 17)

Measures of central tendency: Introduction, requisite of a good average

Simple (Arithmetic mean, geometric mean, harmonic mean), median, mode, partition values

Measures of Dispersion: Introduction, Absolute and relative measures of dispersion, range, quartile deviation, mean deviation, standard deviation, variance, Z-scores, coefficient of variation merits and demerits of measures of variation.

Measures of Shape: Introduction to skewness, Karl Pearson's coefficient of skewness, introduction to skewness, Exploratory data analysis.

Unit 4: Correlation and regression

(LH 7)

Correlation: Introduction, types of correlation, Methods of studying correlation

Regression: Introduction, simple linear regression equation, measure of variation and coefficient of determination.

Unit 5: Time series and forecasting

(LH 5)

Time series: Introduction to time series

Types of forecasting methods, components of time series, measurement of seasonal variations.

Unit 6: Index numbers

(5Hrs)

6.2 Introduction to Index number

6.2 Measurement of index number: unweighted aggregate price index numbers, weighted price index numbers: Laspeyres's price index number, Passche's price index number, Irving Fisher's index number, cost of living index number

Text book

Levine, David M., Szabat, Kathryn A., & Stephan, David F. (2016). *Business Statistics A First Course*. 7th Ed. Pearson Education limited

Reference books

Gupta, S.C. (2014). *Fundamental of Statistics*. Himalaya Publishing House

Levine, Richard I., Rubin, David S., Rastogi, Sanjay & Siddiqui, Masood H. (2017). *Statistics for Management*. 8th Ed. Pearson Education Limited

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<i>Course Title:</i>	<i>Business English II</i>	<i>Course code:</i>	<i>MGT 121</i>
<i>Year:</i>	<i>First</i>	<i>:Level:</i>	<i>Undergraduate</i>
<i>Semester:</i>	<i>II</i>	<i>Program:</i>	<i>BBS</i>
<i>Credits hours:</i>	<i>3</i>	<i>Lecture hours:</i>	<i>45</i>

Course Description and Objectives

This is a compulsory English course for second semester B.B.S. students. The course exposes students to the basic concepts of business writing, documents needed to apply for jobs, and skills necessary to face interviews successfully. This second semester course will help students explore the standard practices for communicating within and across business sectors. Students will practice some of the fundamentals of business writing, including email, memoranda, business letters, and discuss how to be persuasive and engaging in these writings.

Learning Outcome

After studying this course, students will be able to:

- Understand business communication concepts that serve as a basis for effective spoken and written communication in a business setting.
- Understand how to approach internal and external interactions strategically and how to plan for these meetings and events.
- Develop an understanding of the need to specialize communication approaches to the specific needs of the situation and the participants.
- Learn how to ask good questions and provide meaningful answers to questions in a business setting.
- Develop the fundamental skills of business communication techniques and the ability to be effective in writing business documents.
- Learn to use standard formats, techniques, and documents to gain credibility in business settings.

Content in Detail

Unit I: Foundations of Business Communication

LH 12

Professional Communication in a Digital, Social, Mobile World.

- Importance of Effective Communication for Business Professionals.
- Communicating and a Professional.
- The Communication Process Modal and the Social Communication Modal.
- Mobile Communication in Business: Challenges and Opportunities.
- Ethical and Legal Communication.

Understanding Collaboration, Interpersonal Communication and Business Etiquette.

- Communicating Effectively in Teams.
- Collaborating on Communication Efforts.
- Making Meetings More Productive.
- Business Etiquettes.

Meeting Communication Challenges in a Diverse, Global Market place.

- Opportunities and Challenges of Intercultural Communication.
- Developing Cultural Competency.
- Recognizing Variations in a Diverse World.
- Adapting to other Business Culture.

Unit II: Three-Step Writing Process

LH 10

Introduction to the Three-Step writing process.

- Analyzing the situation and Gathering Information.
- Considering Factors for Selecting the Most Appropriate Medium for a message.
- Organizing your Information.

Writing Business Messages.

- Four Aspects of Being Sensitive to Audience Needs when Writing Business Messages.
- Building Strong Relationships with your Audience.
- Controlling your style and Tone.
- Selecting the Right Words, Right sentences structure and Developing Coherent Paragraphs.

Completing Business Messages.

- Evaluating the First Draft of Business Messages.
- Four Techniques to Improve Readability.
- Editing for Clarity and Conciseness.
- Producing Business Messages: Designing for Readability.

Unit III: Understanding Communication on the Job: Writing Brief Messages

LH 8

Writing Routine and Positive Messages.

- Strategy for and common Examples of Routine Requests.
- Strategy for and Common Examples of Routine and Positive Messages

Writing Negative Messages.

- Applying the Three-Step Writing Process.
- Using the Direct and Indirect Approaches.
- Strategies for Routine Business Matters.
- Considerations when conveying negative organizational news.
- Considerations when conveying negative employment related news.

Writing Persuasive Messages.

- Applying the Three-Step Writing Process.
- Developing Persuasive Messages.
- Effective Strategy for Marketing and Sales Messages.
- Ethical Considerations in Marketing and Sales Messages.

Unit IV: Writing Reports and Proposals

LH 8

Discovering, Evaluating and Processing Information.

- Conducting Primary and Secondary Research.
- Processing Data and Information.
- Applying the Research Findings.

Planning Reports and Proposals.

- Using the Three Step Writing Process to Reports and Proposals.
- Planning Informational Reports and Analytical Reports.
- Organizational Strategies for Planning the Proposals.

Making Complete Reports and Proposals.

- Adapting the Audience by Writing Reports and proposals.
- Writing Report and Proposal Content.
- Completing Report Proposals and Request for Proposals.

Unit V: Writing Employment Messages and Interviewing for Jobs

LH 7

Building Careers and Writing Resumes

- Finding the Ideal Opportunity in Today's Job Market
- Planning and Writing Your Resumes

Applying and Interviewing for Employment

- Submitting Your Resumes
- Understanding the Interviewing Process
- Preparing for a Job Interview
- Interviewing for Success
- Following Up After an Interview

Methodology and Techniques

- Class presentation
- Discussion
- Group work/pair work
- Project work
- Self-study

Evaluation Scheme

- Internal 40%
- External 60%

The internal examination will be conducted based on the following criteria:

- a) Attendance
- b) Quizzes
- c) Assignment
- d) Paper presentation
- e) Term Papers
- f) Mid-term exam
- g) Project Work

Prescribed Text

1. Bovee .Courtland L, Thill John V. ,Raina, RoshanLal.(2018) Business Communication Today. Pearson.

References

1. Business and Professional Writing: A Basic Guide IInd Edition (2019) Paul MacRae, BroadviewPress.
2. Mizrahi, Janet (2015). First Edition. Writing for the Workplace. New York: Business Expert Press.
3. Spiropoulos, Michael (2005) Interview Skills that Win the Job. 83 Alexander Street Crows Nest NSW 2065 Australia: Allen &Unwin.
4. Hornby. A.S. (2010). Eighth Edition. Oxford Advanced Learner's Dictionary. Oxford: Oxford University Press.

Far Western University
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<i>Course Title:</i>	<i>Financial Accounting II</i>	<i>Course code:</i>	<i>MGT 123</i>
<i>Year:</i>	<i>First</i>	<i>:Level:</i>	<i>Undergraduate</i>
<i>Semester:</i>	<i>II</i>	<i>Program:</i>	<i>BBS</i>
<i>Credits hours:</i>	<i>3</i>	<i>Lecture hours:</i>	<i>45</i>

Course Description

This course discusses the accounting system and disclose of major components of financial statements. Topics covered include recording, valuating and presenting inventory; recording reporting and analyzing current and non-current liabilities; long lived assets. Other topics include accounting for receivables shareholders equity. The course also includes the use of computer in accounting.

Course Objectives

The objective of this course is to equip the learners with the knowledge and skills in accounting process relating to various assets, liabilities and owners' equities and to familiarize the students with the process of preparation and interpretation of financial statements using computer.

Learning Outcomes

After studying this course, students will be able to:

- explain the inventories and cost of goods sold and their record, account, value and present
- explain the meaning of receivables and their record, account, value and present
- understand the concept and accounting process of current liabilities and contingencies and their analysis.
- record, report and analyse long lived assets, non-current liabilities and shareholders' equity
- use accounting software and develop the skills needed to analyse financial statements using computer software

Course Contents

Unit 1: Inventories and Cost of Goods Sold

LH 7

The concept and nature of inventory

Cost of goods sold model

Inventory valuation and income measurement: Periodic and perpetual system

Methods of inventory valuation in periodic and perpetual system: Specific identification method, FIFO method, LIFO method and Weighted average method.

Methods of inventory estimation: retail and gross profit method

Effect of inventory valuation method on the cost of goods sold and tax

Disclosure in the financial statements and ratios relating to inventory management.

Unit 2: Accounting for receivables

LH 5

Accounts receivables: meaning of accounts receivable, credit sales; credit policies and credit terms; accounts receivable & notes receivables; recognizing accounts receivables, valuation of accounts receivables, methods of accounting for doubtful and uncollectible debt, balance sheet presentation of account receivable and doubtful debts.

Notes receivables: meaning and types of notes receivable, Interest bearing notes, non-interest bearing notes, balance sheet presentation of notes receivable.

Analyzing the management of accounts receivable and payables.

Unit 3: Current Liabilities and contingencies

LH 5

Current liabilities: concept, nature and types of current liabilities: accounts payable; notes payable (interest bearing notes, non-interest bearing notes), tax payable, other current liabilities, current portion of long term liabilities, balance sheet presentation of account payable and notes payable.

Contingent liabilities: concept and accounting procedures

Balance sheet presentation and ratios relating to current liabilities.

Unit 4: Accounting for long- lived Assets

LH 8

Long-lived assets: meaning, nature, types and expensing and capitalizing.

Concepts of capital and revenue expenditure

Determining cost of acquisition costs of long-lived assets

The capitalization process

Depreciation: meaning, reasons, need and methods of depreciation: Straight line method, diminishing balance method, depreciation fund or sinking fund method, units of activity method.

Disposal of assets and accounting for gains and losses

Disclosure in the financial statements

Unit 5: Long term liability

LH 8

Introduction and types of long term liability

Bonds payable: characteristics of bond, issue and redemption of bonds

Accounting for issue of debentures

Concept and types of leases: acquisition of capital lease, depreciation of leased asset, amortization of lease obligation and balance sheet presentation of lease obligation

Balance sheet presentation; Ratios relating to non-current liabilities.

Unit 6: Shareholder's equity

LH 7

Shareholders' equity: concept, components, types of stock, statement of shareholders

Accounting for issue of new stock and bonus shares and redemption of preference share

Accounting entries for treasury stock and accounting for dividend

Stock split and its effect on shareholders' equity

Shareholders' equity and statement of cash flow

Unit 7: Understanding computerized accounting process

LH 5

Introduction of the accounting software

Making journal entries and preparation of ledgers using Excel Work Sheet

Generating reports: cash book, trail balance and financial statements using Excel Work Sheet

Use of Microsoft Word and Power Point

Basic Text:

1. Porter, G. A., & Norton, C. L. *Financial Accounting: The Impact on Decision Makers*. USA: The Dryden Press.
2. Kimmel, P. D., Weygandt, J. J., & Kieso, D. E. *Financial Accounting*. New Delhi: Wiley India Pvt. Ltd.
3. Shukla, S M, *Advanced Accounting*, SahityaBhawan, Agra

References:

1. Hermanson, H. R. and Edwards, D. J. *Financial Accounting: A Business Perspective*. USA: Von Hoffmann Press.
2. International Accounting Standards (IASs) / International Financial Reporting Standards (IFRSs).
3. Narayanswamy, R. *Financial Accounting: A Managerial Perspective*. New Delhi: Prentice Hall.
4. Nepal Accounting Standards (NASs)
5. Roger H Hermanson and James, Don Edward *Financial Accounting: A Business Perspective*. Richard D. Irwin Publishing.

Far Western University
Faculty of Management

<i>Course Title:</i>	<i>Business Economics II</i>	<i>Course code.:</i>	<i>MGT 125</i>
<i>Year:</i>	<i>First</i>	<i>Level:</i>	<i>Undergraduate</i>
<i>Semester:</i>	<i>II</i>	<i>Program:</i>	<i>BBS</i>
<i>Credits hours:</i>	<i>3</i>	<i>Lecture hours:</i>	<i>45</i>

Course Description

Macroeconomics for Bachelor of Business Studies aims to enhance understanding of students on the macroeconomics theories and develop skill of students using these theories in business decision making under different changing economic environment.

Course Objectives

By the completion of the course, students will be able to:

- identify the basic macroeconomic issues.
- analyze the circular flow of income and expenditure in two-sector, three-sector and four-sector economy.
- enable students to discuss various concepts of national income and its measurement.
- enable students to discuss the concept of unemployment and measurement of inflation.
- introduce students to the classical theory of employment.
- acquaint students with the principle of effective demand.
- analyze consumption and saving functions.
- enable students to explain and analyze investment function.
- acquaint students with ‘goods market equilibrium’.
- help students to discuss the concepts of multipliers and their applications.
- enable students with the equilibrium of money market highlighting the loanable fund theory and the liquidity preference theory.
- facilitate students to the process of general equilibrium of goods and money markets with IS and LM functions.
- introduce students to the phases of business cycles.
- acquaint students with objectives and tools of fiscal and monetary policies in the Nepalese context.

Learning outcomes

- Explain the nature and scope of macroeconomics and business economics.
- Explain the concept of national income and measurement of national income.
- Analyze classical and Keynesian theories of employment.
- Define and measure consumption function and saving function with numerical examples.
- Analyze simple multiplier.
- Explain investment and determinants of investment.
- Analyze general equilibrium with IS and LM.
- Explain macroeconomic policy and instruments.
- Analyze inflation and effect of inflation in different sectors of the economy
- Define trade cycle and its phases.
- Explain money supply and determinants of money supply
- Explain the concept of different macroeconomic issues

Unit I: Introduction to Macroeconomics

LH 4

Meaning, types, scope, uses and limitations of macroeconomics

Difference and interdependence between micro and macroeconomics

Concept of stock, flow, equilibrium and disequilibrium, static, comparative static and dynamic analysis

Unit II: National Income Measurement

LH 8

Circular flow of income and expenditure in two, three and four sectors of economy
Meaning of national income
Different concept of national income (GDP, GNP, NNP, NI, PI, DI, per capita income, saving)
Real and Nominal GDP, and GDP deflator
Measurement of national income (production, expenditure and income method)
Difficulties in measurement of national income and importance of national income

Numerical exercises where necessary

Unit III: Theories of Employment

LH 8

Assumptions and Say's law of market
Determination of output and employment under classical theory of employment
Criticism of classical theory of employment
Keynesian theory of employment/principle of effective demand
Consumption function and psychological law of consumption function
Determinants of consumption
Saving and determinants of saving
Saving function and paradox of thrift
Concept and types of investment
Marginal efficiency of capital
Determinants of investment

3.9.1 Income and output determination by Keynesian approach under two, three and four sectors of economy

Simple Keynesian multiplier
Income generating process
Leakages and criticism of multiplier

Numerical exercises where necessary

Unit IV: Macroeconomic Policy and Current Issues

LH 11

Concept of macroeconomic policy
Fiscal policy: concept, objectives, types and instrument of fiscal policy
Monetary policy: concept, objectives, types and instrument of monetary policy
Concept, merits and demerits of privatization, liberalization and globalization
Concept of Economic growth and development
Foreign employment and remittance
Balance of payment
Poverty and its' types
Economic inequality
Exchange rate determination practices in Nepal and types
Concept of money supply and determinants of money supply in Nepal
Money market and capital market in Nepal
Government Finance
Concept and components of government budget
Concept of deficit financing
Objectives of deficit financing
Method of deficit financing

Unit V: Product and Money Market Equilibrium

LM 4

Meaning of IS and LM model

Product market equilibrium or derivation of Investment and saving curve (IS curve)

Money market equilibrium and derivation of LM curve

Determination of equilibrium level of income

Effect of fiscal policy and monetary policy on equilibrium level of income

Numerical exercises where necessary

Unit VI: Inflation

LH 7

Concept and types of inflation

Concept and causes of demand pull and cost push inflation

Measurement of inflation

Consumer price index and whole sale price index

Effect of inflation

Concept of unemployment and types of unemployment

Inflation and unemployment (Phillips curve)

Concept of deflation and stagflation

Anti-inflationary measures

Measurement and trend of inflation in Nepal

Numerical exercises where necessary

Unit VII: Business Cycle

LH 3

Concept, type and characteristics of business cycle

Phases of business cycle

Measure to control business cycle

Prescribed textbooks

Mankiw, N. Gregory, (1997). *Macroeconomics (3rd ed.)*, Indian Edition

P.A. Samuelson, *Macroeconomics*, Indian Edition

Dwivedi, D.N. (2010). *Macroeconomics: Theory and Policy*, Third Edition, Delhi: Tata McGraw Hill Education Private Limited. [for units I, VIII & XI]

References

Ackley, G. (1961). *Macroeconomic theory*. New York: Macmillan

Ackley, G. (1978). *Macroeconomic theory and policy*. New York: Macmillan

Branson, W.H. (1983). *Macroeconomic theories and policy* (2nd ed.). New Delhi: All India BookSeller

Patinkin, D.(1965). *Money interests and prices*. New York: Harper and Raw.

Shapiro, E.(Various editions).*Macroeconomic analysis*. New Delhi: Galgotia Publication, Pvt. Ltd.Vaish, M.C. (2002). *Macroeconomic theory*. New Delhi: Vikas Publishing

Shapiro, E. (2010). *Macroeconomic Analysis*, Fifth Edition, New Delhi: Galgotia Publication.

Ahuja, H.L., *Advanced Economic Theory: Macro Economic Analysis*, New Delhi: S.Chand.

Donbush, Rudiger; Fisher, Stanley; and Startz, Richard (2001), *Macroeconomics* (8th ed.), New Delhi:Tata McGraw Hill.

Far Western University
Faculty of Management

<i>Course Title:</i>	<i>Human Resource Management</i>	<i>Course code:</i>	<i>MGT 127</i>
<i>Year:</i>	<i>First</i>	<i>:Level:</i>	<i>Undergraduate</i>
<i>Semester:</i>	<i>II</i>	<i>Program:</i>	<i>BBS</i>
<i>Credits hours:</i>	<i>3</i>	<i>Lecture hours:</i>	<i>45</i>

Course Description

This course contains introduction to human resource management, human resource planning, job analysis and design, recruitment and selection, training and development, performance appraisal and rewards management, labour relations and emerging issues in HRM.

Course Objective

The objective of this course is to enable students to understand the basic concepts, practices and approaches of human resource management and their effective management in organisations.

Learning Outcomes

After completing the course, the student shall be able to:

- Understand the concept, nature and importance of human resource management.
- Explain the concept of human resource planning and forecast the HR demand and supply.
- Explain the concept and techniques of job design and job analysis
- Discuss the need and methods of employee training and development
- Understand the concept and methods of performance appraisal
- Explain the concept, Types and qualities of effective rewards system
- Discuss the actors of labour relationship and labour disputes and explain the settlement procedures of labour disputes.
- Understand the emerging issues in HRM.

Course Contents

Unit I: Introduction to Human Resource Management [5]

Human Resource Management (HRM): Meaning, Objectives, Functions, importance and scope; components of HRM; Evolution of HRM; HR manager: functions and competencies; Emerging HR challenges.

Unit II: Human Resource Planning [5]

Human Resource Planning: concept, characteristics, process and importance; assessing current HR need; HRM inventory; HR information system; succession planning; HR demand and supply forecasting: concept and techniques.

Unit III: Job Design and Analysis [5]

Job design: Meaning, objectives and techniques; Job analysis: concept, importance, process and sources of job analysis information; concept and contents of Job description, job specification and job evaluation.

Unit IV: Recruitment, Placement and socialization [6]

Recruitment: Meaning, sources and methods; Evaluation of recruitment activities; Selection: Concept and process; test and interview: concept and types; recruitment vs selection; socialization: concept and process; Recruitment and selection practices in Nepalese organization.

Unit V: Training and Development**[6]**

Training: concept, need and importance; identifying training needs; designing training programs; on - the - job and off - the - job training; evaluating training effectiveness; HR development: concept, objectives and methods.

Unit VI: Performance Appraisal and Reward Management**[6]**

Performance appraisal: concept, nature and objectives; methods of performance appraisal; reward management; concept and Types, qualities of effective rewards system; employee benefits.

Unit VII: Labor Relations**[6]**

Labour relations: concept, objectives and actors; trade unionism: concept, functions and types; collective bargaining: concept and process; labour disputes: concept, causes and settlement procedures; essential features of Labour Act of Nepal

Unit VIII: Emerging Issues in HRM**[6]**

Employee health and safety; Employee welfare and social security; Employee grievance handling and redressal; employee empowerment; downsizing; outsourcing; work- life balance; human resource information system; e-HRM and green-HRM; ethics in HRM.

Basic Books

Aswathappa K., Human Resource and Personnel Management: Text and Cases, New Delhi: Tata McGrawHill.

Decenzo, D. A., & Robbins, S. P. (2011). Fundamentals of Human Resource Management. India:

Reference Books

Human Resource Management: A Case Study Approach . CIPD. Viva Books. • Pattanayak, B.

(2018). Human Resource Management. Delhi. Prentice Hall of India. • Rao, V.

Human Resource Management: Text and Cases. Excel. • Rastogi, S. Management of Human Resources. Sun India.

Far Western University
Faculty of Management

<i>Course Title:</i>	<i>Business Statistics II</i>	<i>Course code.:</i>	<i>MGT 129</i>
<i>Year:</i>	<i>First</i>	<i>Level:</i>	<i>Undergraduate</i>
<i>Semester:</i>	<i>II</i>	<i>Program:</i>	<i>BBS</i>
<i>Credits hours:</i>	<i>3</i>	<i>Lecture hours:</i>	<i>45</i>

Course Description

This course contains basic probability, probability distribution, sampling distribution, estimation, hypothesis testing, and system of linear equations and matrices.

Course objective

The objective of this course is to make students understand and apply the inferential statistics in business decision making.

Expected outcomes

After learning this course the students will be able to

- the use of probability in business
- Relate the application of discrete probability distribution in business
- Estimate the population mean on the basis of sample mean
- Test the hypothesis regarding the single and double mean
- Use the concept of matrices in solving business related linear equations

Course details

Unit 1: Basic Probability **[LH 8]**

Basic probability concepts: events and sample spaces, contingency tables, marginal & joint probability, additional rule

Conditional probability: Computing conditional probabilities, Statistical independence, multiplication rule, Baye's theorem

Unit2: Probability distribution **[LH 8]**

Concept and properties of random variables, probability distribution of discrete random variables, expected value of discrete random variables, standard deviation & variance of discrete random variables, concept of binomial distribution, probability mass function of binomial distribution, concept of Poisson distribution,

Unit 3: Sampling and Sampling distribution **[LH 6]**

Meaning of population and sampling, Types of sampling methods, Concept of sampling distribution, sampling distribution of the mean, concept of standard error, standard error of the mean

Unit 4: Estimation: **[LH 4]**

Point and Interval Estimation, confidence interval estimation for the mean (Standard deviation known and not known), estimation of sample size to estimate population mean

Unit 5: Hypothesis Testing **[LH 14]**

Introduction to hypothesis testing, types of hypothesis, regions of rejection and non-rejection, the critical value approach to hypothesis testing, Types of error in hypothesis testing, Test of

significance of a single mean for large sample , Test of significance of a single mean for small sample, Test of significance for difference between two population means.

Unit 6: System of linear Equations and Matrices

[LH 8]

Introduction to matrix , system of two linear equations in two variables , Larger system of linear equations, application of systems of linear equations, determinant, matrix inverse, application of matrix in business and economics

Text book

Levine, David M. ,Szabat, Kathryn A., &Stephan ,David F. (2016) .Business Statistics A First Course.

7th Ed. Pearson Education limited

Reference books

Gupta, S.C. (2014). *Fundamental of Statistics*. Himalaya Publishing House

Levine, Richard I., Rubin, David S. ,Rastogi, Sanjay &Siddiqui, Masood H. (2017).*Statistics for Management*. 8th Ed. Pearson Education Limited

Keller, Gerald. (2015). *Statistics for Management and Economics* .10th Ed. Thomson

Mejlbro, Leif. (2009). *Linear Algebra Examples C-1-Linear Equations, Matrices and Determinants*. OgVentus Publishing

Aps.<http://statsinfoindia.weebly.com/uploads/7/3/9/1/7391294/linear-algebra-c-1.pdf>