

Far Western University
Faculty of Management
Bachelor of Business Studies (BBS)Program

Course Details of BBS Second Semester



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**Far Western University
Faculty of Management
Syllabus**

Course Title:	Business Economics II	Course Code:	MGT 125
Year:	First	Level:	Undergraduate
Semester:	II	Program:	BBS
Credits hours:	3	Lecture hours:	45

Course Description

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

Course Objectives

The objective of this course is to enable the learners with the knowledge and skills in business economics relating to analyze various macroeconomics concept, theories, practices and contemporary macroeconomic issues to hone skills of students for macroeconomic analysis in national and global context.

Learning Outcomes

After studying this course, students will be able to:

- explain the nature and scope of macroeconomics and business economics,
- explain the concept of national income and measurement of national income,
- analyze classical and Keynesian theories of employment,
- define and measure consumption function and saving function with numerical examples,
- analyze simple multiplier,
- explain investment and determinants of investment,
- analyze general equilibrium with IS and LM,
- analyze inflation and effect of inflation in different sectors of the economy and
- explain different macroeconomic policies and current issues in macroeconomic policies.

Course Contents

Unit I: Introduction to Macroeconomics **LH 4**

- 1.1. Meaning, types, scope, uses and limitations of macroeconomics
- 1.2. Concept of stock, flow, equilibrium and disequilibrium, static, comparative static and dynamic analysis

Unit II: National Income Measurement **LH 8**

- 2.1. Circular flow of income and expenditure in two, three and four sectors of economy
- 2.2. Meaning of national income
- 2.3. Different concept of national income (GDP, GNP, NNP, NI, PI, DI, per capita income, saving)
- 2.4. Real and Nominal GDP, and GDP deflator
- 2.5. Measurement of national income (production, expenditure and income method)
- 2.6. Difficulties in measurement of national income and importance of national income
Note: Numerical exercises are required where necessary.

Unit III: Theories of Employment **LH 10**

- 3.1. Say's law of market and its assumption
- 3.2. Determination of output and employment under classical theory of employment
- 3.3. Criticism of classical theory of employment
- 3.4. Keynesian theory of employment/principle of effective demand
- 3.5. Consumption function and psychological law of consumption function
- 3.6. Determinants of consumption
- 3.7. Saving function: determinants of saving and Paradox of thrift

- 3.8. Concept of Investment, Determinants of investment and types of investment
- 3.9 Marginal efficiency of capital
- 3.10. Simple Keynesian multiplier
- 3.11. Leakages and criticism of multiplier

Note: Numerical exercises are required where necessary.

Unit IV: Business Cycle

LH 3

- 4.1. Concept, type and characteristics of business cycle
- 4.2. Phases of business cycle
- 4.3. Measure to control business cycle

Unit V: Inflation

LH 6

- 5.1. Concept and types of inflation: demand pull and cost push inflation
- 5.2. Measurement of inflation: Consumer price index and whole sale price index
- 5.3. Effect of inflation
- 5.4. Anti-inflationary measures
- 5.5. Philips Curve: Inflation and unemployment
- 5.6. Concept of deflation and stagflation

Note: Numerical exercises are required where necessary.

Unit VI: General Equilibrium Model

LH 4

- 6.1. Meaning of IS and LM model
- 6.2. Product market equilibrium or derivation of Investment and saving curve (IS curve)
- 6.3. Money market equilibrium and derivation of LM curve
- 6.4. Determination of General equilibrium level of income
- 6.5. Effect of fiscal policy and monetary policy on equilibrium level of income

Note: Numerical exercises are required where necessary.

Unit VII: Macroeconomic Policy and Current Issues

LH 10

- 7.1. Fiscal policy: concept, objectives, types and instrument of fiscal policy
- 7.2. Monetary policy: concept, objectives, types and instrument of monetary policy
- 7.3. Concept of privatization, liberalization and globalization
- 7.4. Foreign employment and remittance
- 7.5. Poverty and its' types
- 7.6. Economic inequality and its Types
- 7.7. Government budget: concept and components
- 7.8. Deficit financing: concept, objectives and method of deficit financing

Prescribed Text

Dwivedi, D.N. (2010). *Macroeconomics: Theory and Policy* (3rd ed). Delhi: Tata McGraw Hill Education.
Mankiw, N. G., (2011). *Principles of Macroeconomics* (6th ed). USA: South Western College
Publication.

Samuelson, P.A., & Nordhaus, W. D. (2013). *Macroeconomics*. India: McGraw Hill Education

References

- Ackley, G. (1978). *Macroeconomic Theory and Policy*. New York: Macmillan.
- Ahuja, H.L. (2007). *Advanced Economic Theory: Macro Economic Analysis*, New Delhi: S. Chand & Co.
- Branson, W.H. (1983). *Macroeconomic Theories and Policy* (2nd ed). New Delhi: All India Book Seller.
- Patinkin, D. (1965). *Money Interests and Prices*. New York: Harper and Raw.
- Shapiro, E. (2010). *Macroeconomic Analysis* (5th ed). New Delhi: Galgotia Publication.
- Vaish, M. C. (2002). *Macroeconomic Theory*. New Delhi: Vikas Publishing.

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Syllabus**

Course Title:	Financial Accounting II	Course code:	MGT 123
Year:	First	Level:	Undergraduate
Semester:	II	Program:	BBS
Credits hours:	3	Lecture hours:	45

Course Description

This course discusses the accounting system and discloses the major components of financial statements. Topics covered include recording and valuation of inventory; recording, reporting and analyzing the current liabilities, non-current liabilities and long lived assets. Other topics of this course include accounting for receivables and shareholders' equity.

Course Objectives

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

Learning Outcomes

After studying this course, students will be able to:

- explain the inventories and cost of goods sold and their record, account, value and present
- explain the meaning of receivables and their record, account, value and present
- understand the concept and accounting process of current liabilities and contingencies and their analysis.
- record, report and analyse long lived assets, non-current liabilities and shareholders' equity.

Course Contents

Unit I: Inventories and Cost of Goods Sold **LH 7**

- 1.1 The concept and nature of inventory
- 1.2 Cost of goods sold: meaning and calculation.
- 1.3 Inventory valuation: Periodic and perpetual system
- 1.4 Inventory costing methods in periodic and perpetual system: Specific identification method, FIFO method, LIFO method and Weighted average method.
- 1.5 Methods of inventory estimation: retail and gross profit method
- 1.6 Effect of inventory valuation method on the cost of goods sold and tax
- 1.7 Disclosure in the financial statements and ratios relating to inventory management.

Unit II: Accounting for receivables **LH 7**

- 2.1 Accounts receivables: meaning of accounts receivable, credit sales; credit policies and credit terms; accounts receivable & notes receivables; recognizing accounts receivables, valuation of accounts receivables, methods of accounting for doubtful and uncollectible debt, balance sheet presentation of account receivable and doubtful debts.
- 2.2 Notes receivables: meaning and types of notes receivable, Interest bearing notes, non-interest bearing notes, balance sheet presentation of notes receivable.
- 2.3 Analyzing the management of accounts receivable and payables.

Unit III: Current Liabilities and contingencies **LH 5**

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

- 3.2 Contingent liabilities: concept and accounting procedures
- 3.3 Balance sheet presentation and ratios relating to current liabilities.

Unit IV: Accounting for long- lived Assets

LH 8

- 4.1 Long-lived assets: meaning, nature, types.
- 4.2 Concepts of capital and revenue expenditure
- 4.3 Determining cost of acquisition costs of long-lived assets
- 4.4 Depreciation: meaning, reasons, need and methods of depreciation: Straight line method, diminishing balance method, depreciation fund or sinking fund method, units of activity method.
- 4.5 Methods of revaluation of tangible fixed assets
- 4.6 Disposal of assets and accounting for gains and losses
- 4.7 Amortization of intangible fixed assets.
- 4.6 Disclosure in the financial statements

Unit V: Long term liability

LH 8

- 5.1 Introduction and types of long term liability
- 5.2 Bonds payable: characteristics of bond, issue and redemption of bonds
- 5.3 Accounting for issue of debentures
- 5.4 Concept and types of leases: acquisition of capital lease, depreciation of leased asset, amortization of lease obligation and balance sheet presentation of lease obligation
- 5.5 Balance sheet presentation; Ratios relating to non-current liabilities.

Unit VI: Shareholder's equity

LH 10

- 6.1 Shareholders' equity: concept, components, types of stock, statement of shareholders' equity
- 6.2 Accounting for issue of new stock and bonus shares and redemption of preference share
- 6.3 Accounting entries for treasury stock and accounting for dividend
- 6.4 Stock split and its effect on shareholders' equity
- 6.5 Shareholders' equity and statement of cash flow

Prescribed textbooks

- Porter, G. A., & Norton, C. L.(2015). *Financial Accounting: The Impact on Decision Makers*, (10th ed.), Cengage Learning.
- Kimmel, P. D., Weygandt, J. J., & Kieso, D. E. (2016). *Financial Accounting*.(10th ed.), New Delhi: Wiley India Pvt. Ltd.

References

- Hermanson, H. R. and Edwards, D. J.(2011). *Financial Accounting: A Business Perspective*.(7th ed.) USA: Von Hoffmann Press.
- International Accounting Standards (IASs) / International Financial Reporting Standards (IFRSs).
- Narayanswamy, R. (2017) *Financial Accounting: A Managerial Perspective*. (6th ed.) New Delhi: Prentice Hall.
- Nepal Accounting Standards (NASs)

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

Course Description and Objectives

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

Learning Outcomes

After studying this course, students will be able to:

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

Course Contents

Unit I: Understanding the Foundations of Business Communication

LH 12

- 1.1. Professional Communication in a Digital, Social, Mobile World
 - Importance of Effective Communication for Business Professionals
 - Communicating and a Professional
 - The Communication Process Modal and the Social Communication Modal
 - Mobile Communication in Business: Challenges and Opportunities
 - Ethical and Legal Communication
- 1.2. Understanding Collaboration, Interpersonal Communication and Business Etiquette
 - Communicating Effectively in Teams
 - Collaborating on Communication Efforts
 - Making Meetings More Productive
 - Business Etiquettes
- 1.3. Meeting Communication Challenges in a Diverse, Global Market place
 - Opportunities and Challenges of Intercultural Communication
 - Developing Cultural Competency
 - Recognizing Variations in a Diverse World
 - Adapting to other Business Culture

Unit II: Applying the Three-Step Writing Process

LH 10

- 2.1. Introduction to the Three-Step writing process
 - Analyzing the situation and Gathering Information
 - Considering Factors for Selecting the Most Appropriate Medium for a message
 - Organizing your Information
- 2.2. Writing Business Messages
 - Four Aspects of Being Sensitive to Audience Needs when Writing Business Messages
 - Building Strong Relationships with your Audience
 - Controlling your style and Tone
 - Selecting the Right Words, Right sentences structure and Developing Coherent Paragraphs
- 2.3. Completing Business Messages
 - Evaluating the First Draft of Business Messages
 - Four Techniques to Improve Readability
 - Editing for Clarity and Conciseness
 - Producing Business Messages: Designing for Readability

Unit III: Brief Messages

LH 8

- 3.1. Writing Routine and Positive Messages
 - Strategy for and common Examples of Routine Requests
 - Strategy for and Common Examples of Routine and Positive Messages
- 3.2. Writing Negative Messages
 - Applying the Three-Step Writing Process
 - Using the Direct and Indirect Approaches
 - Strategies for Routine Business Matters
 - Considerations when conveying negative organizational news
 - Considerations when conveying negative employment related news
- 3.3. Writing Persuasive Messages
 - Applying the Three-Step Writing Process
 - Developing Persuasive Messages
 - Effective Strategy for Marketing and Sales Messages
 - Ethical Considerations in Marketing and Sales Messages

Unit IV: Writing Reports and Proposals

LH 8

- 4.1. Discovering, Evaluating and Processing Information
 - Conducting Primary and Secondary Research
 - Processing Data and Information
 - Applying the Research Findings
- 4.2. Planning Reports and Proposals
 - Using the Three Step Writing Process to Reports and Proposals
 - Planning Informational Reports and Analytical Reports
 - Organizational Strategies for Planning the Proposals
- 4.3. Making Complete Reports and Proposals
 - Adapting the Audience by Writing Reports and proposals.
 - Writing Report and Proposal Content
 - Completing Report Proposals and Request for Proposals

Unit V: Writing Employment Messages and Interviewing for Jobs

LH 7

5.1. Building Careers and Writing Resumes

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

5.2. Applying and Interviewing for Employment

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

Prescribed Text

Bovee, C. L., Thill J. V. , & Raina, R. L. (2018). *Business Communication Today*. Pearson.

References

Hornby, A. S. (2010). *Oxford Advanced Learner's Dictionary (8th ed)*. Oxford: Oxford University Press.

Mizrahi, J. (2015). *Writing for the Workplace (1st ed)*. New York: Business Expert Press.

Paul, M. R. (2019). *Business and Professional Writing: A Basic Guide (2nd ed)*. Broadview Press.

Spiropoulos, M. (2005). *Interview Skills that Win the Job*. 83 Alexander Street Crows Nest NSW 2065. Australia: Allen & Unwin.

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

Course Description

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

Course Objective

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

Learning Outcomes

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

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

Course Contents

Unit I: Introduction to Human Resource Management and Human Resource Planning **LH 9**

- 1.1 Human Resource Management (HRM): Meaning, Objectives, Functions, and scope
- 1.2 Emerging HR challenges
- 1.3 Human Resource Planning: concept, characteristics, process and importance
- 1.4 HR information system
- 1.5 Succession planning
- 1.6 HR demand and supply forecasting: concept and techniques

Unit II: Job Design and Analysis **LH 5**

- 2.1 Job design: Meaning, objectives and techniques
- 2.2 Job analysis: concept, importance, process and sources of job analysis information
- 2.3 Concept and contents of Job description
- 2.4 Job specification and job evaluation

Unit III: Recruitment, Selection and Socialization **LH 7**

- 3.1 Recruitment: Meaning, sources and methods
- 3.2 Selection: Concept and process
- 3.3 Test and interview: concept and types
- 3.4 Socialization: concept and process
- 3.5 Recruitment and selection practices in Nepalese organization

Unit IV: Training and Development

LH 7

- 4.1 Training: concept and needs
- 4.2 Identifying training needs
- 4.3 Designing training programs; on - the - job and off - the – job training
- 4.4 Evaluating training effectiveness
- 4.5 HR development: concept, objectives and methods.

Unit V: Performance Appraisal and Reward Management

LH 6

- 5.1 Performance appraisal: concept, nature and objectives
- 5.2 Methods of performance appraisal
- 5.3 Reward management: concept and Types
- 5.4 Qualities of effective rewards system
- 5.5 Employee benefits

Unit VI: Labor Relations and Emerging Issues in HRM

LH 11

- 6.1 Labour relations: concept, objectives and actors; trade unionism, collective bargaining
- 6.2 Labour disputes: concept, causes and settlement procedures
- 6.3 Essential features of Labour Act of Nepal
- 6.4 Employee health and safety
- 6.5 Employee welfare and social security
- 6.6 Employee grievance handling and redressal
- 6.7 Employee empowerment; downsizing; outsourcing; work- life balance
- 6.8 E-HRM and Green-HRM
- 6.9 Ethics in HRM

Prescribed Text

Aswathappa, K. (2007). *Human Resource and Personnel Management: Text and Cases*. New Delhi: Tata McGraw Hill.

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

References

Dessler, G. (2017). *Human Resource Management*. Pearson.

Gupta, C. B. (2018). *Human Resource Management*. Sultan Chand and Sons.

Pattanayak, B. (2018). *Human Resource Management: A Case Study Approach*. CIPD. Viva Books.

Rao, V. (2007). *Human Resource Management: Text and Cases*. Excel Books India.

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

Course Description

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

Course Objective

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

Learning Outcomes

After learning this course, students will be able to

- the use of probability in business.
- relate the application of discrete probability distribution in business.
- estimate the population mean on the basis of sample mean.
- test the hypothesis regarding the single and double mean.
- use the concept of matrices in solving business related linear equations.

Course Contents

Unit I: Basic Probability

LH 8

- 1.1 Basic probability concepts: events and sample spaces, contingency tables, marginal & joint probability, additional rule.
- 1.2 Conditional probability: computing conditional probabilities, Statistical independence, multiplication rule, Baye's theorem.

Unit II: Probability distribution

LH 8

- 2.1 Concept and properties of random variables
- 2.2 Probability distribution of discrete random variables
- 2.3 Expected value of discrete random variables
- 2.4 Standard deviation & variance of discrete random variables
- 2.5 Concept of binomial distribution
- 2.6 Probability mass function of binomial distribution
- 2.7 Concept of Poisson distribution

Unit III: Sampling and Sampling distribution

LH 5

- 3.1 Meaning of population and sampling
- 3.2 Types of sampling methods
- 3.3 Concept of sampling distribution
- 3.4 Sampling distribution of the mean
- 3.5 Concept of standard error
- 3.6 Standard error of the mean

Unit IV: Estimation

LH 4

- 4.1 Point and Interval Estimation
- 4.2 Confidence interval estimation for the mean (Standard deviation known and not known)
- 4.3 Estimation of sample size to estimate population mean

Unit V: Hypothesis Testing

LH 12

- 5.1 Introduction to hypothesis testing
- 5.2 Types of hypothesis
- 5.3 Regions of rejection and non-rejection
- 5.4 The critical value approach to hypothesis testing
- 5.5 Types of error in hypothesis testing
- 5.6 Test of significance of a single mean for large sample
- 5.7 Test of significance of a single mean for small sample
- 5.8 Test of significance for difference between two population means

Unit VI: System of linear Equations and Matrices

LH 8

- 6.1 Introduction to matrix
- 6.2 System of two linear equations in two variables
- 6.3 Larger system of linear equations
- 6.4 Application of systems of linear equations, determinant, matrix inverse
- 6.5 Application of matrix in business and economics

Prescribed Text

Levine, D. M., Szabat, K. A., & Stephan, D. F. (2016). *Business Statistics: A First Course (7th ed)*. Pearson Education Limited.

References

- Gupta, S.C. (2014). *Fundamental of Statistics*. Himalaya Publishing House.
- Keller, G. (2015). *Statistics for Management and Economics (10th ed)*. Thomson.
- Levine, R. I., Rubin, D. S., Rastogi, S., & Siddiqui, M. H. (2017). *Statistics for Management (8th ed)*. Pearson Education Limited.
- Mejlbro, L. (2009). *Linear Algebra Examples C-1 – Linear Equations, Matrices and Determinants*. OgVentus Publishing.

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