

# **Bhadrakali Multiple Campus Pokhara – 13, Kundahar**



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## **Non-Credit Courses Curricula**

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## **Bhadrakali Multiple Campus**

Bhadrakali Multiple Campus, affiliated to Tribhuvan University, is a community campus established by the collective effort of local academics, social activists, and the public in 2066 BS. Conceived and nurtured by 180 plus senators, managed by the dynamic team of social enthusiasts, led and cultivated by seasoned faculty, BMC is committed to producing professionals for the glocal competitive market. Currently we offer Bachelor in Business Studies (BBS) and Bachelor in Arts (BA).

## **Non-Credit Courses**

Non-credit courses at Bhadrakali Multiple Campus do not count toward a degree but aim to enhance students' skills, knowledge, and competencies. These courses focus on practical learning, professional development, and personal growth, helping students become more competitive in the job market. At Bhadrakali Multiple Campus (BMC), non-credit courses can supplement the Bachelor in Business Studies (BBS) and Bachelor in Arts (BA) programs by providing industry-relevant skills such as entrepreneurship, digital literacy, leadership, and communication. These courses bridge the gap between academic learning and real-world applications, ensuring that graduates are well-prepared for both local and global opportunities.

Community campuses like ours play a crucial role in providing accessible and practical education to students from diverse socio-economic backgrounds. While degree programs offer theoretical knowledge, non-credit courses are essential for equipping students with practical skills required in the competitive job market. Courses on entrepreneurship, digital literacy, leadership, and communication bridge the gap between academic learning and industry demands, preparing students for both employment and self-employment. Additionally, non-credit courses in critical thinking, research methodology, and cultural awareness help students develop analytical abilities and a broader understanding of society, aligning with the global and local ("glocal") professional landscape that BMC envisions for its graduates.

Furthermore, non-credit courses enhance students' adaptability, creativity, and professional ethics, which are vital for career growth and lifelong learning. As community campuses often cater to students who may not have extensive industry exposure, such courses provide them with hands-on experiences through workshops, seminars, and real-world projects. This initiative also strengthens BMC's commitment to producing well-rounded professionals by fostering leadership, teamwork, and innovation. By integrating non-credit courses into the academic

framework, BMC can ensure that its graduates are not just degree-holders but also skilled individuals capable of thriving in Nepal's evolving socio-economic environment.

## **Objectives**

The courses have the following general objectives:

1. To equip students with practical skills such as communication, leadership, and digital literacy to enhance their employability.
2. To bridge the gap between theoretical knowledge and practical application through hands-on learning experiences.
3. To foster entrepreneurial mindset and innovation for self-employment and economic contribution.
4. To develop critical thinking and problem-solving abilities for effective decision-making.
5. To enhance research and analytical skills for academic and professional growth.
6. To strengthen leadership qualities and teamwork for career and social development.
7. To promote digital literacy and technological proficiency for modern workplace readiness.
8. To cultivate social and cultural awareness for ethical and responsible citizenship.
9. To improve time management and organizational skills for academic and professional efficiency.
10. To encourage lifelong learning and adaptability to meet changing industry demands.

## **Curricular Structure**

### **Bachelor in Business Studies Programme**

#### **First Year**

BMCNCC 101 Communication Skills 50

#### **Second Year**

BMCNCC 102 Digital Literacy & IT Skills 50

#### **Third Year**

BMCNCC 103 Entrepreneurial & Business Skills 50

#### **Fourth Year**

BMCNCC 105 Research & Analytical Skills 50

## **Bachelor in Arts Programme**

### **First Year**

BMCNCC 101 Communication Skills 50

### **Second Year**

BMCNCC 102 Digital Literacy & IT Skills 50

### **Third Year**

BMCNCC 104 Leadership & Teamwork 50

### **Fourth Year**

BMCNCC 105 Research & Analytical Skills 50

Bhadrakali Multiple Campus

## **BMCNCC 101 Communication Skills**

Level: Bachelor's

Full Marks:50

Nature of the Course: Non-credit/Practical

Pass Marks: 25

Program: BBS and BA

Course Duration: 30 (1hour/week)

### **1. Course Objectives**

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

1. Develop verbal and non-verbal communication skills for academic and professional settings.
2. Enhance public speaking and presentation abilities with confidence.
3. Improve business and professional writing for formal communication.
4. Strengthen interpersonal communication for effective teamwork and leadership.
5. Apply active listening and negotiation techniques in real-life scenarios.

### **2. Course Units & Breakdown of Topics**

Unit 1: Fundamentals of Communication (6 Hours)

- Definition, Process, and Importance of Communication
- Types of Communication: Verbal, Non-Verbal, and Written
- Barriers to Effective Communication & Overcoming Them
- Practical: Role-playing different communication scenarios

Unit 2: Verbal and Non-Verbal Communication (6 Hours)

- Elements of Verbal Communication: Clarity, Tone, and Articulation
- Body Language, Eye Contact, Gestures, and Facial Expressions
- Practical: Mock Interviews & Group Discussions

Unit 3: Public Speaking & Presentation Skills (6 Hours)

- Overcoming Stage Fright & Building Confidence
- Structure of a Speech: Opening, Body, and Conclusion
- Use of Visual Aids & Storytelling Techniques
- Practical: Delivering Individual and Group Presentations

Unit 4: Professional & Business Writing (6 Hours)

- Writing Emails, Memos, Reports, and Proposals
- Resume & Cover Letter Writing
- Practical: Drafting and Reviewing Formal Business Documents

Unit 5: Active Listening & Interpersonal Skills (6 Hours)

- Importance of Active Listening & Feedback
- Negotiation and Persuasion Techniques
- Team Communication and Conflict Resolution
- Practical: Real-life Role Plays & Peer Feedback Exercises

### 3. Evaluation and Grading System (100% Practical)

Components	Weightage (%)
Class Participation & Engagement	20%
Group Discussions & Role-Plays	20%
Public Speaking & Presentations	30%
Writing Assignments & Reports	20%
Final Practical Test (Mock Interview & Speech)	10%

- Pass Requirement: Minimum 50% overall score.
- No Written Exams: Evaluation is based on active participation and practical assignments.

### 4. Method of Instruction

- Interactive Lectures: Engaging discussions with real-world examples.
- Workshops & Role-Playing: Hands-on activities for skill development.
- Peer Feedback & Group Activities: Encouraging collaborative learning.
- Audio-Visual Materials: TED Talks, Podcasts, and Video Analysis.
- Guest Lectures: Industry professionals sharing insights.

### 5. Certification

Upon successful completion, Bhadrakali Multiple Campus (BMC) will award a Certificate in Communication Skills to students meeting the participation and performance criteria. The certificate will add value to students' resumes for job applications and further studies.

## **BMCNCC 102 Digital Literacy & IT Skills**

Level: Bachelor's

Full Marks:50

Nature of the Course: Non-credit/Practical

Pass Marks: 25

Program: BBS and BA

Course Duration: 30 (1hour/week)

### **1. Course Objectives**

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

1. Develop basic to advanced digital literacy for academic and professional use.
2. Use essential software applications such as Microsoft Office, Google Workspace, and email.
3. Enhance internet research skills for academic work and business applications.
4. Understand cybersecurity, online safety, and ethical IT practices.
5. Gain hands-on experience with basic graphic design, spreadsheets, and presentation tools.

### **2. Course Units & Breakdown of Topics**

Unit 1: Introduction to Digital Literacy & IT (6 Hours)

- Understanding Digital Literacy and Its Importance
- Basics of Computer Hardware & Software
- Operating Systems: Windows, macOS, and Linux Basics
- Practical: Navigating a Computer System & File Management

Unit 2: Internet & Online Research Skills (6 Hours)

- Effective Google Search Techniques
- Academic Research Using Google Scholar & Open Access Journals
- Understanding Plagiarism & Citation Tools (Zotero, Mendeley)
- Practical: Conducting Research & Citing Sources

Unit 3: Productivity Software & Office Applications (6 Hours)

- Microsoft Word & Google Docs (Formatting, Tables, Styles)
- Microsoft Excel & Google Sheets (Basic Formulas, Data Analysis)
- Microsoft PowerPoint & Google Slides (Effective Presentations)
- Practical: Document Creation, Data Entry, and Slide Presentations

Unit 4: Cybersecurity & Digital Ethics (6 Hours)

- Online Safety: Password Management & Two-Factor Authentication
- Identifying Phishing & Scams

- Ethical Use of IT: Copyright, Digital Footprint, and Privacy
- Practical: Creating Strong Passwords & Identifying Fake Emails

#### Unit 5: Basic Graphic Design & Digital Tools (6 Hours)

- Introduction to Canva & Photoshop Basics
- Social Media for Professional Branding (LinkedIn, Facebook, Twitter)
- Digital Collaboration Tools (Zoom, Google Meet, Trello)
- Practical: Designing a Resume/Poster & Managing an Online Profile

### 3. Evaluation and Grading System (100% Practical)

Component	Weightage (%)
Class Participation & Engagement	20%
Hands-on Assignments (Docs, Sheets, Presentations)	20%
Research & Cybersecurity Test	20%
Graphic Design & Social Media Branding Task	20%
Final Practical Test (Full Project Submission)	20%

- **Pass Requirement:** Minimum 50% overall score.
- **No Written Exams:** Evaluation is based on practical assignments and projects.

### 4. Method of Instruction

- Hands-on Computer Lab Sessions – Learning by doing.
- Group Activities & Collaborative Projects – Team-based assignments.
- Guest Lectures by IT Professionals – Industry insights and trends.
- Video Tutorials & Case Studies – Engaging multimedia content.
- Real-World Simulations – Practicing cybersecurity & research techniques.

### 5. Certification

Upon successful completion, Bhadrakali Multiple Campus (BMC) will award a Certificate in Digital Literacy & IT Skills. This certificate will enhance students' employability and digital competency for professional and academic growth.

## **BMCNCC 103 Entrepreneurial & Business Skills**

Level: Bachelor's

Full Marks:50

Nature of the Course: Non-credit/Practical

Pass Marks: 25

Program: BBS

Course Duration: 30 (1hour/week)

### **1. Course Objectives**

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

1. Understand entrepreneurial mindset and business fundamentals.
2. Develop business ideas, conduct market research, and create business plans.
3. Learn financial literacy, budgeting, and basic accounting for startups.
4. Apply marketing strategies, branding, and digital promotion techniques.
5. Gain hands-on experience in business pitching, networking, and startup execution.

### **2. Course Units & Breakdown of Topics**

Unit 1: Introduction to Entrepreneurship & Business Basics (6 Hours)

- Understanding Entrepreneurship: Characteristics of Successful Entrepreneurs
- Types of Businesses: Startups, SMEs, and Social Enterprises
- Identifying Business Opportunities in Nepal
- Practical: Brainstorming and Developing a Business Idea

Unit 2: Business Planning & Market Research (6 Hours)

- Business Model Canvas: Key Components
- Conducting Market Research: Identifying Target Customers
- SWOT Analysis & Competitive Analysis
- Practical: Developing a Mini Business Plan

Unit 3: Financial Literacy & Startup Financing (6 Hours)

- Basics of Financial Management: Budgeting, Cash Flow, and Profitability
- Understanding Investment, Loans, and Crowdfunding
- Pricing Strategies and Cost Management
- Practical: Creating a Budget & Profit Forecast for a Small Business

Unit 4: Marketing, Branding & Digital Business Strategies (6 Hours)

- Basics of Branding & Digital Presence
- Social Media & Online Marketing for Startups
- Customer Relationship Management & Sales Strategies
- Practical: Designing a Social Media Promotion Plan

### Unit 5: Business Pitching, Networking & Execution (6 Hours)

- Writing an Effective Business Pitch
- Presentation & Persuasion Techniques for Investors
- Real-World Case Studies of Nepali Entrepreneurs
- Practical: Pitching a Business Idea in Front of a Panel

### 3. Evaluation and Grading System (100% Practical)

Component	Weightage (%)
Class Participation & Engagement	20%
Business Idea Development & Market Research	20%
Financial Planning & Budgeting Task	20%
Marketing & Branding Strategy	20%
Final Business Pitch Presentation	20%

- **Pass Requirement:** Minimum 50% overall score.
- **No Written Exams:** Evaluation is based on business projects, presentations, and real-world assignments.

### 4. Method of Instruction

- Case Studies of Successful Entrepreneurs – Learning from real-life examples.
- Workshops & Hands-on Business Simulations – Developing practical skills.
- Guest Lectures from Entrepreneurs & Investors – Industry insights.
- Team-Based Business Planning Activities – Collaborative learning.
- Live Business Pitching Sessions – Preparing students for real-world funding opportunities.

### 5. Certification

Upon successful completion, Bhadrakali Multiple Campus (BMC) will award a Certificate in Entrepreneurial & Business Skills. This certification will help students in job applications, startup ventures, and career development.

## **BMCNCC 104 Leadership & Teamwork**

Level: Bachelor's

Full Marks:50

Nature of the Course: Non-credit/Practical

Pass Marks: 25

Program: BA

Course Duration: 30 (1hour/week)

### **1. Course Objectives**

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

1. Develop leadership qualities such as decision-making, adaptability, and vision.
2. Understand team dynamics and effective collaboration in professional settings.
3. Learn conflict resolution strategies for maintaining a productive work environment.
4. Enhance communication and motivation skills for leading teams effectively.
5. Apply leadership and teamwork principles in real-world scenarios through practical exercises.

### **2. Course Units & Breakdown of Topics**

Unit 1: Foundations of Leadership & Teamwork (6 Hours)

- What is Leadership? Traditional vs. Modern Leadership Styles
- Key Leadership Qualities: Vision, Communication, and Emotional Intelligence
- Understanding Team Roles: Theories of Team Development (Tuckman's Model)
- Practical: Self-Assessment of Leadership Style & Group Discussion

Unit 2: Team Dynamics & Collaboration (6 Hours)

- Characteristics of High-Performing Teams
- Roles and Responsibilities in a Team Setting
- Decision-Making & Problem-Solving in Teams
- Practical: Team-Building Activities & Group Challenges

Unit 3: Communication & Conflict Resolution (6 Hours)

- Effective Team Communication: Active Listening & Constructive Feedback
- Managing Conflicts: Negotiation & Mediation Strategies
- Case Studies on Conflict Resolution in Teams
- Practical: Role-Playing Conflict Resolution Scenarios

Unit 4: Motivation & Influencing Others (6 Hours)

- Understanding Motivation: Intrinsic vs. Extrinsic
- How Leaders Inspire and Influence Others
- Strategies for Building Trust & Encouraging Teamwork

- Practical: Leadership Simulation Exercises

#### Unit 5: Leadership in Action & Real-World Applications (6 Hours)

- Leadership in Business, Social Work, and Community Development
- Crisis Management & Leading Under Pressure
- Ethics & Responsibility in Leadership
- Practical: Live Leadership Challenge & Presentation

### 3. Evaluation and Grading System (100% Practical)

Component	Weightage (%)
Class Participation & Engagement	20%
Group Activities & Team Challenges	20%
Leadership Case Study & Conflict Resolution Task	20%
Leadership Simulation & Practical Assignments	20%
Final Leadership Project & Presentation	20%

- **Pass Requirement:** Minimum 50% overall score.
- **No Written Exams:** Evaluation is based on practical exercises, leadership tasks, and teamwork activities.

### 4. Method of Instruction

- Interactive Workshops & Role-Playing – Hands-on leadership and teamwork exercises.
- Case Studies of Great Leaders – Learning from real-life examples.
- Team Challenges & Outdoor Activities – Enhancing collaboration and problem-solving.
- Guest Lectures from Leaders & Managers – Insights from professionals.
- Simulation-Based Learning – Practicing leadership in real-life scenarios.

### 5. Certification

Upon successful completion, Bhadrakali Multiple Campus (BMC) will award a Certificate in Leadership & Teamwork. This certification will enhance students' leadership profiles for job applications, managerial roles, and entrepreneurial ventures.

## **BMCNCC 105 Research & Analytical Skills**

Level: Bachelor's

Full Marks:50

Nature of the Course: Non-credit/Practical

Pass Marks: 25

Program: BBS and BA

Course Duration: 30 (1hour/week)

### **1. Course Objectives**

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

1. Understand the research process and its significance in academic and professional contexts.
2. Develop skills in data collection, analysis, and interpretation.
3. Learn to critically evaluate sources and apply research findings to real-world problems.
4. Gain proficiency in using statistical tools and software for data analysis.
5. Prepare a research report that is well-structured, clear, and logically presented.

### **2. Course Units & Breakdown of Topics**

Unit 1: Introduction to Research & Analytical Thinking (6 Hours)

- What is Research? Types of Research (Qualitative, Quantitative, Mixed-Methods)
- The Importance of Research in Academic and Professional Settings
- Critical Thinking: Analyzing and Synthesizing Information
- Practical: Identifying Research Questions & Hypotheses

Unit 2: Research Design & Methodology (6 Hours)

- Formulating Research Objectives & Designing a Research Plan
- Types of Research Methods: Surveys, Interviews, Case Studies, and Experiments
- Sampling Techniques & Data Collection Methods
- Practical: Designing a Research Proposal

Unit 3: Data Analysis & Interpretation (6 Hours)

- Basics of Data Analysis: Descriptive & Inferential Statistics
- Using Microsoft Excel & SPSS for Data Entry, Analysis, and Visualization
- Interpreting Research Data & Drawing Conclusions
- Practical: Analyzing Sample Data Using Excel

Unit 4: Literature Review & Source Evaluation (6 Hours)

- Conducting a Literature Review: Finding and Reviewing Sources
- Evaluating the Credibility and Relevance of Sources
- Organizing and Synthesizing Research Findings

- Practical: Performing a Literature Review on a Given Topic

#### Unit 5: Report Writing & Presentation of Research (6 Hours)

- Structure of a Research Paper: Abstract, Introduction, Methodology, Results, Discussion
- Writing and Formatting Academic Reports & Citations (APA, MLA, Chicago Style)
- Presenting Research Findings: Oral and Visual Presentations
- Practical: Preparing and Presenting a Research Report

### 3. Evaluation and Grading System (100% Practical)

Component	Weightage (%)
Class Participation & Engagement	20%
Research Proposal & Design Task	20%
Data Analysis & Interpretation Exercise	20%
Literature Review & Source Evaluation	20%
Final Research Report & Presentation	20%

- **Pass Requirement:** Minimum 50% overall score.
- **No Written Exams:** Evaluation is based on practical assignments, data analysis, and final research project.

### 4. Method of Instruction

- Interactive Lectures & Discussions – Explaining research concepts and methodologies.
- Workshops & Group Activities – Collaborative exercises to develop research skills.
- Hands-on Data Analysis – Using tools like Excel and SPSS for practical analysis.
- Guest Lectures by Researchers – Insights from experienced researchers and academicians.
- Project-Based Learning – Students conduct their own research under guidance.

### 5. Certification

Upon successful completion, Bhadrakali Multiple Campus (BMC) will award a Certificate in Research & Analytical Skills. The certificate will enhance students' academic research abilities and professional analytical skills for further studies and career growth.