



THE STUDENT'S KIT: BDFin
First Year (First Semester & Second Semester)
September 2020 - August 2021

CONTENT

SK-01	Introduction to National College
SK-02	Academic Calendar
SK-03	Class Routine
SK-04	Evaluation Methods of KU Semester System
SK-05	Internal Evaluation Criteria
SK-06	Eligibility for End-Semester Examination
SK-07	Courses of Study
SK-08	Session Plans

Student's Information

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NATIONAL COLLEGE

Introduction

Established in 1996, the National College has already established its irrefutable reputation in the success rate not just in terms of the number of final year students, who graduate but also in terms of their career placement. . Of the 1015 (BDevS–684, BDFin-257, BoSS-74) graduates by September 2020, almost all of them are currently engaged either in development organizations holding key positions or are enrolled in universities at home or abroad for their higher education. The college really takes pride for producing such capable and efficient pool of human resources in various fields of development sector.

Brief Description of the Program

BoSS: Interdisciplinary studies of Social Sciences

- Relates the dynamics of the society and social change
- Creative Writing and presentation skills(Seminar series)
- Internships (GO, I-NGO, RO, PS)
- International Language (Chinese/German)
- Specialization (Demographic Sociology, Development Anthropology, Social Policy)
- Research Techniques (SIA) and Tools (GIS)
- Research and Analytical Skills workshops and Seminar
- Employment: Research and Policy Institution, INGO, GO, Self-employment, and Private Sector

BDevS: Interdisciplinary Studies of Socio Economic Development

- Economics, Sociology, Environment and Development Management,
- Specialization (Economic Development, Environment Development, Social Development)
- Development Research, Community Mobilization, Development Project Formulation, Implementation and Evaluation
- Research Techniques Impact Assessment(IA) and Tools (GIS)
- Research and Analytical Skills workshops and Seminar
- Employment: INGO, GO, Self-Employment, Private sector

BDFin: Multidimensional Financial Management of Business and Economic Development

- Economics, Finance, Management, Entrepreneurship and Development
- Internship in Corporate and Development Sectors
- Financial Research, Financial Institutions Management, Econometrics, e-Commerce,
- Promotion of Microfinance, Entrepreneurship and Business proposal development
- Integrated Impact Assessment
- Specialization: Sectoral Development
- Employment: Financial Institutions, Private sector, Self enterprise, INGO and GO

SK-2 Academic Calendar

Shared via college official email also available at <https://nationalcollege.edu.np/download> .

SK-3 Weekly Session Plan

YEAR 1 st		SEMESTER – 1 st			(BDFin)
DAYS	TIME				
		8:15-8:45	8:45-10:15	10:45-12:15	
SUN		B R E A K			
MON					
TUE					
WED					
THU					
FRI					

Weekly Session Plan

		SEMESTER – 2 nd		
DAYS	TIME			
	6:45- 8:15	8:15-8:45	8:45-10:15	
SUN		B R E A K		
MON				
TUE				
WED				
THU				
FRI				

**SK- 4 EVALUATION METHODS UNDER SEMESTER SYSTEM OF KATHMANDU UNIVERSITY-
National College
Semester Evaluation Criteria
(Sep-Feb Academic Session 2020-21)**

CASE 1

In view of the situation brought about by COVID 19 pandemic, National College (Affiliated to Kathmandu University School of Arts) will be conducting semester evaluation of its students for the **Sep-Feb 2020/21 Academic Session** as per the decision of the Academic Council meeting held on April 16, 2020. For administration and facilitation of semester evaluation for BDEVS, BDFIN and BOSS programs, the following general guideline shall be adopted by the concerned staff and faculty.

1. Apart from regular teaching and learning activities, faculties and college administration shall be responsible for continuously keeping the track of every student both in terms of academic performance and participation.
2. The semester evaluation process and steps shall be clearly communicated by the college administration and the respective subject course instructor to the students.
3. For evaluation of the students, there should be at least seven evaluation criteria. No criteria should carry more than 25% weightage.
4. The semester progress report of each student shall be maintained by the concerned course instructor/ faculty.
5. Each faculty will have to submit a mid-semester progress report including the weightage evaluated. Such reports collected from the faculty shall be compiled by the college administration and forwarded to the Office of the Dean, KUSOA and to the Office of the Controller of the Examinations, KU.
6. In order to ensure proper understanding of the evaluation process, one general outline of evaluation shall be developed and circulated among faculties. A sample of such an outline is shown in Table 1.
7. Respective faculties will have to send the final evaluation report including the final score (along with breakdown in each heading of the evaluation criteria) to the college administration.
8. Evaluation records of all the concerned students thus obtained shall be forwarded at the earliest possible to the Office of the Dean, KUSOA and to the Office of Controller of Examinations, KU.
9. **All the students are required to score at least 45% Marks to pass any course of the semester.**
10. **There will be no compartmental examinations for those who have failed to secure at least 45% marks in any subject. Students failing to pass the course need to repeat the course when the course is offered by the college.** As students are continuously evaluated through different assignments and tests, and are communicated regularly about their progress, **there will be no provision for retotaling and reevaluating.**
11. All the students need to fill in the course registration form as in the past in the prescribed format. College administration shall forward the compiled course registration forms to the Office of the Dean, KUSOA and to the Office of the Controller of the Examinations, KU.

12. The students also need to fill in a semester evaluation request form (similar to examination form as in the past) towards the end of the semester.
13. The compiled semester evaluation request forms shall be forwarded to the Office of the Dean, KUSOA and to the Office of the Controller of the Examinations, KU.

Table 1: Sample Criteria for Semester Evaluation of Sep-Feb 2020-21 Session

SN	Type of Assignment	Score Range	Outcomes
1	Assignment I (Individual)	10	Test of knowledge about the subject matter
2	Assignment II (Individual)	10	Test of change in knowledge about the subject matter after few lecture delivery
3	Assignment III (I Internal Test equivalent)	15	Test the students' ability and their level of knowledge developed in the due course of time about the subject matter
4	Assignment IV (Report + Presentation)	15	Test of general concepts and application about the subject matter.
5	Assignment V (Online Written Open-Book Test)	25	Test of specific knowledge of students and examine their analytical skill and ability to apply such knowledge into real practice
6	Class Participation and Interaction	10	Participation and involvement of students in interaction and inputs during online-class based learning process
7	VIVA-VOCE test	15	Test of specific knowledge of students in each chapter and ability of applying such knowledge.

As this is only a sample, respective course instructors can, if they wish, add a few more criteria or/and change the weightage of each criteria (however, no criteria shall exceed more than 25% weightage).

National College
Semester Evaluation Criteria
(Sep-Feb Academic Session 2020-21)

CASE 2

If the current pandemic is over and upon being able to conduct classes physically any time within January 2021, the evaluation criteria will be as followed

Eligibility for End- Semester Examination

A student has to fulfill the following pre-requisites in order to be qualified to appear in the End-Semester Examination at Kathmandu University:

- Class Attendance (Minimum 80%): Minimum 25 out of 32 Class Days
- Minimum Marks to be Secured in the Internal Evaluation (40%): 20 out of 50
- Completed Examination Form to be submitted by the Given Deadline

Activities	Score Entire Online Semester	Score Partially Online Semester	Tentative Accomplishment Date
Assignment I (Practice type)	10	10	October 30
Assignment II (Creative type)	15	15	December 15
Assignment III (Preparation)	15	10	January 15
Assignment IV (Extension)	15	5	January 30
Third Internal Exams (Written)	No	5	February 5
Class interaction & Discipline	5	5	Through Out
Written Exams	25	50	March 5-20
VIVA	15	No	March 5-20

SK-07 Courses of Study

COURSES OF STUDY

Bachelor in Development Finance

Approved by KU Academic Council on July 24, 2019

First Year, First Semester

Code	Course Title	Credit
DEVS 101	Concepts & Theories of Development	3
ECON 102	Micro Economics	3
ENGL 161	English I	3
FACC 101	Financial Accounting	3
MATH 131	Basic Linear Algebra and Applications	3
NEPL 105	Nepali I	3
	Total	18

**Kathmandu University
School of Arts**

2019

Course Number	Course Title	Credit Hours
DEVS 101	Concepts and Theories of Development	3

Objective

Introduce the students to the basic principles and theories of development their application in the real-life situation.

Unit and Title	Course	Lecture Hour
1. Development	1. Defining and understanding Development 2. Understanding Sustainable Development 3. Millennium Development Goals 4. Measuring human development (HDI)	6
2. Poverty and Deprivation	5. The poor and their view on poverty Some approaches for addressing poverty (welfare and redistribution, livelihoods approach, rights-based approach, economic growth, distribution of world income) 6. Qualitative and quantitative measurements of poverty (Amartya Sen's Model of Addressing Poverty) 7. Sustainable Livelihood (DFID's Sustainable Livelihood Model)	6
3. Development, Modernization and Economic Growth	8. Pre-requisites and obstacles (menu of relevant factors) 9. Savings, Investment, Physical Expansion (Harrod Domar, Big Push) 10. Comparative Advantage, Industrialization, Keynesian Model of Growth 11. Rostovian stages of economic growth Modernization and Globalization	6
4. Global History	12. Ancient civilizations and agrarian societies; Formation of modern nation-states; 13. Industrial Revolution, the rise of the West, Colonialism; expansionism and imperialism	3

Unit and Title	Course	Lecture Hour
5. Nepal – case study in underdevelopment	14. Characteristics of underdevelopment (agriculturally based, low level of capital accumulation, rapid population growth, unemployment) 15. History of Nepal’s development; socio-cultural, politico-economic constructs (1769-1846, 1846-1950, 1950-1990, 1990-2004, 2006-2009) 16. Key development challenges for Nepal 17. Some views on Nepal’s failed development: 18. Nature of response to these challenges from the state, private sector, NGOs, and civil society	6
6. Selected Themes in Contemporary Development	19. Governance and the role of the state, corruption and rent seeking 20. Population and migration, International trade	3
7. Selected Themes in Sustainable Development	21. Building sustainable society’s nine principles 22, 23, 24, 25, 26 UNEP, WWF, ICIMOD’s, IUCN principles and philosophy 27. Environment and Natural Resources 28. Climate Change and carbon Trade	12
8. Field Visit and Review	29. Field Visit 30. Review class	4.5
	Total Lecture Hours	1.5
		48

Required references:

1. Bhattachan K. B., Mishra C. Developmental Practices in Nepal. Chapter 6: People/Community Based Development Challenges in Nepal.
2. Bongratz and Dahal: Development Studies.
3. Caring for the Earth; UNEP, WWF, ICIMOD and IUCN
4. Chambers, Robert; Ideas for Development.
5. Dahal and Bongratz; Development Studies, Self Help Organizations, NGOs and Civil Society, NEFAS
6. David Hulme, Karen Moore, 2001, Chronic Poverty: Meanings and analytical Frameworks. CPRC, 2001
7. Good Governance: Concept and Practices; Technical Paper, 2007 UNESCAP, Bangkok
8. Human Development Report 2008; UNDP

9. Millennium Development Goals (MDG), 2007; UNDP
10. Online reading materials: [en.wikipedia.org/wiki/Human Development Index](http://en.wikipedia.org/wiki/Human_Development_Index)
11. Online: southasia.oneworld.net/Article/invest-in-agriculture-to-end-poverty-world-bank-report
12. Online: www.imf.org/external/NP/prsp/prsp.asp
13. Online: www.worldbank.org/poverty/
14. Pandey D R; Nepal's Failed Development.
15. Singh Katar, Rural Development, Vistaar Publication
16. Thirlwall A.P., Growth and Development, 6th Edition

Handouts will be distributed about Sustainable Livelihood

Recommended References:

1. Gupta, R.K. *Economics of Development and Planning*, New Delhi: Atmaram & Sons, (Latest available edition).
2. Jhingan, M.L., *Economics of Development and Planning*, New Delhi: Vikas Publishing, (Latest available edition)
3. Ghosh, B.N., *Economic Development and Planning*, New Delhi: National Publishing House (Latest available edition)
4. Sachdeva, D.R. & Vidya Bhushan, *An introduction to Sociology*, Bombay Kitab Mahal, (Latest available edition)
5. Bhagawati, Jagadish, *Economics of Under Developed Countries*, London, Weidenfeld and Nicolson, 1971.

Course Number	Course Title	Credit Hours
ECON 102	Micro Economics	3

Objectives

Equip the students with more advanced knowledge of microeconomics.

Unit and Title	Topics	Lecture Hours
1. Scope and Uses of Micro Economics		1.5
2. Theory of consumer's behaviors:	Cardinal approach: Assumptions, consumer's equilibrium and derivation of demand curve (one and two commodity model) Ordinal approach: Definitions and derivation of indifference curve, assumptions, properties, consumer's equilibrium, price effect: derivation of price consumption curve and demand curve, income effect: derivation of income consumption curve and Engel curve, substitution effect, applications.	12
3. Theory of Firm	Iso- quants: Definition and derivation, properties, least cost combination of factors, returns to scale, economies and diseconomies of scale, economics of scope, Cobb Douglas production function, applications of linear programming, short run and long run costs.	12
4. Theory of Product Pricing	Perfect competition: Equilibrium of firm and industry- short run and long run, short run supply curve of competitive firm, price and output determination under monopoly, and monopolistic competition - short run and long run, price discrimination, Oligopoly: Characteristics, kinked demand curve model and cartels, comparison between different markets structures.	10.5
5. Employment and pricing of inputs	Input demand curve of competitive firm and industry, supply of inputs, industry determination of price and employment of inputs, income- leisure choice of worker, modern theory of wages, difference in interest rates.	9
Total Lecture Hours		45

Required references:

1. Koutsoyianis, A. (1979), Modern Micro Economics, 2nd edition.
2. Watson, D.S. and Getz, M. (1995), Price Theory and its Uses, 5th edition, Delhi, All Indian Traveller Book Seller,
3. Dwivedi, D.N. (1997), Principles of Economics, Delhi, Vikas Publishing House,

Reference Books:

1. Samuelson, P.A. and Nordhaus, W.D. (1998), Economics, 6th edition, New Delhi, Tata McGraw Hill Publishing Company Ltd.
2. Browning and Browning (1994), Micro Economic Theory and Application, 2nd edition, New Delhi, Kalyani Publishers.
3. Pindyck, R. S. and Rubinfeld, D. L. (2000), Micro Economics 3rd edition, New Delhi, Prentice Hall of India.
4. Lipsey, R.G. and Chrystal, K.A. (1999), Principles of Economics. 9th edition, Oxford University Press.

Course Number	Course Title	Credit Hours
ENGL 161	English - I	3

Objective

Upon completion of the course, students will be able to

- Write structured essays as per the writer's techniques
- Maintain a journal
- Use development related vocabulary
- Explain verbally and in writing in English the intercultural communication, education, mass media, gender roles and work.

This course will be continued with the ENGL162 English – II in the 1st Year, 2nd Semester.

Unit and Title	Topics	Lecture Hours
1. Essential Activities	i) Maintaining a Journal	1.5
	ii) The Essentials of Writing <ul style="list-style-type: none"> • Structure of an essay • Writing process • Writing with sources 	3
	iii) A Writer's Techniques <ul style="list-style-type: none"> • main ideas and supporting details • purpose and audience • figures of speech • summarizing and paraphrasing • tone 	3
	iv) Vocabulary <ul style="list-style-type: none"> • Prefixes, roots and suffixes • Phrasal verbs idioms and collocations • Denotations and connotations • Context clues: synonyms and antonyms 	3
2. Thematic Readings	Intercultural Communication <ul style="list-style-type: none"> • Gary Althen, "American Values and Assumptions" • Lisa Davis, "Where Do We Stand?" • Robert Levine, "Time Talks with an Accent" • Yaping Tang, "Polite but Thirsty" • Margaret Nyndell, "Friends and Strangers" • Premchand, "A Coward" • John Godfrey Saxe, "The Blind Men and the Elephant" 	7.5
	Education	7.5

Unit and Title	Topics	Lecture Hours
	<ul style="list-style-type: none"> • John Holt, "School Is Bad for Children" • David Rothenberg, "How the Web Destroys the Quality of Students' Research Papers" • David Miller Sadker and Myra P. Sadker, "Multiple Intelligences and Emotional Intelligence" • Nicholas Gage "The Teacher Who Changed My Life" • Ji-Yeon Mary Yuhfill, "Let's Tell the Story of All America's Cultures" • Harold Courlander, "Coyote and the Crying Song" • Cheryl Savageou, "First Grade – Standing in the Hall" 	
	<p>Mass Media and Technology</p> <ul style="list-style-type: none"> • David Gelernter, "Computers and the Pursuit of Happiness" • Andrew Leonard, "We've Got Mail -- Always" • Ann McClintock, "Propaganda Techniques in Today's Advertising" • Kate Zernike, "Students Shall Not Download, Yeah, Sure" • Madeline Drexler, "Don't Touch That Dial" • Thaisa Frank, "Conceptual Fruit" • Richard Brautigan, "All Watched Over by Machines of Loving Grace" 	7.5
	<p>Gender Roles</p> <ul style="list-style-type: none"> • Hamilton McCubbin and Barbara Blum Dahl, "Sex Roles" • Barbara Kantrowitch and Claudia Kalb, "Boys Will Be Boys" • Deborah Tannen, "Sex, Sighs and Conversation" • Carol Barkalow, "Women Have What It Takes" • Noel Perrin, "The Androgynous Male" • Charlotte Pomerantz, "The Princess and the Admiral" • Rakesh Ratti, "The Greater God" 	7.5
	<p>Work</p> <ul style="list-style-type: none"> • Ruth Sidel, "The New American Dreamers" • Michael Ventura, "Someone Is Stealing Your Life" • J. Walljasper, "Our Schedules, Our Selves" • Horace Freeland Judson, "The Rage to Know" • Richard Rodriguez, "Los Pobres" • Heinrich Böll, "Action Will Be Taken" • Marge Piercy, "To Be of Use" 	7.5
	Total Lecture Hours	48

Required references

Gardner, Peter S. *New Directions*. 2nd ed. New Delhi: Cambridge University Press, 2009.

Course Number	Course Title	Credit Hours
FACC 101	Financial Accounting	3

Course objectives:

Familiarize students with the function and process of financial reporting system from a user and system design perspective.

Content:

Unit and Title	Topics	Lecture Hours
1. Introduction to Financial Accounting	Concept and meaning of accounting, Objectives, Importance and Functions of Accounting, Users of Accounting Information, Basic Terminologies, Generally Accepted Accounting Principles (GAAP)	3
2. Accounting Assumptions (Basic Concepts)	Business entity, Money measurement, Going Concern, Cost, accounting period, Matching and Realization concepts	1.5
3. Double Entry System	Concept, Features, Advantages, Accounting Equation, Accounting Cycle/ Process, Chapter end practice exercise.	3
4. Recording of Business Transactions	Types of Accounts, Rules for debit and credit, Journal and Journalizing, Ledger, Meaning, Objective, Account format (T format and balancing format) Posting into ledger with or without journal, Chapter and practice exercise.	4.5
5. Sub – division of Journal	Concept, Preparation and posting form purchases, Purchases return, sales return, Bills Payable, Bills Receivable book, Journal Proper, Concept, Entries for opening, closing, transfer, Adjustment of Entries, credit purchases and sales of fixed assets, Chapter end practice exercise.	4.5
6. Cash and Banking transactions	Cheques, Meaning, Types, Endorsement and dishonor of cheque, Pass book (Bank Statements), Concept and Importance, Preparation of cash book and petty cash book, Bank Reconciliation Statement, Concept, Importance and Preparation, Chapter end practice exercise.	6
7. Trial Balance	Meaning, Objective, Preparation, Errors, Meaning, Types, and Errors disclosed and not disclosed by Trial Balance, Rectification of errors with or without suspense account	3
8. Accounting for Fixed Asset	Concept, Objective of charging depreciation causes, Methods of charging depreciation, Straight Line, Written down, Annuity, Insurance policy,	6

Unit and Title	Topics	Lecture Hours
	Depreciation Fund and Revaluation, Disposals of depreciated assets with loss or gain, Chapter end practice exercise.	
9. Reserve and Provision	Concept and Objectives of maintaining – General Reserve, Provision for bad debt, provision for discount on debtors and creditors, Research and development fund.	1.5
10. Capital and Revenue Concept:	Meaning and Concept, Difference between capital and revenue receipts, expenditure losses and profit.	1.5
11. Financial Statement	Preparing financial statement, (Income statement and balance sheet with or without adjustment), Preparing financial statement using work – sheet, Chapter end practice exercise.	7.5
12. Government Accounting	Concept, Importance and Preparation of Journal (Goswara) Voucher – AGF No. 10, Concept, Importance and Preparation of Bank Cash Book – AGF No. 5, Chapter End Practice Exercise	3
	Total	45

Required References:

1. Narendra Sharma and Chairanjibi Acharya, Financial Accounting, Buddha Academic Enterprises Ltd.
2. R Narayan Swamy, Financial Accounting – A managerial perspective.

Recommended References:

3. C Mohan Juneja, R.C. Chawala, K.K. Sexsena, Double Entry Book - Keeping – Kalyani Publishing Ludhiana, India.
4. Koirala, Yadav Raj, et.al, (2010) Principles of Accounting, Asmita Books Publishers and Distributor, Kathmandu (Third Edition)
5. OP Gupta, Accounting Principles and practice Vol. 1. Bikash Publishing House, New Delhi.
6. PC Tulsian, Financial Accounting Tara MC. Graw Hill Publishing Co. Ltd. New Delhi.

Course Number	Course Title	Credit Hours
MATH 131	Basic Linear Algebra and Applications	3

Course Description: Instruction in analytical and problem-solving skills for business applications. Includes typical business scenarios and case studies for “real life”. The topics for this course include numeric and algebraic basics; algebraic forms and functions; quadratic and other functions; advanced algebraic techniques; applications; solutions of systems of equations; logarithms; exponentials; math of finance; matrix methods; linear programming; 2-variable simplex method via graphical methods; optimization; and others.

Contents are divided into two courses MATH 131 and MATH 132 as complements to each other. The MATH 131 focuses on algebra and its applications, and MATH 132 on calculus and its applications. Both the courses will enable students to efficiently apply the learned skills in daily office duties.

Objectives: Upon completion of this course, students will

- Acquire knowledge of mathematics related to functions permitting modeling of basic business, as well as other, applications.
- Learn solution methods and techniques for items such as matrices, optimization and math of finance.
- Explain the concepts of equations, functions, systems, order of operations, relationships between graphs and expressions.
- Demonstrate mathematical thinking
- Apply basic math skills in office applications
- Follow and analytical process in problem solving
- Explain the value of mathematical analysis in presentations and reports
- Display results in a graphical or meaningful way

Course Topic List:

Unit and Title	Topics	Lecture Hours
Unit 1: Introduction	Reviewing of Factoring, Rational Expressions, Exponents and Radicals, First-Degree Equations, Quadratic Equations, Graphs, Equations of Lines	6
Unit 2: Sets and logics	Concepts & notations, applications	4.5
Unit 3: Functions	Functions, Graphs of Functions, Applications of Linear Functions, Systems of Two Linear, Quadratic Functions and Applications, Polynomial Functions, Rational Functions, Exponential Functions, Applications of Exponential Functions, Logarithmic Functions	9
Unit 4: Real number	Real number system, modulus value and its application	4.5
Unit 5: Curve	Curve sketching	4.5
Unit 6: Interest	Simple Interest, Compound Interest, Annuities: Future	6

Unit and Title	Topics	Lecture Hours
	Value and Sinking Funds, Annuities: Present Value and Amortization	
Unit 7: Matrix and determinant	Matrix and determinant: application of matrix and determinant	6
Unit 8: linear equations	Mathematical thinking System of linear equations and its application	7.5
	Total	48

Evaluation: as per KU policy (50% internal evaluation based on class attendance, assignments, internal tests; and 50% end semester examination)

References:

1. D. B. Adhikary; Ekta Elements of Mathematics Parts 1 & 2; 2011; Ekta Books, Kathmandu, Nepal
2. R. E. Larson, B.H. Edwards; Finite Mathematics, 1991, D.C. Health & Company
3. E. F. Haeussler, R.S. Paul; Introductory Mathematical Analysis, 1996; Prentice Hall International

Course Number	Course Title	Credit Hours
NEPL 105	Nepali – I (नेपाली - १)	3

उद्देश्य : विद्यार्थीहरूको लागि नेपाली विषयको व्याकरणात्मक ज्ञानका साथै साहित्यिक कृतिहरूको पठन, बोध तथा अभिव्यक्ति क्षमताको विकास गर्ने हेतुले राखिएको हा ।

विषयवस्तु :

एकाई र शीर्षक	विषय	अध्यापन घंटा
एकाई १ नेपाली व्याकरण	<p>१.१: वर्णविन्यास चिन्ह परिचय</p> <p>(क) तत्सम, तद्भव र आगन्तुक शब्दका सन्दर्भमा नेपाली वर्णविन्यासको ज्ञान र अभ्यास ।</p> <p>१) ह्रस्व र दीर्घ - (इ, ई, उ, ऊ) सम्बन्धी नियम र अपवादहरू</p> <p>२) श्, ष्, स्</p> <p>३) व्, व्</p> <p>४) व्, ओ, य्, ए, ऋ, रि, क्ष, छे, क्ष्य, छय,</p> <p>५) ड, ज, ण, न्, म् तथा शिरविन्दु र चन्द्रविन्दु</p> <p>६) हलन्तसम्बन्धी नियम र अपवादहरू</p> <p>७) पदयोग र पदयोगसम्बन्धी नियमहरू</p> <p>८) तत्सम शब्दको सन्दर्भमा उपसर्ग र प्रत्ययसम्बन्धी वर्णविन्यास</p> <p>(ख) लेख्य चिन्हको प्रयोग : पूर्णविराम, अल्पविराम, अर्धविराम, प्रश्नबोधक, निर्देशक, कोष्ठ र उद्धरणसम्बन्धी चिन्हको ज्ञान र अभ्यास ।</p>	४.५
	<p>१.२ : शब्दवर्ग र शब्दरूपायन</p> <p>(क) स्रोत : तत्सम, तद्भव र आगन्तुक : व्युत्पादन : पूर्वसर्ग (उपसर्ग), परसर्ग (प्रत्यय), समास र द्वित्व र विभिन्न शब्दवर्ग वा पदको स्रोत बनोट र कार्यका आधारमा शब्दहरूको ज्ञान, पहिचान र अभ्यास ।</p> <p>(ख) नाम, सर्वनाम, विशेषण, क्रियापद, क्रियायोगी, नामयोगी, संयोजक, विस्मयादिबोधक र निपात जस्ता शब्दवर्ग वा पदकोटीहरूको सोदाहरण परिचय, पहिचान र अभ्यास ।</p> <p>(ग) रूपायन : नाम, सर्वनाम र विशेषणको लिङ्ग, वचन र आदरका आधारमा रूपायन र रूपावलीको सोदाहरण परिचय र अभ्यास ।</p> <p>(घ) लिङ्ग, वचन, पुरुष, आदर, काला पक्ष र भाव, वाच्य र अकरणका आधारमा क्रियापदको रूपायनको सोदाहरण परिचय र अभ्यास ।</p>	४.५
	<p>१.३: शब्दविन्यास (सन्धिसहित)</p> <p>(क) शब्द र शब्दव्युत्पादनको प्रक्रिया, मूल शब्द र</p>	४.५

एकाई र शीर्षक	विषय	अध्यापन घंटा
	<p>व्युत्पन्न शब्द (पूर्वसर्ग, परसर्ग, समास र द्वित्व प्रक्रिया, व्युत्पादन र रूपायनको भिन्नताको ज्ञान र अभ्यास ।</p> <p>(ख) उपसर्ग (पूर्वसर्ग) द्वारा शब्दनिर्माण निम्नलिखित उपसर्गहरू मात्र</p> <ul style="list-style-type: none"> — अ , अन , कु , बे , वि , वद् — प्र, अप, सं, अनु, वि, अधि, अति, उत्, प्रति, परि, उप, सु, निर , दुस् , दुर , <p>परसर्गद्वारा शब्दनिर्माण निम्नलिखित कृत् प्रत्ययको ज्ञान र अभ्यास :</p> <ul style="list-style-type: none"> — नु, ने, एको, तो, दो, एर, ई, न, आइ, ओट, आवट, अत, ओ, आउ, आहा, अक्कड, अन्त, उवा, इलो — अक, अन, इत, त, ता, ति, य, तव्य, अनीय । <p>निम्नलिखित तद्धित ज्ञान र अभ्यास</p> <ul style="list-style-type: none"> — ली, आली, आलु, आहा, इया, इयार, इलो, औली, यौली, ए, एली, ले, आई, याई, पन, पना — आलु, यक, यत, ई, इय, ईन, ईण, क, तम, ता, त्व, मय, मान्, वान्, य । <p>(ग) समासद्वारा शब्दनिर्माण समासको चिनारी, समास र विग्रहको प्रक्रिया एवं समस्त शब्दवर्गहरूको परिचानको अभ्यास । समासका प्रमुख भेदहरू (तत्पुरुष, कर्मधारय, द्विगु, अव्ययीभाव, बहुव्रीहि र द्वन्द्व समास मात्र) र र तिनका आधारमा समस्त शब्दहरूको निर्माण र विग्रह गर्ने एवं समासको नामको पहिचान गर्ने अभ्यास ।</p> <p>(घ) द्वित्वद्वारा शब्दनिर्माण द्वित्व र अन्य व्युत्पादन प्रक्रियामा फरक, पूर्ण र आंशिक द्वित्व प्रक्रियाद्वारा शब्दनिर्माण गर्ने अभ्यास ।</p> <p>(ङ) सन्धि नियम नेपाली तत्सम र तत्भव शब्दमा प्रयोग हुने प्रमुख सन्धि नियमको परिचय र अभ्यास ।</p>	
	<p>१.४ : वाक्यतत्व</p> <p>(क) सरल वाक्यका उद्देश्य र विधेय तथा यीनको विस्तारको परिचयात्मक ज्ञान र अभ्यास ।</p> <p>(ख) क्रियाको परिचय</p> <ol style="list-style-type: none"> १) अकर्मक, सकर्मक, द्विकर्मक र पूरकापेक्षी तथा मुख्य र सहायक क्रियाको पहिचान २) प्रेरणार्थक क्रिया ३) नामधातु ४) सरल र संयुक्त क्रियामा फरक <p>काल</p> <ol style="list-style-type: none"> १) कालको परिचय २) भूत र अभूतकाल (वर्तमान र भविष्यत्) 	४.५

एकाई र शीर्षक	विषय	अध्यापन घंटा
	<p>(ग) पक्ष १) पक्षको परिचय २) काल र पक्षमा फरक ३) पक्षका प्रकार (सामान्य, पूर्ण, अपूर्ण, अभ्यस्त, अज्ञात)</p> <p>(घ) भाव अर्थ १) भाव र अर्थको परिचय २) सामान्यार्थ, विध्यर्थ (आज्ञार्थ, इच्छार्थ) अनिश्चयार्थ (सम्भावनार्थ, संकेतार्थ)</p> <p>(ङ) वाच्य १) वाच्यको परिचय, वाच्यका भेद २) कर्तृवाच्य, कर्मवाच्य र भाववाच्यमा फरक</p> <p>(च) संगति १) लिंग, वचन, पुरुष, आदर आदिका आधारमा कर्ता र समापिका क्रियाविच संडति २) विशेषण-विशेष्य तथा भेदक-भेद्यका बीचको संगति ३) नाम र सर्वनाम बीचको संगति</p> <p>छ) करक र विभक्ति १) कारकको परिचय, कारक र विभक्तिको सम्बन्ध, कारक भेद २) कर्ता, कर्म, करण, सम्प्रदान र अधिकरणका साथै सम्बन्ध र पूरकको परिचय ३) प्रत्यक्ष र अप्रत्यक्ष कर्ममा फरक ४) सरल र तिर्यक कारक तथा तत्सम्बन्धी विभक्ति नियम ५) ले, लाई, मा, को, बाट, देखि विभक्तिको प्रयोगसम्बन्धी नियम</p> <p>ज) पदक्रम १) पदक्रमको चिनारी २) विशेषण-विशेष्यको पदक्रम (भेदक, विशेषण र नाम, क्रियायोगी र क्रियाका बीच) ३) कर्ता र क्रिया : कर्ता, कर्म (अप्रत्यक्ष र प्रत्यक्ष कर्म) र क्रिया, कर्ता, कर्म र क्रियायोगीकको पदक्रम ४) व्याकरणात्मक र साहित्यिक (आलंकारिक) पदक्रम</p>	
	<p>१.५ : वाक्यका प्रकार र वाक्यान्तरण १) सरल, संयुक्त र मिश्र वाक्यको पहिचान र अभ्यास २) सरल सामान्य वाक्यको उद्देश्य र विधेय तथा तिनको विस्तार चिन्ने अभ्यास : वाक्यान्तरण: सरल सामान्य वाक्यबाट विभिन्न अर्थका वाक्यमा परिवर्तन ३) मिश्रवाक्यका मुख्य र आश्रित उपवाक्य चिन्ने अभ्यास ४) सरल वाक्यबाट सरल, संयुक्त र मिश्र वाक्यमा वाक्य संश्लेषण गर्ने अभ्यास ५) वाक्य संश्लेषण गर्दा हुने संयोजक, सर्वनाम र असमापिका क्रियाको प्रयोग र विभिन्न पद र पदावलीको लोपको ज्ञान र अभ्यास । ६) सरल वाक्यको नामीकरण, विश्लेषीकरण र क्रियायोगीकरण</p>	३

एकाई र शीर्षक	विषय	अध्यापन घंटा
	७) प्रत्यक्ष कथन र अप्रत्यक्ष कथनका आधारमा उक्ति परिवर्तनको अभ्यास ।	
एकाई २. नेपाली बोध तथा अभिव्यक्ति (प्रयोजनपरक)	२.१. बोध ज्ञान, विज्ञान, प्रविधि, कला, साहित्य संस्कृति, सभ्यता, आदि क्षेत्रका दृष्टांश तथा अदृष्टांश सामग्रीको बोध	३
	२.२. बुंदा टिपोट ज्ञान, विज्ञान, प्रविधि, कला, साहित्य, आदि क्षेत्रका साथै प्रतिवेदनका दृष्टांश तथा अदृष्टांश सामग्रीबाट मुख्य मुख्य बुंदा ठम्याए टिपोट गर्ने अभ्यास ।	३
	२.३. संक्षेपीकरण पढेका, सुनेका, सोचेका कुरा र ज्ञान, विज्ञान, प्रविधि, साहित्य, संस्कृति आदि क्षेत्रका सामग्रीको एक तिहाई शब्दमा मूल अभि व्यक्तिलाई एक तिहाई शब्दमा पुनर्लेखन गर्ने अभ्यास ।	३
	२.४. अनुच्छेद लेखन विवरणात्मक, वर्णनात्मक, विप्लेषणात्मक आदि शैलिमा लेखिएका अनुच्छेद ठम्याउने र त्यस्तै समसामयिक विविध विषयमा अनुच्छेद लेख्ने अभ्यास ।	३
	२.५. पत्र लेखन निवेदन, नियुक्ति, सूचना, निमन्त्रणापत्र, करारनामा, भर्पाई, विविध किसिमका विज्ञापन, (टेण्डर आदि पनि) लेखन सम्बन्धी अभ्यास ।	३
	२.६. शब्द भण्डार शिक्षा, संस्कृति, समाजशास्त्र, कानून, यातायात, वन, चिकित्साशास्त्र आदि विविध क्षेत्रका प्राविधिक तथा पारिभाषिक शब्दको अर्थबोधका साथै प्रयोग गर्ने अभ्यास ।	१.५
	२.७. निबन्ध लेखन विभिन्न समसामयिक विषयमा वस्तुपरक, आत्मपरक, भावपरक, विचारात्मक र विवरणात्मक निबन्ध लेख्ने अभ्यास ।	३
	२.८. टिप्पणी लेखन कुनै समसामयिक विषय, समस्या, घटना तथा सार्वजनिक (सार्वकालिक पनि) महत्व र चासोका विषयमा टिप्पणी लेख्ने तरीकाको अभ्यास ।	३
	२.९. प्रतिवेदन लेखन कुनै सभा, समारोह, यात्रा, समस्या, घटना, अध्ययन आदि विषयमा विप्लेषणात्मक किसिमको मभौला किसिमको प्रतिवेदन लेख्ने तरीकाको अभ्यास र प्रयोग ।	३
२.१० साहित्य गद्य लेखन र साहित्योत्तर गद्य लेखनका गुणदोष		१.५
	जम्मा	४८

आवश्यक सन्दर्भ सामग्रीहरू

- (क) सोमनाथ शर्मा , मध्यचन्द्रिका, साभा प्रकाशन, काठमाडौं ।
 (ख) मोहनराज शर्मा, शब्दरचना, वर्णविन्यास, काठमाण्डौं बुक सेन्टर, काठमाडौं
 (ग) हेमाङ्ग राज अधिकारी, समसामयिक नेपाली व्याकरण, कुञ्जन प्रकाशन, काठमाडौं ।
 (घ) लालनाथ सुवेदी, नेपाली वर्णविन्यास, साभा प्रकाशन, काठमाडौं ।

अन्य सन्दर्भ सामग्रीहरू:

- वृहत् नेपाली शब्दकोष, नेपाल राजकीय प्रज्ञाप्रतिष्ठान, काठमाडौं ।
 समसामयिक पत्र पत्रिकामा प्रकाशित ज्ञान, विज्ञान, कला, साहित्य, धर्म, संस्कृति, संचारसंग सम्बन्धित नेपाली भाषाका स्तरीय लेख तथा सम्पादकीयहरू ।

COURSES OF STUDY

Bachelor in Development Finance

Approved by KU Academic Council on July 24, 2019

First Year, First Semester

Code	Course Title	Credit
DFIN 121	Innovation in Development Finance	1
ECON 201	Macro Economics	3
ENGL 162	English-II	3
FMGT 101	Financial Management-I	3
MATH 132	Basic Calculus and Applications	3
NEPL 106	Nepali-II	3
STAT 105	Statistics	3

Kathmandu University**School of Arts****2019**

Course Number	Course Title	Credit Hours
DFIN 121	Seminar: Innovation in Development Finance	1

The inclusion of this course is to give a student an opportunity to explore and communicate creative thinking and innovative ideas on development finance.

Objectives

Upon completion of the course, students will be able to -

- Identify challenges, issues or problems and appropriate remedies, solutions and mitigation measures pertinent to development finance at local, national or global levels
- Explore creative and innovative ideas in development finance
- Prepare a presentation notes with logical sequence for convincing the audiences including decision makers, donors, sponsors and other stakeholders
- Communicate the ideas using appropriate presentation media and styles
- Manage academic events at the college

CONTENT

Unit and Title	Topics	Lecture Hours
1. Background	<ul style="list-style-type: none"> • Definitions of challenges, issues or problems pertinent to development finance at local, national or global levels • Appropriate remedies, solutions or mitigation measures in respect to the challenges, issues or problems • Theories of creative thinking and innovative ideas on development finance • Case Studies on creative and innovative works pertinent to development finance in Nepal or elsewhere - <ul style="list-style-type: none"> • Business competition and transformation • Economic reforms • Globalization • Investment • Microfinance 	1.5
2. Oral Presentation	<ul style="list-style-type: none"> • Oral presentation <ul style="list-style-type: none"> • Types of presentations: informative, narrative, and persuasive • Overcoming Speech Anxiety • Audience Analysis 	1.5

Unit and Title	Topics	Lecture Hours
	<ul style="list-style-type: none"> Organizing Message Language and Etiquettes 	
3. Poster presentation	<ul style="list-style-type: none"> Poster presentation Purpose of the event Space and Format Planning and Design 	1.5
4. Facilitation	<ul style="list-style-type: none"> Master of Ceremony (schedule, protocol, bridging, question/answer, time management etc) Rapporteur (summary, vote-of-thanks, announcements etc) 	1.5
5. Demonstration	<ul style="list-style-type: none"> Models, Samples, Products Performance, as applicable 	1.5
6. Events Management	<ul style="list-style-type: none"> Events: Purpose and Planning Venue and Logistics Volunteers and Tasks Distributions Audiences and Guests Catering and Facilities Organize an event coinciding with an occasion in the college e.g. <i>College Day on May 23</i> 	1.5
7. Practice Sessions (five)	<ul style="list-style-type: none"> Oral presentation @ 10 minutes (6 students per session) followed by discussions Poster Presentation (final products to be displayed on an event day) 	7.5
	Total Lecture Hours	16.5

(Note: Unit 1 through 6 will be conducted in two sessions per week in the beginning, and for the Unit 7, there will be one practice session per week.)

Assignments (individual/group): library/web search for various techniques of presentation, data collection/analysis, field observation, works on case study, report writing, presentation etc

Field Study (probable sites):

- Participate in workshop, seminar, symposium, conference or similar events

Teaching methods:

- Lecture on concepts and key elements of the topics of oral/poster presentations, Demonstration of effective presentations (first 4 sessions)
- Practice Presentations by students and self-evaluations in session (two presentations each in 12 sessions)

Required References:

- 4-H. How to Give a Method Demonstration.
<https://www.lsuagcenter.com/MCMS/RelatedFiles/%7BD4E91CDO-EA91-4041-9326-C2BBF3694450%7D/How-to-Give-a-Method-Demonstration.pdf>
- Carl Storz et al. 2002.Oral Presentation Skills
http://people.engr.ncsu.edu/txie/publications/oral_presentation_skills.pdf
- Mandel, Steve. 2000. Effective Presentation Skills: A Practical Guide for Better Speaking
<http://my.safaribooksonline.com/book/communications/1560525266>
- MINISIS. Product Demo Guide (MINISIS version 9.06.19) In
https://www.minisisinc.com/pdf/Product_Demo_Guide.pdf
- Skillsyouneed. 2011. Presentation Skill
<http://www.skillsyouneed.com/presentation-skills.html>

Recommended references:

- Ketkar, S and Ratha, D (Eds). 2009. Innovative Financing for Development. Washington DC: World Bank In
<http://pubdocs.worldbank.org/en/335011444766662755/e-book-Innovative-Financing-for-Development.pdf>

Evaluation: As per KU Policy of 100% internal evaluation (class attendance, assignments and internal tests)

Course Number	Course Title	Credit Hours
ECON 201	Macro Economics	3

Objectives

Familiarize you with techniques of contemporary macroeconomics and to learn how to use these techniques as tools to understand and evaluate macroeconomic policies.

Unit and Title	Topics	Lecture Hours
1. Macro Introduction	Introduction, How it is different from micro.	1.5
2. Classical theory of employment and output, Says law of Market	Determination of real wage rate, employment, output, price and nominal wage rate in classical economy, the effect of change in money supply in the wage rate, employment, output, and price in classical theory. Says law of market	4.5
3. Keynes' theory of employment, output and consumption	Keynes' theory of employment determination, Keynes' output determination in two, three, and four-sector economy with figures and examples, Keynes' Psychological law of consumption.	7.5
4. Theory of multiplier, multiplier in four sector economy, super multiplier.	Simple Keynesian multiplier derivation and example Super multiplier with illustration Derivation of tax and government expenditure multiplier in three sector economy when tax in autonomous and induced one with illustration Derivation of export and import multiplier with graphs and examples	6.0
5. Long Run economic growth: Harrod – Domar,	Introduction of economic growth and development Derivation of Harrod main equation of economic growth and is knife edge stability Derivation of Domar main equation of economic growth and is knife edge stability Similarity in these two equations	4.5
6. Money market: Money, Money Supply, Demand for Money, Equilibrium in the Money Market	Definition of money, What are M1 and M2 in Nepal What are the tools used in the process of money supply How the Nepal Rastra Bank manages the liquidity	4.5

Unit and Title	Topics	Lecture Hours
	<p>in the economy using repo, reverse repo, outright sale, and outright purchase, SLF, foreign currency sale and purchase.</p> <p>Money demand in equation in classical theory Keynes' three motives of money demand, their relation with interest rate. Equilibrium in money market.</p>	
7. Deriving the IS, LM and AS-AD curves.	<p>Derivation of IS curve and good market equilibrium Derivation of LM curve and money market equilibrium Equilibrium with goods and money market</p> <p>Derivation of AD curve, AS curve and finding the equilibrium price and output with AD-AS model</p>	7.5
8. Business cycle analysis. Classical view of the Business Cycle	<p>What is business cycle Characteristics of Business Cycle Phases of Business Cycle - recession, depression, recovery and prosperity</p>	3.0
9. Keynesian Macroeconomics	<p>Keynes' concept on interest rate, output employment, and consumption.</p>	3.0
10. Unemployment and Inflation: Causes and Consequences	<p>Concept of Unemployment, Definition of disguised unemployment, open unemployment, frictional unemployment, cyclical unemployment, structural unemployment Causes of unemployment in Nepal Remedial measures of urban and rural unemployment in Nepal Definition of inflation Demand and supply side inflation in graphs and their causes Economic and non economic consequences of inflation Introduction of Phillips Curve</p>	3.0
11. Macroeconomic issues relevant in contemporary Nepal	<p>Microeconomics Issues Current information on agriculture, tourism, foreign employment, inflation, balance of trade, and balance of payment.</p>	3.0
	Total	48

Required References

1. Macroeconomics, Andrew Abel and Ben Bernake. Fourth Edition
2. Monetary Economics, R.R. Paul, eight edition.

Course Number	Course Title	Credit Hours
ENGL 162	English - II	3

Objective

- Enable students to use English as a medium for advanced studies for critical thinking and interaction in academic setting as well as in the practical world of business and management.
- Sensitize students on how to use English as a world-wide language of business management.

Unit and Title	Topics	Lecture Hours
1. Cambridge Advanced English (Selections) -Unit 12-22	1.1 Unit-12 Rich & Poor 1.2 Unit-14 The English – Speaking World 1.3 Unit-16 Travelers 1.4 Unit-18 Body & Mind 1.5 Unit-20 The Natural World 1.6 Unit-22 Education	9
2. Study Skills in English (Selections) – Unit 4 - 5	2.1 Unit 4 Writing Skills Part I 2.2 Unit 4 Writing Skills Part II 2.3 Unit 5 Learning through Discussion Part I 2.4 Unit 5 Learning through Discussion Part II	6
3. Adventure in English 11-14 (Selected)	3.1 The Burden of Skepticism 3.2 Mister Know All 3.3 The Tiny Closet 3.4 To His Coy Mistress 3.5 A Painful Case 3.6 On the Eve of His Execution 3.7 To An Athlete Dying Young 3.8 The Great Answer 3.9 Stopping by Woods on a Snowy Evening 3.10 We are Breaking the Silence about Death 3.11 The Five Stages of Grief	16.5
4. Business Communications Seminars	4.1 Letters 4.2 Memo, Notice, Circulars 4.3 Contract 4.4 Summarizing and Paraphrasing 4.5 Report writing	7.5
5. Practical	5.1 Writing an analysis on a publication: Financial Development in Nepal 5.2 Writing an analysis on a publication: Nepalese Economics 5.3 Writing an analysis on a publication: Tourism	9

	Development in Nepal 5.4 Writing an analysis on a publication: Socio-cultural Issues of Nepal 5.5 Writing an analysis on a publication: Environmental Issues of Nepal 5.6 Translation: Nepali-English, and English-Nepali	
	Total	48

Required References

1. Jones, Leo. 2001. Cambridge Advanced English. New Delhi: Cambridge University Press
2. Nishani, Moti and Lohani, Shridhar Prasad. 1996. Adventure in English. Kathmandu: Ekta Publications
3. Wallace, Michael. 1998. Study Skills in English. New Delhi: Cambridge University Press

Recommended References

1. Douglas, B Reeves, 2002. Reasons to Write. New Delhi: Guides Publishers
2. Guffy, Mary Allen, 2007. Business English. London: Guides Publishers
3. Guffy, Mary Allen, 2008. Writing for Business. London: Guides Publishers
4. Keith, Robert, 2004. Motives for Writing. London: Amazon Publisher

Course Number	Course Title	Credit Hours
FMGT 101	Financial Management-I	3

Objectives:

This course aims to provide the student the basic understanding of the concept of and techniques of financial management and develop basic skills required in applying them in financial analysis in real life situations.

Contents:

Unit and Title	Topics
1. Concept	Concept and meaning of financial management, responsibilities of financial manager, finance function, Goals of the corporation, Organization of finance function, Importance of managerial finance, Agency relationship
2. Financial Statements	Financial statements, The balance sheet, The income statement, The statements of cash flows, Common size statement, Uses and limitation of ratios in financial analysis
3. Overview of Financial Environment	Overview of financial environment, Financial markets, Financial intermediaries, Interest rate level and determination, Determinants of market interest rates, The term structure of interest rates
4. Cash-flow and Time Value of Money	Cash flow and time value for even and uneven cash flow streams, future value and present value, future value of an annuity and present value of an annuity, solving for interest rates and number of periods, annual percentages rate and effective annualized rate for semiannual and other compounding period
5. Cost Behavior and BEP	Concept of cost behavior, Break even analysis, Break even point in unit and in rupees, Importance of break even analysis, Concept of leverage: Operating, financial and combined leverage and their interpretations.
6. Target Capital Structure and Cost of Capital	Concept of target capital structure, Debt equity mix and risk, Concept of cost of capital and its significance, Component cost of capital, Solving for weighted average cost of capital
7. Long-term Financing	Long term financing and various sources, Common stock: types, features, rights and privileges, advantages and disadvantages, the market for common stock and emerging trend, Preference stocks: features, advantages and disadvantages, Bonds and Long term debt: features, advantages and disadvantages, term loan, consortium loan, option, warrants and convertible as sources of long term financing.
8. Basics of Capital Budgeting	Concept and meaning of capital budgeting, Importance, Project classification, Determination of net cash outlay and cash flow after tax, Techniques of capital budgeting evaluation, Ranking conflicts.

9. Working Capital Management	Concept and meaning of working capital, Importance of working capital management, Types and classification of working capital, Working capital policy, Inventory management, Cash management and Receivable management.	4
10. Dividend Policy	Dividend policy, Dividend payment procedures, Factors affecting dividend policy, Types of dividend payout schemes	3
	Total	4

Required references:

1. Brigham, Eugene F. and Joel F. Houston. **Fundamentals of Financial Management**. Ninth Edition, Thompson, India
2. Ross, Stephen A., Randolph W. Westerfield, and Bradford D. Jordan (2008). **Fundamentals of Corporate Finance**, Eighth Edition, McGraw-Hill/Irwin, Boston.
3. Van Home, James C. and Wachowicz, John M. Jr. (2009). **Fundamentals of Financial Management**, Thirteenth Edition, Delhi.

Recommended References:

1. Brealey, Richard A. Stewart C. Myers and Alan J. Marcus, **Fundamentals of Corporate Finance**, McGraw-Hill/Irwin, New York
2. Paudel, Rajan B., Keshar J. Baral, Rishi R. Gautam, et. Al, 2nd edition. **Fundamentals of Financial Management**. Kathmandu: Asmita Books Publishers & Distributors
3. Pradhan, Radhe Shyam, **Financial Management**. Buddha Academic Enterprise. Kathmandu
4. Weston, J. Fred, Scott Besley, and Brigham, Eugene F., **Essential of Management Finance**, Harcourt Brace College Publishers, New York

Course Number	Course Title	Credit Hours
MATH 132	Basic Calculus and Applications	3

Course Description: Instruction in analytical and problem-solving skills for business applications. Includes typical business scenarios and case studies for “real life”. The topics for this course include numeric and algebraic basics; algebraic forms and functions; quadratic and other functions; advanced algebraic techniques; applications; solutions of systems of equations; logarithms; exponentials; math of finance; matrix methods; linear programming; 2-variable simplex method via graphical methods; optimization; and others.

Contents are divided into two courses MATH 131 and MATH 132 as complements to each other. The MATH 131 focuses on algebra and its applications, and MATH 132 on calculus and its applications. Both the courses will enable students to efficiently apply the learned skills in daily office duties.

Objectives: Upon completion of this course, students will

- Acquire knowledge of mathematics related to functions permitting modeling of basic business, as well as other, applications.
- Learn solution methods and techniques for items such as matrices, optimization and math of finance.
- Explain the concepts of equations, functions, systems, order of operations, relationships between graphs and expressions.
- Demonstrate mathematical thinking
- Apply basic math skills in office applications
- Follow and analytical process in problem solving
- Explain the value of mathematical analysis in presentations and reports
- Display results in a graphical or meaningful way

Unit and Title	Topics	Lecture Hours
Unit 1: Introduction	Reviewing of Set theory, diagrammatic representation of sets, verification of some laws of algebra on sets	7.5
Unit 2: Complex number	Real number, imaginary number, definition, notation, visualization (Cartesian complex plane, Polar complex plane), Relations & Operations, Complex analysis, Applications	6
Unit 3: Limit and Continuity	Definition of Limit of a Function , Properties of Limits , Trigonometric Limits , The Number e , Natural Logarithms , Indeterminate Forms , Use of Infinitesimals , L'Hopital's Rule , Continuity of Functions , Discontinuous Functions	7.5
Unit 4: Differentiation	Differentiation, notation, Derivatives, functions (algebraic, trigonometric and exponential), basic derivative rules	6

Unit and Title	Topics	Lecture Hours
Unit 5: Application of Derivatives in Economics and business	Cost Function (Fixed and Variable), Demand Function, Revenue function and Profit Function	7.5
Unit 6: Integration and its Application	Area between curves ; Distance, Velocity, Acceleration ; Volume ; Average value of a function ; Work ; Probability ; Arc Length ; Surface Area	7.5
Unit 7: Consumer's and Producer's Surplus	Surplus (meaning and calculation), Graphical illustration	6
	Total	48

Evaluation: as per KU policy (50% internal evaluation based on class attendance, assignments, internal tests; and 50% end semester examination)

References:

1. D. B. Adhikary; Ekta Elements of Mathematics, Part 1 & 2; Ekta Books, Kathmandu, Nepal
2. R. E. Larson, B.H. Edwards; Finite Mathematics, 1991, D.C. Health & Company
3. E. F. Haeussler, R.S. Paul, Introductory Mathematical Analysis, USA, 1996; Prentice Hall International

Course Number	Course Title	Credit Hours
NEPL 106	Nepali II	3

उद्देश्यहरु:

शोधको सैद्धान्तिक ज्ञान गर्न, शोधको आधारभूत सैद्धान्तिक ज्ञानका आधारमा शोधप्रस्ताव गर्न र तदनुसार शोधकार्य गर्न, साहित्यिक रचनाहरूको विधा सिद्धान्तका सामान्य अध्ययन, ममन, चिन्तन गर्न, साहित्यिक रचनाको मर्म बोध गर्न, साहित्यिक रचनाको अध्ययनका आधारमा समाजशास्त्रीय जीवन जगतको अवलोकन गर्न

विषय सूची

एकाई र शीर्षक	विषय वस्तु	अध्यापन घण्टा
१. शोधको परिचय		२४
	१.१. ज्ञानआर्जनका विविध प्रक्रियाका सन्दर्भमा वैज्ञानिक प्रक्रिया शोधको अर्थ, परिभाषा, आवश्यकता वा प्रयोजन र महत्व १.२. शोधका प्रकार : विषय, समय, स्थान, लक्ष्य, प्रयोजन र अनुसन्धाताका आधारमा तथा शोधार्थी / अनुसन्धाताका लक्षण र योग्यता १.३. शोधक्षेत्रको छनोट : छनोट विधि (पूर्वज्ञान, अनुभव, पूर्वकार्यको समीक्षा, विज्ञहरूसंगको परामर्श) १.४. शोधप्रस्ताव : सैद्धान्तिक परिचय, शोधप्रस्तावको आवश्यकता र महत्व	६
२. शोधप्रस्तावको अङ्ग वा सङ्गठन तथा सङ्गठन निर्माणको विधि	२.१. शीर्षक, समस्याकथन, उद्देश्यकथन, प्राक्कल्पना र पूर्वकार्यको समीक्षा २.२. शोधको महत्व, शोधको सीमाङ्कन, सामग्री सङ्कलन विधि, २.३. शोधको सैद्धान्तिक आधार र शोधको ढाँचा, शोधविधि, शोधपत्रको सम्भावित रूपरेखा, समयावधि र लागत २.४. सन्दर्भ कृतिसूची तथा शोधप्रस्तावका अङ्गहरूका बीचको सम्बन्ध	६
३. सामग्री सङ्कलनका विधि	३.१. पुस्तकालयीय कार्य : पुस्तकालयको प्रयोगको ज्ञान र टिपोट विधि ३.२. क्षेत्रकार्य : पूर्वतयारी, प्रश्नावलीको परिचय र प्रकार ३.३. बन्द, खुला तथा मिश्रित प्रश्नावलीको निर्माणविधि ३.४. प्रश्नावलीको उपयोग, क्षेत्रकार्य : भ्रमणअवलोकन, अन्तर्वाता, शोधनी र टिपोट टिपोट विधि ३.५. सर्वेक्षण र प्रयोगशालीय कार्य	७.५
४. सामग्रीको अध्ययन विश्लेषण	४.१. सम्पादन व्यवस्थापन, कोडीकरण, वर्गीकरण, ४.२. शोधपत्र लेखन : शोधपत्रको भाषाशैली, ४.३. वर्णन, विश्लेषण, तुलनाप्रतितुलना, खण्डनमण्डन, अन्वयव्यतिरेक, निष्कर्षण र सामान्यीकरण ४.४. अध्याय, शीर्षक, उपशीर्षक, उपउपशीर्षकहरूको योजना, निर्माण र तिनका बीचको अन्तःसम्बन्ध ४.५. शीर्षक उपशीर्षकअन्तर्गत अनुच्छेदयोजना र उद्धरणको प्रयोग र पादटिप्पणी (टिप्पणी)	७.५

एकाई र शीर्षक	विषय वस्तु	अध्यापन घण्टा
५. शोधपत्र वा प्रबन्धको सङ्गठन वा स्वरूपको परिचय	<p>५.१ शोधपत्रको आवरणपृष्ठ, निर्देशकको सिफारिस, मूल्याङ्कन समितिको मूल्याङ्कनपत्र, कृतज्ञताज्ञापन, संक्षिप्त शब्दसूची, चित्रसूची, सङ्केतसूची आदि ।</p> <p>५.२ शोधप्रबन्धको अन्त्य भागका सन्दर्भ सामग्री सूची, पारिभाषिक शब्दसूची वा अनुक्रमणिका, परिशिष्टको निर्माण तथा परिमार्जन, टङ्कन, छपाइशुद्धि, गातावन्दी, प्रस्तुति र अन्तर्वार्ता</p> <p>५.३ कृतिसमक्षा : तीन घुम्ती उपन्यासको कथावस्तु, पात्रविधान,</p> <p>५.४ परिवेश, भाषाशैली</p> <p>५.५ उद्देश्य र शीर्षकीकरण</p> <p>५.६ बहुलाकाजीको सपना, शीर्षकीकरण, कथावस्तु, पात्रविधान,</p> <p>५.७ परिवेश, संवाद, भाषाशैली,</p> <p>५.८ उद्देश्य र शीर्षकीकरण</p> <p>५.९ कविता : कालीण्डकी कविताको (विधा तत्वका आधारमा समीक्षा)</p> <p>५.१० कविता : मैनवतीको शिखा (विधा तत्वका आधारमा समीक्षा)</p> <p>५.११ निबन्ध : जयभूँडी (विधा तत्वका आधारमा समीक्षा)</p> <p>५.१२. निबन्ध : पहाडीजीवन (विधा तत्वका आधारमा समीक्षा)</p> <p>५.१३. कथा : कर्तव्य (विधा तत्वका आधारमा समीक्षा)</p> <p>५.१४ कथा : एउटा बूढो भ्वाइलेन आशावरीको धुनमा (विधा तत्वका आधारमा समीक्षा)</p>	२१
	जम्मा	४८

पाठ्यपुस्तक

- कोईराला, विश्वेश्वर प्रसाद. तीन घुम्ती , साभा प्रकाशन, काठमाडौं ।
- मैनाली, गुरु प्रसाद. नासो (सम्बद्ध अंशमात्र) साभा प्रकाशन, काठमाडौं ।
- मल्ल, विजय. बहुला काजीको सपना, साभा प्रकाशन, काठमाडौं ।
- देवकोटा, लक्ष्मीप्रसाद. लक्ष्मी निबन्ध संग्रह (सम्बद्ध अंशमात्र), साभा प्रकाशन, काठमाडौं ।
- घिमिरे, माधवप्रसाद. काली गण्डकी,
- विकल, रमेश. एउटा बूढा भ्वाइलेन आशावरीको धुनमा
- अर्याल, भैरव. जय भूँडी (सम्बद्ध अंश मात्र)
- शेरचन, भूपी. मैन वतीको शिखा

सहायक पाठ्यपुस्तक

- शर्मा, मोहनराज र लुइटेल् खगेन्द्र प्रसाद. शोध विधि, काठमाडौं ।
- बन्धु, चुडापणि. अनुसन्धान र प्रतिवेदन, रत्न पुस्तक भण्डार, काठमाडौं ।
- वुम्स, विन्थ र वाटेन र्खट पी. फन्डामेन्टल्स अफ गुड राइटिङ्ग, ए हयाण्डवुक अफ मडर्न एटोरिक, लाइन
- जोशी, कुमारबहादुर. पाश्चात्य साहित्यका केही प्रमुखवाद, साभा प्रकाशन, काठमाडौं ।
- थापा, मोहन हिमांशु. साहित्य परिचय, साभा प्रकाशन, काठमाडौं ।

Course Number	Course Title	Credit Hours
STAT 105	Statistics	3

Objective

- Inculcate the basic knowledge of statistics, techniques of collecting data and handling the through versions statistics tests.
- Acquaint the students with the descriptive and inferential statistics, general principles of statistics, possibility theory, and time series analysis.
- Handle the satisfied data in pragmatic manner.

Unit and Title	Topics	Lecture Hours
1. Review of elementary concepts	Meaning, scope and limitations of Statistics, types of data	3
2. Data collection	Census/sampling, types of samplings (Random and Non-random), tools of data collection (Questionnaire, interview and observation)	4.5
3. Measures of central tendency	Arithmetic mean, median, partition values and mode	6
4. Measure of dispersion	Concept of dispersion, measure of dispersion (range, inter quartile range, mean deviation, variance, standard deviation and coefficient of variation)	4.5
5. Concept of skewness and kurtosis	Karl Pearson's coefficient of skewness, measure of skewness based on percentile, interpretation of skewness and kurtosis	1.5
6. Correlation and regression analysis	Meaning and type of correlation, coefficient of correlation and its calculation by Karl Pearson's and Spearman's rank method. Meaning of regression, regression equations, regression coefficients and their interpretation	6
7. Time series analysis	Meaning and components of time series, measurement of time series by free hand, semi average and least square methods, measurement of seasonal variation by simple average method.	4.5
8. Index numbers	General rules and problems in construction of whole sale price index and cost of living index number. Index number calculation: unweighted price index by simple aggregative method, simple average of price relative methods, weighted price index by weighted aggregative and weighted average of price relative methods. Cost of living index number by aggregative expenditure and family budget	6

	methods.	
9. Elementary probability theory and normal distribution	Concept of events and probability, addition and multiplication theorems, concept of normal distribution	6
10. Concept of estimation and test of hypothesis		6
	Total	48

Required References

Chandan, J. S. 1999. Statistics for Business and Economics. Vikas Publishing Pvt. Ltd. India.
 Sharma, P. K. and A. K. Chaudhary. 2001. Statistical Mehods. Khanal Books Prakashan.

SK-8 Session Plan