

MIS 201 Introduction to Management Information System BBA, 6th Semester

Course Objectives

The course will introduce students to comprehensive knowledge and understanding on information systems and its importance in business and management. It evaluates the role of the major types of information systems in a business environment and their relationship to each other, and assess the impact of the Internet and Internet technology on business electronic commerce and electronic business.

Course Description

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

Course Outcomes

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

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

Course Contents

Unit I: Computer System

6 hours

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

Unit II: Foundation of Information System

11 hours

Data, Data processing, Information, Information System: concept, characteristics and need; Fundamental Resources of Information System, Potential Risks of Information System, Types of Information System (TPS, MIS, DSS, ESS); MIS: Objectives, characteristics, applications, benefits and limitations; Approaches, development, and implementations of MIS, Systems Development Life Cycle (SDLC) and its Stages, Success and Failure of MIS.

Unit III: Telecommunication and Network**5 hours**

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

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

Fundamental Data Concepts, Database structures, Database Development, Types of Databases, Technical Foundation of Database Management, Data warehouses and Data Mining, Decision Support in Business, Decision Structures, Decision Support Trends, Decision Support Systems, Online Analytical Processing, Using Decision Support Systems.

Practical: Microsoft Access, Database Design, Creating New Database, Setting up Tables, Form and Report Design.

Unit V: Business Applications**8 hours**

E-business systems, Customer Relationship Management (CRM), Three Phases of CRM, Benefits and Challenges of CRM, Trends in CRM, Enterprise Resource Planning (ERP): concept, benefits and challenges, Trends in ERP, Supply Chain Management (SCM): concept, roles, benefits, challenges, and trends, E-commerce Systems, E-Commerce and its scope, Essential e-Commerce Processes, Electronic Payment Processes

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

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

References

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

LAW 291 Legal Aspects of Business and Technology
BBA, 6th Semester

Course Objectives

This objective of this course is to place business and technology in their proper and prominent legal context. The intention of this course is to prepare students to be successful both personally and professionally in an information-based society.

Course Description

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

Course Outcomes

After studying this course, students should be able to:

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

Course Contents

Unit I: Basics of Legal Environment and Court System

6 hours

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

Unit II: Nepalese Contract Law

10 hours

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

Unit III: Sale of Goods

4 hours

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

Unit IV: Agency and Business Organization**10 hours**

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

Unit V: Legal and Regularity Compliance**5 hours**

Basic features and compliances requirement as per: Industrial Enterprises Act, Financial Institutions Act, Legal provisions relating to negotiable instruments, Right to Information Act; Consumer Protection Act. Introduction and major provision of Labor Act, Anti-Money Laundering Laws.

Unit VI: Laws Relating to Information Technology/Intellectual Property**13 hours**

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

References

1. Wagle, R., & Pant, K. B. *Legal Environment of Business in Nepal*. Kathmandu: Ratna Pustak Bhandar.
2. Kalika, S. N. *Business Law*. Kathmandu: Buddha Academic Enterprises Pvt. Ltd.
3. Albuquerque, D. *Legal Aspects of Business*. New Delhi: Oxford University Press.
4. Singh, Y. *Cyber Laws*, New Delhi: Universal Law Publishing Co.
5. *Related Nepal Acts and Regulations*
6. WTO. *A Final Act on the Embodiment of WTO*, Geneva: WTO publications.
7. Dhakal, D. R. *Business Law*. Kathmandu: Ashmita Publication.

MGT 212 Business and Society **BBA, 6th Semester**

Course Objectives

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

Course Description

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

Course Outcomes

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

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

Course Contents

Unit I: Business and Society Relationship

7 hours

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

Unit II : Fundamentals of Corporate Social Responsibility**8 hours**

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

Unit III: Business and its Stakeholders**8 hours**

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

Unit IV: Business Ethics**9 hours**

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

Unit V: Corporate Governance**7 hours**

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

Unit VI: CSR, Business Ethics and Corporate Governance Issues in Nepal**9 hours**

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

Basic Texts

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

References

1. Mallin, C. A. *Corporate Governance*. New Delhi: Oxford University Press.
2. Steiner, J. F., & Steiner, G. A. *Business, Government, and Society: A Managerial Perspective: Text and Cases*. New Delhi: Tata McGraw Hill.
3. Carroll, A. B., & Buchholtz, A. K. *Business S society: Ethics, Sustainability, and Stakeholder Management*. New Delhi: Cengage Learning.
4. Blowfield, M., & Murray, A. *Corporate Responsibility: A Critical Introduction*. New Delhi: Oxford University Press.
5. Chatterji, M. *Corporate Social Responsibility*. New Delhi: Oxford University Press.
6. Francis, R. D., & Mishra, M. *Business Ethics: An Indian Perspective*. New Delhi: Tata McGraw Hill.

7. SAWTEE and ECCA. *A study on status of corporate social responsibility in Nepal*. Kathmandu.
8. National Business Initiative. *Ethical business practice in Nepal*. Kathmandu.
9. Various legal regulations governing CSR in Nepal.

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