



Bachelor of Business Administration in Banking & Insurance
(BBA-BI)

Syllabus

Faculty of Management Studies

POKHARA UNIVERSITY

2007

BACHELOR OF BUSINESS ADMINISTRATION IN BANKING AND INSURANCE (BBA – BI) PROGRAM

AN INTRODUCTION

Program Objective

The Bachelor of Business Administration in Banking and Insurance (BBA – B&I) program at the Faculty of Management Studies (FMS) of Pokhara University is designed to produce professional managers in banking and insurance businesses. The program provides students with sound conceptual foundation and practical skills in various areas of banking, finance and insurance. Specially, the program aims to develop graduates who:

- have a sound knowledge base and proper conceptual underpinnings of business management, banking, finance and insurance.
- are well acquainted with the broader contexts of business organizations in Nepal and the wider world.
- are independent, critical and creative thinkers with analytical and problem-solving skills.
- are competent in written and oral communication, including the ability to use electronic media and computers for business communication.
- have the ability to work in teams and individually.

Curricular Structure

The BBA – B&I is a four-year program spread over eight semesters. A student needs to successfully complete 126 credit hours of course work, project work and internship for graduation. The curriculum comprises the following seven distinct components:

- **Analytical Tools:** These courses provide students with analytical skills that help to understand the basic and functional areas of management. This area covers 30 credit hours, 10 courses of 3 credit hours each.
- **Support Area Courses:** These courses develop students' communication skill and provide them with strong foundation in economics and behavioral science, and legal environment of business. This area covers 21 credit hours, 7 courses of 3 credit hours each.
- **Core Area Courses:** These courses help students to understand principles and practices in the basic and functional areas of management specifically. This area covers 36 credit hours, 12 courses of 3 credit hours each.
- **Capstone Courses:** These courses develop students' ability to synthesize and appreciate the interrelationships among various functional areas of management. This area covers 9 credit hours, 3 courses of 3 credit hours each.
- **Specialization Area:** The specialization courses help students to develop specialized and focused skills in the areas of their choice. Students are required to select three subjects as elective courses offered by the University. This area covers 9 credit hours, 3 courses from the course offered.
- **Project Work:** Students are required to undertake independent project assignments that involve fieldwork and empirical analysis of the information collected from the field. The students are also required to prepare a project report on a prescribed format.
- **Internship:** The internship provides students with an opportunity to gain real-life experience by working in a business organization for a period of six to eight weeks. The internship covers 3 credit hours.

Program Features

The medium of instruction and examination for BBA – B&I program will be English. A student is expected to have good English language proficiency and an acceptable communication skill.

In the program, lectures are supported by case studies, group discussions, project assignments, field visits, class presentations and other teaching methods. Students' participation in class, group-discussions and individual presentations is highly emphasized to develop their leadership and interpersonal skills.

Entry Requirements for a New Student

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

Admission Procedures

A notice inviting applications for admission is publicly announced. The 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 final selection for admission.

The candidates, who are given provisional admission under special condition, are required to submit all necessary documents within a month of the beginning of regular classes. Otherwise, the admission will be canceled.

The Semester System

In the program, each course is assigned a certain number of credits 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 three credit hours course has 48 class hours. A faculty member is assigned to teach each course. In case, if the course is taught by more than one faculty member, a specific faculty member is designated as the coordinator for that course.

The prominent feature of the semester system are the process of continuous evaluation of a students performance and flexibility to allow the students to progress at a pace suited to his/her individual ability, subject to the regulation of credit requirements.

Academic Schedule and Course Registration

The 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 courses at the beginning of each semester. Since registration is a very important procedural part of the credit system, all students must present themselves at the college. Registration in absence may be allowed only in rare cases at the discretion of principal. A student's nominee cannot register for courses but will only be allowed to 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. A full time student has to take a minimum of 12 credits.

Attendance Requirements

The students must attend every lecture, tutorial, seminar and practical classes. 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 the student is absent from the college for more than four weeks without permission of the principal, his/her name will be removed from the college roll.

Normal and Maximum Duration of Study

The normal duration and maximum duration for the completion of the requirements for the program is as follows:

- Normal duration: 4 Years (8 Semesters)
- Maximum Duration: 6 Years (12 Semesters)

Repeating a Course

A course may be taken only once for a grade, except when a student receives a 'D' or 'F' 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.

Retaking a course in which the student has earned a 'D' grade is optional. A student may be allowed to retake a course to achieve a minimum CGPA of 2.0. However, a student cannot retake a particular course more than two times. The grade earned on the retake will be substituted for the grade earned first time the course was taken. In no circumstances a student can repeat a course more than twice

Evaluation System

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

- 1 Internally (sessional work) by the concerned faculty member through quizzes, tutorials, lab works, home assignments, class tests, class participation, term papers etc.
- 2 Externally by the Office of the Controller of Examinations through semester-end examinations.

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

Grading System

Grade	Honor Points (CGPA)	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	Failing

Only in very rare and unusual circumstances, if a student cannot finish all the required works for the course, he/she may be awarded an incomplete grade of “I”. If all the required works are not completed within the following semester, the grade of “I” will be automatically converted into “F”. The performance of a student is evaluated in terms of the following two indices:

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

Credit Transfer and Withdrawal

A maximum up to 25% of the total credit hours of course completed in an equivalent program of a recognized institution may be transferred/ waived for credit on the recommendation of the head of the faculty. For transfer of credit, a student must have received a grade of B or better in respective course. Courses taken earlier than five years from the time of transfer may not be accepted for transfer of credit. 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 grade “C”.

Student may apply for withdrawal from the entire semester only on medical grounds. The principal will examine each application for semester withdrawal and depending on the merit of the case; he/she will make an appropriate decision. No partial withdrawal from courses registered in a semester will be considered.

Internship

The BBA-BI students are required to undertake an internship program approved by the Head of the program. A faculty supervises the student intern. The primary goal of internship is to provide a student with a real-life on-the-job exposure and an opportunity to apply theoretical concepts in real-life situation. Student’s interest and intended area of concentration are taken into account while making internship placement decisions.

Project Work

Students are required to undertake independent project assignment that involves fieldwork and empirical analysis of the information collected from the field. The students are also required to prepare a project report on a prescribed format. The objective of the project work is to develop students’ skills in research, particularly in areas of data collection, processing, analysis, and report writing. These project reports will be duly evaluated.

Unfair Means

Students are strictly forbidden from adopting 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 obtaining help
- Copying from another student’s script/report/paper
- Copying from disk, palm of hand or other incriminating documents
- Processing from any incriminating documents, whether used or not
- Any approach in direct or indirect form to influence teacher concerning grade
- Unruly behavior which disrupts academic program.

If the instructor detects a student using unfair means, the student may be given an ‘F’ grade at the discretion of the Examination Board. Adoption of unfair means may result in the dismissal of the student from the program and expulsion of the student from the college and as such from Pokhara University.

Unsatisfactory Results

Students may apply for re-totalling or rechecking of their grades as per University rules, upon payment of the prescribed fee.

Dismissal from the Program

A student is normally expected to obtain a CGPA of 2.0 at the undergraduate level. A student, whose performance in the past semesters does not show the possibility of maintaining this CGPA, may be dismissed from the program.

Degree Requirements

For graduation a student should have:

- A 'D' or better grade in each of the courses as specified in the curricular structure section
- Completed the internship with 'Pass' grade
- Completed all the courses, project work and internship as specified in the curricular structure section within the maximum time period specified in the normal and maximum duration of study section.
- A CGPA of 2 or better.

Distinction and Dean's List

A student who obtains a CGPA of 3.6 or better will receive the BBA-BI degree with distinction.

The Dean's list recognizes outstanding academic performances in the FMS. To qualify, a student must have a CGPA of 3.7 or better.

CURRICULAR STRUCTURE

Area: General Management

Code	Course	Credit hours
MGT101.3	Principles of Management	3
ACC 101.3	Financial Accounting I	3
ACC 102.3	Financial Accounting II	3
ACC103.3	Management Accounting	3
MGT102.3	Organizational Relations	3
MGT103.3	Human Resources Management	3
MKT 201.3	Service Marketing	3
MGT 113.3	Nepalese Business Environment	3
MGT 104.3	Operations Management	3
MGT 111.3	Strategic Management	3

Area: Support and Analytical Tools

Code	Course	Credit hours
ENG102.3	Business Communication I	3
ENG103.3	Business Communication II	3
MTH 101.3	Business Mathematics I	3
MTH 102.3	Business Mathematics II	3
STT 101.3	Business Statistics	3
STT 102.3	Data Analysis and Modeling	3
ECO 101.3	Microeconomics	3
ECO 102.3	Macroeconomics	3
RCH 101.3	Research Methodology	3
CMP 103.3	Programming Language	3

Area: Banking and Insurance

Code	Course	Credit hours
FIN 201.3	Fundamentals of Money, Banking and Insurance	3
FIN 211.3	Financial Institutions and Markets	3
FIN 221.3	Commercial Bank Management	3
FIN 231.3	International Banking Systems	3
FIN 222.3	Credit Risk Management	3
FIN 212.3	Treasury Management	3
FIN 101.3	Finance I	3
FIN 102.3	Finance II	3
FIN 213.3	International Finance	3
FIN 214.3	Financial Information Systems	3
FIN 301.3	Seminar in Working Capital Management	3

FIN 215.3	Portfolio Management and Investment Analysis	3
INS 215.3	Risk, Risk Management, and Insurance	3
INS 211.3	Life and Health Insurance	3
INS 222.3	Property, Liability and Pecuniary Loss Insurance	3
INS 311.3	Laws of Banking and Insurance	3
FIN 321.3	Seminar in E-Banking and Insurance	3
PRJ 101.3	Summer Project	3
INT 101.3	Internship	3
		Credit
Electives		hours
FIN 351.3	Issues In Banking And Finance	3
FIN 352.3	Security Analysis	3
FIN 313.3	IT For Financial and Insurance Services	3
FIN 361.3	Special Topics In Financial and Insurance Services	3
INS 351.3	Issues in Insurance	3
INS 353.3	Special Topics In Insurance	3
FIN 371.3	Real Estate Management	3
INS 354.3	Insurance And Financial Planning	3
FIN 323.3	Entrepreneurship in Banking and Insurance	3
FIN 216.3	Options and Derivatives	3
FIN 217.3	Investment Decisions	3
FIN 223.3	Trade Finance	3

SEMESTER-WISE COURSE DISTRIBUTION

FIRST YEAR

FIRST SEMESTER

Code	Course	Credit hours
ENG 102.3	Business Communication I	3
MTH 101.3	Business Mathematics I	3
ECO 101.3	Microeconomics	3
MGT 101.3	Principles Of Management	3
CMP 103.3	Programming Language	3

SECOND SEMESTER

Code	Course	Credit hours
ECO 102.3	Macroeconomics	3
ENG 103.3	Business Communication II	3
ACC 101.3	Financial Accounting I	3
MTH 102.3	Business Mathematics II	3
FIN 201.3	Fundamentals of Money, Banking and Insurance	3

SECOND YEAR

THIRD SEMESTER

Code	Course	Credit hours
STT 101.3	Business Statistics	3
MGT 102.3	Organizational Relations	3
ACC 102.3	Financial Accounting II	3
FIN 221.3	Commercial Bank Management	3
INS 311.3	Laws of Banking and Insurance	3

FOURTH SEMESTER

Code	Course	Credit hours
STT 102.3	Data Analysis and Modeling	3
ACC 103.3	Management Accounting	3
INS 215.3	Risk, Risk Management, and Insurance	3
FIN 211.3	Financial Institutions and Markets	3
RCH 101.3	Research Methodology	3
PRJ 101.3	Summer Project	3

THIRD YEAR

FIFTH SEMESTER

Code	Course	Credit hours
INS 211.3	Life and Health Insurance	3
FIN 222.3	Credit Risk Management	3
MKT 201.3	Services Marketing	3
FIN 101.3	Finance I	3
MGT 103.3	Human Resources Management	3

SIXTH SEMESTER

Code	Course	Credit hours
MGT 113.3	Nepalese Business Environment	3
FIN 102.3	Finance II	3
FIN 213.3	International Finance	3
FIN 301.3	Seminar in Working Capital Management	3
INS 222.3	Property, Liability and Pecuniary Loss Insurance	3
INT 101.3	Internship	3

FOURTH YEAR

SEVENTH SEMESTER

Code	Course	Credit hours
FIN 214.3	Financial Information Systems	3
	Elective I	3
FIN 215.3	Portfolio Management and Investment Analysis	3
MGT 104.3	Operations Management	3
FIN 231.3	International Banking Systems	3

EIGHTH SEMESTER

Code	Course	Credit hours
MGT 111.3	Strategic Management	3
FIN 212.3	Treasury Management	3
	Elective II	3
	Elective III	3
FIN 321.3	Seminar in E-Banking and Insurance	3

**BBA-BI
First Year
First Semester**

ENG 102.3 (Credit hours 3)

Business Communication I

BBA-BI, First Year, First Semester

Course Objectives

This course aims to develop writing skills in the students. It functions as a mini-rhetoric offering extensive advice on planning, writing and revising, including brainstorming, clustering, journal writing, and editing. The course introduces students to the various modes of writing and with enough examples it teaches how to distinguish between the various modes and comprehend an essay's Content, understand the writer's purpose and audience, recognize the stylistic and structural techniques used to shape the essay, and their sensitivity to the nuances of word choice and figurative language. In addition, there are ample "Writing Assignments" and "Collaborative Writing Activity" for the students to apply what they have learnt.

Course Contents

Module I

16 hours

1. Introduction

Reading to Write

2. The Writing Process

Invention, Arrangement, Drafting and Revision

3. Narration

Sandra Sisneros, Only Daughter; Donna Smith-Yackel, My Mother Never Worked

4. Description

Mark Twain, Reading the River; N. Scott Momaday, The Way to Rainy Mountain

Module II

16 hours

5. Exemplification

Robert M. Linlinfeld and William L. Rahje, Six Enviro-Myths
Richard Lederer, English is a Crazy Language

6. Process

Alexander Petrunkevitch, The Spider and the Wasp; Larry Brown, On Fire

7. Cause and Effect

Norman Cousins, Who Killed Benny Paret?
Marie Winn, Television: The Plug-In Drug

8. Comparison and Contrast

Bruce Catton, Grant and Lee" A Study in Contrast
Deborah Tannen. Sex, Lies, and Conversation

9. Classification and Division

Allen Pace Nilsen, Sexism in English: A 1990s Update
Stephanie Ericsson, The Way We Lie

Module III

16 hours

10. Definition

Judy Brady: I Want a Wife

Burno Bettelheim. The Holocaust

11. Argumentation

Structuring an Argumentative Essay

Tomas Jefferson, The Declaration of Independence

Debate Casebook: Multicultural Education

12. Combining the patterns

Lars Eighner, On Dumpster Diving

13. Using and Documenting Sources

Paraphrasing, Summarizing, and Using Quotations, Avoiding Plagiarism, Using APA Style to Cite and Document Sources

Text Book

1. Kirszner, G. Laurie & Stephen R. Mandell: *Patterns for College Writing A Rhetorical Reader and Guide*, 7th ed. New York: St. Martin's Press

MTH 101.3 (Credit hours 3)

Business Mathematics I

BBA-BI, First Year, First Semester

Course Objectives

This course aims to provide introductory understanding of the various mathematical tools used in business applications..

Course Contents

- 1. Basic Arithmetic and Algebraic Skills** **8 hours**
Manipulation of exponents (law of indices), Solving linear simultaneous equation (up to 3 variables), Simple logarithmic calculation, Compound interest, Compound depreciation, Annuities, Permutation and combination
- 2. Set Theory and Real Number System** **8 hours**
Types of set, Venn diagram, Set operations, Number of elements in a set, Applications, Real number system. Open and closed intervals, Absolute value, Linear inequalities and their graphs
- 3. Functions and Graphs** **10 hours**
Definition of function, Injective, surjective and bijective functions, Inverse function, Linear, Quadratic and Polynomial functions, Exponential and logarithmic functions, Trigonometric functions, Graphs and applications of each type of functions
- 4. Limit and Continuity** **6 hours**
Sequence, Limit of a sequence, Limit of function, Continuity and discontinuity of function
- 5. Differentiation** **9 hours**
Definition of derivative, Techniques of differentiation, Derivative of algebraic, exponential, logarithmic and simple trigonometric functions, Higher order derivatives, Maxima and Minima of function of one variable. Applications related to rate measures
- 6. Polynomial and Quadratic Equation** **7 hours**
Polynomial and polynomial equation, Factor and remainder theorem, Fundamental theorem of algebra (without proof), Number of roots of a polynomial equation, Quadratic equation, Nature of roots, Relation between roots and coefficients, Formation of a quadratic equation with given roots

Text Book

1. Budnick, Frank S.: *Applied Mathematics for Business, Economics and the Social Sciences*, Fourth Edition, McGraw-Hill, Inc.

Reference Books

1. Goldstein Larry J., David C. Lay and David I. Schneider: *Calculus and its Applications*, Prentice Hall.
2. Bajracharya, Bhanu C.: *Business Mathematics*, M.K Publishers & Distributors.
3. Bajracharya D.R., et al: *Basic Mathematics-I*, Sukunda Pustak Bhawan (For unit 6)
4. Shrestha and Thakurathi: *Applied Mathematics*, Buddha Academic Enterprises

ECO 101.3 (Credit hours 3)

Microeconomics BBA-BI, First Year, First Semester

Course Objectives

The course aims to acquaint students the basic fundamentals of micro economic theory. It enhances the skills of the students in tabular and graphic interpretation of the economic concepts with respect to business decisions.

Course Contents

- 1. Introduction** **3 hours**
Introduction to economic theory: Problem of scarcity, Introduction to microeconomics and macroeconomics, Function of microeconomic theory, Comparative statics and dynamics, Positive and normative economics
- 2. Demand, Supply and Equilibrium** **7 hours**
Meaning and Concept of Demand, Individual demand (Law of demand and Demand curve), Market demand curve, Meaning and Concept of Supply, Individual supply (Law of Supply and Supply Curve), Market supply curve, Shifts in demand and supply curves and the changes in equilibrium
- 3. Measurement of Elasticities** **4 hours**
Price elasticities of demand, Arc and point elasticity, Total expenditure (revenue) and elasticity, Income elasticity, cross elasticity and price elasticity of supply.
- 4. Consumer Demand Theory** **10 hours**
Cardinal approach of utility, Consumer equilibrium, Ordinal approach of utility, Indifference curve, Marginal rate of substitution, budget line, consumer equilibrium, income consumption curve, price consumption curve, Separation of substitution and income effect from price effect for normal, inferior and Giffen good
- 5. Theory of Production** **7 hours**
Production function, Production with one variable input: total, average and marginal product, Law of diminishing marginal returns, Production function with two variable inputs: Isoquants, marginal rate of technical substitution, Law of returns to scale, Isocost lines, Optimum Combination of inputs, Expansion path
- 6. Costs of Production** **4 hours**
Short-run total, average and marginal cost curves, Geometry (shape) of short-run cost curves with their relationships, Long-run average and marginal cost curves: derivations and their shapes
- 7. Concept of Revenue Curves** **2 hours**
Nature of revenue curves in various markets, Total, average and marginal revenue curves, Relationship between average and marginal revenue curves in different market situations
- 8. Product Pricing** **7 hours**
Perfect competition; pricing under perfect competition; equilibrium in short run and long run, Monopoly; pricing under monopoly, short and long period, Monopolistic competition; pricing under monopolistic competition; short and long period, Comparison among various market structures
- 9. Theory of Factor Pricing** **4 hours**
Factor pricing in perfectly competitive markets, factor pricing in imperfectly competitive markets, Bilateral monopoly

Basic Text

Mankiw, N. Gregory, *Principles of Microeconomics*, The Dryden Press, Harcourt Brace College Publishers

Reference

Dominick Salvatore, *Theory and Problems of Microeconomics*, 3/ed, Schaum's Outline Series, McGraw-Hill, Inc, Singapore.

MGT 101.3 (Credit hours 3)

Principles of Management

BBA-BI, First Year, First Semester

Course Objectives

This course aims to familiarize students with the fundamental principles of management with a view to develop their understanding of the functions of management, evolution of management theories, globalization of management and emerging concepts in management.

Course Content

- 1. Introduction** **4 hours**
Concepts of management, The management process and function, Types and roles of managers, Managerial levels and skills, Emerging challenges for management.
- 2. Management Theories** **6 hours**
Scientific management school, Administrative management, Behavioral School, Management science school, Systems approach, Contingency approach
- 3. Environmental Context** **5 hours**
Concept of environment, External environment and internal environment, Organization- environment relationships, Managerial ethics, Social responsibility, Emerging business environment in Nepal
- 4. Planning and decision making** **6 hours**
Planning: an overview, Importance of planning, Purpose and functions of organizational goals, Types of planning, Concept of strategic planning, Situational analysis, Managerial decision making: nature of decision making, styles and conditions of decision making, group decision making, tools for planning and decision making.
- 5. Organizational Design and Structure** **8 hours**
Meaning, Principles and approaches to organizing, job design, Departmentation, Nature and types of organization design, Situational influence on organizational design, informal organization, Authority, power and responsibility, Delegation and decentralization of authority, Emerging concepts in organizing
- 6. Leadership and Motivation** **5 hours**
Understanding individuals in organization, Nature, functions and styles of leadership, Approaches to leadership, The motivational process, The need-hierarchy and motivation-hygiene theories, Motivation through employee participation.
- 7. Communication and Team Work** **6 hours**
Concept, nature, and forms of organizational communication, Informal communication, Interpersonal communication, barriers to communication, Groups and teams: concept and characteristics, Interpersonal and inter-group conflicts, Managing conflicts.
- 8. Control and Quality Management** **4 hours**
Elements of control, Nature and types of control, Managing control in organization, Information for effective control, MIS and DSS, TQM, Factors effecting quality. Deming management
- 9. International Management** **4 hours**
Globalization - concept, nature and forms. Methods of globalization, Changing international management scenario. Multinational companies - meaning and types, effects and benefits.

Text Books

1. Griffin, R., *Management*, ATTBS, Delhi.
2. Pant, P.R., *Principles of Management*, Buddha Academic Enterprises.

Reference Books

1. Robbins P. and Coulter, M., *Management*, Prentice Hall of India.
2. Stoner, J.A., R.E, Freeman and D.R. Gilbert, *Management*, Prentice Hall of India.

CMP 103.3 (Credit hours 3)

Programming Language

BBA-BI, First Year, First Semester

Course Objectives

This course aims to introduce students to the imperative programming principles and acquaint them with the C programming language.

Course Contents

Module I

- 1. Historical Development** **2 hours**
History of computing and computers, Types of computers (analog and digital), Generations of computers
- 2. Introduction to Computer Systems** **4 hours**
Fundamental concepts of computer, Memory, hardware, software and firmware, Block diagram of digital computer, Computer peripherals
- 3. Programming Preliminaries** **10 hours**
Introduction to program and programming language, Types of programming language, Generations of programming languages, Program design methodology, Software development: Stages of software development, Text editor; Assembler, Compiler, Interpreter, Algorithms, Flowcharts, Pseudo codes, ASCII
- 4. Introduction to C** **16 hours**
C Basics; variables and constants, The simple data types in C. Operators, Header files, Input and Output statement: Unformatted I/O, Formatted I/O, Type conversion, Loops and Decisions (For loop, while loop, Do while loop, Nested loop Case-break and continue statements, If Else, Else-If and Switch statements), Functions (Variables, Returning a value from a function, Sending a value to a function, Arguments, Preprocessor directives, C libraries, Macros, Header files and proto typing), Recursion
- 5. Arrays and Strings** **4 hours**
Initializing arrays, Multidimensional arrays, String; functions related to the string
- 6. Structures and Unions** **3 hours**
Initializing structures, Nested type structure, Arrays and structures, Unions
- 7. Pointers** **4 hours**
Pointer data type, Pointers and Arrays, Pointers and Functions, Pointers and Structures
- 8. Files and File handling** **5 hours**
Opening and creating a file in different modes (Read, Write and Append)

Text Book

1. Rajaraman, V: *Computer Programming in C*, Prentice-Hall of India, New Delhi

Reference Books

1. Kelley A. & Pohl I: *A Book on C*, Addison Wesley Longman Singapore Pvt. Ltd.
2. Yashavant Kanetkar: *Let Us C*, BPB Publication, New Delhi.

**BBA-BI
First Year
Second Semester**

ECO 102.3 (Credit hours 3)

Macroeconomics

BBA-BI, First Year, Second Semester

Course Objective

This course aims to familiarize students with the overall economic system and basic concepts of macroeconomics.

Course Contents

- 1. Nature and Scope of Macroeconomics** **3 hours**
Meaning and Concept of macroeconomics; Basic issues in macroeconomics: unemployment, inflation, business cycles, and economic growth; Scope and importance of macroeconomics; Distinction and interdependence between microeconomics and macroeconomics
- 2. Circular Flow of Income and Expenditure** **4 hours**
Circular flow with saving and investment, Circular flow in a three-sector closed economy, Adding foreign sector: Circular flow in a four-sector open economy, Importance of the circular flow
- 3. National Income: Concept and Measurement** **7 hours**
Meaning and definitions of National income, Various concepts of National income: Gross Domestic Product / Output / Income, Gross National Product / Output / Income, Net Domestic / National Product, GDP/GNP/NNP at market price, GDP/GNP/NNP at factor cost, Real and Nominal GDP/GNP/NNP, Methods of computing/measuring GDP/GNP/NNP: Income method, Expenditure method, Value added method, Personal income, Disposable Income, and Per Capita Income, Difficulties in the measurement of National income, Importance of National income analysis.
- 4. Classical Theory of Employment** **2 hours**
Classical theory of employment and output, Summary of the classical model (including Say's law and Quantity theory of money), Keynes's criticism of classical theory
- 5. Principle of Effective Demand** **2 hours**
Aggregate demand price, Aggregate supply price, Determination of effective demand, Importance of effective demand, Repudiation of Say's law and Full Employment Theory
- 6. Consumption Function and Saving Function** **2 hours**
Meaning of consumption function, Keynes's psychological law of consumption, Meaning and significance of Marginal Propensity to Consume (MPC) and Average Propensity to Consume (APC), Determinants of the consumption function, Measures to raise the propensity to consume, Saving function
- 7. The Investment Functions** **3 hours**
Meaning of capital and investment, Types of investment: Induced vs. Autonomous Investment, Determinants of investment, Marginal Efficiency of Capital (MEC), Marginal Efficiency of Investment (MEI); Relation between MEC and the MEI
- 8. Income Determination in Closed and Open Economy (Goods Market Equilibrium)** **3 hours**
Meaning and concepts goods market, Two-sector economy: Determination of the equilibrium level of income (Goods market equilibrium) with aggregate expenditure and aggregate output, Equilibrium with saving and investment, Equilibrium level of income in three-sector and four-sector economy.

- 9. The Concept of Multiplier** **2 hours**
 Concept of multiplier: investment multiplier, government expenditure multiplier, tax multiplier, export multiplier, and import multiplier, working principle of the multiplier in simple two sector economy, Determination of multiplier in two-, three- and four-sector economy, Leakages of multiplier, Importance of multiplier.
- 10. Theories of Interest Rate (Money Market Equilibrium)** **4 hours**
 Concept of money market, Classical theory of interest and its criticism, Loanable funds theory of interest and its criticism, Keynes's liquidity preference theory of interest.
- 11. IS and LM Function: General Equilibrium of Product and Money Markets** **4 hours**
 The product (goods) market, Deriving the IS Curve, The money market, Deriving the LM Curve, General equilibrium of product and money market with IS and LM curves, Shift in the IS and LM functions, Changes in general equilibrium, Simultaneous shift in the IS and LM function
- 12. Macroeconomic Equilibrium** **2 hours**
 Derivation of aggregate demand curve (AD), Derivation of aggregate supply curve (AS), Equilibrium with AD-AS, change in macroeconomic equilibrium with shift in AD and AS
- 13. Theories of Inflation** **5 hours**
 Meaning of inflation, measures of inflation: CPI, WPI, GDP Deflator, inflationary gap, Causes of inflation: Demand-pull inflation, Cost-push inflation, Mixed demand pull cost-push inflation, Effects of Inflation, The Phillips curve: The short-run relationship between unemployment and inflation
- 14. Business Cycles** **1hour**
 Meaning of business cycles (economic fluctuations), Phases of a typical business cycle: Recovery; prosperity; recession, and depression, Counter cyclical measures.
- 15. Fiscal and Monetary Policies** **4 hours**
 Objectives, tools and policy measures in developing countries

Text Book

1. Mankiw, N. Gregory, (1997). *Macroeconomics* (3rd ed.), New York: Worth Publishers

References

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

ENG 103.3 (Credit hours 3)

Business Communication II

BBA-BI, First Year, Second Semester

Course Objectives

This course aims to impart to students the knowledge of effective written and oral communication skills for handling business operations.

Course Contents

1. **Communication in Workplace** **5 hours**
The role of communication in business, business communication models, perception and reality, communication malfunctions
2. **Fundamentals Business Writing** **5 hours**
Adaptation and selection of words, construction of clear sentences and paragraphs, writing for effect
3. **Quality of Effective Correspondence** **6 hours**
Objectives of business letter, primary goal, conversational style, you-viewpoint, positive language, courtesy, emphasis by position and sentence structure, coherence in letter, problems of cultural difference, ethics and public relations writing
4. **Business Correspondence** **10 hours**
Direct inquiry, indirect situations, persuasive requests and collections, sales and applications, memorandums
5. **Business Report Writing** **6 hours**
Basic of report writing and readability management, report structures, graphics and visual aspects of report writing
6. **Public Speaking and Oral Reporting** **5 hours**
Making formal speeches: Selection of topic, presentation method, audience analysis, appearance and bodily action, use of voice and visual aids, Oral reporting: definition, differences between oral and written reports, planning the oral report, problems for speeches and oral reports
7. **Additional Oral Communication Activities** **5 hours**
Conducting and participating in meetings, using the telephone, interview, listening
8. **Nonverbal Communication** **3 hours**
Definition, classification of nonverbal communication
9. **Selected Topics** **3 hours**
Technology-enabled communication, tools for presentation, cross-cultural communication

Reference Books

1. Lesikar, Raymond V. and John D. Pettit Jr.: *Business Communication: Theory and Practice*, Irwin Inc: India.
2. Lesikar, Raymond V., John D. Pettit Jr. and Marie E. Flatley: *Business Communication*, Irwin:

ACC 101.3 (Credit hours 3)

Financial Accounting I

BBA-BI, First Year, Second Semester

Course Objectives

This course aims to provide students with the basic concepts and practices of financial accounting with a view to develop their skills in preparing and presenting the financial statements of an organization as a part of the accounting information system.

Course Contents

- 1. Introduction** **4 hours**
Concept of accounting, forms of business organizations and nature of business activity; users of accounting information and their needs; fields of accounting; financial statements: the tools for communication; generally accepted accounting principles; qualitative characteristic of accounting information; objectives of financial statements; the accounting profession.
- 2. Recording, Handling and Summarizing the Accounting Information** **9 hours**
Role of source documents, Recording of transactions and events, the accounting equation; the double entry system; analysis of transactions; rules of debits and credits for assets, expenses, liabilities, capital and income; cash accrual and hybrid system of accounting; journal – proper and special including cash and bank books; role of vouchers, T - accounts; trial balance; concepts of the annual report and financial statements.
- 3. Income Statement** **4 hours**
Concepts of income statement; major components of income statements: revenues, cost of sales, gross margin, administrative expenses, selling and distribution expenses, gains and losses, net income and retained earnings; formats of income statements; retained earning statements, preparations of income statement (vertical multi-step format).
- 4. Balance Sheet** **4 hours**
Concepts of balance sheet; major components of balance sheet: assets, liabilities and stockholders' equity; preparation of balances sheet (vertical, classified format).
- 5. Work Sheet** **8 hours**
Accrual and adjusting entries; T-accounts, opening and closing entries; preparations of Income statement and Balance sheet with adjustments using a work sheet.
- 6. Statement of Cash Flows** **8 hours**
Cash flows and accrual accounting; purpose of the statement of cash flows; operating, investing and financing activities; formats of statement of cash flows; preparation of cash flow statement (vertical format)
- 7. Annual Report** **2 hours**
Meaning and components of an annual report
- 8. Accounting Information System and the Use of Computers in Accounting** **9 hours**
Accounting information system in modern business organizations; role of computers in accounting; recording transactions, extracting ledger, trial balance and presenting the financial statements received from the accounting package; using computerized accounting software; retrieving various reports from the system.

Basic Text

1. Porter, Gary A. Norton, Curtis L., *Financial Accounting: The Impact on Decision Makers*, The Dryden Press, USA.

Reference Books

1. R. Narayanswamy, *Financial Accounting: A Managerial Perspective*, Prentice Hall of India.
2. Sharma, Narendra, Acharya, C, et al: **Financial Accounting**, Budha Academic Centre
3. Accounting Software Packages

MTH 102.3 (Credit hours 3)

Business Mathematics II BBA-BI, First Year, Second Semester

Course Objectives

This Course aims to provide students with a sound understanding of calculus and linear algebra for business decisions.

Course Contents

Module I

- 1. Applications of Derivatives** **5 hours**
Revenue, Cost and Profit Applications, Marginal approach to profit maximization, Elasticity, Market model
- 2. Functions of Several Variables** **6 hours**
Functions of variables, Partial derivatives, Partial and total differentials, Higher order differentials
- 3. Optimization: Functions of Several Variables** **7 hours**
Maxima and minima of functions of several variables, Lagrange multiplier and constrained optimization, Competitive equilibrium of a firm, Monopoly price and output, Discriminating monopolists
- 4. Integration and its Applications** **10 hours**
Indefinite integrals, Techniques of integration, Definite integrals, Improper integrals, Applications, Ordinary differential equations
- 6. Series** **4 hours**
Series; geometric series, Taylor series
- 7. Vector** **5 hours**
Vector; vector spaces, Linear dependence, Basis
- 8. Matrices and Determinant** **11 hours**
Types of matrices, Matrix operations, Matrix representation of equations, Determinant, Inverse of a matrix, Cramer's rule, Applications of matrix algebra, Input Output model.

Text Book

1. Budnick, Frank S.: *Applied Mathematics for Business, Economics and the Social Sciences*, Fourth Edition, McGraw-Hill, Inc

Reference Books

1. Yamane, Taro: *Mathematics for Economist: An Elementary Survey*, Second Edition, Prentice Hall of India.
2. Chiang, Alpha C.: *Fundamental Methods of Mathematical Economics*, McGraw-Hill International.
3. Goldstein Larry J., David C. Lay and David I. Schneider: *Calculus and its Applications*, Prentice Hall of International
4. Shrestha and Thakurathi: **Mathematics for Business and Economics**, Buddha Academic Enterprises

FIN 201.3 (Credit hours 3)

Fundamentals of Money, Banking and Insurance

BBA-BI, First Year, Second Semester

Course Objectives

This basic course aims to provide knowledge of the fundamental principles of operations of banks and other financial institutions in a money market and capital market setting around the world.

Course Contents

Module I

15 hours

1. The Introduction to Money and Financial System

8 hours

Financial system and economy. Money: history and functions of money, official definitions of the money stock. Meeting the needs of exchange with money. The payment system

2. Central Banking System

7 hours

Introduction to central banking system. Roles and functions of the central bank. The tools of monetary policy makers: open market operation, reserve requirement, social discount window policy and other monetary policy tools

Module II

15 hours

3. Banking Industry

7 hours

Historical background of banking. Types of banks. Dual banking, Supervision and examination of banks. Branching restrictions, Glass-Steagall and shape of banking industry.

4. An overview of Banking Regulation

8 hours

The banking regulation: significance, merits and demerits. Major banking laws in Nepal. Impact of deregulation. Factors affecting banks and their management decisions. The economic impact of banking regulation

Module III

18 hours

5. Insurance and Risk

3 hours

Definition and basic characteristics of insurance. Meaning and types of risk. Requirement of an insurable risk. Adverse selection and insurance. Insurance and gambling, insurance and hedging. Types of insurance. Benefits and cost of insurance to the society. Re-insurance

6. Types of Insurance

5 hours

Fire and marine insurance: meaning, procedure, principle and importance. Life and health insurance: meaning, types, premature death, financial impact of premature death on different types of families and methods of providing life insurance protection. Pecuniary loss insurance. Insurance of bank deposits

7. Life Insurance

3 hours

Life insurance: contractual provisions, dividend options, non-forfeiture options, settlement options. Additional life insurance benefits

8. Social Insurance

3 hours

Meaning, Old-Aged, Survivors and Disability Insurance. Types of benefits. Medicare, unemployment insurance. Workers compensation

9. Regulatory Framework

4 hours

Reasons for government regulations, historical development of insurance regulations. Methods for regulating insurers. Current problems and issues in insurance regulation.

Texts Books:

1. Baye, Michael r. Jansen Dennis W: *Money, Banking, and Financial Markets: An Economics Approach*, A.I.T.B.S. Publishers, Delhi, India.
2. Rejda, George E: *Principles of Risk Management and Insurance*, Pearson Education, Delhi

References:

1. Reddy, P. N., Appannaiah, H. R: *Theory and Practice of Banking*, Himalaya Publishing House, Mumbai, India
2. Koch, T.W. and S.S. MacDonald: *Bank Management*, The Dryden Press, New York
3. Blac, Kenneth, Jr, and Harold D. Skipper, Jr.: *Life and Health Insurance*, Pearson Education, Delhi
4. Dinsdale, W. A. and D.C. McMurdia: *Elements of Insurance*, Pitman Publishing, London

**BBA-BI
Second Year
Third Semester**

STT 101.3 (Credit hours 3)

Business Statistics

BBA-BI, Second Year, Third Semester

Course Objectives

This course aims to provide students with a thorough understanding of descriptive and inferential statistical tools used in business decision making.

Course Contents

- 1. Introduction** **3 hours**
Statistics and data, quantitative and categorical variables, fundamental elements of a statistical analysis
- 2. Data collection** **4 hours**
Sources of data, experimental research, survey research, questionnaire, data preparation- editing, coding, and transcribing
- 3. Tables and Charts** **3 hours**
Steam-and-leaf display, frequency distribution, relative frequency distribution, cumulative polygon, timeplots
- 4. Summarizing and Describing Numerical Data** **6 hours**
Measure of central tendency: mean, median, mode and mid-hinge. Measures of variation: range, inter quartile range, standard deviations, and coefficient of variations. Shape, five-number summary and box-and-whisker plot
- 5. Probability** **7 hours**
Basic concepts, counting rules, objective and subjective probability, marginal and joint probability, addition rule, conditional probability, multiplication rules, Bayes' Theorem
- 6. Discrete Probability Distribution** **6 hours**
Random variables, mean and standard deviation of discrete random variables, mathematical expectation, binomial distribution, Poisson distribution
- 7. Continuous Probability Distribution** **5 hours**
Normal distribution and its applications, assessing normality, normal approximation of binomial and Poisson distribution
- 8. Estimation of Population Parameters** **6 hours**
Law of large numbers, central limit theorem, statistical confidence, confidence intervals, confidence for means and populations
- 9. Hypothesis Testing** **8 hours**
Testing of significance, p-value approach to hypothesis testing, connection between confidence intervals and hypothesis testing, comparing two means (two sample z and t- test procedures), comparing two proportions, power.

Text Books:

1. Levin, Richard I. And David S. Rubin: *Statistics for Management*, Prentice-Hall of India
2. Berenson, Mark L. and David M. Levine: *Business Statistics: Concepts and Applications*, Prentice-Hall, Inc

MGT 102.3 (Credit hours 3)

Organizational Relations

BBA-BI, Second Year, Third Semester

Course Objectives

This course aims to provide students with an understanding of the basic concepts of individual and group behavior and relations in the context of organizations and systems.

Course Contents

- 1. Organizational Behavior** **8 hours**
Concept of OB; Contributing disciplines to OB; Challenges and opportunities in the field: Emerging trends in OB (improving quality and productivity, improving people's skills, managing workforce diversity)
- 2. Determinants of Individual Behavior** **15 hours**
Definition and classification of groups, stages of group development, group structure, group tasks, group norms, understanding work teams, types of teams of teams, issues in managing teams; Leadership-concept and theories, current issues in leadership; communication – functions and types, communication process, current issues in communication, inter-group conflict – nature and causes, managing inter group conflicts.
- 3. Interpersonal and Group Behavior** **15 hours**
Groups: definition, stages of group development, group structure, group tasks, group norms; Understanding work teams, types of teams, factors in managing teams; Leadership: concepts and theories (Trait; Behavioral: OHP state, Michigan, Managerial grid; Contingency Theories: Fiedler Model, Hersey & Blanchard, Path-Goal Theory), current issues in leadership (Trust; Emotional intelligence); Communication: functions and types, communication and process, current issues in communication; Inter-group conflict: nature and causes, managing such conflicts
- 4. Organizational Relations and Dynamics** **10 hours**
Organizational design, technology, work design and job autonomy; Work stress, managing stress; Organizational Culture, creating and sustaining culture; Organizational change and development, OD process, OD intervention

Text Book

1. Robbins, Stephen P.: *Organizational Behavior: Concept, Controversies and Applications*, Prentice-Hall of India.

Reference Books

1. Robbins, Stephen P.: *Organizational Behavior: Concepts, Controversies and Applications*, Prentice-Hall of India.
2. Arnold, H.J. and D. C. Feldman: *Organizational Behavior*, McGraw Hill.
3. Davis, K. and J. W. Newstrom: *Human Behavior at Work: Organization Behavior*, McGraw-Hill.
4. Dwivedi, R. S.: *Human Relations and Organizational Behavior*, Macmillan India.

ACC 102.3 (Credit hours 3)

Financial Accounting II BBA-BI, Second Year, Third Semester

Course Objectives

This course aims to equip students with the knowledge and skill in handling financial accounting system. Specifically it aims to acquaint students with the

- Recording, accounting, valuation and disclosure in the financial statements of the inventories and the cost of goods sold;
- Accounting and disclosure of cash, cash equivalents and receivables;
- Accounting and disclosure of current and non-current assets and liabilities;
- Accounting and presentation of owners' equity and dividends.

Course Contents

- 1. Accounting for Inventories and Cost of Goods Sold** **8 hours**
The nature of inventory; cost of goods sold model; inventory valuation and income measurement; inventory costing methods; choice of a method; methods of inventory estimation; effect of inventory valuation method on the cost of goods sold; disclosure in the financial statements.
- 2. Accounting for Cash, Cash Equivalent and Receivables** **8 hours**
Cash and cash equivalent: components of cash and cash equivalents; preparation of the bank reconciliation statement and the need for adjustments to accounting records; petty cash, balance sheet presentation cash and cash equivalent; accounts receivable: valuation of accounts receivables, methods to account for uncollectible amount, balance sheet presentation; notes receivable: interest bearing notes, non-interest bearing notes, presentation of the notes receivable and related aspects in the financial statements.
- 3 Accounting for Non-current Assets** **11 hours**
Concepts of capital, revenue and deferred revenue expenditure; types of operating assets; acquisition of operating assets and the capitalization process; depreciation: concepts, methods and accounting(straight line and diminishing balance method including accelerated depreciation method), disposal of assets and accounting for gains and losses; disclosure in the financial statements.
- 4 Accounting for Current Liabilities** **5 hours**
Accounts payable; notes payable and other current liabilities; balance sheet presentation.
- 5 Accounting for Non-current Liabilities** **9 hours**
Bonds payable: issuance of bonds, characteristics of bonds, factors affecting bond price, premium or discount on issuance of bonds, bond amortization, redemption of bonds, disclosure in financial statements. Accounting for leases: Operating and financial lease; balance sheet of presentation
- 6 Accounting for Stockholders' Equity and Dividends** **7 hours**
Stockholders' Equity: components of the stockholders' equity section of the balance sheet; stocks: types of stock, issuance of stock, stock issued for cash and non-cash consideration and on a subscription basis, treasury stock, retirement of a stock; presentation in the financial statements; dividends: meaning and types of dividend-cash dividend, cash dividend for ordinary stock and preferred stock; stock dividend and stock split, disclosure in financial statements.

Basic Text

1. Porter, Gray A. and Norton, Curtis L, *Financial Accounting: The Impact on Decision Makers*, Dryden Press, USA.

References

1. R. Narayanswamy, *Financial Accounting: A Managerial Perspective*, Prentice Hall of India.
2. Sharma, Narendra, Acharya, C, et al: **Financial Accounting**, Budha Academic Centre

FIN 221.3 (Credit hours 3)

Commercial Bank Management

BBA-BI, Second Year, Third Semester

Course Objectives

The main objective of this course is the study of management of bank funds and the organization and structure of the commercial banking industry.

Course Contents

- 1. Functions and Forms of Banking** **5 hours**
Meaning of bank, services offered by a bank. Bank risk management, constraints. Major factors affecting banking, assets and liabilities of commercial banks, bank profitability
- 2. The Regulatory Environment** **7 hours**
Banking regulations: pros and cons in the context of Nepalese banking system. The foundation of the regulatory framework. Banking reforms in Nepal, deregulation, the dual banking process. Bank regulatory framework of Nepal
- 3. Bank Capital Management** **5 hours**
Definition of bank capital management. Role of capital in banks. Capital adequacy. Shareholder's viewpoint. Trends in bank's capital
- 4. Liabilities Management** **4 hours**
Structure of bank liabilities: deposit and non deposit sources of funds. Balance sheet structure of bank liabilities, managing bank liabilities
- 5. Liquidity Management** **3 hours**
Estimating liquidity needs. Concepts relating to assets liquidity. Liquidity management
- 6. Bank Lending: Policies and Procedures** **8 hours**
Types of loans made by banks, regulations of lending, steps in lending process. Credit analysis, sources of information about the loan customers. Loan review. Handling problem loan situations.
- 7. Techniques of Assets and Liabilities Management** **3 hours**
Financial futures, options, interest rate swaps
- 8. Quantitative Models of Bank Supervision** **6 hours**
Discriminant analysis. Logit and Probit model. Cox model. Computer-aided classification model.
- 9. Evaluating Bank Performance** **7 hours**
A framework for evaluating bank performance: internal performance and external performance. Presentation of bank financial statements. Analyzing bank performance with financial ratios: profit ratios, risk ratios and other financial ratios

Texts Books:

1. Gup, Benton E, Kolari, James W.: *Commercial Banking: The Management of Risk*, Third Edition, Wiley & Sons (Asia) Pte. Ltd., Singapore
2. Rose, Peter S: *Commercial Bank Management*, McGraw- Hill Irwin.

References

1. Reddy, P. N., Appannaiah, H. R: *Theory and Practice of Banking*, Himalaya Publishing House, Mumbai, India
2. Koch, T.W. and S.S. MacDonald: *Bank Management*, The Dryden Press, New York
3. Johnson, Frank P. and Richard D. Johnson: *Commercial Bank Management*, The Dryden Press, New York

INS 311.3 (Credit hours 3)

Laws of Banking and Insurance

BBA-BI, Second Year, Third Semester

Course Objectives

To provide students with the basic knowledge of the legal environment and framework of banking and insurance in the Nepalese context.

Course Contents

Module I: Banking Laws

1. Introduction to Banking Laws

3 hours

Historical development of banking law in Nepal. Nepal Rastra Bank – its major role. Concept of banking company as a legal personality

2. Registration of Bank

3 hours

Memorandum of association, articles of association, application for bank registration, capital requirements, categorization of banks and financial institutions

3. Bank Operations

9 hours

Laws relating to deposit, lending, international trade, remittance and ancillary services, negotiable instruments

4. Capital Requirements

5 hours

Capital adequacy ratio, prudential norms relating to capital, consequences of non-compliance

5. Corporate Affairs

5 hours

Corporate reporting, directors, meetings, dividends

6. Accounting and Reporting

3 hours

Provisions relating to maintenance of accounts, audit, reporting (including to Nepal Rastra Bank), applications of accounting standards to banking organizations

Module II: Insurance Laws

7. Introduction

3 hours

Introduction to insurance laws, framework of insurance laws, development of insurance laws in Nepal, establishment of insurance company

8. Insurance Contract (Policy)

6 hours

Elements of insurance contract, classification of insurance contracts, duty of disclosure and non-disclosure, material facts, effects of non-disclosure, proposal forms, terms and conditions of policy

9. Tariff in Insurance

2 hours

Tariff and non-tariff insurance, Tariff Book and its contents

10. Insurance Intermediaries

3 hours

Provisions relating to insurance agent, insurance broker, insurance surveyor (loss adjuster, loss assessors)

11. Insurance Claim Procedures

3 hours

Claim procedure, Claim settlement, Breach of contract, Disputes of Insurance, Case study in Insurance claim, Ombudsman.

12. Insurance Regulation

3 hours

Role of various regulatory agencies such as Insurance Supervision Authority, Insurance Board, International Organizations in Insurance supervision (IAIS, SAIRF, IRDA and others)

References

1. R.M.Vats: Law Relating to Insurance, Universal Law Publishing Co. Pvt. Ltd.
2. John T Steele: Principles and Practice of Insurance, London, U.K.
3. Singh HB: *Banking and Insurance*, Asia Publications
4. Tanna M and Tanna M: *Banking Law and Practice*, Himalaya Publishing House
5. Acts and Regulations:
 1. NRB Act, 2058
 2. Bank and Financial Institutions Act, 2063
 3. Company Act, 2063
 4. NRB Guidelines
 5. Financial Intermediaries Act
 6. Insurance Act 1992
 7. Insurance Regulations 1993

**BBA-BI
Second Year
Fourth Semester**

STT 102.3 (Credit hours 3)

Data Analysis and Modeling

BBA, Second Year, Fourth Semester

Course Objectives

This course aims to acquaint with major statistical and quantitative tools used in modeling and analysis of business decision involving alternative choices.

Course Contents

- 1. Relationships** **7 hours**
Scatterplot, least square regression - assumptions, statistical model, correlation - statistical model and inference, the question of causation, prediction and confidence intervals for estimating regression parameters
- 2. Multiple Regressions** **8 hours**
multiple regression analysis, selection of predictor variables, multi-colinearity, standard error of estimate, prediction and confidence intervals, model building, curvilinear models, qualitative variables, stepwise regression, residual analysis.
- 3. Time Series Analysis** **5 hours**
Index number, decomposition of a time series
- 4. Forecasting** **6 hours**
Choosing the appropriate forecasting technique, moving average, exponential smoothing, forecasting using time series model
- 5. Linear Programming** **15 hours**
Problem formulation, graphical solution, special cases, some standard LP models with application in business, sensitivity analysis and duality
- 6. Network Models** **7 hours**
Transportation and assignment problems, PERT and CPM.

Text Books

1. Mark L. Berenson, David M. Levine and Timothy K. Krehbiel: *Basic Business Statistics* (Ninth edition), Pearson
2. G D Eppen, F J Gould and CP Schmidt: *Introductory Management Science*, Prentice- Hall

Reference Books

1. Levin, Richard I., David S. Rubin, Joel P. Stinson and Everest S. Gardner (Jr): *Quantitative Approaches to Management*, McGraw-Hill.
2. Siegel, Andrew F.: *Practical Business Statistics*, Irwin.
3. Taha, Hamady, A.: *Operations Research. An Introduction*, McMillan.

ACC 103.3 (Credit hours 3)

Management Accounting BBA, Second Year, Fourth Semester

Course Objectives

This course aims to provide an understanding of cost and cost behavior and an ability to use cost information for planning and control decision.

Course Contents

- 1. Introduction** **4 hours**
Concept, scope and objectives of managerial accounting, changing role of management process in a dynamic business environment; managerial versus financial accounting, managerial accountant in an organization, controllership accounting responsibility and limitation, managerial accounting as a career.
- 2. Basic Cost Management, Allocation and Product Cost Determination** **9 hours**
Cost concepts, manufacturing costs flows, products costs in service industry, firms and non-profit organization
Cost behavior patterns, variable cost and fixed costs, direct, controllable and uncontrollable costs, opportunity costs sunk costs, differential costs marginal and average costs; cost estimation; product cost definition for manufacturing , service and retail industries; need for accurate determination of product costs, target analysis; analyzing cost to activities.
- 3. Income Recognition, Measurement and Reporting** **3 hours**
Absorption and variable costing, reconciliation under absorption and variable costing
- 4. Cost-Volume-Profit Analysis** **10 hours**
Assumptions behind breakeven analysis, breakeven formula derivation and significance, profit volume graph and its usefulness, contribution margin and its interpretations, goal setting and breakeven analysis, multiple products and breakeven rules, cost structure and operating leverage, introduction to activity-based costing.
- 5. Planning and Control Systems** **10 hours**
Budgeting and profit planning, master budgeting, cash budgeting, flexible budgeting, concept of responsibility accounting.
- 6. Alternative Decision Making** **6 hours**
Make or buy, drop or continue, accept or reject a special offer, replacement of assets
- 7. Capital Expenditure Decisions** **6 hours**
Concept of present value, discounted, cash-flow analysis, methods for making investment decisions.

Text Books

1. Hilton, Ronald W: Managerial Accounting. Tata McGraw-Hill

Reference Books

1. Horngreen, Charles T., Gary L. Sundem, and William O. Stratton: *Introduction to Management Accountancy*, Prentice-Hall of India.
2. Bajracharya, Ojha, Goet, Sharma: *Management Accounting in Nepal*, Asmita Publishers, Kathmandu, 2005.

INS 215.3 (Credit hours 3)

Risk, Risk Management, and Insurance

BBA-BI, Second Year, Fourth Semester

Course Objectives

This basic course aims to provide knowledge of the principles of risk and risk management and insurance and their practical application to the main branches of insurance.

Course Contents

- 1. Risk in our society** **4 hours**
Meaning of risk, chances of loss, peril and hazard, basic categories of risk, types of pure risk, burden of risk on society, methods of handling risk
- 2. Insurance and Risk** **6 hours**
Definition of insurance, basic characteristics of insurance, the mathematical basis for insurance, a mathematical example of an insurance system operation, insurance verses gambling and insurance verses hedging, types of insurance, benefits and cost of insurance to society
- 3. Risk Management** **6 hours**
Introduction, the risk management functions, the risk management process: identification and measurement of exposures, loss control and risk financing and regular review of the risk management program. Benefits of risk management, personal risk management
- 4. Fundamental Legal Principles** **6 hours**
Principle of indemnity, principle of insurable interest, principle of subrogation, principle of utmost good faith, requirement of an insurance contract, distinct legal characteristics of insurance contracts, insurance agency
- 5. Insurance Regulation** **3 hours**
Introduction to insurance regulation, the reasons for insurance regulation, the history of insurance regulations, major regulated activities
- 6. Insurance Contracts** **4 hours**
Basic parts of insurance contract, insured endorsements and riders, deductibles, coinsurance, coinsurance in health insurance, other insurance provisions
- 7. Life insurance policies** **5 hours**
Ways of distributing life insurance policies, term insurance, whole life insurance, universal life insurance, variable life insurance, endowment life insurance, reasons for saving with life insurance, buy term and invest the difference.
- 8. Types of Insurer and Marketing System** **3 hours**
Private insurer: types of private insurers, agents and brokers. Types of marketing systems, mass merchandising
- 9. Insurance Company Operations** **4 hours**
Rate making, underwriting, production, claim settlement, reinsurance, alternatives to traditional reinsurance, investments, other insurance company functions
- 10. Insurance Pricing** **7 hours**
Objectives of rate making, basic definitions of rate making, rate making in property and liability insurance, rate making in life insurance, reserves in property and liability insurance, life insurance policy reserves

Text Books:

1. Dorfman, Mark S: *Introduction to Risk Management and Insurance*, Printice-Hall of India, New Delhi.
2. Rejda, George E: *Principles of Risk Management and Insurance*, Pearson Education, New Delhi.

References:

1. Dinsdale, W. A. and D.C. McMurdia: *Elements of Insurance*, Pitman Publishing, London
2. Williams, Jr., Arthur C., Peter C. Young, and Michael L. Smith: *Risk Management and Insurance*, Irwin McGraw Hill, New Delhi

Financial Institutions and Markets

BBA-BI, Second Year, Fourth Semester

Course Objectives

The course aims to enhance the students' ability to understand the financial market and increase their effectiveness in working with or interacting with the financial institutions.

Course Contents

- 1. Economics of Financial System** **3 hours**
Basic needs served by the financial system: payments, resource transfer, and risk trading, the technology adopted in serving these needs: delegation, credit substitution, risk pooling and netting, Market failure in these services and the need for government intervention.
- 2. Money, Prices, Interest rates and Exchange Rates** **9 hours**
Relationship among these factors and determination of interest rates, exchange rates and inflation.
- 3. Financial Intermediation by Depository Institutions** **12 hours**
Deposit and Loan and factors affecting them; competition, asymmetric information, default risk, transaction cost. Adverse selection, moral hazard and credit rationing. Agency problems in financial institutions. Liquidity risk, interest rate and exchange rate risk, credit risk, and operation risk inherent in financial institutions, and management of those risks. Lessons learnt from the national and international experiences.
- 4. Insurance** **6 hours**
Economies of insurance-benefit of risk pooling, problem or moral hazard and adverse selection. Pricing of Insurance and marketing of insurance; Agency problems in insurance business; Different types of insurance: life insurance and related products; health insurance; property-liability insurance; reinsurance, Regulation of insurance industry, its economics, and regulation market in Nepal.
- 5. Securities Markets** **6 hours**
Securities market and the function of price discovery, liquidity, transaction costs reduction. Dealer and auction market risk of trade execution, clearing and settlement. Structure and regulation of securities market, comparing regulatory structure of Nepalese market with that of the other developed market.
- 6. Market for Government Securities** **6 hours**
Types of Government Securities; Primary market and auction procedures; Procedures in Nepalese market compared with the procedures in other countries especially India and the US. Secondary market and their organization: Nepal's market compared with that of India and the US. Dealing in securities: the bid-ask spread, carry, trading profits, Repurchase agreements, Reverse Repos.
- 7. Stability of the Financial System** **6 hours**
Bank runs and panics, crashes in stock market, their causes and consequences. Factors affecting stability: fragmentation and interdependence. Private and government measures in improving stability of the financial system: Clearing House Association, Regulation and Supervision, Lender of last resort, trading halts and circuit breaker, deposit insurance. Cost and benefit of such measures.

Text Book

1. Meir Kohn: *Financial Institute and Market*, Tata McGraw- Hill

Reference Books

3. Miskin, Frederic S.: *The Economics of Money, Banking and Financial Markets*, Addison-Wesley.
4. Jeff Madura: *Financial Market and Institution*, South-Western college Publishing
5. Michael Baye and Jansen: *Money, Banking and Financial Market*, A.I.T.B.S.

RCH 101.3 (Credit hours 3)

Research Methodology

BBA-BI, Second Year, Fourth Semester

Course Objectives

This course aims to familiarized students with the basic concepts of research methodology as used in business administration with a view to develop their capability to conduct small research projects and write effective research reports

Course Contents

- 1. Research in Business** **5 hours**
Research in business administration, Applying scientific thinking to business administration problems, The research process, Role of research in business administration, Nature of business research, Ethics in business research.
- 2. Review of Literature** **6 hours**
Concept and need for review of literature, Steps in review of literature, Organizing library findings, Evaluating the literature, Recording references, Developing a theoretical framework.
- 3. Sampling** **4 hours**
Concept of sample and sampling, Sampling process and problems, Types of samples: probability and non probability sampling, Determination of the sample size, Sampling and non-sampling errors.
- 4. Measurement and Scaling** **5 hours**
Variable and its types, Nature of measurement, Reliability and validity, Nature of scaling, Response methods, Scale construction
- 5. Research Designs** **6 hours**
Descriptive (historical, exploratory, case study and developmental), Comparative (correlational and causal-comparative), Experimental, and Qualitative research designs
- 6. Problem and Hypothesis Formulation** **6 hours**
Concept of a problem, Steps in problem formulation, Research questions, Characteristics of a well formulated problem, Concept and formulation of hypothesis.
- 7. The Research Proposal** **2 hours**
Topic selection, criteria of topic selection, purpose of research proposal, contents of research proposal.
- 8. Data Collection Instruments** **6 hours**
Methods of collecting primary data, Questionnaire designing, Research interview, Exploration and use of secondary data, Coding, editing, and tabulating.
- 9. Data Analysis** **4 hours**
Presenting data in tables, graphs and diagrams, Use of descriptive and inferential statistical techniques in data analysis and interpretation of results, Concept and importance of qualitative data analysis
- 10. Research Report Writing** **4 hours**
Concept and purposes of report writing and presentation, Types of reports, Components and layout of various types of reports, Essentials of a good report.

Text Books

1. Donald Cooper and Pamela Schindler, *Business Research Methods* (Sixth edition), TataMcGraw-Hill.
2. Howard K. Wolff and Prem R. Pant, *Social Science Research and Thesis Writing*, Buddha Academic Publishers and Distributors.

**BBA-BI
Third Year
Fifth Semester**

INS 211.3 (Credit hours 3)

Life and Health Insurance

BBA-BI Third Year, Fifth Semester

Course Objectives

The objective of this course is to provide knowledge of the principles and practices of life and health insurance and their applications.

Course Contents

- 1. Introduction** **3 hours**
Meaning of life insurance. Basic concepts of Life insurance. Brief history of life insurance. Life insurance history of Nepal
- 2. Managing Personal Risk** **2 hours**
The meaning of risk. Classification of risk. Business risk Vs. Personal risk. Major types of personal risk and their management.
- 3. Fundamentals of Life Insurance** **4 hours**
Premature Death. Financial Impact of Premature Death on different types of families. Amount of life insurance to own. Methods of providing life insurance protection.
- 4. Types of Life Insurance policies** **3 hours**
Term insurance, whole life insurance and endowment insurance. Variations of whole life insurance. Other types of life insurance.
- 5. Life Insurance Contractual Provision** **5 hours**
Life insurance contractual provisions. Dividend options. Non-forfeiture options. Settlement options. Additional life insurance benefits.
- 6. Buying Life Insurance** **5 hours**
Determining the cost of life insurance. Rate of return on saving components. Taxation of life insurance. Shopping for life insurance.
- 7. Annuities and Individual Retirement Accounts** **4 hours**
Individual Annuities. Types of annuities. Taxation of individual annuities: Income tax and capital gain tax. Individual retirement accounts.
- 8. Individual Health Insurance Coverage** **8 hours**
Health care problem in Nepal. Individual health insurance coverage. Hospital-Surgical Insurance. Major medical insurance. Long term care insurance. Disability- Income insurance. Individual Medical Expense Contractual Provisions. Shopping for health insurance.
- 9. Employee Benefits: Group Life and Health Insurance** **8 hours**
Group Insurance. Group life insurance plans. Group medical expense Insurance plans. Types of group medical expense plans. Managed care plans. Health saving accounts. Group medical expense contractual provisions. Group dental insurance. Cafeteria plans.

10. Underwriting and Claims

6 hours

Underwriting. Hazard. The underwriting Process. Premium calculation. The impact of legislation and competition and pricing. Claims

Texts Books

1. Harrington, Scott E., *Risk Management and Insurance*, Tata McGraw- Hill Publishing Company Limited
2. Regda, E. George, *Principles of Risk Management and Insurance*, Pearson Education, Inc. India.

References

1. Holyoake, Julia and Weipers, William, *Insurance*, A.I.I.B.S. Publishers and Distributer, India
2. Indian Institute of Banking and Finance, *Risk Management*, Macmillan India Ltd

FIN 222.3 (Credit hours 3)

Credit Risk Management

BBA-BI Third Year, Fifth Semester

Course Objectives

Effective risk management is both a qualitative and a quantitative issue—partly science and partly an art. This course approaches risk management from both perspectives.

Course Contents

- 1. Introduction** **3 hours**
Introduction to credit management. Credit policy & risks. NRB/Banking regulation – credit policy guidelines. Credit information and credit rating.
- 2. Bank Lending & Credit Risk Analysis** **6 hours**
Major steps in lending process. Asset conversion cycle of business and need for bank finance. Types of credit facilities and structuring of loans. Credit evaluation memo.
- 3. Techniques of Financial Analysis** **4 hours**
Balance sheet. Income statement. Cash flow statement. Profit planning & projected statements. Ratio analysis
- 4. Working Capital Financing, Consumer Financing and Bill Financing** **10 hours**
Operating cycle & turnover methods. Cash budget system. Credit appraisal. Credit administration. Introduction of Bills. Rationale for borrowing. Elements of analysis
- 5. Term Loan Appraisal** **5 hours**
Time value of money. Valuation techniques. Risks assessment and analysis
- 6. Project Financing** **4 hours**
Concept. Risks appraisal
- 7. Consortium Finance** **4 hours**
Concept. Role of lead banker. Management of consortium finance
- 8. Credit Administration and Review** **7 hours**
Objective. Sanction & disbursement of credit facilities. Credit audit
- 9. Legal Framework of Bank Lending** **5 hours**
Types of borrowers. Types of bank security. Legal documentation

Text Books:

1. Chatterjee, Arun, *Credit Management: A Practical Approach*, Skylark Publications, New Delhi
2. Koch, Timothy W., Macdonald S. Scott, *Bank Management*, The Dryden Press, Harcourt College Publishers

References:

1. Directives and Bulletins of Nepal Rastra Bank on Credit Risk Management.

MKT 201.3 (Credit hours 3)

Service Marketing

BBA-BI Third Year, Fifth Semester

Course Objectives

This course aims to provide students with the knowledge and skill in service marketing. It also deals with issues on customers and service provider's perception of service quality, strategies, relationship marketing and service product design and development.

Course Contents

1. Introduction

7 hours

Concept and development of service marketing, differences in goods versus service marketing, challenges for service marketers, the service marketing triangle and service marketing mix

2. Consumer Behaviors in Services

8 hours

Gap model of service quality, service categories and decision making process, the role of culture in services, meaning and types of service expectation, factors influence customer expectation of service and current issues on customer service expectations

3. Customer Perception of Service

7 hours

Concept of customers perception, meaning and outcomes of customer satisfaction, service quality process and dimensions, building blocks of satisfaction and service quality, strategies for influencing customer perceptions and customer satisfaction index

4. Listening to Customer Requirements

7 hours

Elements in an effective marketing research, programs for services, relationship marketing: meaning, goals, benefits, segmentation and targeting and retention strategies, customer responds to service failures and guarantees services

5. Service Design and Standards

7 hours

Challenges of service design, new service: development, types and stages, service blueprinting, factors necessary for appropriate service standards, customer-defined service standard and process for service standard and service performance indexes

6. Employees role in Service Delivery

6 hours

Importance of service employees, boundary spanning roles, conducting internal customer audit, developing service culture in the organization, strategies for minimizing service performance gap

7. Promotion and Pricing of Services

6 hours

Marketing principles for service communication, service communication problem, communication strategies to match service, key ways service prices are different for consumers, approaches to pricing services, pricing strategies and value definitions

Text Book

1. Zeithaml Valerie A., Mary Jo Bitner: *Service Marketing*, Second Edition, Tata McGraw-hill Publishing Company Limited New Delhi.

Reference Books

1. Chouristopher Lovelock: *Service Marketing*, Fourth Edition Pearson Education Asia
2. Philip Kotler, John Bowen, James Makens: *Marketing for Hospitality and Tourism*, Second Edition, Prentice Hall

FIN 101.3 (Credit hours 3)

Finance I

BBA-BI Third Year, Fifth Semester

Course Objectives

The two core courses on Finance, Finance I and Finance II, aim to provide students with basic understanding of important concepts in finance and investments. For students choosing to specialize in finance, the two core courses give them solid foundation. For students choosing to concentrate on other areas of management, the two core courses equip them adequately to understand financial decisions and communicate effectively with finance managers or finance professionals.

Course Contents

- 1. Earnings and Cash Flow Analysis** **3 hours**
Inadequacy of accounting numbers; Emphasis on Free Cash Flow; Interpretation of Financial Ratios.
- 2. Liquidity and Working Capital Management** **3 hours**
Working capital and its components; Cash conversion cycle; Managing cash, inventories, and receivables.
- 3. Concepts of Return and Time value of Money** **9 hours**
Compound interest, compounding frequency and their implication on future values of an investment; Periodic interest rate and effective annual interest rate; Discounting and present values of cash flows; Valuation of level and growth perpetuities, annuities; Nominal return, inflation, and real return; Nominal and real interest rate; discount rate.
- 4. Introduction to Concept of Risk** **9 hours**
Concept of Expected Value, Variance, Standard Deviation, and Covariance of Returns; Limitation of Variance as a measure of risk; Normal distribution and adequacy of expected return and variance.
Concept of diversification; Use and limitations of diversification in risk reduction; Market versus unique risk; Assets versus risk.
Capital Asset Pricing Model (CAPM) and beta as a measure of asset risk.
- 5. Valuation of Default Risk Free Bond** **6 hours**
Price and yield relationship of a bond; Price risk of a default risk free bond; Coupon rate and price risk; maturity and price risk.
- 6. Valuation of Common Stock** **6 hours**
Book value, Liquidation value, Replacement Cost Value, Dividend Discount Model of stock valuation. Growth stocks and income stocks; Earning per share and P/E multiple; growth, reinvestment, ROE and stock Price; Market Efficiency and Stock Price Behavior
- 7. Capital Investment Decisions** **6 hours**
Superiority of Net Present Value (NPV) over pay back period, accounting rate of return, internal rate of return (IRR). Discounted payback period, and profitability index.
Estimating cash flows: sunk cost, opportunity cost, cannibalization, sales creation and the concept of incremental cash flows
Capital Replacement Decision; Optimal Timing of Investment; Comparing investment with different lives; Capital Rationing Problem. Sensitivity and Scenario analysis;
- 8. Capital Structure and Theories of Capital Structure** **6 hours**
Modigliani and Miller's (MM) irrelevance proposition of Capital Structure: Static Tradeoff Theory of Capital Structure; Pecking Order Theory; Impact of debt on incentive and agency problems. Cost of Capital and Weighted Average Cost of Capital.

Text Book

1. Brealey,R.A., Myers S.C.. Marcus A.J.: Fundamentals of Corporate Finance, McGraw Hill International edition.

Reference Books

1. Brigham, E.F., Gapenski, L. C., and Ehourhardt: *Financial Management: Theory and Practice*, Harcourt College Publication, 9th edition.
2. Van Horne, J.C., and Wachowicz, JR.: *Fundamentals of Financial Management*, Prentice- Hall India Ltd.

MGT 103.3 (Credit hours 3)

Human Resource Management

BBA-BI Third Year, Fifth Semester

Course Objectives

This course aims to familiarize the students with the basic concepts and functions of HRM in the context of Nepal.

Course Contents

1. **HRM in Context** **7 hours**
Concept, nature, objectives, and functions of Human Resource Management; Personnel Management Vs. Human Resource Management; Human Resource Management system; Importance of Human Resource Management; The changing world of work and the changing role of Human Resource professionals; Human resource strategic-concept and perspectives; Environment of Human Resource Management in Nepalese organization; International perspective of Human Resource Management; Ethical issues in Human Resource Management
2. **Meeting Human Resource Requirements** **8 hours**
Human resourcing and Human Resource planning concepts and importance; Human Resource Information System and Human Resource inventory importance and uses, succession planning; job analysis, job specification, job description; Attracting a high performing workforce-recruitment and selection, internal and external recruitment, Testing and selecting employees-selection tests and tools; Classification and differential placement
3. **Developing Human Resources** **6 hours**
Concept and importance of developing Human Resource; Employee socialization; Determining training needs; Considerations in design of the training programmes-on-the-job vs. off-the-job training; Developing managers- methods of management and leadership development; Mentoring; Empowerment; Evaluating training effectiveness
4. **Performance and Effectiveness** **4 hours**
Role of Human Resource in a firm's competitiveness; Concept and methods of evaluating employee performance; Emerging concepts and issues in performance appraisal; Career development'
5. **Compensation** **8 hours**
Concept; Compensation programmes; job evaluation system-methods and process; The compensation structure: Incentive system gain —sharing incentive plans, employee benefits and services; Retirement programmes; Retirement benefits; Executive compensation; Compensation in Nepal-government regulations, minimum wages, social welfare factors, and incentive compensation; Emerging concepts and issues in compensation management
6. **Occupational Health and Safety** **3 hours**
Concepts, importance, legal provisions, practices and emerging issues in OHS
7. **Managing Employee Relations, Change and Communication** **4 hours**
Human Resource Management Communications — concept, Human Resource Management Communications Programme; Employee handbook, Mechanism of effective communications; Organizational culture, change and human resources; job stress factors; Spirituality in the workplace; Participation, partnership and employee involvement

8. Industrial Relations

8 hours

Changing nature of the employment relationship; Industrial relations — concept; Trade unions; Employers associations: Labor legislation in Nepal along with important provisions; Collective bargaining- concept and process: Disciplinary actions; Grievance handling: Conflict management -unilateral, joint and third party decisions; Dismissal redundancy and outplacement Current situation of IR in Nepal: Emerging concepts in industrial relations

Text Books

1. Decenzo. D.A. and Robbins, S.P.: *Human Resource Management*, Prentice-Hall, India.
2. Dessler, Gary.: *Human Resource Management*, Prentice-Hall, India

**BBA-BI
Third Year
Sixth Semester**

MGT 113.3 (Credit hours 3)

Nepalese Business Environment

BBA-BI Third Year, Sixth Semester

Course Objectives

The course aims to provide students with a sound understanding of environmental forces affecting business operations and to develop their ability to analyze such environmental forces on Nepalese Business. This course intends to provide students with a review of major environmental forces concepts and a dynamic of how these forces affects the operations of Nepalese business.

Course Contents

- 1. Environmental Analysis** **6 hours**
 - Concepts of Nepalese Business Environment
 - Components of Nepalese Business Environment
 - Environmental Scanning/Analysis (including some practical examples)
 - Environmental Analysis and its use in Strategic Management

- 2. Political Environment** **9 hours**
 - Introduction to political environment
 - Political parties and political structure in Nepal
 - Relationship between political structure and the economy
 - Government and its branches: legislative system executive system, and other constitutional bodies
 - Basic Issues in business-government relations, Government ownership of Nepalese business
 - Problems of Nepalese political environment
 - Impact analysis of overall Nepalese business by citing above political environment particularly with reference to business sector

- 3. Environment Regulations** **6 hours**

A brief overview of the following Acts

 - Foreign Investment and Technology Transfer Act 1992
 - Companies Act 1999
 - Private Firm Registration Act 1958
 - Industrial Enterprise Act 1992
 - Income Tax Act 1974
 - Value Added Tax Act 1996
 - Labor Act 1992
 - Partnership Act 1964
 - Mines and Minerals Act 1985
 - Patent Design and Trade Mark Act 1965

- 4. Economic Environment** **11 hours**
 - Economic dimensions of an economy- Analysis of these dimensions and their impact on business
 - An overview of the Tenth Plan - its objectives, targets and strategy
 - An analysis of how five year plans affect the Nepalese business operations?
 - Concept of monetary policies, current monetary policy in Nepal, and its effects on business.
 - Privatization: meaning of privatization, methods of privatization: share sales, management contract, lease, assets and business sales, others
 - Privatization policy and practices in Nepal and their affects
 - Liberalization: meaning, requirement of liberalization, internal/external liberalization, and effects of liberalization on Nepalese business
 - Industrial Policy: Concept and objective of industrial policy in Nepal
 - Trade Policy: concept and objective of trade policy, export/import trade policy

- Employment Policy: concept and objectives of employment policy
- Tourism Policy: concept, objectives and characteristics of tourism policy in Nepal.
- An overview of Nepal's industrial sector – structure, performance and problems.
- Natural environment and energy situation in Nepal
- Emerging business environment in Nepal

5. Socio-Cultural Environment

4 hours

- An introduction to socio-cultural environment
- Socio-cultural components: attitude and belief, religion, language, education, family structure and social organizations
- An analysis of how socio-cultural environment affects the Nepalese business

6. Global Environment

8 hours

- Concept of Globalization
- Categories of globalization: World trade (export/import), portfolio management, direct investment, multinational companies
- Regional economic groupings of Nations
- SAFTA, SAPTA and BIMSTEC - their impacts on the Nepalese business
- World Trade Organization (WTO) – Nepal's membership: opportunities and threats for the Nepalese business
- Growth potential of Nepalese business in South Asia

7. Technological Environment

4 hours

- Introduction
- Business and Technology
- Human factors and technology
- Technology policy
- Present level of technology adopted by the Nepalese business
- Impact of technological environment on the efficiency and competitiveness of Nepalese business

Text Books

1. Pant, Prem R. (2005): *Business Environment in Nepal*. Buddha Academic Publishers and Distributors.
2. Agrawal, Govind R. (2002). *Dynamics of Business Environment in Nepal*. Kathmandu: M. K. Publishers.
3. Aswasthappa, K. (1999). *Business Environment for Strategic Management*. Mumbai: Himalaya Publishing House.

FIN 102.3 (Credit hours 3)

Finance II BBA-BI Third Year, Sixth Semester

Course Objectives

The two core courses on Finance, Finance I and Finance II, aim to provide students with basic understanding of important concepts in finance and investments. For students choosing to specialize in finance, the two core courses give them solid foundation. For students choosing to concentrate on other areas of management, the two core courses equip them adequately to understand financial decisions and communicate effectively with finance managers or finance professionals.

Course Contents

- 1. Economics of Financial System** **3 hours**
Basic needs served by the financial system: payments, resource transfer, risk trading, the technology adopted in serving these needs: delegation, credit submission, polling, netting.
- 2. Interest Rates and Risk Premiums** **3 hours**
Interest rates and their determination, term structure of interest rates and theories of term structures; real and nominal interest rates.
- 3. Financial Intermediaries** **9 hours**
Depository institutions, their functions, and risks associated with their management -- liquidity risk, market or interest rate risk, credit risk, operations risk and other risks. Moral hazard and adverse selection problems in lending and insurance services. The economics of regulation of financial services. Structure of Nepalese Financial Markets and their regulation.
- 4. Introduction to Derivatives** **6 hours**
Call options and put options and comparison of their payoff patterns with that of bonds and stocks. Determinants of option values; valuation of options using a) Black Formula, b) Binomial Model; Put call parity relation. Forward Contract and Future Contract; Marking to market and the margin account; Convergence of Forward and Future Price to Spot Price; The difference between Forward and Future Contract.
- 5. Application of options on capital Budgeting** **3 hours**
Flexibility in capital budgeting and the use of decision trees. Computing the value of options to expand and option to abandon.
- 6. Warrants and Convertibles** **3 hours**
Conversion value, straight bond value and market value of convertible bond. Effect of conversion on earning dilutions; Reasons for issuing convertibles and warrants; Valuation of warrants; Comparison of convertibles and warrants.
- 7. Raising Capital** **9 hours**
Cost and Benefit of Debt vs Equity; Private Placement vs General Public Offering; Venture Capital; Lease Financing
- 8. Special Topics** **12 hours**
Mergers and Acquisitions: Their Motives, their problems, their benefits; The problems and prospects for M&A in some industries in Nepali Market. Foreign Direct Investments and Foreign Portfolio Investments: Problem and prospects in Nepalese context. Foreign Exchange Risk and Exposures Exchange rate risk and exposure, nature of exchange rate risk and exposure, exposure on domestic assets and liabilities and operating income.

Text Books

1. Brealey, R.A., Myers S.C., Marcus A.J.: Fundamentals of Corporate Finance, McGraw- Hill International edition.
2. Kohn, Meir: Financial Institutions and Markets
3. Levi, Maurice D., International Finance, McGraw- Hill International editions.

FIN 213.3 (Credit hours 3)

International Finance

BBA-BI Third Year, Sixth Semester

Course Objectives

This course aims to enhance the students the skills required to manage the financial risks of firm operating in the international environment.

Course Contents

- 1. Spot Exchange Market** **3 hours**
Organization of the inter-bank spot market, delivery and settlement, retail vs. inter-bank spot rates, customer draft and wire transfer, convention for spot exchange quotations, direct vs. indirect exchange and cross-exchange rates
- 2. Forward and Future Exchange Markets** **6 hours**
Forward and Future Contracts on Foreign Exchange Market; Forward exchange premium and discount; Forward rates vs. expected future spot rates, out right forward exchange and swaps, bid-ask spread and forward maturity; convention in forward quotations. Currency futures, future contract vs. forward contract and their payoff comparisons. introduction to currency options and currency option contracts in exchange markets.
- 3. Balance of Payments (BOP)** **3 hours**
BOP and factors affecting them, and implications of imbalances in trade account, in capital account;
- 4. International Parity Conditions** **6 hours**
Law of one price, absolute and relative form of Purchasing Power Parity (PPP), reasons for departure from PPP. Covered and Open interest parity conditions, combining interest parity and P and the reasons for violation of interest parity conditions.
- 5. Foreign Exchange Risk and Exposures** **15 hours**
Nature of exchange rate risk and exposure; exposure on domestic assets, liabilities and operating incomes; Operating exposure of importer and exporter, the effect of currency of invoicing; To hedge or not to hedge; hedging with futures, forward, currency of invoicing, swaps.
- 6. International Trade, Instruments and Institutions** **6 hours**
Letter of credit and its role in financin2 international trade; various forms of financing of imports and exports, institutions regulating international trade.
- 7. Foreign Direct Investment (FDI) and Foreign Portfolio Investment (FPI)** **9 hours**
Risks in foreign investment vs domestic investment, global FDI market, Nepal's prospects and problems in tapping FDI. The benefit of international portfolio investment, segmentation vs integration of capital markets, cost and benefit of opening economy for FPI. Analytical discussion of crisis faced by Latin American economies, East Asian economies and events of similar nature.

Text Book

1. Levi, Maurice D.: *International Finance*, McGraw-Hill International Edition.

Reference Books

1. Copeland, Laurance S.: *Exchange Rates and International Finance*, Addison-Wesley.
2. Bowen, Harry P. et al: *Applied International Trade Analysis (Studies in International Trade Policy)*, Univ. of Michigan Press.
3. Melvin, Michael: *International Money and Finance*, Addison-Wesley.
4. Grabbe, J. Orlin: *International Financial Markets*, Prentice-Hall.

FIN 301.3 (Credit hours 3)

Seminar in Working Capital Management

BBA-BI Third Year, Sixth Semester

Objectives

This course is intended to intensively study the central issues and problems in current literature, which appear in international journals and business periodicals. The objective of this course is two-fold:

1. to expose the students to recent literature in working capital, and
2. to give them practical experience through a field-based or library-based project related to working capital.

Course Description

This course is based on the articles appearing in leading finance and other business journals. The seminar orients the student to an in-depth analysis of key issues in working capital management. It also covers comparative analysis of the working capital related issues.

The course thus provides the student with an opportunity to understand the research in finance mainly in the field of asset management, finance, working capital management and operational budgets.

Class Format

The class time will be devoted almost exclusively to the presentation and discussion of the assigned articles. A student will be assigned to review, present and lead the discussion on each article. Given the increase in the number of published research in recent years, it is impossible to cover all the relevant articles or all important finance areas in a semester. Therefore, an attempt will be made by the instructor to organize the course by identifying broad areas which especially include important topics. For each topic, the references will be grouped into primary readings and secondary readings. Class presentation will be devoted exclusively to most (but not all) of the primary readings. The primary readings represent what the instructor considers to be a minimum list of required references, for the topics and time period covered.

The instructor shall provide specific dates for each article to be presented and discussed in the class. All the reading assignments shall be available made available to the student at least two weeks in advance. At the beginning of each topic, the instructor will provide an introduction pertaining to the importance of the topic and explain why we are studying the assigned readings. Approximately, two to three articles will be covered in each class.

Project Work

The project for this course shall be recognized as a major undertaking. The range of possibilities for project work is broad. The project topic may be theoretical, empirical, or both.

The student must get approval of the instructor on his or her project work. The focus of this assignment is the knowledge and experience students gain by undertaking the project work.

The student must submit a typed two-page project proposal within two weeks from the start of this course.

Evaluation

The course contains marks for both student's class presentation (50 percent) and project work (50 percent).

For the purpose of class presentation, each student shall prepare a brief (1-2 page) outline of his or her presentation before the presentation begins. For evaluation of the project work, an expert committee shall be appointed by the head of the program or the program coordinator.

INS 222.3 (Credit Hour 3)

Property, Liability and Pecuniary Loss Insurance

BBA-BI, Third Year Sixth Semester

Course Objectives

To provide conceptual knowledge on the insurance of properties, liability and insurance related pecuniary loss. Also aims at imparting knowledge about the contemporary practice in this sector of insurance in the country and abroad.

Course Contents

1. Fire Insurance

3 hours

History of fire Insurance. Types of fire insurance. Fire insurance in Nepal.

2. Motor Insurance

5 hours

Compulsory Car Insurance. Third party, fire and theft cover. Comprehensive cover. Certificates of motor insurance. Cover notes. Policy conditions. No claim discount. The green card system. Days of Grace. Trailers. Underwriting. Claims.

3. Marine and Goods-in-Transit Insurance

6 hours

Historical background of marine insurance. Marine insurance as a Pioneer Insurance. Contribution of marine insurance in International trade. Problem and Prospect of marine insurance in Nepal. Goods-in-transit insurance.

4. Liability Insurance

6 hours

Basic legal liability. Law of Negligence. Imputed Negligence. Res Ipsa Loquitur. Special application the law of Negligence. Current tort Liability problem.

5. Home Owner Insurance

5 hours

Types of homeowner policies. Description of major coverage. Property loss coverage. Pricing homeowner policies. Personal umbrella policies. Coverage of high risk.

6. Commercial Property Insurance

4 hours

ISO commercial property program. Building and personal property coverage form. Causes of loss forms. Reporting forms. Business income insurance. Other commercial coverage. Transportation insurance. Business owner policy(BOP)

7. Commercial Liability Insurance

8 hours

General liability loss exposures. Commercial general liability policy. Employment-Related practices liability insurance. Commercial auto insurance. Aviation insurance. Bailee's customer policy. Commercial umbrella policy. Liability insurance, businessowner policy. Professional liability insurance. Directors and officers liability insurance. ISO commercial crime insurance program.

8. Miscellaneous Insurance

5 hours

Personal accident, burglary, household, money and live stock, pecuniary loss insurance, Engineering insurance. Underwriting and claim procedure.

9.Re-insurance

6 hours

Introduction of reinsurance, terminology usually used in reinsurance. Benefits of reinsurance. Methods of reinsurance. Reinsurance as applied to different classes of insurance. The reinsurance market. Government regulation, legislation and exchange control. Kasich Bema Koch (Market Pool) of Nepal.

Text Books

1. Harrington, Scott E., *Risk Management and Insurance*, Tata McGraw- Hill Publishing Company Limited
2. Regda, E. George, *Principles of Risk Management and Insurance*, Pearson Education, Inc. India.

Reference Books

1. Indian Institute of Banking and Finance, *Risk Management*, Macmillan India Ltd.
2. Holyoake, Julia and Weipers, William, *Insurance*, A.I.I.B.S. Publishers and Distributer, India

**BBA-BI
Fourth Year
Seventh Semester**

FIN 214.3(Credit Hours 3)

Financial Information System
BBA-BI, Fourth Year, Seventh Semester

Course Objectives

To enable students to understand the basics of information systems, including financial information system with reference to financial services industry, and to practically study the computerized reporting environment and prepare a report on the same.

Course Contents

Module I: Management Information System

- 1. Information and Data** **2 hours**
Data, Information: functions, cost and values; Difference between data and information, Components of an Information System (People Resources, Software Resources, Hardware Resources, and Network Resources), Information Technology and its importance, Business and Technology Trends.
- 2. Computer Software** **5 hours**
Application Software and its type: Types of application software, Software suits, types of personal application software. Programming Languages: Machine Language, Assembly Language, Procedural, Object-Oriented languages, System Software, Software Licensing, Software upgrades, share ware, free ware and open source code software. Database Concept (character, field and records), Types of Databases (operational, distributed, external and hypermedia), Data warehouse, Data mining, Data Dictionary, Database Administration and Data Planning.
- 3. System Analysis and Design** **4 hours**
System Analysis: Concept of system analysis; system lifecycle, System selection process: problem identification, performance definition, feasibility analysis, system recommendations; System Design: Concept, System Design life cycle, phase documentation, review of the system design.
- 4. Electronic Commerce** **3 hours**
Foundations of Electronic Commerce, Business to Consumer Applications, Business to Business Applications, Consumers, Market Research and Customer Support, Infrastructure and Payments, Security, Legal and Ethical issues in Electronic Commerce, Transaction Processing Systems.
- 5. Decision Support Systems** **2 hours**
Business and Decision support, Features of DSS, Components of DSS, Expert system and DSS.

Module II: Computerized Accounting and Reporting **16 hours**
Double entry accounting, the manual recording process, introduction to computerized recording using any standard computerized accounting package, balance day adjustments, general and special journals, internal control of working capital, receivables and liabilities, internal control of non-current assets, control over cash and cash equivalents, inventory recording and valuation, profit distribution for companies, generation of accounting reports, special requirements in the accounting and reporting of banking financial service organizations.

Module III: Practical Study and Reporting **16 hours**
Students are required to study the real-life reporting environment of any banking, insurance or financial service organization and prepare a report on the same to be presented to the College faculty.

Basic Books

1. Jawadekar W.S.: *Management Information System*, Tata Mc-Graw Hill, 1998
2. James A O'Brien: *Management Information System*, Tata Mc-Graw Hill, 2004

FIN 215.3 (Credit Hours 3)

Portfolio Management and Investment Decisions
BBA-BI, Fourth Year, Seventh Semester

Course Objectives

The course aims at providing knowledge about the principles and tools of portfolio management and investment analysis in today's complex financial system.

Course Contents

- | | |
|---|----------------|
| 1. Introduction | 4 hours |
| The Investment Environment. The Investment Process. Investments versus Speculation Investment Alternatives in Nepalese Investment Environment. | |
| 2. Security Markets | 5 hours |
| Types of Security Markets and their Functions. Margin Trading. Financial Environment of Nepal. Trading Mechanism. | |
| 3. Risk and Return Analysis | 5 hours |
| Concept of Risk and Return. Calculation of Risk and Return of Individual Security and Portfolio. Systematic and Unsystematic Risk | |
| 4. Capital Assets Pricing Model | 6 hours |
| Assumptions .The Capital Market Line (CML) Security Market Line (SML). The Market Model | |
| 5. Bond Analysis: Returns and Systematic Risk | 6 hours |
| The Strategic Role of Bonds. The Market for Debt Securities. Types of Bonds. Bond Valuation. Systematic Risk in Holding Fixed- Income Securities. Term Structure of Interest Rates. | |
| 6. Stock Analysis | 8 hours |
| Technical verses Fundamental Analysis. Cash Dividend, Stock Dividend and Stock Split. Dividend Discount Model (DDM) of Stock Valuation. Income Stock verses Growth Stock. | |
| 7. Derivatives | 8 hours |
| Options: Call and Put Option, Determination of Option Prices. Warrants and Convertibles. | |
| 8. Investment Companies | 6 hours |
| Net Assets Value. Major Types of Investment Companies. Mutual Fund Performance. Evaluating Mutual Fund. Closed-End Fund Premium and Discounts. | |

Texts Books:

1. Fischer, Donald E.And Jordan, Ronald J.,"*Security Analysis And Portfolio Management*", Sixth Edition; Printice-Hall Of India Pvt. Ltd., New Delhi
2. Alexender, Jordon J. Sharpe William, F And Bailey Feffery V.,"*Fundamentals Of Investments*", Third Edition, Pearson Education Inc., India

MGT 104.3 (Credit hours 3)

Operations Management

BBA-BI, Fourth Year, Seventh Semester

Course Objectives

This course aims to acquaint students with current operations management practices and research results and with the core concepts, tools, models and managerial considerations used in making operations management decisions.

Course Contents

- 1. Introduction** **3 hours**
Definition, operations functions and its environments, operations objectives, operations system, the life cycle approach, historical development of operations management, productivity and competitiveness
- 2. Manufacturing Environment** **3 hours**
Product design, frequency of decision changes, process selection, automation, process flow design
- 3. Service Environment** **3 hours**
Nature and importance of services, designing service organization, service blue printing, service guarantees
Total Quality Management: Philosophical elements, quality specification and quality costs, statistical quality control, process control, acceptance sampling, ISO 9000
- 4. Supply Chain Management** **3 hours**
Supply chain strategy, supply chain design strategy, outsourcing, and mass customization.
- 5. Forecasting** **6 hours**
Demand management, components of demand, qualitative techniques in forecasting, time series analysis, causal relationship forecasting
- 6. Capacity Planning** **3 hours**
Important capacity concepts, capacity planning
- 7. Product Design and Process Selection** **5 hours**
Concept, classification, process and approaches, designing products for manufacture and assembly, process selection, flow design, nature of services as a product, service-system design matrix, emerging issues in products design
- 8. Aggregate Sales and Operations Planning** **6 hours**
Overview of sales and operations planning activities, the aggregate operations plan, aggregate planning techniques, yield management. Waiting Line Theory: Economies of the waiting line problem, the queuing system, waiting line characteristics, simple waiting line models
- 9. Inventory Systems** **5 hours**
Inventory costs, independent vs. dependent demand, inventory systems, basic model types, EOQ models, problems in determining realistic costs, materials requirement planning systems and its structure
- 10. Japanese Operation Management** **3 hours**
Features of Japanese operation management, Elements of JIT system, stabilizing schedule, elimination of waste, JIT implementation requirement, Flexible manufacturing system, Concept of Kanban and Kaizen
- 11. Waiting Line Theory** **3 hours**
Economies of the waiting line problem, the queuing system, waiting line characteristics, simple waiting line models

12. Total Quality Management

5 hours

Philosophical elements, quality specification and quality costs, statistical quality control, process control, acceptance sampling ISO 9000

Text Books:

1. Chase, Richard B. and Nicholas J. Aquilano: *Production and Operations Management: A life cycle approach*, Irwin.
2. Adam, Everett E. Jr and Ronald J. Ebert: *Production and Operations Management*, Prentice Hall of India.

FIN 231.3 (3 Credit hours)

International Banking System BBA-BI, Fourth Year, Seventh Semester

Course Objectives

This course provides an overview of the international banking systems, the origins of international banking, the activities of international banks, the markets in which they participate, and the sources of risk in international banking.

Course Contents

1. Evolution of International Banking

6 hours

Introduction, the Gold Standard. The first world war and after the Bretton Woods conference. The 1950's and the 1960's. End of gold convertibility of the USD. Floating rate system. The continuing saga of the US Dollar. Special Drawing Rights (SDR) IMF and World Bank. Euromarkets and Euro money.

2. Methods of Payment

3 hours

Introduction to Remittances. Transfer of money. Options compared. Remittance: Assumptions, Meaning of the term cover. Understanding the basics.

3. International Remittances: Concepts

5 hours

Understanding the system. Instruments of payment. Inland vs Foreign Payment. Options for International Settlement. Location of Accounts. Nostro, Vostro, Loro and Mirror Accounts. International settlement –the process. Draft in international banking . Cheque books from correspondents.

4. International Remittance Techniques

5 hours

TT Remittance through Vostro accounts. Important points about remittances. TT through Nostro accounts. Funding Nostro accounts. Maximizing exchange profit. Remittance. Cash position and currency position.

5. Correspondent Banking

3 hours

Fund transfer. Handling correspondent banking. Message authentication. Correspondent banking business model. Relationship banking. Meeting the correspondent business. Credit line. Ethical practice. VOSTRO account operation

6. Processing Clean Instruments

5 hours

Money transfer agents. Key issue about international clearing. Immediate credit. Important points for bankers. Collecting outwards. Cash letter. Cash letter Vs. Non standard forms. Important facts about the cash letter. Options for remitting bank. Endorsement and processing. Collecting inwards.

7. Reconciliation of Nostro Accounts

6 hours

Preamble. Reconciliation-Inland Vs. foreign transaction. The concept of undue enrichment. Following up outstanding entities. The reconciliation process. Problems in reconciliation. Reference numbers. Responsibilities of markets. Key to effective reconciliation.

8. Mirror Account

4 hours

Basic concepts and features of mirror accounts. Difference between Mirror and Nastro accounts. Mirror account transactions. Operating mirror accounts. Key to managing mirror accounts. Lead and lag in tome zone.

9. Basics of Exchange Rates

3 hours

Exchange rate. Causes of rte fluctuation. Factors affecting thr exchange rate. Predicting rate trends. Exchange rate Maxis. Cross rate. Quotation rate. Swaps. Outright forward deals.

10. Financing International Trade

8 hours

Financing the trade cycle. Preshipment and post shipment financing. Export financing by banks in Nepal. Banker's acceptance. LC bills of financing. Financing imports. Managing exchange risk. Factoring. Forfeiting. Rediscounting the bankers' acceptance.

Text Book

1. Bose, Rupnarayan, *Fundamentals of International Banking*, New Delhi: Macmillan India Ltd.

Reference Books

1. Bhole, L. M., *Financial Institutions & Markets*
2. Modigliani, F Fabozzi, Ferri, *Foundations of Financial Institutions & Markets*

**BBA-BI
Fourth Year
Eighth Semester**

MGT 111.3 (Credit hours 3)

Strategic Management

BBA-BI, Fourth Year, Eighth Semester

Course Objectives

This course aims to introduce the students to the fundamental concepts of strategic management. The course also aims to develop skills in students to develop a mission statement, perform an external audit, conduct an internal assessment, and formulate strategies through cases and experiential exercises.

Course Contents

- 1. Strategic Management** **7 hours**
Definition: Dimensions of strategic decisions, Levels of strategy, Characteristics of strategic management decisions, Formality in strategic management, Value of strategic management, Role of chief executives in strategic management.
- 2. External Environmental Analysis and Forecasting** **5 hours**
Components of remote environment: economic, social, political, legal (legislation and regulations), technological (PEST analysis), Linking strategy with ethics and social responsibility.
- 3. Establishing Company Direction** **6 hours**
Developing business mission and strategic vision. Communicating the strategic vision. Setting performance objectives. Strategic objectives versus financial objectives. Strategic intent. Strategy making pyramid: Corporate strategy, Business strategy, Functional strategy and operational strategy. Uniting the strategy making effort.
- 4. Industry and Competitive Analysis** **6 hours**
Methods of industry and competitive analysis, Five forces of competition, Driving forces, Environmental scanning techniques, Strategic group maps, Monitoring competition, Key factors for competitive success evaluating
- 5. Evaluating Company Resources and Competitive Capabilities** **8 hours**
Strengths and resources capabilities, Weakness and resource deficiencies, Competencies and capabilities, Market opportunities, Threats to future profitability, Strategic cost analysis and value chains, Benchmarking, Competitive capabilities to competitive advantage
- 6. Strategic Options** **10 hours**
Generic strategies: Low cost provider strategy, Differentiation strategy, Best-cost provider strategy, focused strategy. Grand Strategies: Concentration, Market development, Product development, Innovation, Horizontal integration, Vertical integration, Joint Venture, Concentric diversification, Conglomerate diversification, Retrenchment/turnaround, Diversiture, Liquidation.
- 7. Strategic Analysis and Choice** **6 hours**
Evaluating and choosing strategies, Industry environment and strategy choices, Evaluating and choosing to diversity

Text Books

1. Pearce, John A. and Robinson, Richard B: *Strategic Management*, AITBS, Delhi.
2. Thomson, Arthur A. and Stickland III, *Strategic Management*, Tata Mcgraw-Hill, New Delhi

Reference Books

1. Agrawal, G.R: *Business Strategy & Strategic Management in Nepal*, M.K. Publisher Kathmandu

FIN 212.3 (Credit hours 3)

Treasury Management

BBA-BI, Fourth Year, Eighth Semester

Course Objectives

To impart the theoretical and conceptual knowledge of the treasury management in reference to the banking system of Nepal.

Course Contents

1. Introduction

5 hours

Scopes and functions of treasury management. Time value of money. Valuation of securities. Analysis of Financial institutions' financial statement analysis.

2. Financial Markets and Instruments

8 hours

Financial systems and financial markets. Money Market. Capital Market. Credit Market. Financial market of Nepal.

3. Risk Management

10 hours

Concept & importance. Asset-liability management & ALCO. Liquidity management. Investment management. Foreign exchange management. Credit Management.

4. Derivatives

8 hours

Forward exchange contract. Swaps. Options. Forward rate agreement. Futures.

5. Correspondent Banking Relationship

7 hours

Authenticated message transmission. Bank risk limit. Account relationship. Remittance arrangement. Trade finance and bills discounting arrangements.

6. Monetary & Foreign Exchange Policies & Regulations

10 hours

Pertinent Roles & Functions of Nepal Rastra Bank. Monetary Policy & Directives of NRB. Open Market Operations. Inter Bank Money Market. Foreign Exchange Transactions. Settlement and Accounting.

Texts Books

1. Watson, Alasdair, Altringham, Ron, *Treasury Management: International Banking Operations*, London, Institute of Bankers.
2. Avadhani, V.A., *Treasury Management in India*, Himalaya Publishing House, Mumbai.

References

1. Kohn, Meir, *Financial Institutions and Markets*, New York, McGraw-Hill.
2. Bessis, Joel, *Risk Management in Banking*, John Welly & Sons, Singapore
3. Koch, Timothy W. MacDonald Scott, *Bank Management* Theyryden Press, Harcourt College Publishers
4. Rajwade, A.V., *Foreign Exchange International Finance Risk Management* Academy of Business Studies, New Delhi

FIN 321.3 (Credit hours 3)

Seminar in E-Banking and E-Insurance

BBA-BI, Fourth Year, Eight Semester

Course Objectives

This course is intended to intensively study the central issues and problems in current literature, which appear in international journals and business periodicals. The objective of this course is two-fold:

1. to expose the students to recent literature in e-banking and e-insurance, and
2. to give them practical experience through a field-based or library-based project related to e-banking and e-insurance.

Course Description

This course is based on the articles appearing in leading finance, IT and other business journals. The seminar orients the student to an in-depth analysis of key issues in e-banking and e-insurance. It also covers comparative analysis of the e-business issues.

The course thus provides the student with an opportunity to understand the research and the developments in the related area, mainly in the field of banking and insurance.

Class Format

The class time will be devoted almost exclusively to the presentation and discussion of the assigned articles. A student will be assigned to review, present and lead the discussion on each article. Given the increase in the number of published research in recent years, it is impossible to cover all the relevant articles or all important finance areas in a semester. Therefore, an attempt will be made by the instructor to organize the course by identifying broad areas which especially include important topics. For each topic, the references will be grouped into primary readings and secondary readings. Class presentation will be devoted exclusively to most (but not all) of the primary readings. The primary readings represent what the instructor considers to be a minimum list of required references, for the topics and time period covered.

The instructor shall provide specific dates for each article to be presented and discussed in the class. All the reading assignments shall be available made available to the student at least two weeks in advance. At the beginning of each topic, the instructor will provide an introduction pertaining to the importance of the topic and explain why we are studying the assigned readings. Approximately, two to three articles will be covered in each class.

Project Work

The project for this course shall be recognized as a major undertaking. The range of possibilities for project work is broad. The project topic may be theoretical, empirical, or both.

The student must get approval of the instructor on his or her project work. The focus of this assignment is the knowledge and experience students gain by undertaking the project work.

The student must submit a typed two-page project proposal within two weeks from the start of this course.

Evaluation

The course contains marks for both student's class presentation (50 percent) and project work (50 percent).

For the purpose of class presentation, each student shall prepare a brief (1-2 page) outline of his or her presentation before the presentation begins. For evaluation of the project work, an expert committee shall be appointed by the head of the program or the program coordinator.



Bachelor of Business Administration in Banking & Insurance
(BBA-BI)

Syllabus

Faculty of Management Studies

POKHARA UNIVERSITY

2007