



BACHELOR OF BUSINESS ADMINISTRATION (FINANCE)
BBA (FINANCE)

CURRICULUM

Faculty of Management Studies
Pokhara University

2024

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POKHARA UNIVERSITY
BACHELOR OF BUSINESS ADMINISTRATION (FINANCE)

BBA (Finance) Program Objectives

The Bachelor of Business Administration- Finance (BBA-Finance) which was previously named as Bachelor of Business Administration in Banking and Insurance (BBA-BI) program of Pokhara University aims to provide students with sound conceptual foundation and practical skills in various areas of finance, banking, insurance, investment and capital markets. It also intends to develop intellectual ability and managerial skills in students through business and other managerial courses. Besides, the program helps the students to develop proper attitudes and qualities required for managing business functions. The program specifically aims to produce the graduates who:

- have a sound knowledge and proper conceptual underpinnings of business management;
- have specialized knowledge on key sectors of financial activities such as corporate financial management, banking, insurance, investment and capital markets;
- are well acquainted with the broad contexts of business organizations in Nepal and outside,
- possess analytical, problem-solving, and communication skills;
- possess the ability to use electronic media and computers to solve organizational problems,
- have the ability to work in teams and individually; and
- have awareness of the environmental factors, social/functional relationships, and ethical standards that affect business and administrative decisions within an organization.

Curricular Structure

The curriculum is designed to equip students with the competencies, knowledge, skills, and attitudes needed for success in management field. The coursework gives students a broad and holistic view of the challenges in today's business environment. The BBA (Finance) program provides students basis for career growth and prepares them for higher studies. The curriculum comprises the following five distinct components:

- **Foundation Courses:** These courses develop students' communication skills and provide them with strong foundation in economics, behavioral science, statistics, mathematics, information technology, and legal environment of business.
- **Management Core Courses:** These courses will help students to understand principles and practices in the basic and functional areas of management and develop their ability to synthesize and appreciate the interrelationships among these areas of management.
- **Concentration Courses:** The concentration courses will help students to develop specialized and focused skills in the areas of their choice. Students are required to select five courses from any two of the concentration areas offered by the school/college.
- **Elective Courses:** The elective courses are non-business courses, based on social sciences. A student may select any two of the listed elective courses. These courses take place as other regular courses, and are graded in the same way. A college can also develop and offer any other non-business elective courses with the prior approval of the Office of the Dean, Faculty of Management Studies.
- **Project Work and Internship:** Students need to take project works and internship during the study period. The projects involve fieldworks and their empirical analysis. Students must follow the prescribed formats to prepare such reports. Besides this, students also need to do internships in business organizations for six to eight weeks. Aimed to provide

an opportunity to gain real-life experience, this course also helps the students to apply theoretical understanding to action.

- ***Practicum Courses:*** Practicum courses will help students to experience the essential practical tasks emphasized to acquire skills and knowledge in working life. The practicum includes the areas of academic writing, technological skills, software trainings and soft skills development for developing professional competences.

Program Features

The BBA (Finance) is a four-year program structured in eight semesters. A student needs to complete 120 credit hours of course work, project work and internship for graduation.

Besides lectures, the classes are facilitated by case studies, group discussions, project assignments, field visits, class presentations and other teaching methods. In order to develop communication and interpersonal skills, students are emphasized to participate in class activities, group discussions and individual presentations.

The medium of instruction and examination for this program will be English, and a student is expected to have good English language proficiency with acceptable communication skills.

The Semester System

The prominent feature of the semester system is the continuous evaluation of a student's performance, and flexibility given to the students to progress at pace suited to his/her individual ability as per the credit requirements.

The credit hour assigned to each course of this program varies depending on its lecture, tutorial and practical work hours in a week. One lecture/contact hour per week per semester is assigned one credit. That is, a one credit hour course has 16 contact/class hours, two credit hours course has 32 contact/class hours and three credit hours course has 48 contact/class hours. A faculty member is assigned to teach each of the courses. If the course is taught by more than one faculty member, then one of the members is designated as the coordinator of that course.

Entry Requirements and Admission Procedures

Eligibility

The entry requirement for a new student in BBA (Finance) will be Intermediate or Higher Secondary level (10+2) or Grade 12 or Proficiency Certificate Level (PCL), or equivalent as recognized by Pokhara University. In addition, the student must pass the entrance test conducted by the concerned college.

Documents Required

The applicant is required to submit the following documents with the application form made available by the concerned college/school by paying a predetermined fee, completed and signed BBA application form, official transcripts from the academic institutions previously attended. Certificates of all degrees should be photocopied and submitted with proper attestation. Enrolment is conditional upon completion of all admission formalities including payment of all fees as determined by the college. Incomplete applications shall not be processed.

Admission Procedures

A notice inviting applications for admission is publicly announced. Application forms and information brochures are provided, on request, after the payment of the prescribed fee.

The concerned college scrutinizes the application. The eligible candidates are informed to take the entrance test. The date and time for the entrance test are informed to the applicants by the concerned colleges. The college may also interview the candidates for the final selection for admission.

The candidates who are given provisional admission under special conditions are required to submit all necessary documents within a month after their regular classes begin. A student who fails to do so will have his/her admission cancelled.

Academic Schedule and Course Registration

An academic session consists of two semesters. The Fall Semester starts in September and the Spring Semester starts in March. Students are normally admitted to the program in the Fall Semester.

Students are required to register the courses by themselves from the concerned college at the beginning of each semester. Registration in absence may be allowed only in rare cases at the discretion of the principal. In normal cases, a student's nominee will not be allowed for course registration of the concerned student, but he/she may complete other formalities.

Addition and Withdrawal from the Course

A student will have the option to add or drop from the course. This can, however, be done only during the first three weeks of the semester.

A student wishing to withdraw from a course should apply on the prescribed form within one month of the start of the semester.

Attendance Requirements

A student must attend every lecture, tutorial, seminar and practical class. However, to accommodate for late registration, sickness and other contingencies, the attendance requirements will be a minimum of 80% of the classes actually held. If a student is absent in the class for more than four weeks without the permission of the concerned authority, his/her name will be removed from the college roll.

Normal and Maximum Duration of Study

The duration for the completion of the program is as follows: • Normal duration: 4 Years (8 Semesters) • Maximum Duration: 8 Years. A full-time student has to take a minimum of 12 credits.

Evaluation System

A student's academic performance in a course is evaluated in two phases:

- Internally by the concerned faculty member through quizzes, tutorials, lab works, home assignments, class tests, class participation, term papers, formal internal examination etc.
- Externally by the Office of the Controller of Examinations through semester-end examinations. However, the school/college has given autonomy to set question papers, conducting semester end examinations, copy evaluations and providing final grades in

case of concentration/specialization courses, elective courses, practicums, project works and internship.

A fifty percent weight is given to each internal and external evaluation (semester-end examination). Pass marks in each evaluation is 45 percent and a student is required to pass the internal and external evaluations independently. The final grade awarded on the basis of his/her consolidated performance in both internal and external evaluations.

A student will get NOT QUALIFIED (NQ) status in the internal evaluation if his/her performance falls below the minimum requirement. Such students will not be allowed to appear in the semester-end examination of that particular course.

Grading System

Pokhara University follows a four-point letter grade system. The letter grades awarded to students will be as follows:

Grade	Grade Point	Description
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Satisfactory
C-	1.7	
D+	1.3	
D	1.0	Minimum Requirement
F	0	Fail

In some rare and unusual circumstances, if a student is unable to complete all the required works for the course, he/she may be temporarily marked with an incomplete grade "I". If all the required works are not completed within the following semester, the letter "I" will be automatically converted into "F". The performance of a student is evaluated in terms of the following two indices:

- The semester grade point average (SGPA) which is the grade point average for the semester and is given by: $SGPA = \frac{\text{Total honor points earned in a semester}}{\text{total number of credit hours taken in a semester}}$.
- The cumulative grade point average (CGPA) which is the grade point average for all completed semester and is given by: $CGPA = \frac{\text{Cumulative total honor points earned}}{\text{cumulative total number of credit hours taken}}$.

Repeating a Course

A course may be taken only once for grade. Since passing of all courses individually is a degree requirement, the student must retake the failing course when offered and must successfully complete the course. A student will be allowed to retake maximum of two courses to achieve a minimum CGPA of 2.0. The grade earned on the retake examination will substitute the earlier

grade earned by the student in that course. A student can retake a course only when it is offered by the college/University.

Credit Transfer and Withdrawal

Up to 25% of the total credit hours of the courses completed in an equivalent program of a recognized institution may be transferred/ waived for credit on the recommendation of the principal of the college. For the credit transfer, a student must receive a “B” or above grade in respective course. Courses taken earlier than five years from the time of transfer may not be accepted for the credit transfer. However, a student transferring from one program to another program of Pokhara University may receive a credit transfer of all the compatible courses completed with at least a “C” grade.

A student may apply for withdrawal from the entire semester only on medical grounds. The principal will examine the application for semester withdrawal, and depending on the gravity of the case, he/she will make the decision. No partial withdrawal from the courses registered in a semester will be considered.

Project Work

Students are required to do an independent capstone project that involves fieldwork and its empirical analysis. At the end, the students must prepare a report of this work in the prescribed format and submit it to the authorized person/body. The objective of these project works is to develop students' skills in research, particularly in areas of data collection, processing, analysis, and report writing. These reports will be evaluated by the concerned authority.

Internship

Students need to do an internship as approved by the college. The purpose of internship is to provide students with the real-life, on-the-job exposure and an opportunity to apply theoretical concepts in real-life situation. Students' interest and intended area of concentration are taken into account while making the internship placement decisions.

Unfair Means

Students are strictly forbidden from adopting any unfair means in class assignments, tests, report-writing and final examination.

The following would be considered as adoption of unfair means during examination:

- Communication with fellow students for help.
- Copying from another student's script/report/paper.
- Copying from disk, palm of hand, mobile phone, or other incriminating documents.
- Processing from any incriminating documents, whether used or not.
- Any direct or indirect approach to influence teacher for the grade.
- Unruly behavior which disrupts academic program.

If the instructor detects a student using unfair means, the student may be given an 'F' at the discretion of the Examination Board. Adoption of unfair means may further result in the expulsion of the student from the program, college and the University as well.

Provision for Re-totaling and Rechecking

Students may apply for re-totaling or rechecking of their grades as per the University rules.

Dismissal from the Program

A student must obtain 2.0 CGPA at the undergraduate level. If his/her performance in the past semesters does not show the possibility of maintaining this CGPA, he/she may be dismissed from the program.

Degree Requirements

For graduation a student should:

- earn at least a 'D' grade in each course as specified in the grading system section,
- complete the internship with 'Pass' grade,
- complete all the courses, project work and internship as specified in the curricular structure, section within the maximum time period mentioned in the duration of study section,
- maintain at least 2.0 CGPA.

Distinction and Dean's List

A student who obtains 3.6 CGPA or above will receive the BBA (Finance) degree with distinction. The Dean's list recognizes outstanding academic performances in the FMS. To qualify, a student must have 3.7 CGPA or above.

BBA (Finance) Curriculum Structure

Foundation Courses		(32 Credit Hours)
ENG 110	English	3
MTH 110	Basic Mathematics	3
ICT 110	IT for Business	3
BHS 110	Behavioral Science	3
BUC 201	Business Communication	3
MTH 111	Business Mathematics	3
ECO 110	Introduction to Microeconomics	3
STT 110	Business Statistics	3
ECO 111	Introduction to Macroeconomics	3
STT 111	Data Analysis and Modeling	3
LAW 211	Financial Law	2

Management Core Courses		(42 Credit Hours)
MGT 111	Principles of Management	3
MGT 112	Fundamentals of Organizational Behavior	3
ACC 110	Financial Accounting	3
ACC 111	Cost and Management Accounting	3
MKT 110	Principles of Marketing	3
FIN 110.	Essentials of Finance	3
RCH 110	Business Research Methods	3
MGT 114	Human Resource Management	3
MGT 115	Entrepreneurship and Innovation	3
MGT 116	Fundamentals of Operations Management	3

MIS 110	Management Information System	3
MIS 111	Essentials of e-Business	3
MGT 119	Strategic Management	3
MGT 120	Business Environment	3

Finance Core Courses		(9 Credit Hours)
FIN 310	Corporate Finance	3
FIN 317	Financial Institutions and Market	3
FIN 313	Fundamentals of Investment Management	3

Concentration/Specialization Areas

Any three courses from any one major area and any two courses from remaining any one minor area, total 5 courses from any two concentration areas

(15 Credit Hours)

Concentration Areas	Course Code	Course Title	Credit Hours
Corporate Finance	FIN 350	Emerging Concepts in Corporate Financial Management	3
	FIN 351	Financial Management of SMEs and Social Enterprises	3
	FIN 353	International Finance	3
	FIN 354	Behavioural Finance	3
	FIN 355	Municipal Finance	3
Banking	BNK 350	Emerging Concepts in Banking	3
	BNK 351	Treasury Management	3
	BNK 352	Investment Banking	3
	BNK 353	Management of Commercial Banks	3
	BNK 354	Central Banking and Monetary Policy	3
	BNK 355	Sustainable Banking	3
	BNK 356	Microfinance	3
	BNK 357	Credit Risk Management	3
Insurance	FIN 238	Risk Management and Insurance	3
	FIN 331	Life and Health Insurance	3
	FIN 333	Property and Liability Insurance	3
	INS 350	Emerging Concepts in Insurance	3
	INS 351	Micro insurance	3
	INS 352	Social Insurance	3
	INS 353	Reinsurance and Broking	3
	INS 354	Management of Insurance Companies	3
	INS 355	Fundamental Concept of Actuarial Science	3
Investment and Capital Markets	INV 350	Emerging Concepts in Investment and Capital Markets	3
	INV 351	Securities Market and Portfolio Analysis	3
	INV 352	Mutual Fund and Pension Fund	3

	INV 353	Private Equity and Venture Capital	3
	INV 354	Assets Management	3
	INV 355	Investment and Merchant Banking	3

Electives (Any two courses from the following list)**(6 Credit Hours)**

The courses offered in this area are basically of non-business nature. These are offered to widen the knowledge base of students in social and development issues. A college can also develop and offer any other non-business elective courses with the prior approval of the Office of the Dean, Faculty of Management Studies.

Course Code	Course Title	Credits
NBE 251	Critical Thinking and Problem Solving	3
NEB 253	Philanthropy and Social Impact	3
NBE 254	Social Ecology and Environment	3
NBE 261	Media and Public Relations	3
NBE 256	Seminar in Environmental Studies	3
NBE 257	Seminar in Sustainable Development	3
NBE 258	Management of Family Business	3
NBE 259	Society and Politics	3
NBE 260	Basic Econometrics	3
NBE 262	Energy and Sustainable Development	3
MGT 117	Project Management	3
NBE 285	Event Management	3
NBE 263	Management of Technology	3
NBE 264	Population Dynamics and Development Challenges	3

Practicum		(5 Credit Hours)
PRC 110	Software Skills Practicum	1
PRC 111	Soft Skills Practicum	1
PRC 112	Digital Marketing Practicum	1
PRC 113	Fintech Practicum	1
PRC 114	Academic Writing	1

Project Work and Internship		(11 Credit Hours)
PRJ 110	Project Work	3
PRJ 112	Community Engagement Project	2
INT 110	Internship	6

Semester-wise Curriculum Structure
Pokhara University
BBA (Finance) Program

Semester I			Semester II		
Course Code	Course Title	Credits Hours	Course Code	Course Title	Credit Hours
ENG 110	English	3	BUC 201	Business Communication	3
MTH 110	Basic Mathematics	3	MTH 111	Business Mathematics	3
ICT 110	IT for Business	3	ECO 110	Introduction to Microeconomics	3
BHS 110	Behavioral Science	3	MGT 112	Fundamentals of Organizational Behavior	3
MGT 111	Principles of Management	3	ACC 110	Financial Accounting	3
PRC 110	Software Skills Practicum	1	PRC 111	Soft Skills Practicum	1
	TOTAL	16		TOTAL	16

Semester III			Semester IV		
Course Code	Course Title	Credits Hours	Course Code	Course Title	Credit Hours
STT 110	Business Statistics	3	STT 111	Data Analysis and Modeling	3
ECO 111	Introduction to Macroeconomics	3	RCH 110	Business Research Methods	3
ACC 111	Cost and Management Accounting	3	MGT 114	Human Resource Management	3
FIN 110	Essentials of Finance	3	MIS 110	Management Information System	3
MKT 110	Principles of Marketing	3	FIN 310	Corporate Finance	3
PRC 112	Digital Marketing Practicum	1	PRC 114	Academic Writing	1
	TOTAL	16		TOTAL	16

Semester V			Semester VI		
Course Code	Course Title	Credits Hours	Course Code	Course Title	Credit Hours
MGT 115	Entrepreneurship and Innovation	3	MIS 111	Essentials of e-Business	3
MGT 116	Fundamentals of Operations Management	3	FIN 313	Fundamentals of Investment Management	3
FIN 317	Financial Institutions and Market	3	PRJ 110	Project Work	3
	Concentration I	3		Concentration III	3
	Concentration II	3		Concentration IV	3
PRC 113	Fintech Practicum	1		Elective I	3
	TOTAL	16		TOTAL	18

Semester VII			Semester VIII		
Course Code	Course Title	Credits Hours	Course Code	Course Title	Credit Hours
MGT 119	Strategic Management	3	INT 110	Internship	6
MGT 120	Business Environment	3			
LAW 211	Financial Law	2			
	Concentration V	3			
	Elective II	3			
PRJ 112	Community Engagement Project	2			
	TOTAL	16		TOTAL	6

Course Details: BBA (Finance) Program, Semester I

SN	Course Code	Course Title	Credits Hours
1.	ENG 110	English	3
2.	MTH 110	Basic Mathematics	3
3.	ICT 110	IT for Business	3
4.	BHS 110	Behavioral Science	3
5.	MGT 111	Principles of Management	3
6.	PRC 110	Software Skills Practicum	1
		TOTAL CREDITS	16

English

Pokhara University
Faculty of Management Studies

Course code: ENG 110
 Course title: **English**
 Nature of the course: Theory & Practice
 Year 1, Semester I
 Level: BBA/BBA (Finance)/BBA (TT)

Full marks: 100
 Pass marks: 45
 Credit hours: 3.0
 Total periods: 48

1. Course Description

This course provides interdisciplinary insights to students covering wide range of disciplines and field of experiences including ancient tales, education and intelligence, cross-cultural bridging, cultural anthropology, natural science, critical and creative thinking, media and technology, humor and satire, love, life and death and more. The selected reading materials aim at enhancing the language skills, inculcate a crave for active reading, sharpen the critical and creative thinking skills of the students, interact across diverse cultures, environments and realm around them and finally cultivate a broader worldview as well as an understanding of human condition, love, compassion, life and death.

2. General Objectives

The general objectives of this course are:

- To enable students develop pragmatic approach of dealing with texts applying the four levels.
- To improve their basics of language skills.
- To equip students with series of readings and comprehension exercises to foster a love of extensive reading.
- To make students aware of interdisciplinary approach and worldview to understand and deal with the realms round students of management.

3. Contents in Details

Specific Objectives	Contents
<ul style="list-style-type: none"> Define and explain the concept of critically interpret the literary texts 	Unit I: Introduction (1 Hour) Four levels of interacting with texts
<ul style="list-style-type: none"> Critically assess some important philosophical, theological insights about religions focusing on righteousness Practice language focusing on writing response/reflection paragraphs 	Unit II: Ancient Tales (3 Hours) 2.1 Yudhishtira's Wisdom (from Mahabharata) 2.2 The Brave little Parrot (from Buddhism) 2.3 If Not Higher (from Judaism)
<ul style="list-style-type: none"> Critically assess the values regarding education and self-actualization 	Unit III: Education (3 Hours) 3.1 Why Go to University (Nissani)

<ul style="list-style-type: none"> Practice language focusing on writing response/reflection paragraphs 	3.2 The Library Card (Wright) 3.3 A 1996 Commencement Speech (Rushdie)
<ul style="list-style-type: none"> Examine and reflect on human actions and its repercussion upon environment and life Practice language focusing on writing response/reflection paragraphs 	Unit IV: Actions and Consequences, Environment and Human condition (5 Hours) 4.1 The Parrot in the Cage (Paudyal) 4.2 No Smoke from the Chimney (Shreshtha) 4.3 How Sane Are We (Chaudhary) 4.4 Don't Cut Down the Tree... (Sama) 4.5 A Sound of Thunder (Bradbury)
<ul style="list-style-type: none"> Discuss/debate/write on the impacts of television, media, show business, cyber culture (specially the use of smartphones and AI) upon current life patterns 	Unit V: Television, Media/Mass Communication, Cyber Culture (3 Hours) 5.1 The Wretched Stone (Allburg) 5.2 TV can be a good parent (Gore)
<ul style="list-style-type: none"> Revisit cultural values and ethos from cross cultural, multi-cultural and indigenous perspectives Practice language focusing on writing response/reflection paragraphs 	Unit VI: Cross Cultural Bridges & Cultural Anthropology (4 Hours) 6.1 Marriage is a Private Affair (Achebe) 6.2 Then and Now: Finding My Voice (Kim) 6.3 Arranging a Marriage in India (Nanda) Life is Sweet at Kumansenu (Nicol)
<ul style="list-style-type: none"> Exemplify some discrepancies, hypocrisies, and problems in existing education, social and political systems Practice language focusing on writing response/reflection paragraphs 	Unit VII: Humor Satire (4 Hours) 7.1 King John and The Abbot....(Anonymous) 7.2 Third Thoughts (Lucas) 7.3 Who Was to Blame (Chekhov) 7.4 The Clock Tower (Sherchan)
<ul style="list-style-type: none"> Critically assess some prevailing views on intelligence Practice language focusing on writing response/reflection paragraphs 	Unit VIII: Critical and Creative Thinking (4 Hours) 8.1 The Stub Book (de Alarcon) 8.2 Mr Know All (Maugham) 8.3 Keeping Errors at Bay (Russell) 8.4 What is Intelligence Anyway? (Asimov)
<ul style="list-style-type: none"> Develop a deeper philosophical humanitarian perspectives (focusing on emotional intelligence) on love life and death Try with creative/ subjective writings on the mentioned themes 	Unit IX: Love, Life and Death (11 Hours) 9.1 The Telegram on the Table (Pradhan) 9.2 Piano(Lawrence) 9.3 A Painful Case(Joyce) 9.4 The Great Answer(Oursler)

	9.5 Stopping by Woods...(Frost) 9.6 A Tale (Koirala) 9.7 Ethics (Pastan) 9.8 New Year (Parijat)
<ul style="list-style-type: none"> Enhance comprehensive writing skills with critical analysis 	Unit X: Writing Workshop/Editing sessions (10 Hours)

Note: The figures in the parentheses indicate the approximate periods for the respective units.

4. Methods of Instruction

The principal methods of instruction for this course will be lectures, presentations, classroom discussions, group works, extended writing workshops, quizzes etc. The class instructor is free to customize the methods as per the classroom requirements, contexts and objectives of the concerned units. The instructor is expected to use the mentioned topics as prompts to invite broad discussion of extra reading materials. For instance, the discussion on television culture (Unit 4) could go upto media, IT, smart gadgets and AI.

5. Evaluation System and Students' Responsibilities

5.1 Evaluation System

The performance of a student in a course is evaluated on the basis of internal evaluation and semester-end examination. Fifty percent weight is given to the internal evaluation and fifty percent weight to the Semester-end examination conducted by the Office of the Controller of Examinations, Pokhara University.

5.1.1 Internal Evaluation

The internal evaluation is based on continuous evaluation process. The internal evaluation components and their respective weights may vary according to the nature and objectives of the course. An evaluation plan should be prepared by the faculty and should share with the students in the beginning of the course.

The internal evaluation components may consist of any combination of written test, quizzes and oral test, workshop, assignments, term paper, project work, case study analysis and discussion, open book test, class participation and any other test deemed to be suitable by the faculty.

5.1.2 Semester End Examinations

There will be semester end examination at the end of the semester conducted by the Office of the Controller of Examinations, Pokhara University. It carries 50 percent weight of total evaluation.

5.2 Students' Responsibilities

Each student must secure at least 45 percent marks in the internal evaluation with 80 percent attendance in the class to appear in the Semester End Examination. Failing to obtain such score will be given NOT QUALIFIED (NQ) and the student will not be eligible to appear in the Semester End Examination. Students are advised to attend all the

classes and complete all the assignments within the specified time period. If a student does not attend the class(es), it is his/her sole responsibility to cover the topic(s) taught during the period. If a student fails to attend a formal exam, quiz, test, etc. and there is not any provision for a re-exam.

6. Prescribed Books and References

Text Book

Nisani, M., and Lohani S. *.Flax Golden Tales.* (Shorter Edition) Kathmandu: Ekta 2013/latest edition.

References

Nisani, M., and S. Lohani. *Adventures in English Vol I.* Third Edition. Kathmandu: Ekta (including Sounds of English and Stories and Poems cassettes)

-----*Adventures in English Vol II.* Third Edition. Kathmandu: Ekta 2013. (Including Sounds of English and Stories and Poems cassettes)

(Note: The reference books cover the missing reading texts in the prescribed textbooks.)

Basic Mathematics

Pokhara University Faculty of Management Studies

Course code.: MTH 110

Course title: **Basic Mathematics**

Nature of the course: Theory & Practice

Year 1, Semester I/I/II

Level: Bachelor

Program: BBA / BBA (Finance) / BBA (TT)

Full marks: 100

Pass marks: 45

Credit hours: 3.0

Total Hours: 48

1. Course Description

This course provides an introduction to basic mathematical concepts and techniques that are essential for understanding and solving problems in business and economics. The course covers the topics including sets, equations, functions, matrices, and financial mathematics, emphasizing their applications in business contexts.

2. General Objectives

The course is designed with the following general objectives:

- To acquaint the students with the basic mathematical principles.
- To enable the students for applying mathematical techniques to solve business-related problems.
- To enhance analytical and critical thinking skills of the students through mathematical reasoning.

3. Contents in Detail

Specific Objectives	Contents
<ul style="list-style-type: none"> • Solve related problems 	Unit I: Fundamentals of Arithmetic's and Algebra (10 Hours) <ul style="list-style-type: none"> 1.1 Basic Arithmetic Operations 1.2 Fractions, Decimals, Ratio, Proportion, and Percentages 1.3 Integral Exponents, Radicals and Rational Exponents 1.4 Operations with Algebraic Expressions 1.5 Factoring 1.6 Algebraic Fractions 1.7 Permutation and combination 1.8 Sets 1.9 Real Numbers
<ul style="list-style-type: none"> • Solve linear equations and inequalities in one variable • State the domains and ranges of functions • Use a graphing utility to 	Unit II: Linear Equations and Functions (8 Hours) <ul style="list-style-type: none"> 2.1 Solutions of Linear Equations and Inequalities in One Variable 2.2 Functions 2.3 Graphs and Graphing Utilities

graph equations <ul style="list-style-type: none"> Solve linear equations with a graphing utility Find break-even points and market equilibrium 	2.4 Linear Functions 2.5 Solutions of Systems of Linear Equations (up to Three Equations in Three Variables) 2.6 Applications of Functions in Business and Economics (Total Cost, Total Revenue, and Profit; Break-Even Analysis; Supply, Demand, and Market Equilibrium)
<ul style="list-style-type: none"> Solve quadratic equations and inequalities Determine whether a vertex of a quadratic function is a maximum point or a minimum point Graph and apply related functions Use a graphing utility to create an equation that models the data 	Unit III: Quadratic and Other Special Functions (8 Hours) 3.1 Quadratic Equations (Factoring Methods, the Quadratic Formula) 3.2 Quadratic Inequalities 3.3 Quadratic Functions: Parabolas 3.4 Business Applications of Quadratic Functions (Supply, Demand, and Market Equilibrium; Break-Even Points and Maximization) 3.5 Special Functions and Their Graphs: Polynomial and Rational Functions, Piecewise Defined Functions 3.6 Modeling; Fitting Curves to Data with Graphing Utilities
<ul style="list-style-type: none"> Model with exponential functions Use logarithmic to solve exponential equations Solve problems involving Gompertz curves and logistic functions 	Unit IV: Exponential and Logarithmic Functions (8 Hours) 4.1 Exponential Functions 4.2 Modeling with Exponential Functions 4.3 Logarithmic Functions and Their Properties (Logarithmic Functions and Graphs, Properties of Logarithms, Change of Base) 4.4 Modeling with Logarithmic Functions 4.5 Solution of Exponential Equations 4.6 Applications of Exponential and Logarithmic Functions (Growth and Decay, Economic and Management Applications, Gompertz Curves and Logistic Functions).
<ul style="list-style-type: none"> Organize and interpret data stored in matrices Apply matrix operations Use matrices and determinants to solve systems of linear equations Use Leontief models to solve input-output problems 	Unit V: Matrices and Determinants (7 Hours) 5.1 Matrix operations 5.2 Matrix equations 5.3 Determinants 5.4 Inverse of a Matrix 5.5 Cramer's Rule 5.6 Leontief Input-Output Models
<ul style="list-style-type: none"> Differentiate between sequence and series Check the convergence of the sequence Solve the problem related to sequence and series Derive various formulas 	Unit VI: Sequence and Series (6 Hours) 6.1 concept of sequence and series 6.2 Limit of a Sequence, Convergent and Divergent Sequence 6.3 Arithmetic Sequence and Series 6.4 Geometric Sequence and Series 6.5 Harmonic Sequence and Series 6.6 Application of Sequence and Series in Business (Simple and Compound interests, Annuities, etc.)

Note: The figures in the parentheses indicate the approximate periods for the respective units.

4. Methods of Instruction

The course will be taught by lecture method, group discussion, class work, assignments, project work, case studies. Students will require to utilize computer for computational works.

5. Evaluation System and Students' Responsibilities

5.1 Evaluation System

The performance of a student in a course is evaluated on the basis of internal evaluation and semester-end examination. 50% weight is given to the internal evaluation and 50% weight to the Semester-end examination conducted by the Office of the Controller of Examinations, Pokhara University.

5.1.1 Internal Evaluation

The internal evaluation is based on continuous evaluation process. The internal evaluation components and their respective weights may vary according to the nature and objectives of the course. An evaluation plan should be prepared by the faculty and should share with the students in the beginning of the course.

The internal evaluation components may consist of any combination of written test, quizzes and oral test, workshop, assignments, term paper, project work, case study analysis and discussion, open book test, class participation and any other test deemed to be suitable by the faculty.

5.1.2 Semester End Examination

There will be semester end examination at the end of the semester conducted by the Office of the Controller of Examinations, Pokhara University. It carries 50 % weight of total evaluation.

5.2 Students' Responsibilities

Each student must secure at least 45% marks in the internal evaluation with 80% attendance in the class to appear in the Semester End Examination. Failing to obtain such score will be given NOT QUALIFIED (NQ) and the student will not be eligible to appear in the Semester End Examination. Students are advised to attend all the classes and complete all the assignments within the specified time period. If a student does not attend the class(es), it is his/her sole responsibility to cover the topic(s) taught during the period. If a student fails to attend a formal exam, quiz, test, etc. and there is not any provision for a re-exam.

6. Prescribed Books and References

Text Books

Harshbarger, R. J., & Reynolds, J. J. *Mathematical Applications for the Management, Life, and Social Sciences*. USA: Brooks Cole.

Budnick, F. S. *Applied Mathematics for Business, Economics and the Social Sciences*. New Delhi: Tata McGraw-Hill.

References

Haeussler, E. F., Paul, R. S., & Wood, R. J. *Introductory Mathematical Analysis for Business, Economics and the life and Social Sciences*. New Delhi: Prentice Hall.

IT for Business

Pokhara University
Faculty of Management Studies

Course code: ICT 110
 Course title: **IT for Business**
 Nature of the course: Theory & Practice
 Year 1, Semester I
 Level: Bachelor
 Program: BBA/BBA (Finance)/BBA (TT)

Full marks: 100
 Pass marks: 45
 Credit hours: 3.0
 Total hours: 48

1. Course Description

IT for Business is a basic course for bachelor level students who intend to develop their conceptual knowledge in IT use for business and management with its application in real life practice. This course creates the conceptual knowledge of computers used in business in the day-to-day operations of any type of work in the office and personal life as well. This course has five units. The first unit explains the concept of computers and their organization. The second unit provides knowledge about computer number systems. The third unit describes the various accessories used in the computer system, mainly input output devices. The fourth unit provides various outlines about data communication and computer network. The fifth unit explains about operating systems, email and internet and security system.

2. General Objectives

The general course objectives are to enhance the ability of students with the conceptual of fundamental knowledge about the computer system, IT and business application and hardware components of computer as well. After completing this course, the students will be able:

- To understand basic computer concepts, functions, and components.
- To explore number systems, conversions, and computer codes.
- To identify various computer accessories and their uses.
- To learn about data communication, computer networks, and their topologies.
- To understand computer software, operating systems, internet protocols, and security measures.

3. Contents in Details

Specific Objectives	Contents
<ul style="list-style-type: none"> • Make aware of computer system and definition and scope IT • Understand the use of IT in Business • Know the Digital Transformation and Its Impact on Business 	<p>Unit I: Introduction to Information Technology in Business (6 Hours)</p> <p>1.1 Overview of computer system</p> <p>1.2 Definition and Scope of Information Technology (IT)</p> <p>1.3 Role and Importance of IT in Modern Businesses</p> <p>1.4 Key IT Trends Transforming Businesses</p> <p>1.5 Overview of IT Applications in Various Business Functions (Finance, Marketing, HR, Operations)</p>

	1.6 Digital Transformation and Its Impact on Business 1.7 The Future of IT in Business
<ul style="list-style-type: none"> • Understand the basic components of computer • Enable to know different hardware components and their working procedures • Learn about voice-controlled devices and movement-controlled devices • Generate the idea on brain computer interface, wearables and haptic feedback gloves • Develop general idea on biosensors, data scanning devices, digitizers, microphones and other electronic devices • Gather the knowledge of output devices of computers. 	Unit II: Computer Hardware (10 Hours) 2.1 Basic Components: Input, Output, Processing, Storage 2.2 Types of Computers (Desktops, Laptops, Servers, Mobile Devices) 2.3 Hardware Components 2.4 Central Processing Unit (CPU) 2.5 Memory (RAM, ROM) 2.6 Storage Devices (Hard Drives, SSDs, External Storage) 2.7 Input and Output Devices (Working principle, application) 2.7.1 Keystroke Devices 2.7.2 Touch Devices 2.7.3 Voice-Controlled Devices 2.7.4 Movement-Controlled Devices <ul style="list-style-type: none"> • Game Controllers (joysticks, gamepads, and VR controllers.), • Gesture-Control Devices, Leap Motion for touchless interaction. 2.7.5 Brain-Computer Interface (BCI): 2.8.6 Wearables: <ul style="list-style-type: none"> • Smart glasses, AR/VR headsets (e.g., Oculus, HoloLens). 2.7.7 Haptic Feedback Gloves: <ul style="list-style-type: none"> • Used in VR and advanced interaction systems. 2.7.8 Biosensors: <ul style="list-style-type: none"> • Devices that track physiological data (e.g., heart rate monitors). 2.7.9 Data Scanning Devices <ul style="list-style-type: none"> • Barcodes, QR code scanners. • RFID: Radio Frequency Identification scanners for contactless identification. • Biometric Scanners: Fingerprint, iris scanners. 2.7.10 Digitizers: <ul style="list-style-type: none"> • Graphics tablets, touch-sensitive stylus input. 2.7.11 Microphones: <ul style="list-style-type: none"> • Analog, digital, condenser microphones for voice input. 2.7.12 Electronic Cards Based Devices <ul style="list-style-type: none"> • Smart cards, debit/credit cards with NFC/RFID technology. 2.7.13 Speech Recognition Devices

	<p>2.7.14 Vision-Based Devices</p> <ul style="list-style-type: none"> Cameras, LiDAR, infrared sensors, facial recognition systems. <p>2.8 Output Devices (Working principle, application)</p> <ul style="list-style-type: none"> Monitors: CRT, LED, OLED screens. Printers: Inkjet, laser, 3D printers. Projectors: DLP, LCD. Audio Output: Speakers, headphones, and surround sound systems. Tactile Output: Braille readers, haptic feedback systems.
<ul style="list-style-type: none"> Familiarize with computer software, operating systems and their applications Understand the web based software and mobile applications Choosing right and licensed software 	<p>Unit III: Computer Software (8 Hours)</p> <p>3.1 Software and its characteristics</p> <p>3.2 System Software (Operating Systems and Utility software)</p> <p>3.3 Application Software (Word Processors, Spreadsheets, Business Applications)</p> <p>3.4 Application of Software Across Industries</p> <p>3.5 Enterprise Software:</p> <ul style="list-style-type: none"> ERP systems (Application of SAP, Oracle). CRM software (Salesforce). Supply Chain Management software. <p>3.6 Web Based Software Applications:</p> <ul style="list-style-type: none"> E-commerce platforms Social media platforms. <p>3.7 Mobile Applications:</p> <ul style="list-style-type: none"> Android, iOS, Mobile app and their use <p>3.8 Custom vs. Off-the-Shelf Software:</p> <p>3.9 Off-the-shelf solutions for general use (e.g., Microsoft Office, Open Office).</p> <p>3.10 Choosing the Right Software for Business</p> <p>3.11 Software license types and legal use of software</p>
<ul style="list-style-type: none"> Familiarize with communication system, data transmission modes and data transmission media Know the types of computer networks, network topologies Introduction of IP address and their types Securing IP networks, firewalls and others. 	<p>Unit IV: Computer Networks (8 Hours)</p> <p>4.1. Introduction</p> <p>4.2. Basic Elements of a communication system</p> <p>4.3. Data Transmission Modes (Simplex, Half Duplex, Full Duplex)</p> <p>4.4. Data Transmission Media (Twisted-pair wire, coaxial cable, Optical fibers, Microwave system Communication satellite)</p> <p>4.5. Types of Computer Network (PAN, LAN, CAN, MAN and WAN), Differences, advantages disadvantages</p> <p>4.6. Network Topologies, advantages, disadvantages</p>

	4.7. Introduction to IP Addressing (IPv4, IPv6) 4.8. Role of IP in security networks 4.9. Static and Dynamic IP Addressing 4.10. Securing IP Networks, Firewalls, IPsec and VPNs
<ul style="list-style-type: none"> • Make aware of data management system • Understand the importance of data in business decision making, types of data • Introduction of SQL, Data Storage and Retrieval • Understand Big Data and Its Business Applications as well as Data Security and Ethical Considerations. 	Unit V: Database Management System (8 Hours) 5.1. Introduction to Databases 5.2. Importance of Data in Business Decision Making 5.3. Types of Data: Structured vs. Unstructured 5.4. Database Management Systems (DBMS) 5.5. Relational Databases (Tables, Queries, Reports) 5.6. Introduction to SQL (Structured Query Language) 5.7. Basics of Data Storage and Retrieval 5.8. Introduction to Big Data and Its Business Applications 5.9. Data Security and Ethical Considerations
<ul style="list-style-type: none"> • Make aware of Basics of Data Analysis, Data Visualization and Collaboration Tools • Use of Computer Tools for Business Scenarios. 	Unit VI: Computer Tools in Data Processing and Application (8 Hours) 6.1. Basics of Data Analysis (Spreadsheets, Power BI) 6.2. Data Visualization (Charts, Graphs, Scatter Plots) 6.3. Collaboration Tools (Google Workspace, Microsoft Teams) 6.4. Using Computer Tools for Business Scenarios (Report writing, data extraction and presentation) <ul style="list-style-type: none"> • Tools for creating business reports and summaries • Tools for financial data analysis and business analytic • Tools for Market Trends analysis and visualization • Tools for scheduling and monitoring

Note: The figures in the parentheses indicate the approximate periods for the respective units.

4. Methods of Instruction

Class Room based Lecture, Discussion-based lecture, Problem-based Learning (PBL), Flipped Classroom-based, Active Learning, Socratic Method, Cooperative Learning, Experimental Learning, Gamification, Inquiry-based Learning, Constructivist Approach, Collaborative Learning, Direct Instruction, Differentiated Instruction, Montessori Method, Reggio Emilia Approach, Waldorf Education, Peer Teaching etc.

5. Evaluation System and Students' Responsibilities

5.1 Evaluation System

The performance of a student in a course is evaluated on the basis of internal evaluation and semester-end examination. Fifty percent weight is given to the internal evaluation and fifty percent weight to the Semester-end examination conducted by the Office of the Controller of Examinations, Pokhara University.

5.1.1 Internal Evaluation

The internal evaluation is based on continuous evaluation process. The internal evaluation components and their respective weights may vary according to the nature and objectives of the course. An evaluation plan should be prepared by the faculty and should share with the students in the beginning of the course.

The internal evaluation components may consist of any combination of written test, quizzes and oral test, workshop, assignments, term paper, project work, case study analysis and discussion, open book test, class participation and any other test deemed to be suitable by the faculty.

5.1.2 Semester End Examinations

There will be semester end examination at the end of the semester conducted by the Office of the Controller of Examinations, Pokhara University. It carries 50 percent weight of total evaluation.

5.2 Students' Responsibilities

Each student must secure at least 45 percent marks in the internal evaluation with 80 percent attendance in the class to appear in the Semester End Examination. Failing to obtain such score will be given NOT QUALIFIED (NQ) and the student will not be eligible to appear in the Semester End Examination. Students are advised to attend all the classes and complete all the assignments within the specified time period. If a student does not attend the class(es), it is his/her sole responsibility to cover the topic(s) taught during the period. If a student fails to attend a formal exam, quiz, test, etc. and there is not any provision for a re-exam.

6. Prescribed Books and References

Text Books

Turban, E., Pollard, C., & Wood, G. *Information Technology for Management: Digital Strategies for Insight, Action, and Sustainable Performance*. Wiley.

Faithe W. *Computing Fundamentals: Introduction to Computers*. Sybex, ISBN: 9781119039716

Henderson, H. (2009). *Encyclopedia of Computer Science and Technology* (Rev. ed.). Facts on File, Inc. <https://ebooks.allfree-stuff.com/eBookShow/1902/72/Computer-Fundamentals/Encyclopedia-of-Computer-science-and-technology-Revised-Edition-harry-henderson/>

References

Sinha, P.K. & Sinha, Priti, *Foundations of Computing*. BPB Publications (Third Edition)

Balagurusamy, E. *Fundamental of Computers*. New Delhi: Tata McGraw Hill.

Behavioral Science

Pokhara University Faculty of Management Studies

Course code: BHS 110

Course title: **Behavioral Science**

Nature of the course: Theory & Practice

Year 1, Semester I

Level: Bachelor

Program: BBA/BBA (Finance)/BBA (TT)

Full marks: 100

Pass marks: 45

Credit hours: 3

Total hours: 48

1. Course Description

This undergraduate course in Behavioral Science has been designed to provide students with an important insight into understanding human behavior in the social environment from an interdisciplinary perspective. Basically, the course is divided into 6 different units that covers varied topics from concepts of Behavioral science, to understanding self, interpersonal behavior, social influence, managing diversity as well as behaviors. The course provides both theoretical principles as well as practical applications of Behavioral science in the context of organizations. Apart from using lectures and readings, other methods like experiential exercises, case studies and class simulations will be used to provide skills for the students' enduring careers.

2. General Objectives

The general objectives of this course are:

- To acquaint students with a broad understanding of the fundamental principles of Behavioral Science and its relations with Psychology, Sociology and Anthropology
- To make students knowledgeable about the importance of behavior in the workplace
- To develop students skills on analyzing behaviors at individual and group and structural levels in and outside the workplace
- To enable students to critically understand oneself in relation to others
- To equip students with competencies of being able to work independently as well as in collaboration with others
- To expose the students to cross-cultural diversity & enhance their respect for diversity.
- To make students aware of changes in behaviors with technology.

3. Contents in Detail

Specific Objectives	Contents
<ul style="list-style-type: none"> • Define and explain the concept of Behavioral Science • Describe the importance and goals of Behavioral Science • Recognize Behavioral Science as a multi-disciplinary science. • Recognize the importance of 	<p>Unit I: Introduction to Behavioral Science (7 Hours)</p> <p>1.1 Meaning and definition of Behavioral Science</p> <p>1.1.1 Differences between Behavioral Science and Social Science.</p> <p>1.1.2 Disciplines comprising Behavioral Science (Psychology, Sociology, Anthropology)</p> <p>1.1.3 Importance of Behavioral Science</p>

Behavioral Science in the workplace	1.1.4 Goals of Behavioral Science 1.2 The Behavioral Business 1.2.1 Importance of Behavioral Science for Business 1.2.2 Behavioral Science in the workplace
<ul style="list-style-type: none"> Identify the essence of individual differences and the importance of self-concept Compare the concept of self-concept and social identity as bases for behavior Identify how stereotype affects behavior Apply social-awareness tools to understand self Explain how we attribute others' behaviors through certain factors Use self-fulfilling prophecy set people's individual behaviors 	Unit II: Understanding Individual Behavior (8 Hours) 2.1 Understanding self-concept: The 'I' in organization 2.1.1 Self-concept: The 3 Cs and 4 selves. 2.1.2 The Social-self 2.1.3 Social identity and stereotyping 2.2. Individual Behavior: Why individual differences are important, ASA Model 2.2.1 MARS model of individual behavior and performance 2.2.2 Techniques of self-awareness (Johari's window) 2.2.3 Attribution Theory to understand behavior 2.2.4 Self-fulfilling prophecy
<ul style="list-style-type: none"> Identify the inter-personal nature of organizations. Outline the key strategies of transactional analysis for improving one's interpersonal relationships Relate the impression management tactics used by employees Describe the psychological contract and the trust required in work relationships. Identify the OCBs that go above and beyond formal job requirement. Identify ways in which cooperation can be promoted and workplace deviance can be reduced. 	Unit III: Understanding Interpersonal Relationships (8 Hours) 3.1 Improving interpersonal relationships through Transactional Analysis 3.1.1 Ego-states 3.1.2 Interpersonal transactions 3.2 Impression management and interpersonal process: Model of Impression management 3.3 Psychological contract: types, effects 3.4 Trust in working relationships: Types 3.5 Organizational citizenship behavior (OCB): forms of OCB 3.6 Cooperation: Cooperation between individuals, cooperation between organizations, social dilemmas 3.7 Deviant workplace behavior: Constructive and destructive workplace behavior (whistle-blowing, cyber-loafing, workplace aggression & violence, abusive supervision)
<ul style="list-style-type: none"> Explain the different types of social influence Distinguish between prejudice and discrimination Explain how people are prejudiced and how can prejudices be stopped. 	Unit IV: Social Psychology (7 Hours) 4.1 Social Influence 4.1.1 Conformity: Meaning, Asch's Classic study on conformity, groupthink 4.1.2 Compliance: Meaning, 4 common ways to gain the compliance to another (Foot-in-the door technique, Door-in-the face technique, Lowball technique, That's-not-all technique)

	4.1.3 Obedience: Meaning, Milgram's shocking research 4.1.4 Social facilitation and social loafing 4.2 Prejudice and Discrimination: Meaning 4.2.1 Types of prejudice and discrimination 4.2.2 How people learn prejudice? Social identity theory, stereotype vulnerability 4.2.3 Overcoming prejudice: Equal status contact, The 'Jigsaw classroom'
<ul style="list-style-type: none"> • Explain how emotions and moods influence behavior in organizations • Discuss the importance of emotional intelligence in today's organizations • Identify various causes and ways to reduce stress in the workplace 	Unit V: Coping with Organizational Life (7 Hours) 5.1 Understanding Emotions and moods: meaning, properties of emotions 5.1.1 Role of emotions/moods in organizations 5.1.2 Affective events theory 5.1.3 Managing emotions in organizations (emotional labor, emotional dissonance) 5.1.4 Emotional Intelligence 5.2 Stress: Meaning and nature 5.2.1 Stressors in organizations 5.2.2 The cognitive appraisal process 5.2.3 Major causes of stress in workplace 5.2.4 Adverse effects of organizational stress 5.2.5 Reducing stress
<ul style="list-style-type: none"> • Explain the meaning, contributions and theories of organizational culture • Compare and contrast the strategies for merging organizational culture • Recognize the importance of incorporating diversity in business • Apply and promote ethical behavior in the workplace 	Unit VI: Organizational culture, diversity and ethics in organizations (8 Hours) 6.1 Meaning of organizational culture, contribution of social sciences (Sociology, Social Psychology and Economics) 6.1.1 Theories of organizational culture: The Ouchi framework, The Peters and Waterman approach 6.1.2 Merging culture: bicultural audit, strategies for merging culture 6.2 Diversity 6.2.1 Cross cultural differences & similarities; managing across cultures 6.2.2 Diversity and business (dimensions of diversity; the value of diversity) 6.3 Ethical behavior in organizations: Meaning of ethics 6.3.1 Individual differences in cognitive moral development (Kohlberg's theory of cognitive moral development) 6.3.2 Situational determinants of unethical behavior 6.3.3 Promoting ethical behavior

Note: The figures in the parentheses indicate the approximate periods for the respective units.

4. Methods of Instruction

Lectures, readings, classroom discussions, experiential exercises, case analysis, simulations, group research and presentations.

5. Evaluation System and Students' Responsibilities

5.1 Evaluation System

The performance of a student in a course is evaluated on the basis of internal evaluation and semester-end examination. Fifty percent weight is given to the internal evaluation and fifty percent weight to the Semester-end examination conducted by the Office of the Controller of Examinations, Pokhara University.

5.1.1 Internal Evaluation

The internal evaluation is based on continuous evaluation process. The internal evaluation components and their respective weights may vary according to the nature and objectives of the course. An evaluation plan should be prepared by the faculty and should share with the students in the beginning of the course.

The internal evaluation components may consist of any combination of written test, quizzes and oral test, workshop, assignments, term paper, project work, case study analysis and discussion, open book test, class participation and any other test deemed to be suitable by the faculty.

5.1.2 Semester End Examinations

There will be semester end examination at the end of the semester conducted by the Office of the Controller of Examinations, Pokhara University. It carries 50 percent weight of total evaluation.

5.1 Students' Responsibilities

Each student must secure at least 45 percent marks in the internal evaluation with 80 percent attendance in the class to appear in the Semester End Examination. Failing to obtain such score will be given NOT QUALIFIED (NQ) and the student will not be eligible to appear in the Semester End Examination. Students are advised to attend all the classes and complete all the assignments within the specified time period. If a student does not attend the class(es), it is his/her sole responsibility to cover the topic(s) taught during the period. If a student fails to attend a formal exam, quiz, test, etc. and there is not any provision for a re-exam.

6 Prescribed Books and References

Text Books

Chataway, R. *The Behavior Business How to apply behavioral science for business success.* Harriman House Limited.

Ciccarelli, S. K., & Meyer, G. E. *Psychology.* Pearson.

McShane, S. L., Glinow, M. A. V., & Sharma, R. R. *Organizational Behavior.* McGraw Hill.

References

Greenberg, J. *Behavior in Organizations.* Pearson.

Griffin, R. W. & Moorhead, G. *Organizational Behavior Managing People and Organizations.* Cengage Learning.

Khan, Z., & Newman, L. *Building Behavioral Science in Organization.* Action Design Network.

Konopaske, R., Ivancevich, J. M., & Matteson, M. T. *Organizational Behavior and Management.* McGraw Hill.

Luharia, A., Kadam, S., Tilwani, M., & Vyas, P. *Behavioural Sciences in Organizations.* Innovative Publication.

Principles of Management

Pokhara University Faculty of Management Studies

Course code: MGT 111
Course title: **Principles of Management**
Nature of the course: Theory & Practice
Year 1, Semester I
Level: BBA/BBA (Finance)/BBA (TT)

Full marks: 100
Pass marks: 45
Credit hours: 3.0
Total hours: 48

1. Course Description

This course offers a comprehensive introduction to the principles and practices of management, equipping students with the foundational knowledge and skills necessary for effective leadership in the diverse industries and sectors. Through an exploration of key management concepts, theories, and techniques, students will delve into the evolution of management thought and the core functions that drive organizational success. This course is designed to be dynamic and forward-looking, incorporating competitive management concepts that address the rapidly evolving demands of modern business environment. By the end of the course, students will be prepared to navigate the complexities of contemporary management, with a strong understanding of management principles and emerging trends.

2. General Objectives

The general objectives of this course are:

- To provide an overview of the fundamental principles, roles, and methods involved in management.
- To outline the evolution and development of management theories over time.
- To assess and utilize various management theories to inform decision-making and address challenges within organizations.
- To recognize and understand modern perspectives, issues, and challenges in the management to meet the evolving demands of contemporary businesses and organizations.

3. Contents in Detail

Specific Objectives	Contents
<ul style="list-style-type: none"> • Explain the key aspects and characteristics of management. • Describe the basic management functions and discuss the managerial roles. • Review contemporary challenges for managers. • Discuss the basic concept of business environment. • Review emerging issues of business environment in Nepal 	Unit I: Introduction to Management (12 Hours) <ul style="list-style-type: none"> 1.1 Concept of management 1.2 Basic management functions 1.3 Managerial roles and skills 1.4 The historical context of management 1.5 Contemporary managerial challenges and their way outs. 1.6 Business environment: concept, types and components 1.7 Emerging issues of business environment in

Specific Objectives	Contents
<ul style="list-style-type: none"> • Introduce the historical context of management. 	Nepalese context
<ul style="list-style-type: none"> • Discuss the concept of goal setting • Define planning and get insights into its importance, types and process • Discuss the tools and techniques of planning • Discuss the contemporary issues in planning. • Explain the decision-making process. • Discuss the various approaches in decision making. • Discuss the approaches for improving decision making. 	Unit II: Planning and Decision Making (10 Hours) <ul style="list-style-type: none"> 2.1 Concept and process of goal setting 2.2 Planning: Concept, importance, process and types 2.3 Tools and techniques of planning 2.4 Contemporary issues in planning 2.5 Decision Making: Concept, types and process 2.6 Approaches in decision making 2.7 Strategies for improving decision making
<ul style="list-style-type: none"> • Define organizing and identify the basic approaches of the organizing. • Describe the concept of authority, power and responsibility • Discuss delegation and decentralization of authority. • Discuss the approaches of organizing in twenty-first century. • Get the concept of HRM • Discuss the ways to manage human resources in contemporary world. 	Unit III: Organization Structure and Managing Human Resources (10 Hours) <ul style="list-style-type: none"> 3.1 Organizing: Concept, Process and approaches 3.2 Concept of authority, power and responsibility 3.3 Delegation and decentralization of authority 3.4 Organizing in the twenty-first century 3.5 Human Resources Management: Concept, objective and importance 3.6 Managing human resources in contemporary world
<ul style="list-style-type: none"> • Describe the meaning of leadership and differentiate between management and leadership. • Discuss the contemporary views of leadership. • Describe the concept, components, and importance of emotional intelligence in leadership. • Define motivation. • Explain the theories of motivation. • Discuss the current issues in motivation. 	Unit IV: Leadership and Motivation (10 Hours) <ul style="list-style-type: none"> 4.1 Leadership: Concept, Importance and types 4.2 Management versus leadership 4.3 Emotional intelligence in leadership: Concept, importance and components 4.4 Motivation: Concept, types and techniques 4.5 Theories of motivation: Maslow's need hierarchy theory, McGregor's theory X and theory Y, Herzberg's two-factor theory 4.6 Current issues in motivation
<ul style="list-style-type: none"> • Explain the concept and basic element of control. • Explain the purpose of control, types of control, and the steps in the control process. • Identify ways of effective control • Discuss contemporary issues in control. 	Unit V: Controlling and Managing Information (6 Hours) <ul style="list-style-type: none"> 5.1 Concept and basic elements of control 5.2 The nature of control: Purpose, types, and steps 5.3 Managing control in organizations 5.4 Contemporary issues in control 5.5 Emerging issues in Management

Note: The figures in the parentheses indicate the approximate periods for the respective units.

4. Methods of Instructions

Lectures, readings, classroom discussions, experiential exercises, quiz, article review, case analysis, simulations, group project and presentations.

5. Evaluation System and Students' Responsibilities

5.1. Evaluation System

The performance of a student in a course is evaluated on the basis of internal evaluation and semester end examination. Fifty percent weight is given to the internal evaluation and fifty percent weight to the semester-end examination conducted by the Office of the Controller of Examinations, Pokhara University.

5.1.1 Internal Evaluation

The internal evaluation is based on continuous evaluation process. The internal evaluation components and their respective weights may vary according to the nature and objectives of the course. An evaluation plan should be prepared by the faculty and should share with the students in the beginning of the course.

The internal evaluation components may consist of any combination of written test, quizzes and oral test, workshop, assignments, term paper, project work, case study analysis and discussion, open book test, class participation and any other test deemed to be suitable by the faculty.

5.1.2 Semester End Examinations

There will be semester end examination at the end of the semester conducted by the Office of the Controller of Examinations, Pokhara University. It carries 50 percent weight of total evaluation.

5.2 Students' Responsibilities

Each student must secure at least 45 percent marks in the internal evaluation with 80 percent attendance in the class to appear in the Semester End Examination. Failing to obtain such score will be given NOT QUALIFIED (NQ) and the student will not be eligible to appear in the Semester End Examination. Students are advised to attend all the classes and complete all the assignments within the specified time period. If a student does not attend the class(es), it is his/her sole responsibility to cover the topic(s) taught during the period. If a student fails to attend a formal exam, quiz, test, etc., there is not any provision for a re-exam.

6. Prescribed Books and References

Textbooks

Griffin, R. W. *Fundamentals of Management*. Cengage Learning.

Robbins, S. P., & Coulter, M. *Management*. Pearson.

Williams, C., Champion, T., & Hall, I. *MGMT: Principles of Management*. Nelson Education Ltd.

References

Jones, G. R., & George, J. M. *Contemporary Management*. McGraw Hill.

Singh, C., & Khatri, A. *Principles and Practices of Management and Organizational Behavior*. Routledge.

Software Skills Practicum

Pokhara University Faculty of Management Studies

Course code: PRC 110
Course title: **Software Skills Practicum**
Nature of the course: Practical
Year, Semester: 1st Year, 1st Semester
Level: Bachelor

Full marks: 100
Pass marks: 45
Time per period: 1 hour
Total periods: 16
Program: BBA/BBA-Finance

1. Course Description

This introductory course is intended for students interested in learning to use the computer as a productivity tool. Course content includes the fundamentals of basic software like Operating System, Ms Word, Ms PowerPoint and Ms Excel.

2. General Objectives

The general objectives are:

- To familiarize the students with fundamental computing software and their basic functions
- To equip the students with practical knowledge of MS Windows, MS Word, MS Excel and MS PowerPoint

3. Contents in Detail

The suggested course contents are as follows:

Specific Objectives	Contents
<ul style="list-style-type: none"> • Enable in understanding and recognizing various types of software in a computer. • Develop skills in installing an Operating System and other software in a Computer. 	Unit I: Installing Software in a Computer (2 Hours) 1.1 Introduction to Software and types 1.2 Installing of Software (SPSS, MSOffice etc) 1.3 Network Setup (IP Address, Firewall, Antivirus, Internet and Email)
<ul style="list-style-type: none"> • Make competent in using MS word application 	Unit II: MS Word (4 Hours) 2.1 Font and paragraph formatting 2.2 Inserting charts, hyperlink, headers, footer, page number, text box, equations, symbols 2.3 Page Margins, orientation, size, indent, spacing, page break ,section break 2.4 Automated table of contents, footnotes, citations and automated bibliography, table of figures 2.5 Mail merge (letters and emails) 2.6 Proofing and comments, track changes

<ul style="list-style-type: none"> • Make competent in using MS excel application 	Unit III: ME Excel (6 Hours) 3.1 Sort, Filter, Conditional formatting, Text –to –column, data validation, Print titles, freeze panes 3.2 Pivot table/charts 3.3 Cell referencing and types 3.4 Familiarization with Logical functions, Look up and reference functions, Statistical functions, Math and trigonometric functions, Financial functions, Date and Time functions etc 3.5 Linking work books and worksheets
<ul style="list-style-type: none"> • Make competent in using MS Power Point application 	Unit IV: MS Power Point (4 Hours) 4.1 Guidelines in preparing Power Point slides 4.2 Slide layout, Font and Paragraph formatting 4.3 Inserting table, charts, hyperlinks, slide number, footer, date and time etc 4.4 Page set up, designs, themes, animations, transitions, set up slide show, record narration, rehearse timings, Master slide

Note: The figures in the parentheses indicate the approximate periods for the respective units.

4. Methods of Instruction

Interactive sessions, discussion, group work, role plays, feedback and coaching.

5. Evaluation System and Students' Responsibilities

5.1 Evaluation System

Both internal and external evaluations will be based on attendance, assignment, class participation, self-reflection, project work, and presentation of the project report learning and practicals. The faculty will provide final grades of the students. Thus, there will be no semester end examination and all evaluations will be conducted continuously throughout the semester.

5.2 Students' Responsibilities:

Students are advised to attend all the classes/sessions and complete all the assignments within the specified time period. If a student does not attend the sessions, it is his/her sole responsibility to cover the topic(s) taught during the period. If a student fails to attend a formal exam, quiz, test, etc. and there is not any provision for a re-exam.

6. Prescribed Books and References

The following materials are suggested as reference:

- Tillery, N.(2023). *Excel 2023 Essentials: A Step-by-Step Guide*, Smashwords
Lambert, J. and Frye, C. (2022). *Microsoft Office Step by Step Office 2021 and Microsoft 365*, Microsoft Press
Habraken, J. (2021) *Microsoft Office Inside Out (Office 2021 and Microsoft 365)*, Microsoft Press.