Course Details: BBA (Finance) Program, Semester IV

SN	Course Code	Course Title	Credit Hours
1.	STT 111	Data Analysis and Modeling	3
2.	RCH 110	Business Research Methods	3
3.	MGT 114	Human Resource Management	3
4.	MIS 110	Management Information System	3
5.	FIN 310	Corporate Finance	3
6.	PRC 114	Academic Writing	1
		TOTAL CREDITS	**16**

Data Analysis and Modeling

Pokhara University
Faculty of Management Studies

Course code. STT 111   Full marks: 100
Course title: **Data Analysis and Modeling**   Pass marks: 45
Nature of the course: Theory & Practice   Credit hours: 3.0
Year 2, Semester IV   Total hours: 48
Level: Bachelor
Program: BBA/BBA (Finance)/BBA (TT)

1. Course Description

This course consists of topics like Correlation, Regression, Time Series Analysis and Forecasting, Linear programming and Network Analysis. After studying these topics, students will be able to understand and analyze relationships between business-related variables and forecast trends in the business world. Linear Programming and Network Analysis will help them to choose the best alternative in order to maximize total profit and minimize total cost in different business situations.
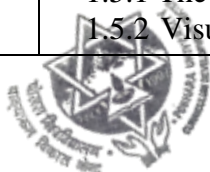
2. General Objectives
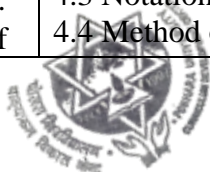
The general objectives of this course are:

- To enable the students in calculating and interpretation of the relationship between and among variables using simple correlation and regression analysis.
- To disseminate students with models for time series and forecasting.
- To provide students with a sound understanding of index numbers.
- To equip the students in generating and interpreting statistical finding using the statistical software, such as excel
- To introduce and formulate linear programming.
- To acquaint the students with the concepts of transpiration and assignment problems.
- To familiarize the students with network models.
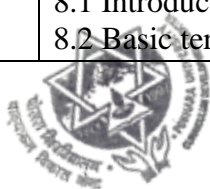
3. Contents in Detail

Specific Objectives	Contents

• Describe the meaning of correlation and regression.
 • Use regression analysis to predict the value of a dependent variable based on an independent variable.
 • Interpret the meaning of regression coefficients.
 • Evaluate the assumptions of regression analysis and know
	Unit 1: Simple Correlation and Regression Analysis (9 Hours)
	 1.1 Correlation: Introduction
	 1.2 Types of correlation: Scatter plot and Karlpearsons' correlation coefficient.
	 1.3 Significance test of correlation coefficient.
	 1.4. Types of regression models
	 1.5 Determining the simple linear regression equation
	    1.5.1 The least square method
	    1.5.2 Visual exploration: exploring simple linear regression

what to do if assumptions are violated.
• Make inferences about the slope and correlation coefficient.
• Generate excel output.
• Use excel output for solving problems.
	coefficients
	    1.5.3 Predictions in regression analysis: interpolation versus extrapolation
	    1.5.4 Computing the regression coefficients
	1.6 Measures of variations
	    1.6.1 Computing the sum of squares
	    1.6.2 The coefficient of determination
	    1.6.3 Standard error of the estimate
	1.7 Assumptions
	1.8 Residual analysis: Evaluating the assumptions
	1.9 Inferences about the slope and correlation coefficient
	1.9.1 t-test for the slope and correlation coefficient
	1.9.2 Confidence interval estimate of the slope

• Analyze the relationship between one dependent variable and two or more independent variables and estimate the value of the dependent variable based on the values of the independent variables. • Generate the excel output and interpret them	**Unit 2: Multiple Regression (9 Hours)** 2.1 Definition and Reasons for using multiple regression equation, Estimating multiple regression equation (2 independent variables) 2.2 Confidence Interval and Prediction Interval of estimating equation and regression coefficient, regression equation with dummy independent variable Residual Analysis and Autocorrelation, Durbin Watson Statistic, Dummy variable, Multicollinearity, and Step wise regression
• Describe the various components of time Series. • Describe the trend, cyclical, seasonal and irregular components of the time series model. • Fit a linear trend equation to a time series. • Smooth a time series with the moving average and exponential smoothing techniques. • Forecast the data by various techniques. • Calculate and interpret measures of forecast accuracy • Use excel for solving problems.	**Unit 3: Time Series Analysis and Forecasting (9 Hours)** 1.9 Introduction of time series data, Components of time series analysis (Trend, Cyclical, Seasonal, Irregular) 1.10 Trend analysis: Least square method, Second degree equation 1.11 Forecasting Models: Naive, Moving average, Simple exponential smoothing model, linear model. 1.12 Methods of measuring forecasting accuracy: MAD, MAPE, MSE, Cyclical Variation, Business cycle, Percent of trend, Relative cyclical residual, Seasonal Variation, Calculation of seasonal indices (Ratio to moving average), Deseasonalization.
• Explain the types of index number. • Describe notion and terminology of index number. • Introduce with the methods of	**Unit 4: Index Number (4 hours)** 4.1 Definition and uses of Index Number 4.2 Types of Index Number 4.3 Notation and Terminology 4.4 Method of constructing Index Number

constructing index number.
• Explain un-weighted and weighted method of index number.
• Test of consistency of index number.
	4.5 Un-weighted method
	   4.5.1 Simple aggregative method
	   4.5.2 Simple average of price relative
	4.6 Weighted Method
	   4.6.1 Laspeyre's index number
	   4.6.2 Paasche's index number
	   4.6.3 Fisher's index number
	4.7 Cost of living index number
	4.8 Method of constructing cost of living Index numbers
	   4.8.1 Aggregative expenditure method
	   4.8.2 Family budget method

• Introduce linear programming (LPP). • Explain the system of linear inequalities. • Formulate LPP Model of the given theoretical problem. • Identify the graphical solution of the LP Model. • Familiar with the special cases in LP model.	**Unit 5: Linear Programming Problem (6 Hours)** 5.1 Introduction, Decision variable, objective function, constraints, slack and surplus variable. 5.2 Model formulation for Linear Programming active constraints, inactive constraints, Alternative optimum solution for Linear Programming Problem, Sensitivity Analysis, Primal, Dual Problems.
• Formulate transportation table of the given theoretical problem. • Identify the initial basic feasible solution of the transportation problem. • Identify the optimum solution of transportation problem.	**Unit 6: Transportation Model (4 Hours)** 6.1 Introduction 6.2 Mathematical Formulation of Transportation model 6.3 Types of transportation problem 6.3.1 Balanced transportation problem 6.3.2 Un-balanced transportation problem 6.4 Determination of initial solution by Vogel's Approximation Method (VAM) 6.5 Degeneracy in the Transportation Problem 6.6 Optimal Solution of Transportation Problem by Modified distribution method 6.7 Maximization of Transportation Problems

• Match the appropriate person with appropriate job.
• Minimize the total cost/time/effort.
• Maximize the total profit/output/efficiency.
	Unit 7: Assignment Model (3 Hours)
	
	7.1 Introduction
	7.2 Mathematical formulation of assignment model
	7.3 Types of assignment problem
	   7.3.1 Balanced assignment problem
	   7.3.2 Un-balanced assignment problem
	7.4 Hungarian method of assignment problem
	7.5 Maximization of assignment problem

• Plot the network diagram of the given project. • Identify critical path, critical and non-critical activities.	**Unit 8: Network Model (4 Hours)** 8.1 Introduction, Activities, Events 8.2 Basic terminologies under project network

• Identify slack for non-critical activities. • Calculate the associated probability. • Plot time chart and identify scheduling flexibility.	8.3 Network Construction (PERT/CPM) 8.4 Network Diagram 8.5 Probability in PERT Analysis

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

4. Methods of Instruction

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

5. Evaluation system and Students' Responsibilities

5.1 Evaluation System

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

5.1.1 Internal Evaluation

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

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

5.1.2 Semester End Examination

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

5.2 Students' Responsibilities

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

If a student fails to attend a formal exam, quiz, test, etc. and there is not any provision for a re-exam.

6. Prescribed Books and References

Text Books

Levine, D. M., Krehbiel, T. C., Berenson, M. L., & Viswanathan, P. K. *Business Statistics: A First Course.* New Delhi: Pearson Education.

Eppen, G. D., Gould, F. J., Schmidt, C. P., Schmidt, C., & Schwartz, R. *Introductory Management Science.* New Jersey: Prentice Hall.

References

Levin, R. I. and Rubin, D. S., *Statistics for Management.* New Delhi: Prentice Hall

Siegel, A. F. *Practical Business Statistics.* New York: Andrew F, Irwin.

Anderson, D. R., Sweeney, D.J. and Williams, T. A. *Statistics for Business and Economics.* New Delhi: Thomson.

Taha,H. M. *Operations Research.* Collier Macmillan.

Vohra, N. D. *Quantitative Techniques in Management*. New Delhi: Tata McGraw Hill Education

Levin, R. I., Rubin, D.S. & Stinson, J. P. *Quantitative Approaches to Management*. New Delhi : McGraw-Hill.

Business Research Methods

Pokhara University
Faculty of Management Studies

Course code: RCH 110   Full marks: 100
Course title: **Business Research Methods**   Pass marks: 45
Nature of the course: Theory & Practice   Credit hours: 3.0
Year 2, Semester IV   Total hours: 48
Level: Bachelor
Program: BBA/BBA (Finance)/BBA (TT)

1. Course Description

This course introduces students to a number of research methods useful for academic and professional investigations of information practices, texts and technologies. By examining the applications, strengths and major criticisms of methodologies drawn from both the qualitative and quantitative traditions, this course permits an understanding of the various decisions and steps involved in conducting research, as well as a critically informed assessment of published research. The emphasis of the course is therefore on problem definition, hypothesis formulation, research design, measurement, sampling, secondary data gathering, observation and interviews, and data analysis. Emphasis will also be placed on conducting and using research in an ethical manner.

2. General Objectives
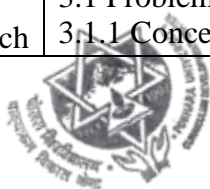
The general objective of this course are:
- To provide students with the opportunity to learn the process of collecting, analyzing, and interpreting quantitative and qualitative data to aid managerial decision making.
- To familiarize the students with business research concept and emerging paradigms of research, including ontology, epistemology, axiology, and methodology.
- To expose the students to understand its importance in solving organizational problems and making informed decisions.
- To develop a skill of comprehensive understanding of the literature review process and the various types of literature reviews.
- To enable the students to identify the research problems and generate relevant research questions based on identified problems.
- To enhance the knowledge to differentiate between types of measurement scales (nominal, ordinal, interval, ratio) and understand their features and applications.
- To make the students able to construct effective questionnaires and conduct interviews to collect primary data, and manage focus group discussions effectively.
- To make the students competent in developing the good research proposal
- To develop a theoretical framework by identifying key concepts, defining the framework, and establishing relationships between research variables.
- To acquaint the students with understand different types of research designs and their significance in choosing the appropriate design for a research study.
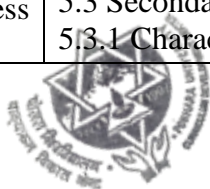
- To enhance the skill of students to use descriptive statistics for data analysis, including measures of central tendency and dispersion, and understand their graphical representations.

3. Contents in Detail

Specific Objectives	Contents
• Explain the emerging paradigms of research, including ontology, epistemology, axiology, and methodology. • Differentiate between different types of business research, such as quantitative vs. qualitative, fundamental vs. applied, and inductive vs. deductive. • Examine the role of research in business decision-making and its impact on organizational success. • Understand the steps involved in the scientific research process and identify key ethical considerations and codes of conduct for researchers.	**Unit I : Introduction to Business Research (8 Hours)** 1.1 Overview of Business Research 1.1.1 Definition and Importance of Research 1.1.2 Emerging Paradigm of Research: Ontology, Epistemology, Axiology and Methodology 1.1.3 Philosophical Worldviews of Research 1.1.4 Types of Business Research: Quantitative and Qualitative, Fundamental and Applied, Inductive and Deductive 1..1.5 Role of Research in Business Decision Making 1.2 Research Process and Ethics 1.2.1 Characteristics of Scientific Research 1.2.2 Steps in the Scientific Research Process: Identification of the Research Problem, Literature Review, Formulation of Hypotheses, Research Design, Data Collection, Data Analysis, Testing Hypotheses and Drawing Conclusions, Discussion, Report Writing and Presentation 1.2.3 Ethical Issues in Research 1.2.4 Code of Conduct for Researchers
• Define literature and understand the different types of literature relevant to research. • Understand the process of conducting a literature review and identify various types of literature reviews. • Evaluate the qualities that constitute good literature in research. • Develop a conceptual framework, including the identification of research variables and establishing relationships among them	**Unit II: Literature Review and Theoretical Framework (8 Hours)** 2.1 Literature Review 2.1.1 Definition of literature and its types 2.1.2 Literature Review Process 2.1.3 Types of Literature Review 2.1.4 Quality of good literature 2.1 Theoretical Framework 2.2.1 Key Concept and Definition of Theoretical Framework 2.2.2 Rationale of Theoretical Framework in Research 2.2.3 Developing Conceptual Framework in Research 2.2.4 Identification of research variables and establishing relationship
• Understand the concept of research design, problems identification and hypothesis • Able to generating research	**Unit III: Problems Identification, Hypothesis Formulation and Research Design (8 Hours)** 3.1 Problems Identification 3.1.1 Concept of Problems Identification

questions based on identified problems. • Capable of formulation of good hypothesis as per the requirement of research • Able to select appropriate research design in practical life	3.1.2 Steps of Problems Identification Generating of Research Questions 3.2 Hypothesis Formulation 3.2.1 Concept of Hypothesis 3.2.2 Types and importance of Hypothesis 3.2.3 Criteria of Good Hypothesis 3.3 Research Design 3.3.1 Introduction to Research Design 3.3.2 Types of Research Design 3.3.2.1. Quantitative research design: a) Exploratory Research Design, b) Descriptive Research Design, c) Explanatory Research Design, 3.3.2.2. Qualitative research design: a) Phenomenological Research Design, b) Grounded Theory Research Design, c) Case Study Research Design 3.3.3 Significance of Selection of Right Research Design
• Understand the concept and importance of different scales of measurement and sampling • Competent to apply the different types of measurement scales in research • Capable to construct scales to measure psychometric data effectively. • Able to evaluate the reliability and validity of measurement scales. • Skilled at calculating the e appropriate sample from population • Understanding the different types of sampling techniques and qualify to apply the appropriate sampling method.	**Unit IV: Scale of Measurement and Sampling (8 Hours)** 4.1 Scale of Measurement 4.1.1 Understanding of Scale of Measurement 4.1.2 Types of Measurement Scale and their Feature : Nominal, Ordinal, Interval and Ratio 4.1.3 Construction of Scale to Measure Psychometric Data 4.1.4 Test of Reliability and Validity of Scale 4.2 Sampling 4.2.1 Definition of Population, Sampling Frame and Sampling 4.2.2 Probability Sampling Methods (Simple Random, Systematic, Stratified, Cluster) 4.2.3 Non-Probability Sampling Methods (Convenience, Purposive, Judgmental, Quota, and Snowball) 4.2.3 Sampling and non-sampling errors and ways of reducing sampling errors
• Understand the concept, types, and and features of data • Develop skills in conducting questionnaire survey, interviews focus group discussions and observation to gather primary data. • Capable to understand the characteristics, sources, and limitations of data and assess its validity and reliability.	**Unit V: Data Collection and Data Analysis Tools (8 Hours)** 5.1 Types and Feature of Data 5.2 Primary Data Collection Tools 5.2.1 Characteristics of Primary Data, Its Sources and Types 5.2.2 Constructing a Good Questionnaire 5.2.3 Conducting Effective Interview 5.3.4 Managing a Focus Group Discussion Effectively 5.3.5 Getting Data through Observations 5.3.6 Challenging of Qualitative Data Collection 5.3 Secondary Data Sources 5.3.1 Characteristics of Secondary Data, Its Sources and Types

• Able to collect qualitative data and analyse it with appropriate methods using or not using the software. • Apply data analysis tools and software as per the nature of data.	5.3.2 Challenges and Limitation of Secondary Data 5.3.3 Validity and Reliability of Secondary Data 5.4 Data Analysis Tools 5.4.1 Data Editing, Coding, Entry, and Cleaning 5.4.1 Use of Descriptive Statistics for Data Analysis: a) Measures of Central Tendency (Mean, Median, Mode), b) Measures of Dispersion (Range, Variance, Standard Deviation), c) Graphical Representation of Data 5.4.2 Use of Inferential Statistics for Data Analysis: a) Non-parametric tests, b) Parametric test, c) Hypothesis Testing, d) Univariate, Bi-variate and Multivariate Analysis 5.5 Qualitative Data Analysis 5.5.1 Method of Qualitative Data Analysis: a) Content Analysis, b) Thematic Analysis, c) Narrative Analysis, d) Discourse analysis, e) Grounded theory analysis, Process of Qualitative Data Analysis: 5.6 Use of Software in Data Analysis: Introduction to Quantitative Data Analysis Software viz. SPSS, SAS, EViews and Qualitative tools viz. NVivo, ATLAD.ti, MAXQDA etc.
Understand the objectives, types, and structure of a research proposal and report. Able to present research results using visual tools such as pictures, graphs, tables, and figures. Competent to prepare quality research proposal and research report.	**Unit VI: Proposal and Report Writing (8 Hours)** 6.1 Writing the Research Proposal 6.1.1 Objectives, Types and Structure of Research Proposal 6.1.2 Qualities of Good Research Proposal 6.2 Writing the Research Report 6.2.1 Objectives, Types and Structure of Research Report 6.2.2 Qualities of Good Research and Report 6.2.3 Presenting Results through Picture and Graphs, Tables and Figures 6.2.4 Preparing a research report, Presentation and Dissemination

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

4. Methods of Instruction

Lectures (Core content delivery and discussions), **Case Studies** (Real world applications and analysis), **Guest Lectures** (Professional research experts sharing insights), **Group Projects** (Collaborative learning and presentations), **Training** (Using research tools and software), **Assessments** (Quizzes, class participation, assignments, developing questionnaire and proposals, written exams).

5. Evaluation System and Students' Responsibilities

5.1 Evaluation System

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

5.1.1 Internal Evaluation

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

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

5.1.2 Semester End Examinations

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

5.2 Students' Responsibilities

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

6. Prescribed Books and References

Text Books

Cooper, D. R., & Schindler, P. S. (2014). *Business Research Methods.* McGraw-Hill Education.

Zikmund, W. G., Babin, B. J., Carr, J. C., & Griffin, M. (2012). *Business Research Methods.* Cengage Learning.

References

Sekaran, U., & Bougie, R. (2016). *Research Methods for Business: A Skill-Building Approach.* Wiley.

Merriam, S.B. &Tisdell, E. J. (2023). Qualitative Research: A Guide to Design and Implementation. Jossey-Bass

Burns, R.B. & Burns, R. A. (2008). Business Research Methods abd Statistics Using SPSS. Sage.

Human Resource Management

Pokhara University
Faculty of Management Studies

Course code.: MGT 114   Full marks: 100
Course title: **Human Resource Management**   Pass marks: 45
Nature of the course: Theory & Practice   Credit hours: 3.0
Year 2, Semester IV   Total hours: 48
Level: Bachelor
Program: BBA/BBA (Finance)/ BBA (TT)

1.   Course Description
This course focuses on the strategic and operational aspects of Human Resource Management (HRM). It covers the concepts, strategic HRM, changing scenario as inclusion and digitalization of HR processes, issues relating to recruitment/e-recruitment, selection, training and development, performance management, compensation management, retention practices, and industrial relation. Students will learn to manage human capital/talent management effectively in a dynamic business world. The course also aims to develop students' abilities to manage human resource effectively using self-learning, experiential exercises, and use of electronic tests.

2. General Objectives
The general objectives of this course are:
- To familiarize the fundamental concepts of HR, its practices and contribution to the corporate world.
- To expose students with the practical insights through experiential learning and electronic assessments advantage.
- To acquaint the strategic role of human resource in achieving organizational goals.
- To enable students to implement effective recruitment and selection processes.
- To develop and manage the training and development programs as a development process.
- To enhance the knowledge/skills of the students by encourage performance management and maintenance system as a continuous process.

3. Contents in Detail

Specific Objectives	Contents
- Understand the concept, evolution, and importance of HRM in organizations. - Recognizes the strategic role of HR professional in business world. - Realizes the acceptance of changes	**Unit I: Introduction to Human Resource Management (6 Hours)** 1.1 Definition and importance of HRM 1.2 Evolution and development of HRM 1.3 Strategic human resource management (SHRM) 1.3.1 Changing scenario of demographic changes and inclusion

in the demographic scenario and inclusion. • Analyze the strategies of HR in merger, acquisition and SHRM in the Nepalese context.	1.3.2 SHRM in Nepalese scenario 1.4 Role of HR in merger and acquisition

• Explain job analysis and recruitment process.
• Understand the job matching using job specification and job description.
• Design and develop effective recruitment strategies and e-recruitment as a priority initial process for the organizational performance.
• Understand various selection methods and tools.
• Understand the practice of job analysis, recruitment, and selection processes in the Nepalese business world.
	Unit II: Recruitment and Selection Process (8 Hours)
	2.2 Job Analysis
	    2.2.1 Job Design and Job Analysis
	    2.2.2 Job description (JD)
	    2.2.3 Job specification (JS)
	    2.2.4 Job Evaluation
	2.3 Recruitment strategies
	    2.3.1 HR demand and supply forecast
	    2.3.2 E-recruitment
	    2.3.3 Competency-based employee
	2.4 Selection methods and tools
	2.5 Practices of recruitment and selection in the Nepalese environment

• Understand the importance of training need.
• Identify, design and implement effective training methods.
• Evaluate training effectiveness.
• Identify the differences between training and development.
• Understand the practices of training and development in the Nepalese institutions.
	Unit III: Training and Development (8 Hours)
	    a. Training need assessment
	        i. Purpose of training need assessment
	        ii. Designing training programs
	        iii. Use of digital learning platform in training
	    b. Evaluation of training effectiveness
	    c. Employee development process
	    d. Difference between training and development
	    e. Training and development in the Nepalese context

• Understand the performance management process.
• Implement effective performance appraisal methods.
• Explain the importance of coaching and feedback.
	Unit IV: Performance Management (10 Hours)
	4.2 Performance management system
	4.3 Performance appraisal methods
	    4.3.1 Self-evaluation
	    4.3.2 Ranking method
	    4.3.3 Rating scaling
	    4.3.4 Forced choice
	    4.3.5 Critical incident method
	    4.3.6 Behaviorally anchored rating scale (BARS)
	    4.3.7 Management by objectives (MBO)
	    4.3.8 360-degree feedback
	4.4 Maintenance process (managing poor

	performance)
	4.4.1 Counseling and coaching
	4.4.2 Mentoring
	4.4.3 Feedback
	4.5 Digital performance management system
	4.6 Performance management and performance appraisal in the Nepalese enterprises

• Explain the components of compensation system.
• Develop strategies for various employee benefits.
• Evaluate the effectiveness of compensation and benefits packages.
• Evaluation of compensation benefits to employees.
	Unit V: Compensation and Benefits (10 hours)
	5.6 Principles of compensation design
	5.7 Employee benefits strategies
	5.8 Types of benefits strategies
	    5.8.1 Financial incentives
	    5.8.2 Non-financial incentives
	5.9 Evaluation of compensation and benefits
	5.10 Skill-based and performance-based pay
	5.11 Legal considerations in compensation
	5.12 Digital Compensation Management

• Understand the importance of employee relations. • Identify the key labor laws affecting HRM. • Explain the process of handling conflict and grievances.	**Unit VI: Industrial Relations (6 Hours)** 6.1 Importance of industrial relations 6.2 Labor laws 6.3 Conflict management and grievances procedures 6.4 Digital industrial relations tools

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

4. Methods of Instruction

Lectures, classroom discussions, experiential learning, case analysis, role play, simulations, group task and presentations.

5. Evaluation System and Students' Responsibilities

5.1 Evaluation System

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

5.1.1 Internal Evaluation

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

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

5.1.2 Semester End Examinations

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

5.2 Students' Responsibilities

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

6. Prescribed Books and References
Text Books
Armstrong, M., & Taylor, S. *Armstrong's Handbook of Human Resource Management Practice.* Kogan Page.

Dessler, G. *Human Resource Management*. Pearson.

References
Armstrong, M. *Armstrong's Handbook of Performance Management: An Evidence-Based Guide to Delivering High Performance*. Kogan Page.

Noe, R. A., Hollenbeck, J. R., Gerhart, B. A., & Wright, P. M. *Fundamentals of Human Resource Management*. McGraw-Hill Education.

Whitmore, J. *Coaching for Performance: Growing Human Potential and Purpose: The Principles and Practice of Coaching and Leadership*. Nicholas Brealey Publishing, London.

Wilkinson, A. *Human Resource Management: A Very Short Introduction*, Oxford University Press.

Management Information System

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Pokhara University
Faculty of Management Studies

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Course code.: MIS 110   Full marks: 100
Course title: **Management Information System**   Pass marks: 45
Nature of the course: Theory & Practice   Credit hours: 3.0
Year 3/2, Semester V/IV   Total hours: 48
Level: Bachelor
Program: BBA/BBA (Finance)

1. Course Description

This course provides an in-depth understanding of Information Systems (IS) and their role in business and technology environments. It covers key concepts of IS, the use of information technologies to support business operations, and strategic decision-making. The course integrates theoretical knowledge with practical applications, enabling students to develop skills to design, implement, and manage information systems effectively. The practical component will involve hands-on projects using contemporary IS tools and software, preparing students for real-world applications.

2. General Objectives

The general course objectives are to enhance the ability of students with the conceptual of fundamental knowledge about the information system and business application as well. After completing this course, the students will be able:
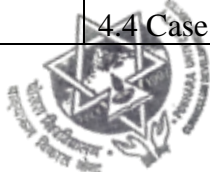
- To introduce students to the fundamental concepts of Management Information Systems (MIS).
- To provide an understanding of how MIS supports business operations, decision-making, and strategy.
- To equip students with the skills to analyze and design information systems in a business context.
- To explore emerging trends in information technology and their impact on business

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3. Contents in Details

Specific Objectives	Contents
- Understand the definition, types, and significance of Information Systems. - Describe the components of IS and how they interact. - Analyze the role of IS in supporting business operations and	**Unit I: Introduction to Information Systems (IS) (4 Hours)** 1.1 Overview of MIS: Definition, Components, and Importance. 1.2 Role of MIS in Business: Operations, Decision-Making, and Competitive Advantage. 1.3 Types of Information Systems: TPS, MIS, DSS,

decision-making.	ESS. 1.4 Data vs. Information: Concepts and Differences
• Analyze how IS can provide a competitive advantage. • Understand the relationship between business strategy and IS strategy. • Explore frameworks like Porter's Five Forces and Value Chain Analysis in the context of IS.	**Unit II: Information Technology Infrastructure (15 Hours)** 2.1 Components of a computer system (hardware, software, data, people, processes) 2.2 Computer architecture (CPU, memory, input/output devices) 2.3 Role of I/O devices in business innovation (New business operation models and automated mechanisms) 2.4 Importance and role of Operating systems 2.5 Types and selection of OS for Business needs 2.6 Software Types and applications in business 2.7 Small scale and large scale software's 2.8 Analyzing networking requirements for business and network types (LAN, WAN, internet, VPN) 2.9 Network protocols (TCP/IP, HTTP, FTP) 2.10 Network devices (routers, switches, modems) 2.11 Design of network for business needs 2.12 Cloud computing (public, private, hybrid) 2.13 Database management systems (DBMS) application in Business 2.14 Data warehousing and data mining, KDD, Data Analytics for Business 2.15 Case study on POS, GDS, OTA
• Manage IT at an enterprise and global level. • Understand outsourcing, offshoring, and IT governance.	**Unit III: Business Applications of Information Systems (8 Hours)** 3.1 Enterprise Systems: ERP, CRM, SCM. 3.2 E-Business and E-Commerce: Models, Benefits, and Challenges. 3.3 Introduction to E-commerce architecture 3.4 Decision Support Systems (DSS) and Business Intelligence (BI). 3.5 Functional Information Systems: Marketing, Finance, Human Resources, and Production 3.6 Expert Systems 3.7 Role of Computer System in business process optimization
• Understand the project management concept of MIS. • Develop ethical frameworks for designing and using information systems.	**Unit IV: Systems Development and Project Management (4 Hours)** 4.1 Systems Development Life Cycle (SDLC): Phases and Models. 4.2 Agile and Traditional Methodologies. 4.3 Business process modeling and analysis 4.4 Case Study: Information System Project Management

• Understand the importance of cybersecurity in protecting information systems. • Learn about common threats, vulnerabilities, and attack vectors. • Develop practical skills in implementing security measures and best practices to protect IS.	**Unit V: Cybersecurity, Information Assurance, and Security Management (11 Hours)** 5.1 Introduction to cybersecurity: Key concepts, importance, challenges. 5.1 Types of threats: Malware, phishing, denial of service, social engineering. 5.2 Security measures: Firewalls, IDS, encryption, MFA. 5.3 Tools for security management: Firewalls, IDS, encryption, VPNs. 5.4 Information assurance: Data integrity, confidentiality, availability. 5.5 Privacy issues, computer crime, cyber law, and the current state of cyber law. 5.6 Computer libel and censorship.
• Identify and understand emerging trends and technologies in IS. • Analyze the impact of these trends on businesses and society. • Explore the role of IS in digital transformation and innovation.	**Unit VI: Emerging Trends in Information Systems (6 Hours)** 6.1 Cloud Computing and Virtualization. 6.2 Artificial Intelligence and Machine Learning in Business. 6.3 Internet of Things (IoT) and its Business Applications. 6.4 The Future of Information Systems: Trends and Predictions.

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

4. Methods of Instruction

Lectures, classroom discussions, experiential learning, case analysis, role play, simulations, group task and presentations.

5. Evaluation System and Students' Responsibilities

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

5.1.1 Internal Evaluation

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

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

5.1.2 Semester End Examinations

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

5.2 Students' Responsibilities

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

6. Prescribed Books and References

Text Book

Behl, R., O'Brien, J. A., & Marakas, G. M. *Management Information Systems.* McGraw Hill Education, India

References

Laudon, K.C., & Laudon, J.P., *Management Information Systems*.
Erl, T., Puttini R., & Mahmood, Z.. *Cloud Computing: Concepts, Technology & Architecture*.
Singer, P.W. & Friedman, A. *Cybersecurity and Cyberwar: What Everyone Needs to Know*.
Laudon, K. C. and Traver, C. G. *E-commerce 2024: Business, Technology, Society*.
Quinn, M. J. *Ethics for the Information Age*.

Corporate Finance

Pokhara University
Faculty of Management Studies

Course code: FIN 310   Full marks: 100
Course title: **Corporate Finance**   Pass marks: 45
Nature of the course: Theory & Practice   Credit hours: 3.0
Year 2, Semester IV   Total hours: 48
Level: Bachelor
Program: BBA (Finance)

1.   Course Description

This course provides a comprehensive understanding of corporate finance concepts and practices that are necessary for corporate decision-making. The course equips students with knowledge and skills required to navigate the intricacies of corporate financial management and enables them to support organizations' strategic goals by integrating corporate finance's theoretical concepts with real-world applications. This course deals with introduction to corporate finance, short term financing, lease financing, long term financing, short term financial management, and convertibles, exchangeable and warrants, capital structure determination and dividend policy.

2. General Objectives

The general objectives of the course are:
- To understand the nature of corporate finance along with the determinants of optimal capital structure and ethical issues in corporate financing.
- To evaluate different options for short term financing.
- To develop strategies for effective working capital and short-term financial management, including cash, credit, and inventory management.
- To make a choice between the leasing versus buying alternatives.
- To evaluate different alternatives for long term financing.
- To analyze warrants and convertible as option of financing.
- To understand and analyze capital structure and dividend policies, including the impact of leverage on financial performance.

3. Contents in Detail

Specific Objectives	Contents
• Define the fundamental concepts and scope of corporate finance, including its meaning and purpose. • Demonstrate the relationship between corporate finance and other functional departments.	**Unit I: Introduction to Corporate Finance (5 Hours)** 1.1 Nature and Significance of Corporate Finance 1.2 Financial Markets and the Corporation 1.3 Corporate Finance and Other Functional

Specific Objectives	Contents
• Differentiate between capital structure and financial structure. • Analyze different factors affecting capital structure of the firm. • Understand the concept of business ethics and corporate social responsibility.	Areas 1.4 Capital Structure and Financial Structure 1.5 Optimal Capital Structure and its Features 1.6 Factors affecting Capital Structure 1.7 Business Ethics and Corporate Social Responsibility in Financing Decisions
• Understand the concept of short-term financing • Examine the different sources of short-term financing. • Identify appropriate source of short-term financing and able to calculate cost of each source of short-term financing. • Differentiate between short-term and long-term sources of financing. • Assess the factors to be considered while choosing appropriate source of short-term financing. • Enhance the knowledge of implications of short-term financing.	**Unit II: Short-term Financing (6 Hours)** 2.1 Concept of Short-Term Financing 2.2 Need for Short-Term Financing 2.3 Sources of Short-Term Financing 2.4 Accruals and Deferred Income 2.5 Trade Credit 2.6 Commercial Paper 2.7 Short Term Bank Loan 2.8 Use of Security in Short-Term Financing 2.9 Inventory Financing 2.10 Accounts Receivable Financing 2.11 Non-Fund Based Source 2.12 Factors to be Considered in Short Term Financing

• Understand the meaning and characteristics of term loan and able to prepare the amortization schedule.
• Enhance the knowledge on security provision and protective covenants.
• Understand the concept of lease, types of leases, advantages and disadvantage of lessee and lessor and calculate the competitive lease rent.
• Examine term loan financing and lease financing, and assess their suitability for different business scenarios.
	Unit III: Term Loan and Lease Financing (5 Hours)
	3.1 Term Loan
	   3.1.1 Characteristics of Term Loans
	   3.1.2 Amortized Loan
	   3.1.3 Security Provisions and Protective Covenants
	3.2 Lease Financing
	   3.2.1 Types of Leases
	   3.2.2 Advantages of Leasing to the Lessee
	   3.2.3 Disadvantages of Leasing to the Lessee
	   3.2.4 Lease-Buy Analysis: The Lessee's Perspective
	   3.2.5 Factors affecting Leasing versus Owning Decisions
	   3.2.6 Evaluation of Lease by Lessor

• Understand the core concepts of long-term debt, bonds and features of bonds.
• Familiar with the concept of preferred stock and its features.
• Analyze the reasons for issuing different types of securities.
• Examine the advantages and disadvantages of
	Unit IV: Long-term Debt, Preferred Stock and Common Stock Financing (12 Hours)
	4.1 Long-term Debt Instrument
	4.2 Bonds
	   4.2.1 Key Characteristics of Bonds
	   4.2.2 Types of Corporate Bond
	4.3 Bond Innovation

Specific Objectives	Contents

bond financing and preferred stock.
• Able to rank different Types of Securities on the basis of risk and return
• Evaluate the bonds or preferred stock refunding decision.
• Understand the core concepts of common stock.
• Able to explain the rights and privileges of common stockholders.
• Analyze the effect of rights offering on shareholders wealth.
• Examine the advantages and disadvantages of common stock financing for investors and issuer.
• Understand the concepts and methods of selling securities.
• Be competent to explain the functions of investment bankers.
• Able to present investment banking process involved in issuing common stock.
	4.3.1 Advantages and Disadvantages of Bond Financing
	4.4 Preferred Stock
	    4.4.1 Features of Preferred Stock
	    4.4.1 Advantages and Disadvantages of Preferred Stock
	4.5 Rationale for Using Different Types of Securities
	4.6 Ranking of Different Types of Securities
	4.7 Refunding Operations
	4.8 Common Stock
	    4.8.1 Features of Common Stock
	    4.8.2 Rights and Privileges of Common Stockholders
	    4.8.3 Advantages and Disadvantages of Common Stock Financing
	4.9 Methods of Selling Securities
	    4.9.1 Public Offering
	    4.9.2 Private Placement
	    4.9.3 Right Offering
	    4.9.4 Analysis of Right Offering
	    4.9.5 Effects of Right Offering on Stockholders' Wealth
	    4.9.6 Effects of Right Offering on Financial Statement
	4.10 Investment Bankers
	4.11 Venture Capital

• Understand the core concepts of short-term financial management, cash and net working capital management, and the operating and cash cycles.
• Familiar with the operating cycle and cash cycle of company.
• Analyze the key aspects of short-term financial policies, the size of investment in current assets and alternative financing strategies for managing current assets.
• Develop effective cash management techniques, cash budgeting, understanding float, and optimizing cash collection, disbursement, and investment processes.
• Evaluate credit, receivables, and inventory management strategies, and understand their role in maintaining efficient working capital
	Unit V: Short-term Financial Management (6 Hours)
	5.1 Concept of Short-term Financial Management
	5.2 Tracing Cash and Net Working Capital
	5.3 The Operating Cycle and the Cash Cycle
	5.4 Aspects of Short-term Financial Policy
	5.5 Size of Investment in Current Assets
	5.6 Alternative Financing Policies for Current Assets
	5.7 Cash Budget
	5.8 Reasons for Holding Cash
	5.9 Understanding Float
	5.10 Cash Management Techniques
	    5.10.1 Collection
	    5.10.2 Disbursement
	    5.10.3 Investment
	5.11 Credit and Receivables

Specific Objectives	Contents

and ensuring effective supply chain financing.
• Able to apply different in credit, receivables, and inventory management strategies, and understand their role in maintaining efficient working capital and ensuring effective supply chain financing.
	5.11.1 Components of Credit Policy
	5.11.2 Terms of Sales
	5.11.3 Optimal Credit Policy
	5.11.4 Credit Analysis
	5.11.5 Collection Policy
	5.12 Inventory Management
	   5.12.1 Concepts and Types
	   5.12.2 Inventory Management Techniques: ABC Approach, EOQ
	5.13 Supply Chain Financing

• Understand the concept and features of convertible
• Able to differentiate between conversion price, conversion value, conversion ratio, straight bond value and minimum price of convertible.
• Understand the concept of exchangeable debt.
• Explore the concept of warrant and warrant premium.
• Be competent to explain the difference between warrant and convertible as source of financing
• Analyze the effect of convertible and warrant financing on balance sheet and income statement.
	Unit VI: Convertibles, Exchangeable and Warrants (6 Hours)
	6.1 Convertible Securities
	   6.1.1 Features of Convertibles
	   6.1.2 Reasons for Issuing Convertibles
	6.2 Analysis of Convertibles
	6.3 Converting Convertible Securities
	6.4 Exchangeable Debt
	6.5 Warrants
	   6.5.1 Features of Warrants
	   6.5.2 Reasons for Issuing Warrants
	6.6 Valuation of Warrants
	6.7 Warrant versus Convertible
	6.8 Use of Warrants and Convertibles in Financing

• Understand the concept of capital structure and analyze the factors influencing the determination of a target capital structure • Assess the relationship between business and financial risk, and apply break-even analysis to evaluate the effects of different leverage levels. • Differentiate between operating leverage, financial leverage, and total leverage, and evaluate their combined impact on a firm's profitability and risk. • Differentiate between various capital structure theories like: Traditional Approach, Net Income Approach, Net Operating Income Approach, Modigliani-Miller Proposition, Financial Signaling and Pecking Order Theory, to understand their relevance in financial decision-making. • Examine the principles of dividend policy, including cash dividends, and identify the key	**Unit VII: Capital Structure and Dividend Policy (8 Hours)** 7.1 Concept of Capital Structure 7.2 Target Capital Structure 7.3 Business and Financial Risk 7.4 Break-even Analysis 7.5 Concept of Leverage 7.6 Operating Leverage 7.7 Financial Leverage 7.8 Total Leverage 7.9 Impact of Financial Leverage 7.10 Capital Structure Theories: a) Traditional Approach, b) Net Income Approach, c) Net Operating Income Approach 7.11 Modigliani-Miller Proposition 7.12 Financial Signaling 7.13 Pecking Order Theory of Capital Structure 7.13 Dividend Policy 7.13.1 Cash Dividend and Dividend

Specific Objectives	Contents

factors that influence dividend decisions within a firm.
• Enhance the knowledge of implications of stock repurchases, stock dividends, stock splits, and corporate financial strategy.
	Payment
	    7.13.2 Factors Affecting Dividend Policy
	    7.13.3 Establishing a Dividend Policy
	    7.13.4 Stock Repurchase
	7.13.5 Stock Dividend, Stock Split, and Reverse Split

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

4. Methods of Instruction

Case studies, readings, class discussions, research papers, interactive manner aided by in-class exercises, and short individual & group assignments.

5. Evaluation System and Students' Responsibilities

5.1 Evaluation System

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

5.1.1 Internal Evaluation

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

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

5.6.2 Semester End Examinations

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

5.2 Students' Responsibilities

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

6. Prescribed Books and References

Text Books

Brealey, R. A., Myers, S. C., Allen, F., & Edmans, A. (2023). *Principles of Corporate Finance* (14th ed.). McGraw Hill.

Ross, S., Westerfield, R., Jaffe, J., & Jordan, B. (2022). *Corporate Finance* (13th ed.). McGraw Hill.

References

Brigham, E. F, & Ehrhardt, M. C. (2017). *Financial management: Theory and practice* (15th ed.). Cengage Learning.

Ehrhardt, M. C., & Brigham, E. F. (2011). *Corporate Finance: A Focused Approach*. South-Western Cengage Learning.

Van Horne, J. C. and Wachowicz, J. M., Jr. (2008). *Fundamentals of Financial Management*. New Delhi: Prentice-Hall of India Pvt. Ltd.

Academic Writing

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Pokhara University
Faculty of Management Studies

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Course Code: PRC 114   Full marks: 100
Course title: **Academic Writing**   Pass marks: 45
Nature of the course: Practical   Credit hour: 1.0
Year 2, Semester IV   Total periods: 16
Level: BBA
Program: BBA/ BBA (Finance)

1. **Course Description**
    Academic Writing (PRC 114) is a fundamental guide to the students of undergraduate Management stream that aims at imparting a strong base for academic as well as professional business writing skills in learners. It covers the very basic principles of writing well substantiated parapgraphs led by a strong controlling idea (as topic sentence in paraprah level and thesis statement in whole write up) using a fair and plain English language.

2. **General Objectives**
The general objectives of this course are:
    *   To help the students develop their basic academic writing skills.
    *   To cultivate students' critical reading habits.
    *   To enable students to think critically and clearly.
    *   To guide students through the academic journey of active/critical reading.
    *   To involve students in writing reflection notes, generating and arranging ideas under various pre-writing activities including topic selection, thesis formulation, outlining the paragraphs according to essay patterns, drafting, editing and more.

3. **Contents in Details**
Faculty members are empowered to adapt and modify course content to align with market needs and contextual demands, provided that the core objectives and practical aspects of the course remain intact and relevant. The suggested course contents are as follows:

| Specific Objectives	Contents

- Critically examine prevailing birth order theories and myths - Write personal response paragraphs - Identify the controlling idea of a paragraph	**Unit I: Birth Order and Your Place in Life (3 Hours)**
	Readings: as prescribed in the recommended textbook
	    1.1 Paraphrasing/ summarizing
	    1.2 Writing topic sentences
	    1.3 Phrases, clauses and fragments

• Express themselves about their attachments with loved ones, family members, friends, community, country etc.
• Summarize and make annotation after a close reading
• Write essays related to emotional intelligence using their personal narrative
• Write paragraphs minimizing the run on errors
	Unit II: Matters of the Heart (3 Hours)
	Readings: as prescribed in the recommended textbook
	    2.1 Summarizing
	    2.2 Writing patternized paragraphs (focusing on Narrative)
	    2.3 Correcting run-on sentence errors

• Formulate and use thesis statements as the controlling idea of the essay (out of a series of writing/ editing workshops)	**Unit III: Friendship (1 Hour)** Readings: as prescribed in the recommended textbook 3.1 Formulating Thesis statements and Using them in context
• Articulate their views on karma, work life balance • Compose precise, coherent and cohesive sentences • Outline a structured essay (comparison and contrast, cause and effect, definition)	**Unit IV: Live to Work or Work to live (3 Hours)** Readings: as prescribed in the recommended textbook 4.1 Summarizing 4.2 Coherence and Transition in writing 4.3 Essay Outlining 4.4 Paragraph writing 4.5 Peer editing
• Distinguish between the common ethical questions like right or wrong and take a clear stand • Develop persuasive/ argumentative essays	**Unit V: Questions of Right and Wrong (3 Hours)** Readings: as prescribed in the recommended textbook 5.1 Writing Persuasive/ argumentative essay 5.2 Writing other patternized essays
• Write argumentative/ comparison contrast/ definition essays around technological advancement and quality of work/personal life • Improve professional writing skills avoiding common logical fallacies and violation of grammatical parallelism	**Unit VI: Progress and Tradition (3 Hours)** Readings: as prescribed in the recommended textbook 6.1 Avoiding Logical Fallacies 6.2 Grammatical Parallelism

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

4. Methods of Instruction

The main methods of instruction will be lecture, discussion, group work, writing workshops, presentations, multi-media interactions etc. These pedagogical approach aim
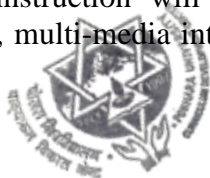
to groom the students with critical reading skill, basic academic writing and editing skills, and essential language skills.

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

5. Evaluation System and Students' Responsibilities

5.1 Evaluation System

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

5.2 Students' Responsibilities:

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

6. Prescribed Books and References

The following materials are suggested as reference:

Smalzer, William R. (2005/ latest). Write to Read: Reading, reflection, and writing. 2nd ed. CUP.

Colonna,Mary R. & Gilbert, Judith E. (2006/latest). Reason to write: Strategies for success in academic writing. OUP.

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