

Far Western University
Faculty of Management
Bachelor of Business Studies (BBS) Program

Course Details of BBS First Semester
(Syllabus: BBS 1st Semester)



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Far Western University

Faculty of Management

Course Cycle of BBS Program - 2021 (Revised in 2022)

Year: First	Semester I	Credits
MGT 111	Principles of Management	3
MGT 113	Business English I	3
MGT 115	Financial Accounting I	3
MGT 117	Business Economics I	3
MGT 119	Business Statistics I	3
Year: First	Semester II	
MGT 121	Business English II	3
MGT 123	Financial Accounting II	3
MGT 125	Business Economics II	3
MGT 127	Human Resource Management	3
MGT 129	Business Statistics II	3
Year: Second	Semester III	
MGT 231	Principles of Marketing	3
MGT 233	Sociology	3
MGT 235	Fundamentals of Financial Management I	3
MGT 237	Cost and Management Accounting I	3
MGT 239	Business Law	3
Year: Second	Semester IV	
MGT 241	Management Information System	3
MGT 243	Psychology	3
MGT 245	Fundamentals of Financial Management II	3
MGT 247	Cost and Management Accounting II	3
MGT 249	Entrepreneurship and Small Business	3
Year: Third	Semester V	
MGT 351	Organizational Behaviour	3
MGT 353	Quantitative Techniques	3
MGT 355	Production and Operations Management	3
MGT 357	Nepalese Studies and Civil Education	3
MGT 359	Banking and Insurance	3
Year: Third	Semester VI	
MGT 361	Business Ethics and Corporate Social Responsibility	3
MGT 363	Contemporary Issues in Business Environment	3
MGT 365	Principles and Practices of Income Tax	3
MGT 367	Business Research Method	3
	Elective I	3
Year: Fourth	Semester VII	
MGT 471	Tourism and Hospitality Management	3
MGT 473	Project Management	3
	Elective II	3
	Concentration I	3
	Concentration II	3
Year: Fourth	Semester VIII	
MGT 481	Management of Cooperatives and Micro Credit Organizations	3
MGT 483	Business Policy and Strategic Management	3
MGT 485	International Business	3
	Concentration III	3
MGT 489	Project Work	3

Far Western University
Faculty of Management
Syllabus: BBS First Semester

Course Title: Principles of Management
Year: First
Semester: I
Credits hours: 3

Course Code: MGT 111
Level: Undergraduate
Program: BBS
Lecture hours: 45

Course Description

The course covers topics on overview of management principles and functions, the evolution of management thought, the environmental context of management, planning and decision making, organizing, motivation, leadership, communication, control, and quality management.

Course Objectives

This introductory course on Principles of Management under the semester system is designed to acquaint the students with the basic concepts and practices in the field of general management as they are practiced today. The course aims to develop skills of the students in different areas of managerial functions needed to manage private and public sector organizations.

Learning Outcomes

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

- Understand the basic management principles, functions, and concepts.
- Understand the different environmental factors under which an organization has to operate.
- Analyze the emerging organizational and managerial issues in the context of Nepal.
- Explain the concepts and practices related to planning, decision-making, motivation, communication, leadership, and control.

Course Contents

Unit 1: Introduction

- 1.1. Nature of organization
- 1.2. Types of organizations
- 1.3. Features and types of organizational goals
- 1.4. Overview of management
- 1.5. Management functions and principles
- 1.6. Managerial skills and hierarchy
- 1.7. Types and roles of managers
- 1.8. Emerging trends and challenges for management
- 1.9. Management career
- 1.10. Management scenario in Nepalese organizations.

LH 6

Unit.2: Evolution of Management Thought

- 2.1 Classical approaches: FW Taylor and Henry Fayol's' contribution
- 2.2 Human relation approach, Behavioral approach, and Contingency approach
- 2.3 Emerging management concepts: knowledge management, learning organization and sustainable management.

LH 7

Unit 3: Environmental Context of Management

- 3.1 Concept and components of business environment, brief discussion on internal and external environmental components
- 3.2 Techniques of environmental analysis: SWOT analysis, environmental scanning
- 3.3 Emerging business environment in Nepal
- 3.4 Globalization: concept, nature, and forms
- 3.5 Changing global business environment.

LH 7

Unit 4: Planning and Decision-Making	LH 6
4.1 Overview of organizational planning	
4.2 Types of plans	
4.3 Process and importance of planning	
4.4 Decision making: definition and types	
4.5 Decision-making process	
4.6 Decision-making under condition of certainty, uncertainty and risk	
4.7 Group decision-making.	
Unit 5: Organizing	LH 7
5.1 Organizing: nature and principles	
5.2 Formal and informal organization	
5.3 Process of structuring an organization	
5.4 Departmentalization: meaning and types	
5.6 Types of organizational structures: simple, functional, matrix, virtual and boundary less	
5.7 Authority and responsibility	
5.8 Delegation of authority.	
Unit 6: Motivation, Communication and Leadership	LH 8
6.1 Concept of motivation, theories of motivation: need hierarchy and hygiene theory	
6.2 Reward system for motivation	
6.3 Employee participation	
6.4 Quality of work life (QWL)	
6.5.1 Overview of communication and communication process	
6.5.2 Types of communication: formal, informal, interpersonal and non-verbal communication	
6.5.3 Barriers to effective communication	
6.6 Leadership: concept and functions, leadership styles.	
Unit.7: Control and Quality Management	LH 4
7.1 Concept and process of managerial control	
7.2 Essentials of effective control system	
7.3 Concept of quality	
7.4 Total Quality Management (TQM), Deming's quality management principles.	

Basic Text Books:

Griffin, R. W. (2004). *Management*. New Delhi India: AITBS Publishers and distributors.

Reference Books:

Agarwal, G. R. *Principles of management in Nepal*. Kathmandu: MK Publishers and Distributors.

Pant, P. R. (2019). *Principles of management* (3rd ed.). Kathmandu: Buddha Publication Pvt. Ltd.

Robbins, S. P., Stuart-Kotze, R., & Coulter, M. (2015). *Management*. New Delhi: Prentice Hall of India.

Weinrich, H., & Koontz, H. (2005). *Management a global perspective*. New Delhi: Tata McGraw Hill.

Far Western University
Faculty of Management
Syllabus: BBS First Semester

Course Title:	<i>Business English I</i>	Course Code:	<i>MGT 113</i>
Year:	<i>First</i>	Level:	<i>Undergraduate</i>
Semester:	<i>I</i>	Program:	<i>BBS</i>
Credits hours:	<i>3</i>	Lecture Hours:	<i>45</i>

Course Description

The Business English course introduces students to business contexts, environments, communication skills and terminologies required therein. The course also exposes students to cultural diversity and modes of socialization in accordance with the norms of different cultures. Students are also introduced to presentation skills and key elements of business meetings and negotiations which they will find helpful in different academic and professional contexts and settings. The course, thus, aims to give students of business studies ample practical and communicational exposure.

Course Objectives

The objective of this course is to enable students to analyze various business contexts and environments as well as deal with situations occurring therein. Students will be familiar with opportunities and challenges in different business settings and demonstrate proficiency in the use of terminologies and communication skills required in these settings. Students will understand the significance of cross-cultural understanding which is mandatory for business professionals and enhancing cross-cultural understanding will help them express themselves confidently in various business situations. Additionally, students will demonstrate the ability to give effective presentations, and hold business meetings and meetings for negotiations.

Learning Outcomes

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

- Critically analyze various business contexts and environments.
- Apply verbal and written communication in a business setting according to the specific needs of the situation and participants.
- Write meaningful answers to questions in a business setting.
- Make an understanding about cross-cultural communication.
- Apply the strategies of giving effective presentations.
- Explain the procedures of basics of business meetings and negotiations and apply in real work situations.

Course Contents

Unit 1: Business Contexts and Environments

LH 11

- 1.1 Making good first impression on customers and clients
- 1.2 Motivating Employees
- 1.3 Managing a project
- 1.4 Sustainable energy solutions for a better life
- 1.5 Making customers happy
- 1.6 Running an ethical business
- 1.7 Personality and decision making
- 1.8 The practice of out sourcing.

Unit 2: Opportunities and Challenges in Business Settings

LH 11

- 2.1 Retaining staff

- 2.2 Business start ups
- 2.3 The use of communication technology
- 2.4 Responses to change in business organizations
- 2.5 Talking about facts and figures
- 2.6 Working across cultures
- 2.7 Conducting performance appraisals
- 2.8 Taking career breaks.

Unit 3: Cultural Diversity and Socializing

LH 8

- 3.1 Working towards cross- cultural understanding
- 3.2 Welcoming visitors
- 3.3 Having small talk with visitors
- 3.4 Inviting, and accepting or declining invitations
- 3.5 Cross-cultural communication on the telephone
- 3.6 Preparing to make a telephone call, receiving calls, taking and leaving messages
- 3.7 Language and culture.

Unit 4: Presentations

LH 8

- 4.1 Presentation technique and preparation
- 4.2 The audience, structure and the introduction
- 4.3 Image, impact and making an impression
- 4.4 The middle of the presentation- holding the audience's attention, structure and the main body, listing information, linking ideas, sequencing
- 4.5 The end of the presentation, summarizing and concluding
- 4.6 Questions and discussion.

Unit 5: Business Meetings and Negotiations

LH 7

- 5.1 Characteristics of a good meeting.
- 5.2 Chairing a meeting and establishing the purpose of a meeting
- 5.3 The structure of decision-making, stating and asking for opinions and interrupting and handling interruptions
- 5.4 Asking for and giving clarification, delaying decisions and ending the meeting
- 5.5 Know what you want- types of negotiation, preparation for a negotiation, making an opening statement
- 5.6 Getting what you want bargaining and making concessions, accepting and confirming, summarizing, and looking ahead
- 5.7 Not getting what you don't want-types of negotiators, dealing with conflict, rejecting, ending the negotiation.

Basic Text Books:

Baade, K., Duckworth, M., Grant, D., Holloway, C., Hudson, J., Hughes, J., Naunton, J., Scrivener., & Turner, R. (2008). *Business Result* (Upper-intermediate Student's Book). Oxford: Oxford University Press.

Reference Books:

Hornby, A. S. (2010). *Oxford Advanced Learner's Dictionary* (8th ed.). Oxford: Oxford University Press.
 Sweeny, S. (2010). *English for business communication* (First South Asian edition). Cambridge University Press.



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Syllabus: BBS First Semester

Course Title:	Financial Accounting I	Course Code:	MGT 115
Year:	First	Level:	Undergraduate
Semester:	I	Program:	BBS
Credits hours:	3	Lecture Hours:	45

Course Description

This course introduces basic principles of accounting theory and practice. Topics covered include recording and summarizing of accounting information, accrual accounting and adjustments, cash and internal control, preparation and analysis of financial statements and reports.

Course Objectives

The main objective of this course is to acquaint with entire knowledge on the concept of financial accounting and its process, principles and practices to enable them to understand and prepare various financial statements and to create an academic atmosphere in which, the learners may develop their intellects and skills.

Learning Outcomes

After studying this course, students will be able to:

- Explain the concept and types of accounting.
- Explain the accounting information, principles, assumptions, concepts, conventions of accounting.
- Describe the main elements of financial accounting: assets, liabilities, revenue and expenses.
- Analyze and record business events in accordance with accounting principles.
- Identify the difference between accrual and cash basis accounting.
- Understand and apply the various methods of internal control.
- Understand the concepts and purpose of the financial statements.
- Understand the needs and purpose of preparing financial statements.
- Prepare and analyze the financial statements of a business with adjustment entries.

Course Contents

Unit 1: The Conceptual Foundation of Accounting LH 5

- 1.1 Accounting: concept and types
- 1.2 Accounting information: concept, need and users of accounting information
- 1.3 Accounting framework: basic accounting assumptions, concepts, conventions, GAAP and terminologies
- 1.4 Financial accounting: concept, features, objectives, principles and cycle
- 1.5 Accounting standard: meaning, nature, need, concept and significance of accounting standards (NAS, IAS, NFRS, IFRS) and ethics in accounting.

Unit 2: Recording, Handling and Summarizing of the Accounting Information LH 8

- 2.1 Recording the transaction and events, the accounting equation and analysis of transactions, source documents: concept and role
- 2.2 Introduction to double entry system, rules of debit and credit, chart of accounts, the journals, t-account, general ledger, normal account balances, trial balance: meaning, objectives and preparation of trail balance.

Unit 3: Accrual Accounting, Adjustments and Worksheet LH 6

- 3.1 Accrual versus cash basis of accounting
- 3.2 Adjusting entries: concept, need and types of adjusting entries

- 3.3 Preparation of adjusted trial balance
- 3.4 Preparation of work sheet
- 3.5 Closing entries: concept and types.

Unit 4: Financial Reporting and Financial Statements

LH 14

- 4.1 Financial reporting: meaning, features, objectives, importance and types of financial reporting
- 4.2 Concept, purpose, types and limitation of financial statement
- 4.3 Income Statement: concepts; revenues, cost of goods sold, gross profit, net income and retained earnings; preparation of income statement: single and multi-step income statement
- 4.4 Balance Sheet: concepts, purpose and major components; assets, liabilities and stockholders' equity; preparation of balance sheet under classified format
- 4.5 Cash Flow Statements: cash flows and accrual accounting; purpose of the statement of cash flows; cash accounting for preparation of cash flows; reporting requirement and use of cash flow statement; formats of statement of cash flows; preparation of cash flow statement using direct method and indirect method
- 4.6 Preparation of the financial statements as per NFRS.

Unit 5: Cash and Internal Control

LH 6

- 5.1 Concept and nature of cash
- 5.2 Components of cash and cash equivalent
- 5.3 Internal control: meaning, purpose, principles and procedure, limitation, cash receipt and disbursement control
- 5.4 Preparation of bank reconciliation statement
- 5.5 Balance sheet presentation of cash and cash equivalent and ratios relating to cash management.

Unit 6: Financial Statement Analysis

LH 6

- 6.1 Meaning, objective, importance and users of financial statement analysis, precaution in analysis
- 6.2 Analysis of comparative and common size statements
- 6.3 Ratio analysis: meaning, uses and advantages
- 6.4 Analysis of liquidity, turnover, solvency, profitability and market value ratios.

Basic Text Books:

- Kimmel, P. D., Weygandt, J. J., & Kieso, D. E. *Financial accounting*. New Delhi: Wiley India Pvt. Ltd.
- Porter, G. A., & Norton, C. L. *Financial accounting: The impact on decision makers*. USA: The Dryden Press.
- Shukla, S. M. (2018). *Advanced accounting*. Agra: Sahitya Bhawan Publication.

Reference Books:

- Hermanson, H. R. & Edwards, D. J. *Financial accounting: A business perspective*. USA: Von Hoffmann Press.
- Lal, J., & Srivastava, S. *Financial accounting*. Himalaya Publishing House.
- Narayanaswamy, R. *Financial accounting: A managerial perspective*. New Delhi: Prentice Hall of India.
- Tulsian, P. C. *Financial accounting*. New Delhi: Tata McGraw Hill
- Hermanson, R. H., & Edward, J. M. *Financial accounting: A business perspective*. Richard D. Irwin Publishing.
- Nepal Accounting Standards (NASs)/International Accounting Standards (IASs)/International Financial Reporting Standards (IFRSs).

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Syllabus: BBS First Semester

Course Title:	<i>Business Economics I</i>	Course Code:	<i>MGT 117</i>
Year:	<i>First</i>	Level:	<i>Undergraduate</i>
Semester:	<i>I</i>	Program:	<i>BBS</i>
Credits hours:	<i>3</i>	Lecture Hours:	<i>45</i>

Course Description

Business Economics provides a treatment of microeconomic theory emphasizing its relevance and application to both managerial and public policy decision making. This course aims to enhance the understanding of microeconomic theories with their practical applications by developing students' skill in the application of theories in business decision making.

Course Objectives

The course objectives of Business Economics are:

- Acquaint students with basic concepts of microeconomics.
- Enable students to apply the concept of elasticity in demand and supply analyses.
- Acquaint students with consumer behaviour regarding to ordinal and cardinal approaches.
- Enable students to discuss production functions.
- Enable students to compare and analyze the various concepts of costs and revenues.
- Enable students to familiarize with different types of markets.
- Introduce students to factor pricing.

Learning Outcomes

After studying this course, students will be able to:

- Explain the nature and scope of microeconomics and managerial economics.
- Explain the concept of market equilibrium and efficiency.
- Analyze effects of change in market demand, and supply to the market equilibrium and efficiency.
- Define and measure elasticity of demand and supply and their applications in business decision making.
- Analyze the consumer's behavior and derivation of the demand curve for normal goods.
- Explain the single variable and multivariable production function and determine producers' equilibrium.
- Effect of change in demand and supply on market equilibrium, effect of tax, subsidy and price control in market equilibrium.
- Analyze the nature of cost and revenue, derivation of cost, and revenue curve.
- Explain pricing of the product and inputs under different market structure.

Course Contents

Unit 1: Introduction to Microeconomics

LH 3

- 1.1 Meaning and types of Microeconomics
- 1.2 Scope, use and limitations of Microeconomics
- 1.3 Concepts of economic models.

Unit 2: Theory of Demand and Supply

LH 6

- 2.1 Demand: meaning and types of demand, determinants of demand, concept and types of demand function, movement along a demand curve and shift in demand curve
- 2.2 Supply: meaning and types of supply, determinants of supply, movement along a supply curve and shift in supply curve
- 2.3 Market equilibrium, excess demand and excess supply

- 2.4 Effect of tax and subsidy on equilibrium
- 2.5 Elasticity of demand and supply:
 - 2.5.1 Price elasticity of demand: meaning, degrees, measurement (percentage, point, arc and total outlay), use in decision making
 - 2.5.2 Income elasticity of demand: meaning, types, and measurement (percentage, point and arc methods)
 - 2.5.3 Cross elasticity of demand: meaning, types and measurement (percentage, point and arc methods)
 - 2.5.4 Elasticity of supply: meaning, types and measurement (percentage, point and arc methods).

Numerical exercise

Unit 3: Theory of Consumer's Behavior

LH 7

- 3.1 Concept and types of utility
- 3.2 Concept of cardinal and ordinal utility
- 3.3 Indifference curve analysis: meaning and properties, marginal rate of substitution, price line, consumer equilibrium
- 3.4 Price effect: concept, derivation of PCC with demand curve (normal, substitute and complementary goods)
- 3.5 Income effect: meaning, derivation of ICC and Engel curves for normal and inferior goods
- 3.6 Substitution effect: Hichsian approach
- 3.7 Application of indifference curve: tax determination subsidy.

Numerical exercise

Unit 4: Theory of Production

LH 7

- 4.1 Concept and types of production
- 4.2 Production function: short – run, long run and Cobb Douglas production function
- 4.3 Law of variable proportion (explanation of three stages with reasons)
- 4.4 Iso-quant and Iso-cost line: meaning and properties of Iso-quant, concept of Iso-quant map, concept of Iso-cost line
- 4.5 Optimum employment of two inputs (output maximization & cost minimization)
- 4.6 Laws of returns to scale (using Iso-quant curves).

Numerical exercise

Unit 5: Cost and Revenue Curve

LH 7

- 5.1 Concept & types of cost (opportunity cost, explicit cost implicit cost, account cost, economic cost)
- 5.2 Short run cost: concept of short-run costs and cost curves (TFC, TVC, TC, AFC, AVC, AC and MC)
- 5.3 Relationship between AC and MC
- 5.4 Long-run costs: derivation of long-run average cost curve (U-shaped and L-shaped LAC)
- 5.5 Derivation of long-run marginal cost curve
- 5.6 Concept and types of revenue, revenue curve
- 5.7 Revenue curve under perfect competition and imperfect competition market
- 5.8 Relationship between AR and MR.

Numerical exercise

Unit 6: Product Pricing

LH 9

- 6.1 Perfect competition: meaning and characteristics of perfect competition
- 6.2 Equilibrium under perfect competition (MC-MR & TC-TR approach)
- 6.3 Price determination under perfect competition: short-run and long-run equilibrium of firm and industry
- 6.4 Monopoly: meaning and characteristics, price determination under monopoly (short and long- run)
- 6.5 Price discrimination: meaning, conditions, degrees, equilibrium of firm under third degree discrimination

- 6.6 Monopolistic competition: meaning, characteristics, price and output determination
- 6.7 Oligopoly: concept and characteristics.

Numerical exercise

Unit 7: Theory of Factor Pricing

LH 6

- 7.1 Rent: economic rent, modern theory of rent
- 7.2 Wages: marginal productivity theory of wage
- 7.3 Interest: loanable fund theory of interest and liquidity preference theory of interest
- 7.4 Profit: economic profit and business profit, dynamic theory of profit and innovation theory of profit.

Basic Text Books:

Mankiw, N. G. (2011). *Principles of microeconomics* (6th ed.). USA: South-Western College publications.
Salvatore, D. (2009). *Principle of microeconomics* (5th ed.). New Delhi: Oxford University Press.

Reference Books:

Ahuja, H.L. (2016). *Advanced economic theory: Micro economic analysis*. New Delhi: Chand & Company Pvt. Ltd.
Ahuja, H. L. (2016). *Modern micro economics*. New Delhi: Chand & Company Pvt. Ltd.
Cowell, F. (2006). *Microeconomics: Principles and analysis*. New Delhi: Oxford University Press.
Gravel, H., & Rees, R. (2004). *Micro economics* (3rd ed.). New Delhi: Pearson.
Koutsoyiannis, A. (1979). *Modern micro economics* (2nd ed.). London: Macmillan.
Mas-Colell, A., M. D., & Green, J. (1995). *Micro economic theory*. New Delhi: Oxford University Press.



Far Western University
Faculty of Management
Syllabus: BBS First Semester

Course Title:	<i>Business Statistics I</i>	Course Code:	<i>MGT 119</i>
Year:	<i>First</i>	Level:	<i>Undergraduate</i>
Semester:	<i>I</i>	Program:	<i>BBS</i>
Credits hours:	<i>3</i>	Lecture Hours:	<i>45</i>

Course Description

This course contains introduction to statistics, data visualization, descriptive measures, correlation and regression, time series & forecasting, and index numbers.

Course Objectives

The objective of this course is to make students understand and apply the basic statistical tools in business decision-making.

Learning Outcomes

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

- Understand the use of statistics in business decision making.
- Develop the chart and tables.
- Describe the characteristics of the distribution.
- Establish the causal relationship between explanatory variable and outcome variable.
- Analyze the time series data in forecasting.
- Assess the application of index numbers in business and economy.

Course Contents

Unit 1: Introduction and Data Collection

LH 4

- 1.1 Meaning, development and definition of statistics
- 1.2 Scope and limitation of statistics
- 1.3 Basic statistical concepts
- 1.4 Scales of measurement
- 1.5 Data collection
- 1.6 Microsoft Excel Sheet.

Unit 2: Data Presentation

LH 7

- 2.1 Tables and charts for categorical data
- 2.2 Organizing numerical data
- 2.3 Tables and charts for numerical data
- 2.4 Cross tabulations
- 2.5 Scatter plots and time series plots
- 2.6 Microsoft Excel for tables and charts.

Unit 3: Descriptive Measures

LH 17

- 3.1 Measures of Central Tendency: introduction and requisite of a good average
- 3.2 Simple arithmetic mean, geometric mean, harmonic mean, median, mode and partition values
- 3.3 Measures of Dispersion: introduction, absolute and relative measures of dispersion, range, quartile deviation, mean deviation, standard deviation, variance, Z-scores, coefficient of variation merits and demerits of measures of variation
- 3.4 Measures of Shape: introduction to skewness, Karl Pearson's coefficient of skewness, introduction to skewness and exploratory data analysis.

Unit 4: Correlation and Regression**LH 7**

- 4.1 Correlation: introduction, types of correlation and methods of studying correlation
- 4.2 Regression: introduction, simple linear regression equation, measure of variation and coefficient of determination

Unit 5: Time Series and Forecasting**LH 5**

- 5.1 Time Series: introduction to time series
- 5.2 Types of forecasting methods, components of time series and measurement of seasonal variations

Unit 6: Index Numbers**LH 5**

- 6.2 Introduction to Index number
- 6.2 Measurement of index number: unweighted aggregate price index numbers, weighted price index numbers: Laspeyres's price index number, Passche's price index number, Irving Fisher's index number and cost of living index.

Basic Text Books:

Levine, D. M., Szabat, K. A., & Stephan, D. F. (2020). *Business statistics a first course* (8th ed.) Pearson Education limited.

Reference Books:

Gupta, S. C. (2014). *Fundamental of statistics*. Himalaya Publishing House

Levine, R. I., Rubin, D. S., Rastogi, S., & Siddiqui, M. H. (2017). *Statistics for management* (8th ed.). Pearson Education Limited

