

BBA 6th Sem. Syllabus

MIS 201 Introduction to Management Information System (BBA 6th Semester)

Course Objectives

The course will introduce students to get a comprehensive knowledge and understanding on why information systems are so important today for business and management, evaluate the role of the major types of information systems in a business environment and their relationship to each other, assess the impact of the Internet and Internet technology on business electronic commerce and electronic business.

Course Description

This course provides an introduction to information systems for business and management. It is designed to familiarize students with organizational and managerial foundations of systems, the technical foundation for understanding information systems, the role of information systems in enhancing business processes and management decision making across the enterprise, and the process of building and managing systems in organizations. The course will focus on topics such as Internet and Internet technology, the Electronic Business and Electronic Commerce, the Information Technology (IT) Infrastructure, the Enterprise Applications. The course will provide students with information systems knowledge that is essential for creating successful and competitive firms.

Course Outcomes

Upon completion of this course, students will be able to:

- understand the basic concepts and technologies used in the field of management information systems;
- have the knowledge of the different types of management information systems;
- understand the processes of developing and implementing information systems;
- understand the role of information systems in organizations, the strategic management processes, and the implications for the management;
- develop an understanding of how various information systems work together to accomplish the information objectives of an organization;
- learn about the importance of managing organizational change associated with information systems implementation.

Course Contents

Unit I: Computer System

6 hours

Introduction to computer technology, Computer System Concepts, Types of Computer Systems, Computer System Concepts, Memory (Primary Storage, Secondary Storage, Cache), CPU- Central Processing Unit, Hardware (Input Devices, Output Devices), Software and its Classification, Types of Computer System.

Unit II: Foundation of Information System

11hours

Data, Data processing, Information, Information System, Characteristics of Information System, Need of Information Systems in Business, Fundamental Resources of Information System, Potential Risks of Information System, Types of Information System (TPS, MIS, DSS, ESS) Definition, Objectives of MIS, Characteristics, Applications of MIS, Benefits and Limitations of MIS, Approaches of MIS Development, Implementations of MIS, Systems Development Life Cycle (SDLC) and its Stages, Success and Failure of MIS.

Unit III: Telecommunication and Network

5 hours

Networking the Enterprise, The Concept of a Network, The Business Value of Telecommunications Networks, Types of Telecommunications Networks, Telecommunications Media, Network Topologies, Trends in Telecommunications.

Unit IV: Data Resource Management and DSS**12 hours**

Fundamental Data Concepts, Database structures, Database Development Types of Databases, Technical Foundation of Database Management, Data warehouses and Data Mining, Decision Support in Business, Decision Structures, Decision Support Trends Decision Support Systems, Online Analytical Processing, Using Decision Support Systems. Practical: Microsoft Access, Database Design, Creating New Database, Setting up Tables, Form and Report Design.

UnitV: Business Applications**8 hours**

E-business systems, Customer Relationship Management Customer Relationship Management CRM, Three Phases of CRM, Benefits and Challenges of CRM, Trends in CRM, Enterprise Resource Planning Enterprise Resource Planning ERP Benefits and Challenges of ERP, Trends in ERP Supply Chain Management SCM, Roles of SCM, Benefits and Challenges of SCM, Trends in SCM, E-commerce Systems E-Commerce and its scope, Essential e-Commerce Processes, Electronic Payment Processes

Unit VI: Functional Applications of Hospitality Information System**6 hours**

Introduction to Hospitality Information System, Characteristics of Hospitality Information System, Computer Reservation System (CRS), Global Distribution System (GDS), Property Management Systems (PMS), Point of Sales Systems (POS)

References

1. O'Brien, J. A, Marakas, G. M. *Management Information Systems* McGraw Hill, New York
2. Kenneth, C. L. Jane P. L *Management Information Systems* Pearson Education, New Jersey
3. Tesone, D. F. *Hospitality Information System & E-commerce* John Wiley & Sons, New Jersey

LAW 291 Legal Aspects of Business and Technology (BBA: 6th Semester)

Course Objectives

This course provides an introduction to Nepalese law, with a particular emphasis on those aspects of the law that impact most upon business and technology. It is designed for students with no legal background and serves as an introduction to legal concepts. An important aim of this course is to place business and technology in their proper and prominent legal context. The intention of this course is to prepare students to be successful both personally and professionally in an information-based society.

Course Description

The course is broken up into three distinct sections. In the first part, the concept of legal environment, sources of business laws, and the format, structure and operating practicality of the court systems in Nepal will be discussed. The second part deals with contracts, sale of goods, agency, different forms (types) of doing business, areas of regulatory relationship, and arbitration laws. The final sections are an overview of different types of laws relating to business and technology.

Course Outcomes

After studying this course, students should be able to:

- Explain the concept of legal environment and the court system in Nepal;
- Have an understanding of the basic legal principles and concepts;
- Discuss the role and development of the legal aspects for business and technology under the Nepalese legal system;
- Describe the impact of major areas of law on business operations, particularly where technology is concerned;
- Explain the legal and regulatory compliances in the context of Nepalese business;
- Discuss the provisions of Nepalese laws and regulations relating to information technology/ intellectual property.

Course Contents

Unit I: Basics of Legal Environment and Court System

6 hours

Concept and importance of legal environment; Nature, types and sources of law; Meaning and sources of business law in Nepal; The court system - structure, powers, organization and jurisdiction of the court systems; Civil procedures in Nepal; Provisions of the Nepalese Constitution pertaining to business; Changing dimensions of legal environment in Nepal

Unit II: Nepalese Contract Law

8 hours

Concept of contract; Valid, void and voidable contracts; Essentials of a valid contract; Offer and acceptance; Consideration; Free consent; Contingent contract; Performance of contract; Termination of contract; Breach of contract and remedies; Meaning of bailment and pledge; Rights and duties of bailor/bailee and pledger/pledge; Pledge by non-owner; Finder of lost goods; Discharge of liability; Contract of indemnity and guarantee; Rights and duties of surety.

Unit III: Sale of Goods

4 hours

Meaning and feature of the contract of sale of goods; Types of goods; Conditions and warranties; Transfer of ownership; Unpaid seller; Suits of breach of the contract; Performance of the contract of sale of goods.

Unit IV: Agency and Business Organization

10 hours

Law of agency: Creation and modes of agency – Classification of Agents – Relation of Principal and Agent – Rights and duties of agents, sub-agents, principal, substitute agent; Relation of Principal with Third Party – Personal liability of Agent – Termination of Agency; Classification of companies; Formation and incorporation, registration, memorandum and articles of association, prospectus, shares and share capital, borrowing powers - debentures, board of directors and board meetings, minutes and resolution, auditing, dissolution, winding up, liquidation; Arbitration - powers of arbitrator, duties of arbitrator, revocation of arbitrator's authority .

Unit V: Legal and Regularity Compliance

5 hours

Industrial Enterprises Act, Financial Institutions Act, Legal provisions relating to negotiable instruments, Right to Information Act; Consumer Protection Act. Introduction and major provision of Nepalese labor, Anti-Money Laundering Laws.

Unit VI: Laws Relating to Information Technology/Intellectual Property 12 hours

Trade-Related Aspects of Property/Intellectual Property - Definition, scope and importance of intellectual property; Types of intellectual property, *e.g* patent, design, trade mark, industrial design, layout design, integrated circuit; Existing laws on intellectual property in Nepal; WTO's Treaty on Trade-Related Aspects of Intellectual Properties; Agreement relating to transfer of technology (supervisory mechanism-licensing and franchising), royalties and compliance of laws; Existing law on cyber law - Electronic Transactions (Digital Signature Attestation) Act, 2063 (especially on the crime and punishment); Nepal Telecommunication Act, 2045; Foreign Investment and Technology Transfer Act, 2049.

Basic Texts

1. Wagle, R. and Pant, K. B. *Legal Environment of Business in Nepal*, Ratna Pustak Bhandar.
2. Kalika, S. N. *Business Law*, Buddha Academic Enterprises Pvt. Ltd.
3. Albuquerque, D. *Legal Aspects of Business*. Oxford University Press, New Delhi.

References

1. Singh, Y. *Cyber Laws*, Universal Law Publishing Co., New Delhi.
2. *Related Nepal Acts and Regulations*
3. WTO. *A Final Act on the Embodiment of WTO*, WTO publications, Geneva.

MGT 212 Business and Society

(BBA: 6th Semester)

Course Objectives

The main objective of this course is to familiarize students with the various concepts and components of business and society relationship. It mainly emphasizes on imparting the knowledge and skills to students on the fundamentals of business and society relationship, corporate social responsibility, business ethics, and corporate governance in order to prepare future responsible business leaders aimed at creating value for both business and society. The intent of the course is therefore to help students gain a better understanding of the interplay among business, governments and society with particular paying particular attention to how firms manage those relationships.

Course Description

Businesses in Nepal today face greater public scrutiny and demands to act in an ethical and socially responsible manner. This course will evaluate these developments and consider their implications for organizational strategy and managerial practice. The course begins with investigations of corporate social responsibility and the ethical dimensions of management actions and decision-making processes. Attention is given to perspectives on roles of the firm that lead to governance mechanisms and operating policies that encourage ethical conduct, serve stakeholders, and support long-term corporate sustainability.

Course Outcomes

After completion of the course, students should be able to:

- Discuss the concepts and key debates in business and society;
- Demonstrate understanding of the definition of ethics and the importance and role ethical behavior serves in the business world today;
- Identify various ethical issues that occur in the workplace;
- Evaluate the concept of corporate social responsibility, and identify the components relevant to social responsibility of business;
- Recognize and appreciate the importance and impact of organizational decisions on society;
- Identify and describe the roles and rights of stakeholders, and value the shareholder and stakeholder rights and responsibilities;
- Adopt the appropriate mechanism for effective governance;
- Adhere to sound principles of direction and management, and implement best practices on corporate management.

Course Contents

Unit I: Business and Society Relationship

6 hours

Concept of business and society; Relationship between business and society - A systems perspective; Forces shaping business and society relationship; Changing societal expectations - growing emphasis on ethical values; The changing workplace - external factors influencing the workplace, government intervention, women at work; Corporate efforts to promote diversity.

Unit II : Fundamentals of Corporate Social Responsibility

8 hours

Concept of corporate social responsibility (CSR); Basic elements of social responsibility; Benefits of CSR to business and society; Historical evolution of CSR; Drivers of CSR; Theories of CSR - shareholder value theory and stakeholder theory; Concept of corporate citizenship and corporate social performance.

Unit III: Business and its Stakeholders

8 hours

Concept; Types of stakeholders; Stakeholder analysis - stakeholder interests, stakeholder power, and stakeholder coalitions; Stakeholder activism; Managing key stakeholder issues - CSR in the marketplace, CSR in the workplace, CSR in the community, and CSR in the ecological environment; Making trade-offs; Creating a win-win situation between business and society.

Unit IV: Business Ethics

8 hours

Concept of business ethics; Causes and consequences of ethical problems; Core elements of ethical character; Making ethics work in organizations - top management commitment and involvement, codes of ethics, principle-based international standards; Ethics training programs - encouraging ethical behavior, ethics audits, corporate ethics awards; Whistle blowing; Impact of ethics on business and society.

Unit V: Corporate Governance

6 hours

Concept, scope and significance of corporate governance; Theories governing corporate governance - Agency theory, transaction cost economics, stewardship theory; Governance of corporate entities; Challenges for good corporate governance; Impact of governance on business, society and the economy.

Unit VI: CSR, Business Ethics and Corporate Governance Issues in Nepal 6 hours

Management and status of CSR in Nepal; The role of Government in promoting CSR in Nepal; Legal provisions governing CSR in Nepal; Ethical business practices and issues in Nepal; Corporate governance system in Nepalese organizations; Suggestions for improving existing ethical practices and corporate governance system in Nepal.

Basic Texts

1. Lawrence, A. T. and Weber, J. *Business and Society: Stakeholders, Ethics, Public Policy*. Tata McGraw Hill, New Delhi.
2. Tricker, B. *Corporate Governance: Principles, Policies and Practices*. Oxford University Press, New Delhi.

References

1. Mallin, C. A. *Corporate Governance*. Oxford University Press, New Delhi.
2. Steiner, J. F., and Steiner, G. A. *Business, Government, and Society: A Managerial Perspective: Text and Cases*. Tata McGraw Hill, New Delhi.
3. Carroll, A. B., and Buchholtz, A. K. *Business S society: Ethics, Sustainability, and Stakeholder Management*. Cengage Learning, New Delhi.
4. Blowfield, M., and Murray, A. *Corporate Responsibility: A Critical Introduction*. Oxford University Press, New Delhi.
5. Chatterji, M. *Corporate Social Responsibility*. Oxford University Press, Delhi.
6. Francis, R. D., and Mishra, M. *Business Ethics: An Indian Perspective*. Tata McGraw Hill, New Delhi.
7. SAWTEE and ECCA. *A study on status of corporate social responsibility in Nepal*. Kathmandu, Nepal: Author.
8. National Business Initiative. *Ethical business practice in Nepal*. Kathmandu, Nepal.
9. *Various legal regulations governing CSR in Nepal*.

PRJ 491 Project Work

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

This assignment specifically aims to develop knowledge, skills and attitudes necessary for conduct of individual research at a level which will make a distinct contribution to knowledge. Students are expected to demonstrate the use of appropriate research, methodology, and written skills through the preparation and presentation of their investigation.

Through this PW, students gain a new perspective into the real world. It is also an excellent networking platform for students to get acquainted with people from different organizations, business backgrounds, skills, expertise, etc. This will improve the student's networking skills and also expand their networking group. Specifically, the objectives of the PW include:

- To provide an opportunity for the student to integrate classroom knowledge and practice.
- To enable graduate students to do an independent study to reflect a creative endeavour that can make some contribution to knowledge in a given field.
- To develop students' ability to read professional literature, reports, and other works critically in their design, treatment of data, and conclusions.
- To strengthen the ability of students in presenting their research work in a clear, concise, and logical manner and enable other readers to use the results of their investigations.

Students must complete an **Expression of Interest** (FORM) and submit it to the PW Advisor of their respective college. The screening committee of the college will make its decision on student applications. Once the PW scheme submitted by the student is approved, the student is required to work under the guidance of the supervisor as assigned to him/her by the screening committee.

FIN 434 Bank Operations and Management [Concentration II]

Course Objectives

The course aims to provide the students with the fundamental knowledge of bank operation and management and develop skills for analyzing lending opportunities and deposits to create appropriate structure of assets and liabilities.

Course Description

This course begins with an overview of the functions and regulatory environment of banking institutions. Then it moves to the management of assets side of the balance sheet with a focus on investment, lending and credit evaluation process by banks. Then the course provides the management of liability side of the bank with a focus to deposit mix, its pricing and weighted average cost of the fund.

Course Outcomes

Course Contents

Unit I: Functions and Forms of Banking **5 hours**

Meaning and types of bank; functions of bank; risk in bank; size and share of commercial banks; major factors affecting banking and market shares; assets and liabilities of commercial bank; and bank profitability.

Unit II: The Bank Regulatory Environment **8 hours**

The need for regulation; banking regulations – commercial banking act, directives and guidelines of Nepal Rastra Bank; the role of Nepal Rastra Bank in the regulation of commercial banks.

Unit III: An Overview of Asset/Liability Management **6 hours**

Historical perspective of asset/liability management; alternatives in managing interest rate risk; measuring interest rate sensitivity and the dollar gap; duration gap analysis; simulation and asset/liability management.

Unit IV: Investment Management **5 hours**

Developing investment policies and goals; types of investment securities; evaluating investment risk; and investment strategies.

Unit V: Credit Evaluation Process **8 hours**

Credit scoring; credit rating; financial analysis; ratio analysis; common-size statement analysis.

Unit VI: Commercial and Industrial Lending **10 hours**

The role of asymmetric information in lending; the competitive environment; loan policy; making loan; principal lending activities; collateral: characteristics of good collateral, types of collateral; the lending process: evaluating a loan request, structuring commercial loan agreement, pricing commercial loans, monitoring and loan review.

Unit VII: Real Estate and Consumer Lending **8 hours**

Real estate lending: characteristics of mortgage loan; the real estate portfolio; residential mortgage loan; additional terms; alternative mortgage instruments; commercial real estate loan; consumer lending: types of consumer loan, leases, finance charges, annual percentage rate, real estate and consumer credit regulation.

Unit VIII: Liabilities Management **8 hours**

Structure of bank liabilities: deposit sources of funds, non-deposit sources of funds; balance structure of bank liabilities; managing bank liabilities: formulating pricing policy, deposit pricing matrix, the pricing committee, components of pricing decision, profitability and deposit pricing, lending and deposit costs, customer relationship pricing, promotional pricing, other marketing elements related to pricing; costs of bank fund; weighted average cost of funds; purposes of cost analysis; and marginal costs of funds.

Basic Text

Gup, Benton E. *Commercial banking*. New Delhi: Wiley India.

References

1. Rose, Peter S. & Hudgins Sylvia C. *Bank management and financial services*. New Delhi: Tata McGraw-Hill Education.
2. Koch, T. W. & MacDonald, S. S. *Bank management*. New Delhi: Cengage Learning.
3. Chaudhari, M. *An introduction to banking – liquidity risk and assets liabilities management*. West Sussex, UK: Wiley.

TITLE OF THE PROJECT WORK REPORT

BY
Candidate's Full Name

*A Project Work Report submitted to Pokhara University in partial fulfillment of the requirements for
the degree of*

Bachelor of Business Administration

at the
Name of the College
Pokhara University

Place
Month/Year

Declaration

I hereby declare that the project work report entitled “.....(Topic of the PW Report).....” submitted for the BBA is my original work and the Project Work Report has not formed the basis for the award of any degree, diploma, or other similar titles.

Signature
Name of the Student
Date

CERTIFICATE

This is to certify that the Project Work titled “**Title of the Project Work**“submitted by **(Name of the Student)** **(Roll No.)** for the partial fulfillment of the requirements of BBA embodies the bonafide work done by him/her under my supervision.

Signature of the Supervisor
Name
Date

Name and Signature
In-Charge of Research or PW
Date

Sequence of Items in the Project Report

The following sequence may be followed in the preparation of the Manuscript as well as the final report (Manuscript can be spiral bound):

Preliminary Information

- Cover Page (On the black spiral bound cover)
- Title Page
- Declaration
- Certificate from the Supervisor
- Acknowledgements
- Table of Contents

Main Body of the Report

Chapter I: Introduction

- Background
- Objectives of the Study
- Need and Scope of the Study
- Literature Review
- Research Methodology Adopted

Chapter II: Descriptive Analysis

- Data Presentation
- Data Analysis
- Main Findings and Discussion

Chapter III: Summary and Conclusion

- Summary of the Findings
- Conclusion

Bibliography

Follow APA system of citation and referencing

Appendices (if any)

Checklist for the items in the report

Project Report Format (Guidelines)

Length:

Approx 35 to 40 pages (About 8000 to 10,000 words)

Paper:

A4 White bond paper

Typing:

- Font – Times New Roman
- Standard letter size: Title – 14 and Text – 12
- Black Colour
- One side of the paper
- One and half line spacing

Margin:

- Left and Top – 35 mm
- Right and Bottom – 20 mm

Page Numbers:

All the pages in the initial part are in small roman centrally located at the bottom of the pages.
Each chapter should begin on a new page