ACC 313: Accounting For Decision Making

Credits: 3
Lecture Hours: 48

Course Objective
This course aims to provide the students with an understanding of cost concept and cost behavior and develop an ability to use cost information for planning and control decision along with concepts of capital budgeting.

Course Description
This course provides overview of cost concept, role of cost and management accounting in decision making, budgetary control, marginal costing and, understanding of various tools of investment decision.

Course Details
Unit 1: Introduction

Unit 2: Elements of Cost

Unit 3: Reconciliation of Cost and Financial Accounting
Preparation of Reconciliation Statement based on Cost Sheet and Profit & loss Account.

Unit 4: Budgetary Control
Meaning, Need, Objectives and Functions of budgetary control. Advantages and Limitations of budgetary control. Classification and Preparation of Cash and Flexible budget only.

Unit 5: Marginal Costing

Unit 6: Costing Methods and Techniques
Meaning, features, advantages and disadvantages of job costing, process costing and activity based costing.

Unit 7: Investment Decision

Unit 8: SKILL DEVELOPMENT
Collection of management report and financial statements of any one organized institution (preferably manufacturing) and prepare cost sheet along with reconciliation between profit and loss account and cost sheet. Calculation of Contribution margin, PV ration and Break Even Points. Draft an imaginary management report (General). Draft situation specific Management report.
Reference Books

4. Dr. S.N. Maheshwari, *Elements of Management accounting*
5. MY Khan & PK Jain, *Management accounting*
6. Saxena and Vasistha, *Advanced cost Accounting*
FIN 312: Financial Management

Credits: 3
Lecture Hours: 48

Course Objectives:
The objective of the course is to provide the students with an understanding of the fundamental concepts and principles of financial management and impart skills for applying those concepts and principles in real business situations. The course also creates solid foundation for specialization in finance area.

Course Description:
This course provides students opportunity to understand fundamentals of financial management and their application in financial decisions in business. It begins with financial planning and forecasting of financial statements and provides additional materials on portfolio theory and pricing of capital assets. Then it moves on to capital investment and capital structure decisions the firms undertake. Finally, the course covers dividend decision and working capital management decisions of firms.

Course Details

Unit 1: Financial Planning and Forecasting of Financial Statements: LH 6
Overview of financial planning: strategic plans, operating plans, the financial plan, Sales forecast, The AFN Formula, The forecasted financial statement method, Forecasting financial requirements when the balance sheet ratios are subject to change.

Unit 2: Portfolio Theory and Capital Asset Pricing Model: LH 6
Efficient portfolios, choosing the optimal portfolio, Basic assumptions of capital asset pricing model, The capital market line and security market line, Calculation of beta coefficient.

Unit 3: Basics of Capital Budgeting: LH 6
Overview of capital budgeting, Net present value (NPV), Internal rate of return (IRR), Comparison of the NPV and IRR, Profitability index, Payback methods.

Unit 4: Cash Flow Estimation: LH 6

Unit 5: Basic Capital Structure Decisions: LH 6
Capital structure issues, Business risk and financial risk, Operating and financial leverage, Breakeven analysis, Estimating optimal capital structure.

Unit 6: Dividend: LH 6
The level of distribution and firm value, Clientele effect, Information content, Implications for dividend stability, setting the target distribution level, distributions in the form of dividends, Factors influencing distributions, Overview of the distribution policy decision, Stock splits and stock dividends.
Unit 7: Working Capital Management:  
The cash conversion cycle, Alternative net operating working capital policies, Cash management, The cash budget, Cash management techniques; Inventory, Receivable management, Alternative short-term financing policies, Short-term investments,

Textbooks


References

MGT 313: Human Resource Management

Credits: 3
Lecture Hours: 48

Course Objectives
This course aims to develop student's understanding of the basic concepts, practices and approaches of human resource management.

Course Description
This course contains introduction, human resource planning, job analysis and design, recruitment and selection, training and development, performance appraisal, rewards management, Career development, employee grievances and disciplines, labour relations and labour Act of Nepal.

Course Details
Unit 1: Introduction
Concept, characteristics, objectives, and components of HRM. HRM and Personal management, HRM environment (globalization, technological advances, nature of work, workforce diversity, and legal trends). Contemporary HR issues, challenges and responsibilities of HR manager.

Unit 2: Human Resource Planning
Concept, characteristics, and importance. HRP process. Major HRP activities: assessment of current HR (HR inventory – management inventory and skills inventory, HR information system, and succession planning), HR demand and supply forecasting. Techniques of HR demand and supply forecasting.

Unit 3: Job Analysis and Design

Unit 4: Employee Recruitment and Selection

Unit 5: Training and Development

Unit 7: Performance Appraisal
Concept, uses and methods (simple ranking, alternative ranking, paired comparison, forced distribution, critical incident, behaviorally anchored rating scale). Appraisal interview. MBO approach to appraisal. Problems in performance appraisal.

Unit 8: Rewards Management
Concept and types (intrinsic and extrinsic, financial and non-financial). Qualities of effective rewards, Types of employee benefits, practices of pay determination in Nepal.
Unit 9: Employee Grievances and Disciplines


Unit 10: Labor Relations and Labour Regulations in Nepal


Addendum: At least one case will be administered at the end of each chapter. The students will also complete a project work and a few other assignments as specified by the faculty member.

References


Cascio, W., Managing Human Resources, McGraw-Hill.

Labor Act of Nepal.
MGT 314: Taxation in Nepal

Credit: 3
Lecture Hours: 48

Course Objectives
This course aims to acquaint students with the basic knowledge of general principles, practices, and legal framework of income taxation in Nepal. It also views to develop the managerial skill and expertise in income tax and value added tax for both the organizations-government and private sectors.

Course Description
This course includes conceptual values, norms and sources of taxation with emphasis on the Income Tax Act apply in the preparation of employment, business, and investment tax returns. The course bases on the current income tax system to provide students a core principle of inclusion and exclusion of income, and fundamental rules of deductible and non-deductible costs, expenses, and amounts. It also contributes an involvement of analysis and calculation of assessable income from employment, business, and investment perspectives. From this course, the student will also grasp the knowledge taxable income, offset of losses and tax liabilities under income taxation and the basic norms and methods of calculation of expenditure taxation.

Course Details
Unit 1: Theoretical foundation: LH 2
Concepts, meaning, and objectives of taxation, Principles of taxation, Canons of taxation, Classification of taxes, Brief historical background of taxation in Nepal.

Unit 2: General background of income tax Act LH 12
Income tax Act 2058 and its features, Income tax Act and its relation to other laws, Definition of key terms, Classification and status of a taxpayer: Individual and entity, Resident and non-resident person, Classification of income heads: Employment, Business and Investment including non-business taxable assets, Exempt amount of other concessions: Exempt amounts, Exempt entities, Business exemptions and concessions, Methods of tax accounting and timing. Couple, Medical tax credit, Retirement contribution, Taxation of retirement fund, Retirement payment, Taxation of dividends, Distribution by entities. Types of assessment: (a) Self-assessment, (b) Jeopardy assessment and (c) Amended assessment, Return of income and its types: (a) Annual tax return, and (b) Jeopardy return, Tax payment in installments. Concept of withholding, Withholding from employment, business, and investment, Types of withholding: Final and non-final withholding, Rights and duties of tax authorities, Rights and duties of taxpayers.

Unit 3: Deductions of costs and expenses LH 3
Concept of deduction. Difference between costs and expenses. Deductions: (1) General deductions, and (2) Specific deductions: (a) Interest, (b) Cost of trading stock – including treatment of under and overvaluation of closing and opening stock, method of valuation of closing stock. (c) Repair and improvement costs, (d) Pollution control costs, (e) Research & development costs, (f) Depreciation, (g) Losses (as per section 20 & 59), (h) Bad debts.
Unit 4: Non-deductible expenses or amounts
Personal and domestic expenses, Capital expenses and capital loss, Income tax, Fines and Penalties, Expenses made for acquiring tax free income, Expenses not relating to earning of income, Cash payment in excess of Rs. 50,000 or more at once time, and Other not allowable expenses.

Unit 5: Quantification, allocation, and characterization of amounts
Quantification of amounts, Quantification in rupees, Indirect payments, Jointly owned investment, Characterization of compensation payments, Characterization of payments under annuities, installments sales, and finance leases, Transfer pricing and other arrangements between associates, Income splitting, General anti-avoidance rule,

Unit 6: Business income and calculation of assessable income
Concept, meaning, and features of business, Income inclusions while calculating profit and gains from business: Sales incomes, Net gain from disposal of business assets and liabilities, Effectively connected returns from capitals, and Other receipts or receivable in conducting the business: Business gift, Compensation, Indirect payment, Bad debts recovered remitted earlier, Difference of interest against soft loan, Amount derived from accounting system, Amount received from exchange rate, Average inclusions under long-term contract, Amount of accepting a restriction and others. Review of deductions for business income, Calculation of assessable income from business income.

Unit 7: Employment income and calculation of assessable income
Concept, meaning and features of employment, Distinction between employment and self employment, Inclusions (chargeable) from employment income: Cash incomes, Incomes in kinds payments, and Incomes regarding with condition, Redundancy, Loss or termination of employment, Retirement contributions, Payments including other incomes: Third party payment, Soft loan, Income received from other than employer in connection of the employment and similar types of employment incomes, Determination of grade and salary, Calculation of assessable income.

Unit 8: Investment income and calculation of assessable income
Concept, meaning and features of investment income, profit and gains from conducting the investment: Dividend, Interest, Rent, Royalties, Gain of investment insurance, Income of natural resources, Gain/interest of an unapproved retirement funds, Retirement payment and approved retirement fund, Net gain from the disposal of non-business chargeable assets, Amount received from changing an accounting method, Amount of devaluation of currency, Bad debts recovered remitted earlier, Gain/net gain from disposal of depreciable assets, Gift in connection to the investment, Amount received from accepting a restriction, Income of jointly owned investment, Compensation, Other amounts (if any). Review of deductions for investment income. Calculation of assessable income.

Unit 9: Calculation of taxable income
The concept of assessable income, Calculation of assessable income, Introduction of deductible items while calculating the taxable income: Contribution to retirement funds (in the case of an individual) and Donations. Calculation of taxable income.
Unit 10: Calculation of income tax liabilities


Unit 11: Value added tax

Concept, origin, and evolution of value added tax, Types of value added tax, Method of administering the value added tax, Comparison among sales tax, excise tax, and value added tax, Calculation of value added tax with examples.

Basic Reading Materials
Income Tax Act, 2058, (with latest amendment)
Income Tax Rules, 2059, (with latest amendment)
Value Added Tax Act, 2052 (with latest amendment)
Value Added Tax Rules, 2053 (with latest amendment)

Reference Books


RCH 311: Business Research Methods

Credits: 3
Lecture Hours: 48

Course Objectives
This course is an introduction on how to do business research with an emphasis on applied problem solving and report writing. The objective of this course is therefore to provide knowledge and understanding of basic principles of business research methods.

Course Description
The course has a preliminary focus on problem identification, theoretical framework development and hypothesis formulation. The course will then deal with research design issues, measurement, sampling, data collection and analysis. This encompasses the overall understanding and application of appropriate research techniques and research statistics, and report writing and presentation skills.

Course Details
Unit 1: Introduction
Meaning of research; Scientific research-features.; Types of research; The scientific research process; Approaches to research; Paradigm shifts-positivist vs. Interpretive philosophies; Management research-concept, nature, and value in business decision making; applying scientific thinking to management problems; Ethical concerns in research.

Unit 2: Literature searching and Theoretical Framework
Concept, purposes and steps in literature survey; Literature search through the Internet; Theoretical framework ; Theory and research; Approaches-deduction and induction; Research problem; Research questions and hypothesis formulation.

Unit 3: Research Design
Concept; Types-descriptive, developmental, case studies, causal-comparative, and experimental; Qualitative research-concept, assumptions and features.

Unit 4: Measurement, Scaling and Sampling
Variables and their measurement; Nature of measurement; Scale construction for attitude measurement; Scales commonly used in business research; Validity and reliability of measurement; Sources of measurement problems; The sampling process; Types of samples -probability and non-probability sampling; Sampling and non-sampling errors.

Unit 5: Data Collection and Analysis
Types of data and their sources-secondary data, advantages and disadvantages of using secondary data; Primary data-sources and methods; Questionnaires-design, components and principles of questionnaire writing; The research interviews-face-to-face and telephone interviews, computer assisted interviewing; Observation-concept and methods;
Data analysis – organizing and preparing data; Presenting data in tables, graphs and charts; Statistical techniques – descriptive and inferential statistics; Statistical testing of hypothesis; Methods of collecting and analyzing qualitative data.

**Unit 6: Research Proposal and Report Writing**

Topic selection; Research proposal – purpose, types and structure; Writing research reports -the reporting process, procedure for writing, and style of writing; Typing and layout of the research report; Citations and references by using APA format; Essentials of a good research report.

**Basic Books**


**Reference Books**