Department of Accounting & Information Systems
Faculty of Business Studies
University of Dhaka

BBA PROGRAM

Session 20.......................................

Contents

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Faculty of Business Studies
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UNIVERSITY OF DHAKA
Department of Accounting
Established: 1970

CHAIRMAN

Prof. Dr. M. Habibullah	09.10.1970 -	30.06.1973
Prof. A.H.M. Habibur Rahman	01.07.1973 -	31.07.1973
Prof. Dr. M. Habibullah	01.08.1973 -	31.07.1976
Prof. A.B.M. Khalid	01.08.1976 -	31.07.1979
Prof. Md. Muinuddin Khan	01.08.1979 -	31.07.1982
Prof. Santi Narayan Ghosh	01.08.1982 -	31.07.1985
Prof. Dr. Md. Yousuf Talukdar	01.08.1985 -	31.07.1988
Prof. Md. Muinuddin Khan	01.08.1988 -	17.04.1992
Prof. Mahbub Ahmed	18.04.1992 -	17.04.1995
Prof. Dr. Saroj Kumar Saha	18.04.1995 -	17.04.1998
Prof. Dr. Abul Hashem	18.04.1998 -	26.08.1998
Prof. Dr. Saroj Kumar Saha	27.08.1998 -	13.02.1999
Prof. Dr. Abul Hashem	14.02.1999 -	31.10.1999
Prof. Dr. M. Harunur Rashid	01.11.1999 -	31.10.2002
Prof. Dr. Syed Masud Husain	01.11.2002 -	23.11.2002

Department of Accounting & Information Systems
Renamed: 2002
CHAIRPERSON

Prof. Dr. Syed Masud Husain	24.11.2002 -	31.10.2005
Prof. A. S. M. Abdullah	01.11.2005 -	27.04.2006
Prof. Jagadish Chandra Sukla Das	29.04.2006 -	28.04.2009
Prof. Begum Khaleda Khanam	29.04.2009 -	28.04.2012
Prof. Mamtaz Uddin Ahmed	29.04.2012 -	till now

Department of Accounting & Information Systems
(Profile of the Department)

The University of Dhaka, established in 1921, is the country's premier university of higher learning. Fully autonomous, it is an accredited, non-profit institution operating year-round and providing Undergraduate, Graduate and Postgraduate education for meritorious students from all corners of Bangladesh and abroad.

The university has approximately 1,805 teaching staffs and 33,112 students enrolled in 71 Departments under 13 Faculties and 10 Institutes. Over the years, the university has built up a reputation for commendable academic excellence and contributed uniquely to the socio-economic, political and cultural development of the region.

The Department of Accounting & Information Systems is one of the major departments under the Faculty of Business Studies of the University of Dhaka.

Commerce was introduced as a separate area of discipline under the Faculty of Arts in the 1922-23 academic sessions. In 1970, the Faculty of Commerce was established elevating the Department of Commerce. Initially, the Faculty of Commerce started functioning with two departments—Accounting and Management. Later on, two other departments, namely Finance and Marketing were set up with a view to prepare students with specialized knowledge for positions in government, business and academia.

The Department of Accounting started its academic activities with 8 teachers and 140 students in 1970 and has swelled to over 1,500 students and 50 (including part-time) teaching staffs in the present time with the department upholding its unwavering commitment to first rate teaching quality and teaching staff. Keeping in view the changes in structure and curricula of the department, it was renamed as the *Department of Accounting & Information Systems* on November 24, 2002. The department offers Undergraduate, Graduate and Postgraduate programs in Accounting with a clear philosophy to develop in students the required knowledge and understanding of theoretical concepts and practical techniques for accounting profession and managerial discipline. The department offers Ph.D. program to suitable candidates under the supervision of a number of distinguished faculty members who are internationally acclaimed researchers in their specialized areas.

The Faculty of Commerce was renamed as the *Faculty of Business Studies* as per the decision of the Academic Council of the University of Dhaka, which was approved by the National Parliament through amendment of the Dhaka University Order. The hitherto known Bachelor of Commerce with Honours and Master of Commerce degrees has also been renamed by the Academic Council as Bachelor of Business Administration (BBA) and Master of Business Administration (MBA) in keeping with the trend of greater appeal and acceptability in the job market and subject coverage to successfully face the competitive environment in the modern business world. The BBA of the department is a 126 credit Honours Program consisting of 40 courses of 3 credits each, viva-voce in 4 years carrying 3 credits and internship or preparation of research paper carrying 3 credits. This necessitated a major change in the course contents and the

adoption of 40 courses in place of the existing 30 courses and a four-year graduation program replacing the traditional 3-year B.Com. (Hons.) and 4-year BBA (Hons.) program.

The BBA and MBA programs are to run for four years and one year respectively. The International schooling requirement of 16 years (10+2+4) of regular study for graduation is also met with the new 4-year BBA program (10+2+4).

The degree programs are conducted by a number of highly qualified and foreign trained academic personnel with suitable academic background. Distinguished scholars through their laudable efforts have made the programs the most coveted one. A large number of faculty members – individually and in teams – is actively engaged in research and have already to their credit pioneering research publications. In addition to their commitment to teaching and research, faculty members play an important role in the affairs of the university and the community at large. The diversified academic background of teaching faculty, their research activities, and the dynamic curriculum of Accounting & Information Systems Department have made it one of the leading departments in the University of Dhaka.

BBA PROGRAM

IN ACCOUNTING & INFORMATION SYSTEMS

The BBA in Accounting & Information Systems is a prestigious degree that has been offered by Dhaka University since the 2000-2001 academic session. It is an internationally recognized qualification for grooming professionals, business executives, entrepreneurs and academics in the relevant area seeking to expand their intellectual horizon and improve their management skills and competence. The program is rigorous, with an emphasis on practicalities and skills for immediate use, which offers students a comprehensive education in all major facets of business.

The University of Dhaka centrally administers admission to the program once in a year under *Unit-C* through a one-hour MCQ test. The Faculty of Business Studies processes applications for admission for all eight departments under it. Details regarding application and admission procedures, deadline, and eligibility are available from the Dean Office. University website can also be visited for regular updates in this regard. Past statistics show that only one out of about 40 applicants becomes successful in getting admission into the Faculty.

BBA in Accounting & Information Systems is a four-year composite program of 126 credit hours following a semester system of learning, examination and evaluation. The curriculum consists of 40 course units of 100 marks each; and four oral examinations of 25 marks each to be held at the end of each academic year, equivalent to 1 (one) course, i.e., 100 marks, and an Internship Program of 100 marks (equivalent to one course) at the end of fourth year. Thus, the whole program has a total mark of 4,200, equivalent to 42 courses of 3 credits each. The courses are spread over eight semesters in four academic years. The duration of each semester is 19 weeks of which 15 weeks are for class teaching and the remaining 4 weeks are for holding the semester final examinations and for a break between the semesters. For each course unit, there are two lectures every week of one and a half hour duration and each course unit (including oral examinations and the internship) is weighted 3 (three) credit hours. Thus, the BBA program is of 126 credit hours. The distribution of marks of each course unit is as follows:

Examination	Marks	Percentage of marks
Quizzes/Term Paper/Assignments/Class Attendance	10	10%
Mid Term Examination-1	15	30%
Mid Term Examination-2	15	
Semester Final	60	60%
Total	**100**	**100%**

For each lecture course, there are two in-course tests; each test is of one-hour duration carrying 15 marks. The duration of the semester final examination is three hours for each course and the mark allocated is 60. To ensure a very fair evaluation, two independent examiners, one of who is usually the course teacher, examine all final examination scripts. In case of the difference of more than 20% in any script, a third examiner is appointed for evaluation. The total examination process is administered by a four member examination committee (including one external member).

Although the examination scripts are evaluated by assigning marks, the results are published by assigning letter grades. With these letter grades a CGPA (Cumulative Grade Point Average) is also published in the result sheer. For each course (i) total of the marks of the semester final examinations plus (ii) total of the marks of the in-course tests and home-assignments as well as the term paper are converted into letter-grades. The rules of the program *(see Annex)* show the method of calculation as regards the grades earned by the student and the grade point average (GPA) of the semester and/or the year-end. BBA program is monitored by a Program Coordinator, appointed by the Academic Committee of the Department for each batch.

No single method of teaching dominates the program. However, greater emphasis is placed on the lecture method of teaching, which is supplemented by case presentation, group discussion, project work and so on. The scholarly aptitude and sound academic background of teachers and their sincere effort has made the program a highly distinguished one in the university and the most popular one among the students.

Within the framework of these rules and the rules of the university, the departmental Academic Committee may adopt policies for strengthening the academic and other extra-curricular activities of the department. The departmental Coordination and Development Committee consisting of one third of the senior teachers work as the brain of this department, continuously in search of improving things including the provision of logistic support, recruitment/promotion of faculty and providing guidelines for overall development of the Department for future.

The department is committed to stay at the top position of formal tertiary level accounting education in Bangladesh. The department will continue to produce highest quality accounting graduates emphasizing on the use of computer based information systems in practice. The department is committed to update its course curricula on a regular basis and change teaching methods continuously to keep the rigor and vigour in all its academic programs. The graduates of this department will be able to match any equivalent academic program of any university in the world. The department never compromises with the quality in teaching and the standards of input to the department. The department will always play an active role in unison with the Faculty of

Business Studies and the University of Dhaka to uphold its image and dignity as the highest seat of learning in Bangladesh and the good name that it has earned throughout the world.

GRADUATE AND POST GRADUATE PROGRAMS OF THE DEPARTMENT

MBA Program (Regular)

The Master of Business Administration (MBA) with major in Accounting in the Faculty of Business Studies (FBS) is a full-time 48 credit hours professional program. The program is designed to meet the needs of the students who want to develop their career either as executives or entrepreneurs in the fields of different business areas as well as teaching and research positions in different institutions. This is a 48 credit hour program consisting of 14 courses, each carrying 3 credit hours and a three-month long internship in a recognized business organization weighing 6 credit hours. Only 4-year BBA graduates in the Accounting Information Systems of the University of Dhaka are eligible to get admission into this MBA program.

MBA (Evening) Program

The importance of business education has accelerated at a remarkable speed in the recent decades following the global structural adjustment programs coupled with many significant changes in business environment. Ever growing challenges in the business sector in modern days have made it an utmost necessity for the existing entrepreneurs and executives to update their knowledge and skill with latest developments in techniques and methods of business administration through a formal education to face and manage these challenges. But all these working people are not in a position to avail the regular MBA program. With this realization of the need for improving the knowledge and skill of business executives, the Department of Accounting & Information Systems has created such opportunities through offering a new graduate program leading to the degree of Master in Business Administration (MBA) in the evening session in 2002. This is a program of 42-66 credit hours covering 12-20 courses of credit hours each and a 3-months internship program carrying 6 credit hours. Any graduate in any discipline might appear for the admission test, conducted centrally by the Faculty of Business Studies, for admission into the program. This program is a self-financed program and administered by a Program Co-ordination Committee. The demand for this program is increasing continuously. Past statistics show that only one out of thirteen applicants is successful in getting admission to the program.

M.Phil and Ph.D. Programs

As a centre of excellence in accounting research in Bangladesh, the department's expertise and strength in research is based on applying intellectual rigor and various empirical techniques to investigate and understand accounting issues. This objective is achieved through its Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) programs. MPhil is designed for students who wish to increase their knowledge in accounting through research. It aims to deepen insight into underlying paradigms, advanced theory and research processes. PhD, on the other hand, is designed to equip students with advanced research training in accounting and also to promote research, which makes an original and significant contribution to the discipline. The business graduates working in business houses, academics and researches in educational and other specialized research organizations, governmental organizations, and other autonomous bodies can get admission to these programs as per the rules of the University of Dhaka. The students are to

go for course work and on completion of the course work, they are to write a thesis on a particular topic for the award of the degree.

CO-CURRICULAR ACTIVITIES OF THE DEPARTMENT

Historically, is has been one of the leading departments in the university to take part in all the co-curricular events organized by the authorities. The departmental cricket team won championship as well as runners-up trophies in the inter-departmental cricket tournament in the past. The department soccer team participates in the inter-departmental football tournament every year. Its highest achievement was the position of runners up in the past. The most successful team is, however, the basketball team, which has been fighting for either championship position or runners-up position almost every year in the University for a very long time in the past. The departmental students always take part in annual sports events organized by halls and the physical education center of the university.

They have won numerous prizes in swimming, athletics, table tennis, volleyball, badminton etc. Ex-students of this department won commonwealth shooting medal too. The department so far produced a number of national and international level sportspersons.

At the cultural arena, the students of this department took pioneering role in setting up debating culture in the country and creating debating societies throughout Bangladesh. Students participated at national and international level competition and won prizes. The department arranges "Accounting Week" in almost every alternate year where students reveal their talents in the area of musical and literacy events. Students also organize cultural shows of their own at the TSC or Faculty Conference Hall on a regular basis mostly after completion of their degree programs.

The department arranges study tours inside the country as well as in SAARC countries at regular intervals. The students actively take part in various social and religious events. At times of crisis at national level like flood, tornado, cyclone etc., they quickly from teams to rush to the disaster area all over the country to help victims. Students of the department donate bloods at regular interval and come forward to help people around them in every possible way.

LOGISTICS AND SUPPORT SERVICES

As the oldest public university in Bangladesh, the University of Dhaka possesses a huge amount of resources at its disposal. Its lush green premises and numerous structures built up at recent times as well as centuries ago has got a tremendous attraction to all who live inside or come as visitors. Students, teachers and all support staffs enjoy living inside the Dhaka University Campus. The campus consists of academic buildings for all the faculties and institutes, library buildings, administrative buildings, residential halls for students, residential areas for teachers and support staff, Teachers-Student Centre (TSC) for co-curricular activities, gymnasium and swimming pool, medical centre with a hospital, mosques and prayer places, several playgrounds, schools and colleges for the children, food corners, grocery and stationery shops etc. The university operates its own bus services throughout the city and suburb for students and employees. The entire academic and support services including tuition and fees are highly subsidized. In most cases, many of the support services are free for students.

Apart from the common facilities of the university, a student of the Faculty of Business Studies, now consisting of eight departments, enjoys some additional benefits. The faculty has got its own rich library. Every year new books are added to the library stock. The Department has a good collection of books as well. A student can borrow the book following the departmental rules. All the departments have got air-conditioned office complexes. All the classrooms are fitted with split-type air-conditioners. All the examination halls at 5th floor have been fitted with split-type air-conditioners. There are modern computer labs with broadband internet connections for all the departments. All the teachers of the Faculty have been provided with latest computers in their rooms along with broadband internet connections. Broadband internet connections have been extended to the classroom too. All the classrooms have got sound systems with whiteboard and multimedia screens. Teachers of the Department of Accounting & Information Systems use multimedia projectors in delivering of lectures. Some teachers are also using online blackboard to facilitate the learning process of students. The Faculty has separate conference halls for students and teachers, as well as lounges for teachers and female students. Besides, a new building is constructed for the MBA program of the Faculty with ten floors providing the latest facilities for the students and teachers.

Sometimes, students need documents as proof of their studentship at the department. Department usually issues the required documents. Students can collect their provisional certificates, partial transcripts/grade sheets, testimonials etc. from departmental office by paying a stipulated amount of fee. The responsibilities of student counseling are assigned to three honorable faculty members at the department. They guide students on academic matters as and when necessary.

ALUMNI AND THE EXTERNAL FOCUS

The department has a strong alumni association named as *Accounting Alumni*. This is an association for all ex-students of the department. Its office is situated at the Department of Accounting & Information Systems, University of Dhaka. Under its constitution, all the batches have their own sub-alumni association. The association has scholarship and benevolent programs, organizes Habibullah Memorial Lectures, awards Gold Medals to the best student as well as the best researcher, and also holds regular social programs including bi-annual re-union and picnic, Accounting Night, Iftar party etc. These programs give the opportunity to share happy feelings with friends and fellows. Apart from these events, every executive committee meeting is preceded by a seminar on a contemporary issue, where BBA and MBA students are invited to attend. Alumni association offers scholarships to the existing students and provides other supports. Especially, in case of internship placement, the department mostly depends on them. Alumnus provide financial support to student programs like study tours, cultural and debating events.

The department through an invitation made to eminent business personalities arranges regular seminars on topics of interest. An exchange of ideas with the employer groups in the business and government is also made at the initiative of the department. Faculty members of the department actively participate in the employment process of various business enterprises, semi-government and autonomous bodies in the country. Senior faculty members also take active part in the activities of the Public Service Commission of the Government of Bangladesh. The department in an unbiased manner controls and looks into the interest of all existing and ex-students as long as

it concerns with their professional career. The department maintains a close relation with the professional bodies in accounting in the country for developing future plans and policies. Through highest quality of research endeavour, reflected in the professional publications, the faculty of the department is playing a pioneering role in shaping up the future of accounting in Bangladesh.

STUDENT SCHOLARSHIP PROGRAM

Department of Accounting & Information Systems has a reputation in supporting meritorious students on various occasions. Specially, merit based scholarships are used to be given from Accounting Alumni, Professor A. B. M. Khaled Memorial Trust etc. On few occasions, Professor Dr. M. Habibullah Gold Medal is also given to top CGPA holder in the Masters Program. But, these scholarships are very few in numbers. For the first time in the history of the department, its Academic Committee has approved the creation of a permanent departmental scholarship fund from the surplus fund generated by its Evening MBA program. The fund has been invested in FDR. Moreover, any donor can contribute to the scholarship fund by transferring any amount, and income from that particular fund will be distributed as scholarship in the name suggested by the donor. The scholarship of Tk.2,000 per month per student will be paid on yearly basis. In 2013, scholarship has been provided to 62 students out of which 58 scholarships provided to the students studying BBA in different batches and 4 scholarships provided to the MBA students. Out of the 62 scholarships in 2013, the Accounting Alumni has given fund for 12 scholarships.

Scholarships are usually given on a need and merit based evaluation process. A six-member committee scrutinizes the applications and takes interviews to determine each year's scholarship holder. When a student gets scholarship, he/she will get it for that full year only. In the subsequent year(s), he/she should pass out the process afresh.

Department of Accounting & Information Systems
Members of the Teaching Staff
(As on 30 October, 2013)

Chairman

Professor Mamtaz Uddin Ahmed, FCMA
B. Com (Hons); M. Com (Dhaka)

Professors

Professor Mahbub Ahmed
B. Com (Hons); M. Com. (Dhaka); MBA (Indiana, USA)

Professor Dr. Saroj Kumar Saha
B. Com (Hons); M. Com (Dhaka); PhD (Moscow State University, Russia); Post-Doctorate (Cornell University, USA).

Professor Dr. Abul Hashem (on Deputation)
Member, UGC of Bangladesh
B. Com (Hons); M. Com (CU); PhD (Moscow State University, Russia).

Professor Begum Khaleda Khanam
B. Com (Hons); M. Com (Dhaka); MBA (Brunnel, UK).

Professor Md. Abdul Hakim
B. Sc (Hons); M. Sc (Dhaka); MBA (Brunnel, UK).

Professor Dr. Shafique Ahmed Siddiqui
B. Com (Hons); M. Com (Dhaka); M. Sc (Southampton, UK); PhD (Brunnel, UK).

Professor Dr. Riazur Rahman Chowdhury
B. Com (Hons); M. Com (Dhaka); PhD (Dundee, UK).

Professor Dr. Tahmina Khatun
B.S.S (Hons); M.S.S. (Dhaka); M.A. (Australia); M.A. (Hawaii, USA); PhD (Dhaka).

Professor Dr. Dhiman Kumar Chowdhury, FCMA
B. Com (Hons); M. Com (Dhaka); PhD (Lancaster, UK).

Professor Md. Maksudur Rahman Sarker, FCMA
B. Com (Hons); M. Com (Dhaka); MBA (Canada).

Professor Dr. Mahmuda Akter
B. Com (Hons); M. Com (Dhaka); PhD (Tsukuba, Japan).

Professor Dr. Mahfuzul Haq (On Leave)
B. Com (Hons); M. Com (Dhaka); PhD (Tsukuba, Japan).

Professor Md. Nazim Uddin Bhuiyan, FCMA
B. Com (Hons); M. Com (Dhaka).

Professor Dr. Swapan Kumar Bala (On Leave)
B. Com (Hons); M. Com (Dhaka); PhD (Dhaka).

Professor Dr. Md. Mohobbot Ali (On Leave)
B. Com (Hons); M. Com (Dhaka); PhD (Japan).

Professor Dr. Md. Monzur Morshed
B. Sc. (Hons); M. Sc. (BUET); M. Sc. (Japan); PhD (UK).

Associate Professors
Mr. Md. Hamid Ullah Bhuiyan (On Leave)
B. Com (Hons); M. Com (Dhaka).

Dr. Md. Sharif Hossain
B. Sc. (Hons); M. Sc. (Dhaka); PhD (Japan).

Ms. Sadia Afroze
B. Com (Hons); M. Com (Dhaka)

Dr. Mizanur Rahman
B. Com (Hons); M. Com (Dhaka); Masters in Public Policy (Japan); PhD (GRIPS, Japan).

Assistant Professors
Mr. Dewan Mahbub Hossain (On Leave)
B. Com (Hons); M. Com (Dhaka); M.S. (Australia).

Mr. Amirus Salat
BBA (Dhaka); MBA (Dhaka).

Mr. Al-Amin
BBA (Dhaka); MBA (Dhaka).

Mr. Minhaj Ferdous
B. Eng. ; MSc.

Ms. Mosammet Asma Jahan (On Leave)
BBA (Dhaka); MBA (Dhaka).

Ms. Tanzina Hoque, ACMA
BBA (Dhaka); MBA (Dhaka); M.S. (Australia).

Ms. Taslima Nasreen, ACMA (On Leave)
BBA (Dhaka); MBA (Dhaka).

Mr. Md. Yousuf Kamal (On Leave)
BBA (Dhaka); MBA (Dhaka); M.S. (Melbourne, Australia).

Dr. Muhammed Badrul Haider (On Leave)
BBA (Dhaka); MBA (Dhaka); PhD (Kobe, Japan).

Ms. Rumana Ahmed
BBA (Dhaka); MBA (Dhaka).

Mr. Md. Abdus Sobhan (On Leave)
BBA (Dhaka); MBA (Dhaka); M.S. (Melbourne, Australia).

Ms. Bilkis Akhter, ACMA
BBA (Dhaka); MBA (Dhaka).

Md. Shahidul Islam (On Leave)
BBA (Dhaka); MBA (Dhaka); M.Sc. (Manchester, UK).

Dr. Pallab Kumar Biswas
BBA (Dhaka); MBA (Dhaka); PhD. (UWA, Australia).

Mr. Mohammed Mehedi Masud Mazumder, ACMA (On Leave)
BBA (Dhaka); MBA (Dhaka).

Mr. Md. Saiful Alam, ACMA
BBA (Dhaka); MBA (Dhaka); M.Sc. (Manchester, UK).

Ms. Moshahida Sultana
B.S.S. (Hons); M.S.S.

Ms. Kawsar Jahan
B.Sc. (Hons); M.Sc. (Dhaka).

Mr. Md. Mazharul Anwar
B.Sc. (Hons); M.Sc. (Dhaka).

Mr. Md. Mushfiqur Rahman, ACMA
BBA (Dhaka); MBA (Dhaka).

Mr. Mohammad Muniruzzaman, ACA
BBA (Dhaka); MBA (Dhaka).

Lecturers
Ms. Aklima Chowdhury Lima (On Leave)
BBA (Dhaka); MBA (Dhaka).

Mr. Mohammed Tareq (On Leave)
BBA (Dhaka); MBA (Dhaka).

Ms. Shaila Ahmed (On Leave)
BBA (Dhaka); MBA (Dhaka); M.Sc. (Manchester, UK).

Mr. Md. Safayat Hossain
BBA (Dhaka); MBA (Dhaka); M.S. (USA).

Mr. Ranjan Kumar Mitra, ACMA
BBA (Dhaka); MBA (Dhaka).

Mr. Md. Jamil Sharif, ACMA
BBA (Dhaka); MBA (Dhaka).

Ms. Fatema-Tuz-Zohra
BBA (Dhaka); MBA (Dhaka).

Ms. Ishter Mahal
BBA (Dhaka); MBA (Dhaka).

Ms. Nusrat Jahan
BBA (Dhaka); MBA (Dhaka).

Ms. Sabina Yesmine
BBA (Dhaka); MBA (Dhaka).

Mr. Md. Shariful Islam, ACMA
BBA (Dhaka); MBA (Dhaka).

Ms. Nusrat Farah
BBA (Dhaka); MBA (Dhaka).

DETAILED SYLLABUS
FIRST YEAR
FIRST SEMESTER

1101: Principles of Accounting

Course Objectives:

The objective of this course is to develop students' understanding of basic concepts of accounting, accounting process, and the application of the conceptual framework in such process in order to develop their abilities to complete the accounting cycle ending with preparation and presentation of financial statements. This course will also try to equip the students with the knowledge and ability to understand and analyse the information communicated through the Financial Statements.

1. **Introduction to Accounting:**

    Definition of Accounting; Purpose and Nature of Accounting Information; Uses and Users of Accounting Information; Branches of Accounting; Nature of Business and Accounting; Role of Accountancy Profession.

2. **Accounting Process and Accounting Cycle:**

    Accounting Equation; Effects of Transactions on the Accounting Equation; Double-Entry Accounting System; Accounting Cycle: Documentary Evidence and Identification, Journalization, Posting to the Ledger, Preparation of Trial Balance, Limitations of Trial Balance, Errors and their Rectification, Adjustments, Need for Adjustments, Adjusted Trial Balance, Preparation of Financial Statements, Closing Entries, Post-Closing Trial Balance; Preparation of Work Sheet and Reversing Entries.

    Guideline for Processing in Accounting: The Conceptual Framework of Accounting, The Objective of General Purpose Financial Reporting, The Reporting Entity, Qualitative Characteristics of Useful Financial Information, Underlying Assumptions, The Elements of Financial Statements, Recognition of the Elements of Financial Statements, Measurement of the Elements of Financial Statements, Concepts of Capital and Capital Maintenance.

3. **Accounting for Merchandising Concern:**

    Nature of the Inventories; Measurement of Inventories; Accounting for Merchandizing Operation; Using Mark-Up/Margin Percentages to Determine Costs; Writing off Inventories and Inventory Drawings.

    Preparation of Financial Statements: Statement of Comprehensive Income, Importance of Statement of Comprehensive Income, Limitations of Statement of Comprehensive Income, Preparation of Statement of Comprehensive Income, Single-Step and Multiple-Step Statement of Financial Position, Usefulness of Statement of Financial Position, Limitations

of Statement of Financial Position, Preparation of Statement of Financial Position, Statement of Changes in Equity.

4. **Accounting System Design:**

Charts of Accounts; Coding of Accounts; Control Accounts; the Purposes of Control Accounts; Special Journals: Advantages of Special Journals, Cash Receipt Journal, Cash Payment Journal, Sales Journals, Purchase Journal, General Ledgers and Subsidiary Ledgers.

5. **Incomplete Records:**

Preparation of Financial Statements from Incomplete Records.

6. **Basic Ideas on Financial Statement Analysis.**

Recommended Text Books:

1. Jerry J. Weygandt, Paul D. Kimmel and Donald E. Kieso. *Accounting Principles* (John Wiley & Sons, Inc.).

2. Belverd E. Needles, Marian Powers and Susan V. Crosson. *Principles of Accounting* (Houghton Mifflin Company).

1102: Introduction to Business

Course objectives:
This course is designed to:
  (i)   *provide a basic understanding of the different forms of businesses, industries, and services;*
  (ii) *explain the nature of business and its environment;*
  (iii) *discuss various forms of business ownership and the general methods of financing;*
  (iv) *describe commonly found securities markets;*
  (v)   *explain the common ethical challenges faced by businesses;*
  (vi) *develop the students' understanding of the governmental policies regulating business and various institutions for furtherance of trade and commerce; and*
  (vii) *demonstrate global awareness by identifying and analysing international trade issues.*

1. **Introduction:**

Definition of business; History of business: the Colonial Period, the Industrial Revolution, the Age of Industrial Entrepreneurs; the Production Era, the Marketing Era, the Relationship Era; Characteristics and Benefits of Business; Business and its Ramifications: Industry, Commerce, and Direct Services; Types of Industries: Extractive, Manufacturing, Animal husbandry, and Service Industry; Commerce and its Ramifications: Trade-Banking; Insurance Transportation, Warehousing; Trade: Meaning, and importance; Types of Trade:

Wholesale Trade, Retail Trade, Hawkering, Store, Departmental Store, Chain Store, Super Market, Commodity Market, Futures, Barter System. History and Importance of Banking; Types of Bank: Central Bank, Commercial Bank, Branch Bank, Unit Bank, Specialized Bank, Investment Bank, Merchant Bank, Offshore Bank, Grameen Bank; Insurance: Importance and Management, Risk Financing Houses, Life Insurance, General Insurance, Re-insurance, Actuarial Valuation; Transportation: Types, Principles of Rate Fixation; Importance of Warehousing; Warehousing Systems: CSD, LSD, SILO etc.; Different Businesses in Bangladesh.

2. **Business Environment:**

Business Environment and its components: Social Environment, Cultural Environment, Industry Environment, Economic Environment, Political Environment, Legal Environment and Global Environment; The Roles of Government and Buyers; Consumerism; The Economic System: Capitalism, Communism, Socialism; Modern Economic System: Market Economy, Laissez faire Economy; Business and Investment Environment in Bangladesh; Cost of Doing Business in Bangladesh.

3. **Business Ownership and Forms:**

Forms of Business Ownership: Sole Proprietorships, Partnerships, Corporations; Advantages and Disadvantages of Different Forms Of Business; Complex Relationship among Businesses: Franchising, Mergers & Acquisitions, Joint Venture, Syndicates; Franchising: Types, Advantages of Franchising, Disadvantages of Franchising; Types of Mergers & Acquisitions: Vertical Merger, Horizontal Merger, Conglomerate Merger; Factors Influencing the Choice of Forms of Ownership.

4. **The Financial System:**

Definition of Financial System; Types of Financial Markets: Money Market vs. Capital Markets; Primary vs. Secondary Markets; Securities Traded in the Financial Markets: Money Market Securities, Capital Market Securities, Derivative Securities; Financial Institutions: Depository Institutions, Non-Depository Institutions; Regulating Financial Markets: BSEC, DSE, CSE, Bangladesh Bank.

5. **Social and Ethical Aspects of Business:**

Definition of Business Ethics; Types of Ethical Concerns Facing a Business: Fairness and Honesty, Organizational Relationship, Conflict of Interest, Communications; Factors affecting Ethical Behaviour: Individual Factors, Social Factors, Other Factors; Encouraging the Ethical Behaviour; Guidelines for Making Ethical Decisions; Definition of Social Responsibility of Business; The Evolution of Social Responsibility of Business; Views of Social Responsibility: the Economic Model, the socioeconomic model; the Pros and Cons of Social Responsibility; Social Responsibility of Business: Responsibility to Customers; Responsibility to Employees, Responsibility to Stockholders; Responsibility to Creditors, Responsibility to the Environment, Responsibility to the Community; Steps in the Implementation of Social Responsibility Program.

6. **Government and Business:**

Importance of Government Regulation in Business; Process of Regulation of Business by the Government; Government's Regulation of Business in Bangladesh: Bangladesh Government's Monetary Policy, Fiscal Policy, Industrial Policy, Export Policy, Import Policy, Jute Policy, Tea Policy etc.; Governmental or Public Sector Business in Bangladesh: BCIC, BSFIC, BSEC etc.

7. **International Business:**

Basic Economics of International Trade; Scope, Concepts, and Barriers of International Trade; Reasons for and Against Trade Restrictions; Reducing International Trade Barriers: International Trade Agreements: GATT, WTO; International Economic Organizations Fostering Trade: The European Union, European Economic Area, NAFTA, CAFTA, ASEAN, The Pacific Rim, CIS, CBI, MERCOSUR, OPEC, OECD, SAFTA.

Terms Used in International Trade: Invoice, L/C, Back to Back L/C, FOB, Clearing & Forwarding etc.

8. **Institutions for Furtherance of Business, Trade and Commerce in Bangladesh:**

Trade Associations, Chambers of Commerce & Industry: Dhaka Chamber of Commerce & Industry (DCCI), Chittagong Chamber of Commerce & Industry (CCCI), Federation of Bangladesh Chambers of Commerce and Industry (FBCCI), Metropolitan Chambers of Commerce & Industry (MCCI); Trade Fairs & Exhibition; Export Promotion Bureau (EPB); BGMEA; Trading Corporation of Bangladesh (TCB); Board of Investment (BOI); Privatization Board (PB); Bangladesh Small & Cottage Industries Corporation (BSCIC); Bangladesh Development Bank Ltd. (BDBL); Export Processing Zones (EPZs) & BEPZA.

Recommended Text Books:

1. Jeff Madura. *Introduction to Business* (South-Western College Publishing).

2. W. M. Pride, J. R. Hughes and R. J. Kapoor. *Foundations of Business* (South-Western College Publishing).

3. L. E. Boone and D. L. Kurtz. *Contemporary Business* (John Wiley& Sons).

4. Attner Straub, Raymond F Attner and Joseph T Straub. *Introduction to Business* (Wadsworth Publishing Company).

1103: Business Communication and Report Writing

Course Objectives:

This course attempts to give students a comprehensive view of communication, its scope and importance in business, and the role of communication and communication principles in establishing not only an effective internal communications program, but also a favourable outside firm environment. The course covers various communication media. It also focuses on the techniques of preparation of reports on business matters and the art of presenting it.

1. **The Basics of Communication:**

   Definition of Communication; Elements of Communication Process; Steps in Communication Process; Communication Functions and Settings; Communication Principles; Importance of Business Communication; Goals of Business Communication; Patterns of Business Communication: Internal Communication Pattern and External Communication Pattern; Potential Communication Barriers and Ways to Remove them.

2. **The Role of Communication in the Business Organization:**

   Importance and Benefits of Effective Communication; Components of Communication; Main Forms of Organizational Communication: Internal-Operational Communication, and External-Operational Communication; Concepts and Problems of Communication.

3. **Principles of Effective Communication:**

   The Seven C's of Effective Communication: Completeness, Conciseness, Consideration, Concreteness, Clarity, Courtesy, and Correctness.

4. **Communication Across Cultures:**

   Concept of Culture; How Culture Affects Business Communication; Cultural Barriers to Communication; Guidelines for Effective Multicultural Communication; Intercultural Communication Model; National Cultural Variables; Individual Cultural Variables.

5. **Types of Communication:**

   Downward Communication: Objectives, Media, Limitations, and Essentials of Effective Downward Communication; Upward Communication: Importance, Methods, Limitations, and Essentials of Effective Upward Communication, Horizontal Communication, Grapevine: How the Grapevine Operates, Importance and Limitations of Grapevine, How to Use the Grapevine Effectively; Consensus: the Consensus Process, Advantages and Limitations of Consensus.

6. **Media of Communication:**

   Written Communication: Merits and Limitations; Oral Communication: Merits and limitations; Audio-Visual Communication: Merits and Limitations; Non-verbal Communication: Merits and Limitations.

7. **Written Communication:**

   A. Fundamentals of Business Writing – Adaptation and The Selection of Words, Construction of Clear sentences and Paragraphs, Writing for Effect.

   B. Formats for Letter and Memos.

   C. Positive and Neutral Messages-Organization: Using direct plan, outline of direct plan for positive and neutral message, Forms: Transmittals, Confirmations, Summaries, Adjustments and Responses to Complaints, Thank-you and Congratulatory Notes.

   D. Negative Messages- Choice between direct and indirect plan, Subject Line, Organization, Forms: Rejections and Refusals, Disciplinary Notices & Negative Performance Appraisals, Lay-offs and Firings.

   E. Persuasive messages-Strategy, Subject Line, Organization: Direct Request & Problem Solving Messages.

   F. Strategies in The Job-Search process – The Job Search, Preparing the Application Documents, Constructing the Resume, Writing the Application, Letter.

8. **Fundamentals of Report Writing:**

   Definition; Characteristics and Types of Reports; Determining the Report Purpose, Determining the Factors, Gathering the Information Needed, Interpreting the Findings, Organizing the Report Information, Writing the Report, Collaborative Report Writing. An Overview of Report structure; Characteristics of the Shorter Reports; Forms of Shorter Reports; Special Reports Forms; Organization and Content of the longer Reports—the Prefatory Parts, the Report Proper, Structural Coherence Helpers, the Long Analytical Report, Planning the Graphics, Placing the Graphics in the Report, Determining the General Mechanics of Construction, Constructing Textual Graphics, Constructing Visual Graphics, Using Computer Graphics.

9. **Oral Communication:**

   Strategies for Successful Interpersonal Communication; Dyadic Communication; Interviewing, Telephoning; Dictating; Listening; Planning; Conducting and Recording Meetings; Making Oral Presentations.

10. **Audio-Visual Communication:**

    Types of Aids, How to Make Audio-Visual Communication Effective.

11. **Non-Verbal Communication:**

    Nature of Non-Verbal Communication; Types of Non-Verbal Communication: Body language, Space, Time, Paralanguage, Other Types of Non-Verbal Communication.

12. **Technology-Enabled Communication:**

    Tools for Constructing Messages, Tools for Presenting Messages, Tools for Transmitting Messages, Tools for Collaboration.

13. **Handling of Mail, Filing and Indexing:**

Handling of Inward and Outward Mail, Filing and Indexing Systems: Essentials, Classification, Methods, Horizontal vs. Vertical Filing, centralized vs. Decentralized Filing, Indexing: Types, Advantages and Disadvantages.

Recommended Text Books:

1. Raymond V. Lesikar, John D. Pettit, Jr. and Marie E. Flatley. *Basic Business Communication* (Irwin and McGraw-Hill).

2. Herta A. Murphy, Herbert W. Hildebrant and Jane P. Thomas. *Effective Business Communication* (Tata McGraw-Hill).

3. Kitty O. Locker and Stephen Kyo Kaczmarek. *Business Communication-Building Critical Skills* (Tata McGraw-Hill).

4. John V. Thill and Courtland L. Bovee. *Excellence in Business Communication* (McGraw-Hill).

5. Courtland L. Bovee and John V. Thill. *Business Communication Today* (Prentice Hall).

6. Krizan, A.C. "Buddy", Petricia Merrier, Joyce Logan and Karen Williams. *Business Communication* (Thomson South-Western).

7. Rajendra Pal and J.S. Korlahalli. *Essentials of Business Communication* (Sultan Chand & Sons).

1104: Mathematics for Business Decisions–I

Course Objectives:

This course is designed to:

(i) *develop understanding of basic concepts and principles of mathematics used in the area of business and economics;*

(ii) *equip students of accounting with mathematical tools used in the analysis of business and accounting problems;*

(iii) *develop an understanding of theories and practices of mathematical approach to decision making; and*

(iv) *stimulate interest of students in accounting and business regarding implications of mathematics.*

1. **Theory of Numbers:**

Introduction to Number System; Rational, Irrational, Integer, Decimal, Prime and Composite Numbers and their Basic Properties; Introduction to Complex numbers: Definition, Properties and Operations on Complex Numbers.

2. **Equations and Inequalities:**

   2.1 Definition and Concepts of Equations; Linear Equation; System of Linear Equations; Solving System of Linear Equations; Different Methods for Finding Solution of a System of Linear Equations; Uniqueness and Existence of the Solutions.

   2.2 Definition and Concepts of Quadratic Equation; Finding Solution or Roots of Quadratic Equations; Discussion on the Nature of Roots; Relationship between Roots and Coefficients of a Quadratic Equation; Mathematical Formation of Quadratic and Higher Order Equations with Given Roots.

   2.3 Basic Concepts on Nonlinear Equations; System of Nonlinear Equations and their Solutions; Curve Sketching of Different Linear and Nonlinear Equations; Application in Business and Economics Problems.

   2.4 Definition, Concepts and Properties of Inequality; Linear, Nonlinear and Absolute Value Inequalities; Solution of Inequalities and their Graphical Representation on Real Line.

3. **Theory of Sets:**

   Definition and Concepts of Sets and its Expression; Definition and Expression of Different Types of Sets; Theory and Properties of Union; Intersection; Difference and Complement of Sets; De-Morgan's Laws on Sets; Venn Diagram; Number of Elements in Sets; Cross Product; Application in Business and Economics Problems.

4. **Mathematical Induction, Series and Sequences:**

   Definition and Concepts on Sequence, and Series; Convergence and Divergence of a Sequences and Series; Sigma Notation; Introduction and Principle of Mathematical Induction; n^{th} Term and Sum of a Series up to n^{th} Term; Sum of Natural Numbers; Infinite Series.

5. **Progression:**

   Introduction; Arithmetic Progression (AP); n^{th} Term and Sum of Series in AP; Geometric Progression (GP); n^{th} Term and Sum of a Series in GP; Arithmetic and Geometric Mean; Application in Business Problems.

6. **Indices and Logarithms:**

   Definition and Laws of Indices; Positive and Fractional Indices; Surds; Operations with Power Functions; Definition and Properties of Logarithm; Common and Natural Logarithms; Mathematical Problem relating to Indices and Surds; Use of Logarithmic Table; Anti-Logarithm; Application Problems in Business and Economics.

7. **Permutations and Combinations:**

   Definition and Concepts Permutation; Factorial Notation; Fundamental Principles and Theorems of Permutations; Permutations of *n* Different Things; Permutation of Repeated Things; Circular Permutations; Restricted Permutations.

Concepts of Combinations; Complementary Theorems; Relationship between Permutation and Combinations; Restricted Combinations.

8. **Binomial Theorem:**

Introduction; Pascal's Triangle; Binomial Theorem; Expansion of Binomial Terms with Positive Integral Index; Position of Terms; Binomial Coefficients; General Term, Middle Terms and the Terms Independent of any Variable of a Binomial Expansion; Binomial Theorem with any Index; Summation of Series using Binomial Expansion.

9. **Mathematics of Finance:**

Introduction; Simple and Compound Interests; Concepts of Present and Future Value; Annuities, Sinking Fund, Discount and Amortization.

10. **Trigonometry:**

Introduction; Measurement of Angles; Circular Functions; Trigonometric Ratios; Relation between Trigonometric Functions; Trigonometric Functions of Standard Angles.

Recommended Text Books:

1. Earl K. Bowen. *Mathematics with Applications in Management & Economics* (R. D. Irwin).

2. Jagdish C. Arya and Robin W. Lardner. *Mathematical Analysis for Business and Economics* (Prentice Hall).

3. P. N. Arora and P. C. Bogga. *Business Mathematics for Commerce and Economics* (John Wiley & Sons).

4. D. C. Sanchetti and V. K. Kapoor. *Business Mathematics* (Sultan Chand and Sons).

5. Raymond A. Barnett and Michael R. Ziegler. *Applied Business Mathematics* (Prentice Hall).

1105: Bangladesh Studies

Course Objectives:

The objective of this course is to develop an understanding of physical, ecological and geographical aspects as well as the historical background of Bangladesh. The course aims to equip students with the knowledge of political, administrative and legal environment of Bangladesh and help them know about the society, economy and macroeconomic environment of Bangladesh.

1. **The Geography and The Economy of Bangladesh:**

   Physical features of Bangladesh: Location, Geography and Climate; People and Races; Language, Territory and History; The Economy: The Pattern of Agriculture, Mineral Resources and Industrial Setup in Bangladesh; Physical Infrastructure of Bangladesh.

2. **The History of Bangladesh:**

   Bangladesh during the Muslim Rule (1704-1755), British Rule (1756-1946) and Pakistani Rule (1947-1971); The Language Movement of 1948-52: The suppression of Bengali Culture and Language; The Six-Point Programme, 1966; Mass Upsurge, 1969; The Elections of 1970 and its Aftermath; Pakistan's Strategy and the Liberation War: The Birth of Bangladesh.

3. **Political, Administrative and Legal Environment of Bangladesh:**

   Different Political Regimes of Bangladesh; Administrative Structure in Bangladesh; Forms of Government and State Mechanism: Executive, Legislature and Judiciary; Main Features of the Constitution and its Amendments.

4. **Society, Economy and Macroeconomic Environment of Bangladesh**:

   Social and Economic Structure of Bangladesh; Macroeconomic Environment of Bangladesh; Power, Energy and the Environment of Bangladesh (Impact of Climate Change); Social Problems of Bangladesh; Foreign Policy of Bangladesh (Foreign Relation to India, USA, Myanmar and China)

Recommended Text Books:

1. A. M. A. Muhith. *Bangladesh: Emergence of a Nation* (University Press Ltd.).
2. Sirajul Islam (Ed.). *History of Bangladesh (Economic, Socio-cultural and Political): 1704-1971* (The Asiatic Society of Bangladesh).

References:

1. Harun Ar Rashid. *The Geography of Bangladesh* (University Press Ltd.).
2. Mahmudul Islam. *Constitutional Law of Bangladesh* (Mullick Brothers).
3. Ministry of Finance, GOB. *Bangladesh Economic Review*.
4. Planning Commission, GOB. *Five-Year Plans of Bangladesh*.

FIRST YEAR
SECOND SEMESTER

1201: Intermediate Accounting

Course Objectives:

This course has been designed with an objective to get the students familiar with the accounting treatments and presentation procedures of the items appearing on the asset side of the Balance Sheet/Statement of Financial Position. This will also provide guidelines for the treatments in case of changes in accounting policies, estimates and errors.

1. **Accounting for Current Assets:**

   1.1 **Accounting for Cash and Cash at Bank:** Cash and Cash Equivalent; Restricted Cash; Reporting of Cash; Cash Control systems; Cash Book and Bank Statement; The Bank Reconciliation Statement.

   1.2 **Receivables:** Introduction to Accounts Receivables and Notes Receivables; Valuation of Accounts Receivable; Uncollectible Accounts Receivable; Methods of Determining Uncollectible Accounts Receivable: Direct Write-off method, and Allowances Method; Accounting for Previously Written Off Uncollectible; Discounting Notes Receivables: Interest Bearing and Non-Interest Bearing Notes Receivables; Dishonored Notes Receivables.

   1.3 **Inventory:** Definition of Inventory; General Basis of Inventory Measurement; Inventory Cost Flow Assumption; Inventory Valuation Methods: Net Realizable Value (NRV) Calculation, and Disclosure Requirements as per IAS 2.

2. **Accounting for Noncurrent Assets:**

   2.1 **Property, Plant and Equipment (PPE):** Initial Recognition and Measurement of PPE; Subsequent Measurement of PPE; Cost and Revaluation Model; Nature of Depreciation; Depreciation Methods; Recording of Depreciation; Disposition of Plant Assets; Disclosure Requirements as per IAS 16; Definition, Recognition and Disclosures of Borrowing Costs as per IAS 23.

   2.2 **Intangible Assets:** Nature of Intangible Assets; Initial Recognition and Measurement; Measurement Subsequent to Initial Recognition; Retirement and Disposals; Disclosure Requirements as per IAS 38.

   2.3 **Impairment of Noncurrent Assets:** Definition of Impairment; Identifying an Asset that are under Impairment Test; Measuring Recoverable Amount; Recognizing and Measuring an Impairment Loss; Cash Generating Unit and Goodwill; Reversing an Impairment Loss and Disclosures as per IAS 36.

3. **Accounting for Lease:** Definition and Classification of Leases; Classification Guidance; Accounting for Finance Lease; Accounting for Operating Lease; Sale and Sales Leaseback Transaction and Disclosure Requirements as per IAS 17.

4. **Accounting Policies, Changes and Errors:** Definition; Introduction to Accounting Policies; Changes in Accounting Policies and Estimates; Errors; Disclosure Requirements as per IAS 8.

Recommended Text Books:

1. Donald E. Kieso, Jerry W. Waygandt and Terry D. Warfield. *Intermediate Accounting (IFRS Edition)* (John Wiley & Sons).

2. Ruth Picker, Ken Leo, Jennie Radford, Keith Alfredson, Paul Pactor and Victoria Wise. *Australian Accounting Standards* (John Wiley & Sons Australia, Ltd.).

3. Craig Deegan. *Australian Financial Accounting* (McGraw-Hill Australia).

1202: Computer Concepts and Applications

Course Objectives:

The objective of this course is to introduce the basic concepts of computer and information systems. It will introduce the students with operating systems and most commonly used office software. It will also cover the fundamental concepts, theories, practices, and management of information system in organizations.

Part A: Theory (85%)

1. **Introduction:**

    Definition and Uses of Computers; Computer Generation and Classifications; Number System; Computer Organization and Architecture; Basic Logic Gates and Truth Tables.

2. **Fundamentals of Computer Hardware:**

    Input Hardware; Output Hardware; Processing Hardware; Peripheral and Storage Devices; Hardware Components; Hardware Components in Action; Processing and Memory Devices (Power, Speed and Capacity): Processing Characteristics and Functions, Memory Characteristics and Functions, Multiprocessing, Parallel Computing; Secondary Storage: Access Methods, Devices; Input and Output Devices: Characteristics and Functionality, Input Devices, Output Devices, Special-Purpose Input and Output Devices; Computer System Types & Selection and Upgrading; Assembling a computer; Troubleshooting PC Hardware.

3. **Introduction to System Software and Application Software:**

    Introduction to Operating System; Introduction to Software Development and Programming Languages; Compilers, Interpreters and Assembler; Graphical User Interface (GUI): Gaining Proficiency in GUI Operating System; Windows 9x, NT/2000/XP/2007 Operating Systems; Troubleshooting PC Software

4. **Introduction to Database Management System (DBMS):**

    File-oriented Approach; Database Approach; Data Dictionary; DBMS Languages; Database Management Systems (DBMS); Data Modelling and Database Design.

5. **Computer Network:**

   Types of Network Types; Uses of Computer Networks; Network Topologies; Communication Protocol; OSI Model; Network Devices, Communication Media.

6. **Internet and Ecommerce:**

   Introduction to Internet; Telnet; FTP; Web Server; IP Address; Voice Over IP; Electronic, Mobile Commerce and Enterprise Systems: Introduction to Electronic & Mobile Commerce, Threats of Electronic & Mobile Commerce, and Strategies for Successful E-Commerce, Technology Infrastructure Required to Support E-Commerce and M-Commerce; Electronic Payment Systems; Privacy and Security in E-Commerce; Introduction to Intranet and Extranet.

7. **Information System in Business:**

   Introduction to Information Systems; The Significance of Information; Nature and Types of information; Information vs. data; Definition, Concept, Importance, System Approach to Problem Solving; System Design and Development; Types of Information Systems: Executive Support Systems (ESS), Decision Support Systems (DSS), Management Information Systems(MIS), Knowledge Work Systems (KWS), Office Automation Systems (OAS), Transaction Processing Systems (TPS).

8. **Managing IT:**

   Enterprise and Global Management; Managing Information Resources and Technologies; Global Information Technology Management; Ethical and Social Challenges of Information Technology

Part B: Practical (15%)

9. **Practical:**

   Introduction to Office Software. Word Processing Using MS Word: Editing, Formatting, Colours and Styles, Drawing, Tables, Equation; Spreadsheet Analysis using MS Excel: Recalculation, Formula, Graph & Chart; Accounting Statements Preparation and Analysis through Application Software; Introduction to Database management Systems; Database Management System using MS Access: Table, Reports, Query, Form, Macro, Database Design; Presentation Software Usage using MS Power Point: Slide presentation, Colours, Style, Theme, Transition, Sound and Video Linking.

Recommended Text Books:

1. Sarah E. Hutchinson and Stacey C. Sawyer. *Computer & Information Systems* (Irwin).

2. Kenneth C. Laudon and Jane P. Laudon. *Management Information Systems: Managing the Digital Firm* (Pearson Education).

References:

1. G. J. Bologna and A. M. Anthony. *The Accountant's Handbook of Information Technology* (John Wiley & Sons, Inc.).

2. A. S. Hollander, E. L. Deena and J. O. Cherrington. *Accounting, Information Technology and Business Solutions* (McGraw-Hill/Irwin).

3. G. N. Smith. *Excel Applications for Accounting Principles* (South-Western College Publishing).

4. James A. O'Brien. *Management Information Systems: Managing Information Technology in the E-Business Enterprise* (McGraw-Hill).

1203: Principles of Management

Course Objectives:

Management is often recognized as the fifth factor of production. The purpose of this course is to give the students a basic understanding of the role and functions of a manager and to explain the principles, concepts, and techniques used by managers in carrying out their work. It also aims at getting the students acquainted with the complexity and wide variety of issues managers face in today's business firms.

1. **Meaning and Significance of Management:**

   Definition; Scope, Nature, Principle and Technique of management; Administration vs. Management skills; Basic Management Functions; Management Process; Effectiveness and Efficiency of Management; Management Skills; Kinds of Managers.

2. **Traditional and Contemporary Issues and Challenges:**

   Environmental Forces affecting Management Thought; Schools of Management Thought: the Classical Management Perspective, the Behavioral Management Perspective, the Quantitative Management Perspective, the Systems Management Perspective, the Contingency Perspective; Contemporary Management Challenges.

3. **Planning and Decision Making:**

   Meaning, Benefits and Costs; Planning perspective: Top-down and Bottom-up Planning; Steps in Planning; Types of Plans; Barriers to Effective Planning; Overcoming the Barriers to Planning; Time Frame for Planning; Managing Goal Settings and Planning Process; Decision Making: Defined; Types of Decision; Rational Perspective on Decision Making; Steps of Decision Making; Behavioral aspects of Decision Making.

4. **The Organizing Process:**

   Meaning and Importance; Organization Structure; Advantages and Disadvantages of Different Organizational Structure; Departmentation and its Basis; Chain of Command; Span of Control; Delegation Process; Concentration and Decentralization; Conditions of Decentralization; Committee Systems; Benefits of Committee; Committee Types and Organizing Practices in Bangladesh.

5. **Managing Leadership and Influence Processes:**

   Nature of Leadership; Meaning of Leadership; Leadership and Management; Leadership Traits; Behavioural Approaches to Leadership; Contingency Approaches to Leadership;

Leadership and Power; Leadership Styles of Bangladesh Managers; Managing Political Behaviour.

6. **Managing Employee Motivation and Performance:**

Importance of Employee Motivation in the Workplace; Motivation Theories; Popular Motivational Strategies; Using Reward System to Motivate Performance; Application of Maslow Model in the Context of Bangladesh.

7. **Controlling Process:**

Nature of Control; Purpose of Control; Type of Control; Steps in the Control Process; Characteristics of Effective Control; Resistance to Control; Budgetary Control System; Management by Objective; Behavioral aspects of Control.

8. **Managing Organization Change and Innovation:**

Nature of Organization Change; Forces for Change; Steps in the Change Process; Resistance to Change; Overcoming Resistance to Change; Areas of Organization Change; Approaches to Implement Change; The Innovation Process; Forms of Innovation; Promoting Innovation in Organizations.

9. **Coordination:**

Meaning and Significance; Tools of Coordination.

10. **Performance Evaluation of Managers:**

Evaluation of Manager's Performance; Necessity, Methods: Graphical Rating Scale, Ranking Method, Critical Incident Technique, Management by Objective, ACR, Feedback, Judgmental Errors.

11. **Manager and Organization Development:**

Necessity of Management Development; Training and Organization Development; Benefits on the Job Training; Benefits off the Job Training; Evaluation and Relevance of Training Program.

Recommended Text Books:

1. Richard L. Daft. *Management* (Thomson South-Western).

2. W. Ricky Griffin. *Management* (Hougton Mifflin Company).

3. Pamela S. Lewis, Stephen H. Goodman, Patricia M. Fandt, and Joseph Michlitsch. *Management: Challenges for Tomorrow's Leaders* (Thomson South-Western).

4. Robert Kreitner. *Management* (Hougton Mifflin Company).

5. Harold Koontz and Heinz Weilrich. *Essentials of Management* (Tata McGraw-Hill).

6. Herbert G. Hicks and C. Ray Gullett. *Management* (McGraw-Hill International).

1204: Mathematics for Business Decisions–II

Course Objectives:

This course is designed to:

(i) *develop understanding of basic concepts and principles of mathematics used in the area of business and economics;*

(ii) *equip the students of accounting with mathematical tools used in the analysis of business and accounting problems;*

(iii) *develop an understanding of theory and practices of mathematical approach to decision making;*

(iv) *stimulate interest of students of accounting and business regarding implications of mathematics;*

(v) *give elementary ideas of calculus; and*

(vi) *train how to use calculus to solve business problems.*

1. **Coordinate Geometry of Two Dimensions:**

   Introduction; Cartesian and Polar Co-Ordinate Systems; Distance between Two given Points; Identification of Two Dimensional Geometric Figures using Distance Formula; Internal and External Divisions; Locus of a Point; Area of Triangle; Quadrilateral; Collinearity of Three Points.

2. **The Straight Lines:**

   Introduction to Straight Line; Slope or Gradient; Different Forms of Equations of a Straight Line; Equations of Parallel and Perpendicular Line of a Line; Point of Intersection; Line through Point of Intersection; Concurrent Lines; Angle between Two Lines; Application Problems in Business and Economics.

3. **Vectors:**

   Introduction to Vectors; Types of Vector; Properties; Scalar and Vector Product; Magnitude of a Vector; Angle between Two Vectors.

4. **Matrices and Determinants:**

   Introduction to Matrices; Types of Matrices; Addition, Subtraction and Multiplication Operations on Matrices; Inverse Matrix; Solution of Simultaneous Linear Equations using Matrix Inversion; Leontiff Input-Output Model Analysis; Application Problems in Business and Economics.

   Introduction to Determinants; Properties of Determinants; Operations on Determinants; Crammer's Rule to Solve a System of Linear Equations; Markov Process; Application Problems in Business and Economics.

5. **Mensuration:**

   Concepts, Determination of Perimeter and Area of Two Dimensional Figures; Properties of Different Figures; Determination of Different Parts of a Circle and Circular Disc; Surface Area and Volume of Solids figures; Use of Menstruation Concept in Business Problems.

6. **Function, Limit and Continuity:**

Introduction to Relation and Function; Domain and Range of a Function; Composite Functions; One-one, Onto and Inverse Functions; Operation on Functions; Concepts and Definition of Limit; Determination of Limit of Different Types of Functions; Definition of Continuity; Determination of Continuity of Different Functions; Application Problems in Business and Economics.

7. **Differentiation:**

Definition of Differentiation; Differentiation using Definition; Differentiation of Algebraic, Exponential, Logarithmic, Trigonometric and Transcendental Functions; Differentiation of Composite Functions, Parametric Functions and Implicit Functions; Successive Differentiation; Taylor's and Machlaurin's Series; Geometric Interpretation of dy/dx and Marginal Concept Analysis.

Increasing and Decreasing of a Function; the Stationary/Critical Points; Maxima and Minima of a Function; Conditions and Determination of Maxima and Minima; Global and Local Maximum or Minimum of a Function; Point of Inflexion; Application Problems in Business and Economics.

8. **Integration:**

Introduction; Basic Rules of Integration; Definite and Indefinite Integral; Calculation of Area bounded by Curves and Figures; Analysis of Total Concept by Integration; Application Problems in Business and Economics.

9. **Differential Equation:**

Introduction and definition of Differential Equation; Order and Degree of Differential Equations; Solution of First Order and First Degree Differential Equation; Verification of Solutions; Differential Equations of the Second Order with Constant Coefficients; Application of Differential Equations in the Problems of Business and Economics.

Recommended Text Books:

1. Earl K. Bowen. *Mathematics with Applications in Management & Economics* (R. D. Irwin).

2. Robert L. Brown, Steve Kopp and P. Zima. *Mathematics for Finance* (McGraw-Hill Ryerson).

3. D. C. Sancheti and V. K. Kapoor. *Business Mathematics* (Sultan Chand and Sons).

4. Qazi Zameeruddin, Vijay K. Khanna and S. K. Bhambri. *Business Mathematics* (Vikas Publishing House Pvt Ltd.).

5. Richard Anderson and Cecil L. Smith. *Calculus for Business* (The IEP series in mathematics).

6. John Hegarty. *Calculus for the Management and Social Science* (Allyn and Bacon).

7. Ronald J. Harshbarger and James J. Reynolds. *Mathematical Applications for the Management, Life, and Social Sciences* (Brooks/Cole Cengage Learning).

1205: General Science and Environment

Course Objectives:

According to scientists, everything in the world that we can see and feel can be divided into two parts: matter and energy. The vision of including this course is to give some basic concepts of matter of earth, energy, chemistry and issues of environmental chemistry which we see and use in our day-to-day life. The general science teaching should develop certain abilities such as ability to sense a problem, organize and interpret, analyze, generalize and predict. Objectives of studying general science are to:

(i)   *develop a scientific attitude in students;*

(ii)   *know the fundamental principles and concepts useful in daily life;*

(iii)   *acquire scientific knowledge of physical facts and concepts;*

(iv)   *introduce the fundamental concepts of Chemistry and its significance in an industrial process;*

(v)   *teach the students basic knowledge of environmental chemistry, such as chemistry of atmosphere, hydrosphere, and biosphere;*

(vi)   *teach the student how to apply basic theories and methods of chemistry to study the environmental issues caused by chemical substances (pollutants); and*

(vii)   *provide the students with broad and strong knowledge base for solving related problems.*

1. **Speed, Velocity and Acceleration:**

   Scalar Quantity or Scalar and Vector Quantity or Vector; Distance and Displacement; Speed; Average Speed and its Types; Velocity; Average Velocity and its Types; Mean Velocity; Acceleration and its Types; Equations Uniformly Accelerated Motion; Graphs Relating to Motion and their Uses; Laws of Falling Bodies (Gallileo Galilei).

2. **Newton's Laws of Motion:**

   Inertia and Force; Fundamental Forces; Momentum; Newton's Laws of Motion; Explanation and Derivation of Three Laws; Motion of a Rocket; Principle of Conservation of Momentum; Examples of Principle of Conservation of Momentum; Friction; Kinds of Friction; Advantages and Disadvantages of Friction; Rolling Friction, and Fluid Friction; Coefficient of Friction; Nature of Friction; Brakes Lubrication; Air Lubrication-Further Developments.

3. **Work, Energy and Power:**

   Work and its Unit; Measurement of Work; Zero Work; Gravitational Work; Energy and its Unit; Classification of Energy; Kinetic Energy and Potential Energy; Measurement of

Kinetic and Potential Energy; Transformation of Energy; Dissipation of energy; Efficiency; Conservative and Non-conservative Force; Power and its Unit; To Measure Personal Power Internal Energy; Heat Energy; Nuclear Energy; Sound Energy; Solar Energy; Light Energy; Magnetic Energy; Atomic Energy; Electromagnetic Energy; Chemical Energy; Mechanical Energy.

4. **Gravitation:**

Gravitational Force and Gravity; Newton's Law of Gravitation; Units and Dimension of Gravitational Constant; Acceleration due to Gravity; Mass and Density of the Earth; Mass and Weight, Variation of Weight of a Body; Centripetal Force; Relation between Total Gravitational Force and Weight; Weightlessness; Artificial Weight in a Space Station; Action and reaction Forces; Simple Pendulum and Measurement of g–distance Moved by a Freely Falling Body related to Time of Fall to Measure g by the Use of Centi-Second Timer; Natural and Artificial Satellites; Use of Artificial Satellite, Strength of Materials elasticity-Hook's law.

5. **Some Molecular Properties of Matter:**

Matter and States of Matter, Causes of Difference of the States of Matter, Gaseous State, Laws of Gases, Absolute Temperature and Absolute Zero Temperature, Ideal and Real Gas, Diffusion of Gases, Surface Tension, Molecular Explanation of Surface Tension, Adhesion and Cohesion- Capillary Attraction, Kinetic Theory of Matter, to Measure the Approximate Length of a Molecule, Industrial Applications of Metallurgical Studies.

6. **Atoms: the Big Idea:**

Atoms and Molecules; Brownian Movements; Different Atomic Theory(How Ideas of Atom are Developed); Atoms and its Fundamental Particles(the Inside Theory of Atom); Atomic Number; Atomic Mass; Relation among Proton; Neutron and Electrons; Isotope, Isobar and Isotones; Quantum Number (How Electrons are Arranged).

7. **Chemical Reactions, Equations and Amounts:**

Chemical Equations; the Masses of Atoms-Percentages Composition from Molecular formula; Empirical Formula and Molecular formula; Determination of the Empirical Formula of a Compound; Equations for Chemical Reactions; Electrolytic Conductance; Non Electrolytic Conductor; Electrolysis, Industrial Uses of Electrolysis.

8. **Chemical Bond:**

Chemical Bond; Nature of Bond Energy; Why Compounds Form; Causes of Chemical Combination; Types of Chemical Bond; Ionic Bond; Covalent Bond; Metallic Bond and their Properties; Metals- more Giant Structures.

9. **Energy Changes and Reversible Reactions:**

Chemical Equilibrium; Exothermic and Endothermic Reactions; Explaining Energy Changes; Reversible and Irreversible Reactions; Shifting the Equilibrium; Making the Ammonia in Industry; Fertilizers-the Pros and Cons of Fertilizers.

10. **Useful Materials from Crude Oil:**

Crude Oil; Separating Oil into Fractions; Cracking Hydrocarbon; the Alkaline and Alkenes; Polymerization and Plastics; Polythene-Oil and Environment.

11. **Chemistry and the Environment:**

Carbon Cycle; Nitrogen Cycle; Global Warming; Ozone/ Greenhouse effect-the Ozone Hole; the Greenhouse Effect; Air Pollution; Land Pollution; Water Pollution; Drinking Water; Nitrates in Drinking Water; Eutrophication; Burning Fuels and the Air-Burning the Coal; Burning Petrol and Diesel Oil; Getting Rid of the Rubbish; Landfill Sites; Cars of Tomorrow-Car Bodies; Emissions, Safety Features; Home of the Future-the Shell-Walls; the Roof; Inside the House.

Recommended Text Books:

1. A. F. Abbott. *Physics* (Heinemann Educational).

2. Raymond Chang. *General Chemistry* (McGraw-Hill Companies).

3. A. K. De. *Environmental Chemistry* (New Age International Publishers).

SECOND YEAR
FIRST SEMESTER

2101: Advanced Financial Accounting–I

Course Objectives:

This course has been designed with an objective to develop students' understanding of the recognition, measurement and disclosures of various types of liabilities, equities, revenues and expenses that are presented in the financial statements.

1. **Revenue and Expense Recognition and Measurement:**

   Definition of Revenue and Expense; Measurement of Revenue and Expense; Identification of the Transaction; Sale of Goods; Rendering of Services; Interest; Royalties/Franchise and Dividends and Disclosures Requirements as per IAS 18; Basic Issues in Revenue and Expense Recognition for Construction Contract; Installment Sale; Hire Purchase; Consignment.

2. **Liabilities-Current:**

   Definition; Identification of Major Types of Current Liabilities; Accounting for Accounts payable and Notes payables; Accounting for Other Liabilities; Presentations of Current Liabilities in Financial Statements and Disclosure Requirements.

3. **Provisions, Contingent liabilities and Contingent Assets:**

   Definition and Recognition; Measurement and Subsequent Treatment; Specific Application; Disclosures Requirements as per IAS 37.

4. **Liabilities-Long term (Bonds):**

   Types of Bonds; Valuation of Bonds Payable-Discount and Premium; Cost of Issuing Bonds; Notes Payables; Notes Issued at Face Value; Notes not Issued at Face Value; Zero Interest Bearing Notes/Bonds; Interest Bearing Note; Notes Issued for Property, Goods and Services

5. **Owner's Equity:**

   Equity in Non-Corporate Entities and in Corporate Entities; Variety of Corporate Ownership Interests; Corporate Capital; Issuance of Stock; Par Value stock; No-Par stock; Stock sold on a Subscription Basis; Stock Issued in Non cash Transactions; Cost of Issuing Stock; Treasury Stock; Purchase, Sale and Retiring Treasury Stock; Retained Earnings; Dividends; Types of Dividends; Stock Split; Statement of Changes in Stockholder's Equity.

6. **Accounting for Partnership:**

   Partnership Business and its Characteristics; Preparing Partnership accounts; Form and Contents of Financial Statements; Accounting for Changes in a Partnership Structure: Issues of Valuation of Goodwill and Adjustment of Capital as per New Proportion, Liquidation of Partnership Business, Conversion or Sale of a Partnership to a Company.

7. **Preparation of Complete Set of Corporate Financial Statements:**

   Components of Financial Statement; Overall Consideration in Preparation of Financial Statement; Structure and Content of Financial Statement; Preparation of Financial Statements (Except cash flow statement) according to IAS 1; Cash and Cash Equivalents; Statement of Cash Flow; Benefits of Statement of Cash Flow; Presentation of a Statement of Cash Flow; Classification of the Activities Presented in the Statement of Cash Flow: Operating, Investing, and Financing activities; Foreign Currency Cash Flows; Disclosures Requirements as per IAS 7; Preparing a Statement of Cash Flow.

8. **Ideas on Accounting for Operating Segments.**

Recommended Text Books:

1. J. J. Weygandt, D. E. Kieso and T. D. Warfield. *Intermediate Accounting* (John Wiley & Sons, Inc).
2. Leo Picker, Radford Alfredson and Wise Pacter. *Australian Accounting Standards* (John Wiley & Sons Australia Ltd).
3. Craig Deegan and Grant Samkin. *Fianancial Accounting* (McGraw-Hill Irwin).
4. Relevant academic accounting literature.

2102: Business and Commercial Laws

Course objectives:

The objective of this course is to ensure that students become familiar with the different aspects and provisions of various business and commercial laws.

1. **The Contract Act, 1872:**

   Definition of Contract; Essentials of Contract; Communication, Acceptance and Revocation of Proposals and Contracts; Voidable Contracts and Void Agreements; Consignment Contracts; Contracts which must be performed; Time and Place of Performance; Contracts which need not be performed; Breach of Contract; Indemnity and Guarantee; Bailment; Bailment of Pledges; Agency: Appointment and Authority of Agents, Sub-Agents, Revocation of Authority, Agent's Duty to Principal, Principal's Duty to Agent.

2. **The Sale of Goods Act, 1930:**

   Formation of the Contract; Effects of the Contract; Performance of the Contract; Rights of Unpaid Seller against the Goods; Suits for Breach of the Contract.

3. **The Negotiable Instruments Act, 1881:**

   Promissory Notes, Bills of Exchange and Cheques; Negotiations; Payment and Interest; Discharge from Liability on Notes, Bills and Cheques; Notice of Dishonour; Special Provisions Relating to Cheques; Special Provisions Relating to Bills of Exchange; Penalties in Case of Dishonour of Certain Cheques for Insufficiency of Funds in the Accounts.

4. **The Arbitration Act, 2001:**

Arbitration Agreement; Subject Matter of Arbitration; Different Methods of Arbitration; Arbitration Tribunal; Arbitral Proceedings; Arbitral Award; Appeals.

5. **The Trade Marks Act, 2009:**

Registration Procedures and Duration; Effects of Registration; Use of Trademark.

6. **The Competition Act, 2012:**

Definitions; Formation of Bangladesh Competition Commission; Anti-Competition Contract; Grievances; Enquiry and Order; Re-Consideration, Penalty and Appeal; Financial Aspects of the Commission.

7. **The Partnership Act, 1932:**

The Nature of Partnership; Relations of Partners to One Another; Relations of Partners to Third Parties; Incoming and Outgoing Partners; Dissolution of a Firm; Registration of Firms.

8. **The Bangladesh Labor Act, 2006:**

Employment of Young Persons; Health, Hygiene, Welfare; Safety; Working Hours, Leave and Holidays; Wages Board; Trade Union and Industrial Relations; Dispute Resolution; Labor Court; Labor Appellate Tribunal; Workers' Profit Participation; Provident Fund; Offence and Penalty.

9. **The Bank Company Act, 1991:**

Business of and Licensing of Bank Companies; Paid up Capital and Reserves; Appointment and Removal of Directors and Chief Executive Officer; Illegal Bank Transactions by Companies etc.; Acquisition of the Undertaking of Banking Companies; Suspension of Business and Winding up of Bank Companies; Restriction on Loans and Advances; Issuance of Policy Directions; Remission of Loans; Operation and Management; Inspection and Investigation.

10. **The Insurance Act, 2010:**

Evolution of Insurance Laws in Bangladesh; Statutory Definitions; Classification of Business and Policies; Registration and Renewals; Determination of Premium Rates; Capital and Deposits; Margin of Safety; Insurable Interests; Investment of Assets; Solvency Margin; Loans and Management; Investigation and Power of Regulatory Authority; Assignment and Transfer of Policies; Licensing of Agents; Survey and Surveyors.

11. **The Financial Institutions Act, 1993:**

Licensing of Financial Institutions; Minimum Capital, Reserve Fund and Liquid Assets; Restriction on Credit Facilities; Investment.

12. **The Securities and Exchange Commission Ordinance, 1969:**

Issue of Capital; Registration and Regulation of Stock Exchanges; Regulation of Issuers Prohibitions and Restrictions; Enquiries, Penalties, Orders and Appeals; Miscellaneous.

13. The Securities and Exchange Rules, 1987:

Qualification, etc., of Members of Stock Exchange; Maintenance of Accounts and Audit; Maintenance of Books of Account, etc. by Members; Listing of a Security; Submission of Annual Report by Issuers; Risk-based Capital Adequacy Requirements.

14. The Exchanges Demutualisation Act, 2013:

Process of Converting a Mutualized Exchange into a Demutualized One; Issuance of TREC (Trading Right Entitlement Certificate); Operations and Management of a Demutualized Exchange.

Recommended Text Books:

1. A. A. Khan. *Labour and Industrial Law* (M/S. Alam Book House).
2. A. K. Sen and J. K. Mitra. *Commercial & Industrial Law* (World Press).

References:

Arbitration Act, 2001

Bankruptcy Act, 1997

Bangladesh Labor Act, 2006

The Bank Companies Act, 1991

Contract Act, 1872

Financial Institutions Act 1993

Insurance Act, 2010

Negotiable Instruments Act, 1881

Partnership Act, 1932

Sale of Goods Act, 1930

Stamp Act, 1899

Securities and Exchange Commission Ordinance, 1969

Securities and Exchange Rules, 1987

Trade Marks Act, 2009

Exchanges Demutualisation Act, 2013

http://bdlaws.minlaw.gov.bd/

2103: Basic Business Statistics

Course Objectives:

This course focuses on essential concepts of statistical analysis. It will cover data collection, data analysis, descriptive statistics, elements of probability theory, simple regression analysis and correlation analysis. The emphasis is on developing statistical reasoning skills and concepts; computational skill is secondary. The aim of the course is to acquaint students with the main notions and methods of statistics and to show how to use the methods to describe, analyse and interpret data in economics, business and management. At the completion of this course, the students should be able to:

    (i) develop a general understanding of the basic concepts of statistics and business statistics;

    (ii) apply statistical methods to describe, analyse and interpret data in economics, business and management;

    (iii) give an idea relating to survey design and analysis of survey data in the area of business, economics, finance, and banking;

    (iv) apply probability and Bayesian approaches to solve business problems;

    (v) apply basic econometric methods for their research projects.

1. **Introduction to Statistics:**

   Concepts of Statistics and Business Statistics; Scope and Importance of Statistics; Limitations of Statistics; Population; Sample.

2. **Collection of Business Data:**

   Meaning of Data; Types of Data; Classification of Data According to Sources; Sources of Secondary Data; Methods for Collection Data; Questionnaire Design; Requisites of a Good Questionnaire.

3. **Organization and Presentation of Statistical Data:**

   Classification of Data; Types of Classification; Tabulation; Rules for Tabulation; Advantages of Presenting a Data in a Tabular Form; Types of Tabulation; Frequency Distribution; Construction of a Frequency Distribution; Graphical Presentation of Data; Uses of Diagrams and Graphs; Characteristics of a Statistical Diagram; Types of Diagrams: Bar Diagram, Types of Bar Diagram, Pie Diagram, Line Diagram, Histogram, Frequency Polygon, Ogive, Lorenz Curve, Statistical Operations with Notations.

4. **Measures of Central Tendency:**

   Concept of Central Tendency; Different Measures of Central Tendency**;** Arithmetic Mean or Simply Mean; Median; Mode; Geometric Mean; Harmonic Mean; Relationships Among Different Measures of Central Tendency; Other Measures of Location; Quartile, Deciles, Percentile, Characteristics of a Good Measure of Central Tendency.

5. **Measures of Dispersion:**

   Concept of Dispersion; Absolute Measures of Dispersion: Range, Quartile Deviation, Mean Deviation, Standard Deviation; Relative Measures of Dispersion: Coefficient of Variation,

Coefficient of Mean Deviation Coefficient of Quartile Deviation, Coefficient of Range, Tchebysheff's Theorem.

6. **Measures of Skewness and Kurtosis:**

Moments: Moments from Ungrouped and Grouped Data; Relation between Central and Raw Moments; Skewness: Types of Skewness; Measures of Skewness; Absolute Measures of Skewness; Relative Measures of Skewness; Coefficient of Skewness Based on Moments; Kurtosis: Measures of Kurtosis.

7. **Correlation Analysis:**

Meaning of Correlation; Types of Correlation; Simple Correlation Coefficient; Multiple Correlation Coefficient; Partial Correlation Coefficient; Methods for Studying Correlation: Scatter Diagram Method, Karl Pearson's Correlation Coefficient, Rank Correlation Coefficient, Simple and Rank Correlation Coefficients from Bivariate Frequency Distribution.

8. **Regression Analysis:**

Meaning of Econometrics; Meaning of Theoretical Model; Types of Theoretical Model; Scope of Econometrics; Steps Involved in an Econometric Analysis of Economic Models; Division of Econometrics; Limitation of Econometrics; Random Error Term; Reasons to Include the Random Error Term in a Model; Meaning of Simple Linear Regression Model; Methods for Estimating Simple Linear Regression Model or Parameters; The Method of Least Squares; Coefficient of Determination; Inferences about Parameters of the Model; Using the Model for Estimation and Prediction; Relationship between Correlation Coefficient and Regression Coefficient; Meaning of Multiple Linear Regression Model; The Method of Least Squares; Inferences about Parameters of the Model; Checking the Usefulness of the Model.

9. **Probability Theory:**

Various Terms in Probability Theory; Counting Techniques; Law of Probability; Joint Probability; Marginal Probability; Conditional Probability; Dependent and Independent Events; Relationships among Conditional; Joint and Marginal Probabilities; Bayes's Theorem and its Application.

10. **Interpolation and Extrapolation:**

Concepts; Assumptions; Graphic Methods; Algebraic Methods; Newton's Forward and Backward Formulae; Lagrange's Formula of Interpolation and its Uses.

11. **Sampling and Socio-Economic Surveys:**

Concepts of Census and Sample Survey; Advantages of Sampling over Census; Limitation of Sample Survey; Methods of Random Selection: Simple Random Sampling, Stratified Random Sampling, Systematic Sampling, Multistage Sampling, Quasi Random Sampling, Area Sampling, Simple Cluster Sampling, Multistage Cluster Sampling, Quota Sampling; Steps in Conducting Socio-economic Survey; Sampling and Non-sampling Error.

Recommended Text Books:

1. James T. McClave and P. George Berenson. *Statistics for Business and Economics* (Prentice Hall).

2. Richard I. Levin and David S. Rubin. *Statistics for Management* (Prentice Hall).

3. S. P. Gupta and M. P. Gupta. Business Statistics (Sultan Chand & Sons).

References:

1. Edwin Mansfield. *Statistics for Business and Economics* (W. W. Norton & Company).

2. R. Mason and D. Lind. *Statistical Techniques in Business and Economics* (McGraw-Hill).

3. S. P. Gupta. *Statistical Methods* (Sultan Chand & Sons).

2104: Microeconomics

Course Objectives:

This course is designed to provide students with an understanding of the basic concepts of microeconomics, specifically those related to consumer choice and firm's behaviour. The main focus of the course is on the economic principles behind the determination of demand, supply and production functions and on how equilibrium is reached in different markets and the incomes distributed among different factors.

1. Basic Concepts and Ideas:

Definition and Relevance; Positive and Normative Economics; Scarcity; Opportunity Cost; Production Possibilities Frontier; Preliminary Introduction to Great Schools of Economic Thoughts: Classical, Neo-Classical, Keynesian, Marxist; Difference between Microeconomics and Macroeconomics.

2. Demand, Supply and Equilibrium Analysis:

Law of Demand; Ceteris Paribus Assumption; Demand Equation; Shift of Demand Curve; Movement along the Demand Curve; Law of Supply; Supply Equation; Shift of Supply Curve; Movement along the Supply Curve; Market Equilibrium.

3. Market Regulation:

Market Regulation: Price Ceiling, Price Floor, Quota, Tax; Consumer Surplus; Producer Surplus; Change in Consumer Surplus and Producer Surplus after Regulation.

4. Elasticity:

Elasticity of Demand: Factors Affecting Elasticity of Demand; Price Elasticity; Determinants of Demand Elasticity; Computation and Interpretation of Elasticity of Demand; Point Elasticity and Arc Elasticity of Demand; Income Elasticity and Cross Price Elasticity of Demand; Elasticity of Supply; Computation and Interpretation of Supply Elasticity; Determinants of Elasticity of Supply.

5. **Utility Theory:**

The Utility Approach: Basic Assumptions of Utility Approach; Marginal, Average and Total Utility and their Relationship; Marginal Utility and Price; Law of Diminishing Marginal Utility; Law of Equi-Marginal Utility; The Indifference Curve Approach; Basic Assumptions of IC Approach; Characteristics of Indifference Curve; Indifference Curve and Indifference Map; Budget Line and its Properties; Marginal Rate of Substitution and Price Ratio; Price Effect, Income Effect and Substitution Effect; Shape of the Demand Curve for Normal, Inferior and Giffen Commodity Types.

6. **Theory of Production and Cost:**

Factors of Production; Production Function; Law of Diminishing Returns; Isocosts and Isoquant; Marginal Rate of Technical Substitution; Cost Ratios and Optimization of Production Level; Short-Run Production Function and the Law of Variable Proportion; Economies and Diseconomies of Scale (Internal and External); Long-Run Production Function and the Law of Returns to Scale; Total Product and Marginal Product; Variable and Fixed Costs; Average, Marginal and Total Costs and Shapes of Various Cost Curves; Short-Run and Long-Run Cost Curves; Relationship between Marginal Cost and Price level.

7. **Market Structure and Determination of Equilibrium Price and Output Levels:**

Definition and Structure of Market; Characteristics of Different Markets; Perfectly Competitive Market and Imperfectly Competitive Markets (Monopoly, Duopoly, Oligopoly and Monopolistic Markets); Determination of Equilibrium Price and Output in Different Markets; Price Discrimination and Distortions; Anti-Trust Laws.

8. **Theory of Distribution: Factors of Production and Factor Pricing:**

Wage, Rent, Interest, Profit-Theories of Factor Pricing: Wage Determination According to Neoclassical Theory.

Recommended Text Books:

Paul Krugman and Robin Wells. *Microeconomics* (Worth Publishers).

References:

1. P. Samuelson and W. Nordhaus. *Economics* (McGraw-Hill/Irwin).
2. Richard G. Lipsey and Paul N. Courant. *Microeconomics* (Prentice Hall).
3. A. Koutsoyiannis. *Microecnomics* (Palgrave Macmillan).
4. H. L. Ahuja. *Business Economics* (Sultan Chand & Co.).

2105: Principles of Marketing

Course Objectives:

Marketing being the most important aspect of business management, an insight into the various aspects of marketing is essential for students of accounting. The main aim of offering this core course is to expose the students of accounting to the concepts, principles, and fundamentals of marketing.

1. **Understanding Marketing and the Marketing Process:**

    a) Assessing Marketing's Critical Role in Organisational Performance: What is marketing; Core Concepts; Marketing Management; Marketing Orientations.

    b) Building Customer Satisfaction through Quality, Service and Value: Define Customer Value & Satisfaction; Customer Relationship Management (CRM); Delivering Customer Value & Satisfaction; Attracting & Retaining customers.

    c) Winning Markets through Market Oriented Strategic Planning: Corporate and Division Planning; Business Strategic Planning; The Marketing Process.

2. **Analysing Marketing Opportunities:**

    a) Scanning the Marketing Environment: Analysing the Macro and Micro Environment; Responding to the Marketing Environment.

    b) Analysing Consumer Markets and Buying Behaviour: Model of Consumer Behaviour; Characteristics affecting Consumer; Types of Buying Decision Behaviour; The buyer Decision Process; The Buyer Decision Process for New Products.

3. **Designing a Customer Driven Strategy and Mix:**

    a) Market Segmentation: Segmenting Consumer Markets; Requirements for Effective Segmentation.

    b) Market Targeting: Evaluating Market Segments; Selecting Target Market Segments.

    c) Differentiating and Positioning the Market Offering: Tools for Competitive Differentiation; Developing a Positioning Strategy; Communicating the Chosen Position.

    d) Building Customer Value: Products, Services and Brands: Products, Services and Experiences: Levels of a Product; Product Classifications; Individual Product and Service Decisions; Product Line Decisions; Product Mix Decisions; Brands: Brand Equity; Building Strong Brands; Managing Brands.

    e) Services Marketing: Nature and Characteristics of Services and Their Marketing Implications; Marketing Strategies for Service Firms.

    f) Developing New Products: Process of New Product Development.

    g) Managing Life Cycle Strategies: The product life cycle (PLC); Marketing Strategies throughout the PLC.

    h) Capturing Customer Value: Pricing and its Strategies: What is Price; Factors to Consider when Setting Prices; Pricing Approaches; New Product Pricing Strategies; Product Mix

Pricing Strategies; Price adjustment Pricing Strategies; Initiating & responding to Price Changes.

i) Delivering Customer Value: Marketing Channels: What are Marketing Channels; Channel Functions; How Channels Add Value; Channel Levels; Channel Design Decisions.

j) Managing Retailing and Wholesaling: Retailing-Wholesaling.

k) Designing and Managing Integrated Marketing Communications: Role of Marketing Communications; Marketing Communication/Promotion Mix; Identify the Target Audience-Determine the Communication Objective; Designing the Message; Selecting the Communication Channel; Establishing the Total Promotional Budget; Deciding on the Promotion Mix; Characteristics of Marketing Communication Mix; Factors in Setting the Marketing Communication Mix.

l) Managing Advertising, Sales Promotion and Public Relations: Developing and Managing an Advertising Program; Purpose of Sales Promotion; Major Decisions in Sales Promotion-Major Decisions in Marketing PR.

m) Managing the Sales Force: Designing the Sales Force; Managing the Sales Force-Principles of Personal Selling.

n) Managing Direct and Online Marketing: Growth and Benefits of Direct Marketing-Major Channels for Direct Marketing-Marketing in the 21st century.

Recommended Text Books:

1. Philip Kotler and Gary Armstrong. *Principles of Marketing* (Prentice Hall).

2. Philip Kotler. *Marketing Management: Analysis, Planning, Implementation and Control* (Prentice Hall).

SECOND YEAR
SECOND SEMESTER

2201: Advanced Financial Accounting–II

Course Objectives:

The objective of this course is to make the students acquainted with the preparation of various financial statements like Separate financial statements, Consolidated financial statements. This course also deals with the accounting aspects of business combination, company liquidation and post balance sheet events.

1. **Financial Instruments-Basic Issues:**

   Meaning of 'Financial Instrument'; Categories of Financial Assets; Classification of Financial Instruments as Liability or Equity; Compound Financial Instrument; Recognition and Derecognition of Financial Assets and Liabilities; Measurement of Financial Assets and Liabilities; Considerations on Fair Value Measurement; Impairment of Financial Assets; Presentation and Disclosure Requirements as per IFRS 9/IAS 39, IAS 32 and IFRS 7.

2. **Accounting for an Entity's Interests in Other Entities–An Introductory Idea:**

   Interests in Subsidiaries (IFRS 3, IFRS 10 & IFRS 12); Interests in Joint Arrangements and Associates [IAS 28 (2011), IFRS 11 & IFRS 12]; Interests in Structured Entities that are not Controlled by the Entity (Unconsolidated Structured Entities) (IFRS 12); Interest in another Entity Accounted for in accordance with IFRS 9 (Investment in other Entity's Securities).

3. **Accounting for Interests in Subsidiaries (IFRS 3, IFRS 10 & IFRS 12):**

   3.1 Group Accounts–Basic Principles: Context for Group Accounts; Single Entity Concept; Control and Ownership; Nature of Business Combinations; Identifying the Acquirer; Measuring the Cost of a Business Combination; Allocating the Cost of Business Combination; Goodwill Calculation; Disclosure Requirements.

   3.2 Group Accounts–Consolidated Balance Sheet: Goodwill Calculation; Preparation of Consolidated Balance Sheet; Mid-year Acquisitions; Intra-Group Balances; Unrealized Intra-Group Profit; Fair Value Adjustments; Other Consolidation Adjustments.

   3.3 Group Accounts–Consolidated Statement of Financial Performance: Preparation of Consolidated Income Statement; Intra-Group Transactions and Unrealized Profit; Mid-year Acquisitions; Dividend; Other Consolidation Adjustments; Preparation of Consolidated Statement of Changes in Equity.

4. **Liquidation and bankruptcy:** Individual; Partnership Firms and Company; Bankruptcy Act 1997; Winding up in Insolvency and by the Court; Voluntary Winding Up; Powers of the Liquidators; Liquidator's Accounts, Proof of Debts; Priority of Payment of Debts; Accounting for Liquidation and Bankruptcy.

Recommended Text Books:

1. Floyd A. Beams, Joseph H. Anthony, Bruce Bettinghaus and Kenneth Smith. *Advanced Accounting* (Prentice Hall).

2. Donald E. Kieso, Jerry J. Weygandt and Terry D. Warfield. *Intermediate Accounting* (John Wiley & Sons, Inc.).

3. IASB, *International Financial Reporting Standards*.

References:

1. R. E. Baker, V. C. Lembke and T. E. King. *Advanced Financial Accounting* (McGraw-Hill Irwin).

2. Ken J. Leo, John Hoggett and John Sweeting. *Company Accounting* (Wiley & Sons Australia Ltd).

2202: Introduction to Programming and Database Management

Course Objectives:

The objective of this course is to introduce visual tools for programming and basic concepts of programming languages so that students can develop their own software. Moreover, students will be familiar with the common and contemporary business programming languages along with their applications in real life situation.

Theory (85%) and Practical (15%)

1. Evolution of Computer System; Introduction to Programming Languages; Steps in Programming; Algorithm; Pseudo Code; Flowcharts; Software Development Lifecycle.

2. Introduction to C programming: Data Types, Mathematical & Relational Operators, Conditional Statements, Loops, Array, Function, Structure.

3. Data models: Entity; Relationship Model; Relational model; Mapping Cardinalities; Keys.

4. Relational Databases:

   4.1 Relational Database Design: First Normal Form; Functional Dependencies; Boyce-Codd Normal form; Third Normal form; Fourth Normal form.

   4.2 SQL: Background, Basic Structure, Set Operations, Aggregate Functions, Null Values, Nested Sub Queries, Views, Complex Queries, Modification of the Database, Joined Relations, Data-Definition Language, Embedded SQL, Dynamic SQL, Other SQL Features.

   4.3 Other Relational Languages: Query-by-Example, Datalogs, User Interfaces and Tools.

5. Getting Started with Visual Basic (VB), Using the Integrated Development Environment (IDE), Visual Basic Language fundamentals.

6. Variables and Constants in Visual Basic, Data Types, Statements.

7. Control Flow Statements, Arrays, Loops.

8. Procedures and Subroutines, Calling Procedures, Functions, Arguments .

9. Working with Forms, Basic ActiveX Controls, Drawing with Visual Basic, Advanced ActiveX Controls, Multiple Document Interface.

10. Recursive Programming.

11. Database Programming using Visual Basic and MS Access: Data Control, Record Sets, Visual Data Managers, Validating Data, Entering Data, Advanced Data Bound Controls, Mapping Database, Active Data Object, ADO Data Control.

12. Introduction to the Web, Scripting Objects, Visual Basic and the Web, Active Server Pages.

Recommended Text Books:

1. Evengelos Petroutsos. *Mastering Visual Basic.Net* (BPB Publications).

2. Kenneth C. Laudon and Jane P. Laudon. *Management Information Systems: Managing the Digital Firm* (Prentice Hall).

References:

1. H. M. Deitel, P. J. Deitel and T. R. Nieto. *Visual Basic 6, How to Program* (Prentice Hall).

2. Michael Mckelvy. *MCSD: Visual Basic 6 Desktop Applications, Study Guide* (BPB Publications).

3. James A. O'Brien. *Management Information Systems* (Irwin/McGraw-Hill).

2203: Applied Business Statistics

Course Objectives:

This course is designed to understand different statistical methods which are widely used for solving business and economic problems. Beginning from an elementary level this course introduces the elements of probability and random variables in the context of business and economic applications. The probability theory enables an introduction to elementary statistical inference: parameter estimation, confidence intervals and hypothesis testing. With these foundations students are then introduced to the linear regression model that forms a starting point for econometrics, analysis of variance, index numbers and time series analysis. At the completion of this course, the students should be able to:

(i) *develop a general understanding of theories and practices of statistical approaches to estimation and business and managerial decisions;*

(ii) *develop an understanding of the formulation of hypothesis in the area of business and to interpret their results;*

(iii) apply quantitative models of curve fitting for time series analysis business forecasting;

(iv) develop ideas of process control and acceptance sampling plans for business decision;

(v) acquaint students of Accounting with techniques of deflating income and making measures for inflation by use of index numbers and their proper application; and

(vi) apply econometric methods for their research projects.

1. **Random Variables and Probability Distribution:**

   Concept of a Random Variable; Types of Random Variable; Probability Distributions of a Random Variable; Joint Probability Mass Function; Marginal Probability Function; Conditional Probability Function; Joint Probability Density Function; Marginal Probability Density Function; Conditional Probability Density Function; Cumulative Distribution Function; Different Measures of Central Tendency or Location for a Random Variable; Measures of Dispersion for a Random Variable; Application of Numerical Problems.

2. **Discrete Probability Distributions:**

   Meaning of Discrete Probability Distribution; Uniform Distribution; Bernoulli Distribution; Binomial Distribution; Negative Binomial Distribution; Geometric Distribution; Multinomial Distribution; Poisson Distribution; Important Properties of these Distributions; Fittings of Binomial, Poisson, and Geometric Distributions; Application of Numerical Problems.

3. **Continuous Probability Distribution:**

   Meaning of Continuous Probability Distribution; Uniform Distribution; Some Important Properties of Uniform Distribution; Gamma Distribution; Properties of Gamma Distribution; Exponential Distribution; Properties of Exponential Distribution; Normal Distribution; Properties of Normal Distribution; Computation of Probability of a Continuous Random Variable by Use of Area Property of Normal Distribution; Application of Numerical Problems.

4. **Sampling Distribution:**

   Meaning of Sampling Distribution; Objectives of Sampling; Law of Large Numbers; Central Limit Theorem and its Application in Business; Sampling Distribution of $\bar{x}$; Samples are Drawn with and without Replacement; Sampling Distribution of Difference between Two Sample Means; Sampling with and without Replacement, Sampling Distribution of Sample Proportion; Samples are drawn with and without Replacement; Sampling Distribution of difference between Two Sample Proportions; Samples are drawn with and without Replacement; Application of Numerical Problems.

5. **Estimation and Confidence Intervals:**

   Meaning of Estimation; Meaning of Point and Interval Estimation; Confidence Interval; Properties of a Good Estimator; Estimation Methods; Confidence Interval Estimation for the Mean μ (σ is Known, σ is Unknown and n is Large, σ is Unknown and n is Small); Confidence Interval Estimation for the Difference between Two Population Means μ_1-μ_2 (σ_1 and σ_2 are Known; σ_1 and σ_2 are Unknown n_1>30 and n_2>30; σ_1 and σ_2 are Unknown but Equal, $n_1 < 30$; σ_1 and σ_2 are Unknown but not Equal; $n_1 < 30$, $n_2 < 30$);

Confidence Interval Estimation for Population Proportion P; Confidence Interval Estimation of the Difference between Two Population Proportions P_1-P_2; Sample Size Determination for Mean and Proportion, Application of Numerical Problems.

6. **Large-Sample Inferences about Population Parameters:**

Statistical Test; One Tailed Test; Two Tailed Test; Concept of Hypothesis; Null Hypothesis; Alternative Hypothesis; Parametric Hypothesis; Nonparametric Hypothesis; Type I Error; Type II Error; Level of Significance; Power of a Test; Meaning of p-value; Different Steps for Calculating the p-value of a Test Statistic for Testing a Null Hypothesis; Decision to Reject H_0 Using Reported p-Value; Different Steps to Perform a Test; Standard Normal Test; Tests for Population Mean and Proportion; Tests of Equality of Two Population Means and Two Populations Proportions in Case of Large Samples (Z-test); Application of Numerical Problems.

7. **Small-Sample Inferences about Population Parameters:**

Concept of Student t-Test; Tests of Hypothesis of Population Mean in Case of Small Samples (t-Test); Test of Equality of Two Means in Case of Independent and Dependent Samples; Test of Zero Correlation Coefficient; Test of Specific Value of Population Correlation Coefficient; Test of Equality of Two Population Correlation Coefficients; Test of Population Variance σ^2 is Equal to a Specified Value; Test of Equality of Two Population Variances σ_1^2 and σ_2^2; Application of Numerical Problems.

8. **Nonparametric Tests:**

Meaning of Nonparametric Test; Advantages of Nonparametric test; Tests of Goodness of Fit; Testing the Goodness of Fit of a Binomial Distribution; Testing the Goodness of Fit of a Poisson Distribution; Testing the Goodness of Fit of a Normal Distribution; Contingency Table; Determination of Expected Cell Frequencies of a Contingency Table; χ^2 Test of Independence; One Sample Sign Test for Mean or Median; Two Sample Sign Test of Paired Observations for the Difference of Two Means or Medians; The Mann-Whitney U Test for Independent Samples Test of Randomness; Application of Numerical Problems.

9. **Analysis of Variance:**

Meaning of Analysis of Variances; Precision of a Design; Efficiency of a Design; Completely Randomized Design (CRD); One-Way Classification; Test of Significance of Two Treatment Means in a CRD; Advantages and Disadvantages of Completely Randomized Design (CRD); Randomized Block Design (RBD): Two-Way Classification; Test of Significance of Two Treatment Means in RBD; Relative Efficiency of RBD to CRD; Analysis of LSD; Test of Significance of Two Treatment Means in $r \times r$ LSD; Relative Efficiency of LSD to RBD, Application of Numerical Problems.

10. **Index Number:**

Definition of Index Number; Notations Used in the Construction of Index Numbers; Price, Quantity and Value Relatives; Factors affecting Index Number, Problems Involved in the Construction of an Index Number; Uses of Index Numbers; Methods for Constructing Unweighted Index Numbers; Methods for Constructing Weighted Index Numbers; Tests for Consistency of Index Numbers; Cost of Living Index Numbers; Different Steps Involved in the Construction of Cost of Living Index Numbers; Methods of Constructing Cost of Living

Index Numbers; Uses of Cost of Living Index Numbers; Chain Base Index Numbers: Link Relatives, Important Properties of Index Numbers; Application of Numerical Problems.

11. **Business Forecasting and Time Series Analysis:**

Forecasting Techniques; Definition of Time Series; Components of Time Series: Secular trend (Long-term Movement), Seasonal Variation, Cyclical Variation, Irregular Variation; Mathematical Models of Time Series Analysis; Uses of Time Series Analysis; Different Methods for Measuring Trend: Graphical Method, Method of Semi-average, The Least Square Method, Exponential Smoothing; Methods for Measuring Seasonal Variations: Method of Simple Averages, Ratio to Trend Method, Ratio to Moving Average Method, Application of Numerical Problems.

12. **Statistical Quality Control:**

Concept of Quality; Quality Characteristics; Causes of Variation; Process Control; Control Charts: $\overline{X}$-chart, R-chart, Pie-chart, C-chart; Setting up of Control Procedure; Single Sampling Plan, Acceptance Plan, Double Sampling Plan, and their Interpretations.

13. **Official Statistics of Bangladesh:**

Sources, Characteristics; Limitations; Publishing Agencies; Statistical Publications; Their Contents and Their Reliability; Accuracy and Uses.

Recommended Text Books:

1. J. T. McClave, P. G. Benson and T. Sincich. *Statistics for Business and Economics* (Prentice Hall).

2. D. A. Lind, W. G. Marchar and S.A. Wathen. *Basic Statistics for Business and Economics* (McGraw-Hill).

3. T. H. Wonnacott and R. J. Wonnacott. *Introductory Statistics for Business and Economics* (John Wiley & Sons).

References:

1. Richard I. Levin and David S. Rubin. *Statistics for Management* (Prentice Hall).

2. M. P. Gupta and S. P. Gupta. *Business Statistics* (Sultan Chand & Sons).

3. S. P. Gupta. *Statistical Methods* (Sultan Chand & Sons).

2204: Macroeconomics

Course Objectives:

The objective of this course is to give students a background of basic macro-economic theories, concepts and indicators and their relevance to different policy actions. The course is designed to provide students the tools to analyze how macroeconomic indicators like national income, consumption, savings and investments are determined and how macro policies such as fiscal, financial and trade policies are related to economic management.

1. **Introduction to Macroeconomics:**

   Definition of Macroeconomics; Basic Concepts and Data; Importance and Relevance of Macro-Economics for Business Students.

2. **National Income:**

   National Income (NI) Concepts: GNP, NNP, Nominal GDP, Real GDP, GDP Deflator; Consumer Price Index; Measuring Income Using Expenditure Approach and Income Approach; Intermediate Goods and Value Added; Theories of Consumption; Savings and Investments-Keynesian Development; Consumption Function; Autonomous Consumption and Induced Consumption; Marginal Propensity to Consume; Average Propensity to Consume; MPC and APC and Their Relationship; Savings Function-Paradox of Savings; Investment: Autonomous and Induced; Interest Rate and Equilibrium in the Financial Market; The Effect of Fiscal Policy on Interest Rate and Investment.

3. **Theory of Money:**

   Definition of Money; Function of Money; Quantity Theories of Money; Money Demand; Keynesian Approach to Demand for Money: Transaction, Precautionary and Speculative Demand for Money; Money Supply; Fractional Reserve Banking System; A Model of Money Supply; Neutrality of Money.

4. **Monetary Policy:**

   Definition Monetary Policy and Fiscal Policy; Importance of Monetary Policy as an Instrument of Economic Management; Causes and Types of inflation; The Instruments of Monetary Policy; Monetary Policy During Inflation, Deflation, Stagflation and Different Phases of Business Cycle.

5. **Unemployment:**

   Definition of Unemployment; Structural Unemployment and Frictional Unemployment; Natural Rate of Unemployment; Full Employment; Philips Curve.

6. **Business Cycle Theory:**

   Okun's Law; Time Horizons in Macroeconomics; Short Run and Long Run; The Model of Aggregate Demand and Aggregate Supply; The Difference in Aggregate Supply Curve in the Short Run and in the Long Run; Shocks to Aggregate Supply and Demand; Stabilization Policy.

7. **Goods Market, Money Market, and IS-LM Model:**

Keynesian Cross Model; Fiscal Policy; Government Purchase Multiplier and Tax Multiplier; Deriving IS Curve; Fiscal Policy and Shift of IS Curve; Interpretation of IS Curve; Money Market and LM Curve; Deriving LM Curve; The Theory of Liquidity Preference; The Use of Monetary Policy; The Shift of LM Curve; Fluctuations with the IS-LM Model; The Interaction Between Monetary and Fiscal Policy.

8. **The Open Economy:**

Trade Theory: Comparative Advantage and Absolute Advantage; International Flow of Capital and Goods; Trade Balance; Saving and Investment in a Small Economy; Capital Mobility and the World Interest Rate; How Policies Influence Trade Balance; Fiscal Policy at Home and Abroad; Nominal and Real Exchange Rate; The Determinants of Real Exchange Rate; The Determinants of the Nominal Exchange Rate.

Recommended Text Book:

N. Gregory Mankiw. *Macroeconomics* (Worth Publishers).

References:

1. P. Samuelson and W. Nordhaus. *Economics* (McGraw-Hill/Irwin).

2. Rudiger Dornbusch, Stanley Fischer and Richard Startz. *Macroeconomics* (McGraw-Hill/Irwin).

3. Olivier Blanchard. *Macroeconomics* (Prentice Hall).

4. Edward Shapiro. *Macroeconomic Analysis* (Thomson Learning).

2205: Principles of Finance

Course objectives:

The basic objective of this course is to provide students with a sound theoretical knowledge on principles and practices of business finance.

1. **Introduction:**

Goals and Functions of Business Finance; The Financial Manager; Objectives of Finance; The Financial Strategy Process; Impact of Financial Markets and Other External Factors on a Business's Financial Strategy; Functions of Business Finance; Functions of the financial officers; Goal of Finance: Profit Maximization vs. Shareholders' Wealth maximization; Ethics in Business Finance; The Agency Problems.

2. **Financial Environment:**

Markets and Institutions: The Financial Markets, Types of Markets: Primary Markets vs. Secondary Markets; Financial Institutions; The Stock Market; Fiscal Environment; Corporate Taxation; Government Investment Policy.

3. **Concepts in Valuation:**

Time Value of Money; Time Lines; Future Value and Compounding; Present Value and Discounting; Opportunity Cost Rate; Fair/Equilibrium Value; Net Present Value (NPV); Future and Present Values of an Annuity; Perpetuities—Amortized Loan and Amortization Schedule; Market Value, Economic Value, Internal Rate of Return (IRR) of an Investment.

4. **Concepts of Return and Risk:**

Uncertainty, Risk and Return; Risk-free and Risk-adjusted Return; Bond Returns; Return from a Stock Investment; Types of Risks: Business Risk and Financial Risk, Total Risk and Specific Risk, Diversifiable Risk and Systematic Risk, Single-Asset Risk and Portfolio Risk; Risk Measurement: Variance, Standard Deviation and Coefficient of Variation.

5. **Introduction to Security Valuation:**

Valuation of Bond and Debenture; Valuation of Preferred Stock; Valuation of Common Stock.

6. **Cost of Capital:**

Capital Structure and its Costs; Comparison; Calculating and interpreting the Costs of Different Financing Methods; Cost of Debt; Cost of Irredeemable Debentures; Cost of Redeemable Debentures; Cost of Bank Loans and Overdrafts; Cost of Preferred Stock; Cost of Common Equity; Cost of Retained Earnings; CAPM Approach; Bond: Yield-plus-Risk Premium Approach, Dividend-Yield-plus-Growth-Rate; Discounted Cash Flow (DCF) Approach; Cost of Newly Issued Common Stock or External Equity; Weighted Average Cost of Capital (WACC); Rationale for WACC; Marginal Cost of Capital (MCC); MCC Schedule, Break Points; Factors affecting the Cost of Capital, Different Uses of Cost of Capital.

7. **Sources of Financing and Instruments Used Therein:**

Short-term Financing; Intermediate-term Financing; Long-term Financing; Factors affecting a Company's Choice of Finance; Concepts of Warranties, Covenants, Guarantees; Financing Problems of Small Firms.

Recommended Text Books:

1. J. F. Weston and E. F. Brigham. *Essentials of Managerial Finance* (Thomson South-Western).

2. Eugene F. Brigham and Joel F. Houston. *Fundamentals of Financial Management* (Thomson South-Western).

3. James Van Horne and John M. Wachowicz Jr. *Fundamentals of Financial Management* (Prentice Hall).

THIRD YEAR
FIRST SEMESTER

3101: Cost Accounting–I

Course Objectives:

The objectives of this course are:

> *(i) to introduce cost accounting as a separate branch of accounting;*
>
> *(ii) to give an idea about measurement, analysis, accumulation and control of various elements of cost;*
>
> *(iii) to give an elementary knowledge about preparation of cost sheet; and*
>
> *(iv) to give sufficient knowledge about preparation of financial statements of a manufacturing entity under both integral and non-integral system.*

1. **Introduction:**

   Manufacturing Concerns; Definitions; Characteristics; Manufacturing Activity; Manufacturing vs. Nonmanufacturing Concerns; Organization Structure; Producing Departments and Service Departments; Chart of Accounts; Financial Statements of a Manufacturing Concern.

2. **Cost Accounting as a Discipline:**

   Definition and Objectives of Cost Accounting; Limitations of Financial Accounting; Importance of Cost Accounting; Cost Accounting vs. Financial Accounting; Cost Accounting vs. Management Accounting; Evolution of Cost Accounting; Relationship of Cost Accounting with Mathematics, Economics and Statistics; Methods and Techniques of Cost Accounting; Characteristics of an Ideal Cost Accounting System; Installation of a Cost Accounting System; Modern Trends in Cost Accounting.

3. **Cost Concepts, Classification and Preparation of Cost Sheets:**

   Concepts of Asset, Cost, Expense, and Loss; Classification of Costs; Cost Centre and Cost Unit; Cost Object; Cost Accounting Cycle; Factory Cost Flow; Statement of Cost of Goods Manufactured and Sold; Income Statement.

4. **Costing and Control of Materials:**

   a) Purchasing and Storing Materials: Classification of Materials; Accounting for Materials; Inventory Planning and Controlling: EOQ, Safety Stock and Reorder Point; Material Control Methods; Impact of JIT on Inventory Accounting; Materials Requirement Planning System (MRP); Materials Requisition, Materials Requisition Journal; Issuing Materials to Production.

   b) IAS 2: Inventories: Objectives; Scope and Definitions; Measurement: Cost of Inventories, Cost Formulae (Specific Identification Methods: FIFO, Weighted Average, Retail Method), Net Realizable Value (NRV); Recognition as an Expense; Disclosure.

5. **Costing and Control of Labor:**

Productivity and Labor Cost; Classification of Labor; Labor Cost Records; Accounting for Labor: Incentive Wage Plan (Straight Piece Work Plan, 100 Percent Bonus Plan and Group Bonus Plan) and Other Methods (Taylor's Differential Piece Rate, Merrick Differential Piece Rate, Gantt Task Bonus System, Emersion Efficiency System, Premium Bonus Plans, Halsey Scheme, Halsey Weir Scheme, Rowan Scheme, Barth Scheme, Accelerating Premium Bonus etc.); Computation of Total Payroll and Allocation of Payroll Costs; Special Problems Relating to Accounting for Labor: Idle Time, Overtime and Fringe Benefit; Labor Turnover and Control of Labor Turnover; Learning Curve Theory.

6. **Costing and Control of Manufacturing Overhead:**

Definition; Classification of Overheads; Actual and Predetermined Factory Overhead; Actual vs. Normal Costing; Predetermined Overhead Rates; Departmental vs. Plant Wide Overhead Rates; Production Capacity; Analysis and Disposition of Under Applied and Over Applied Overhead; Spending and Idle Capacity Variance.

7. **Allocation of Service Department Cost:**

Service Department Cost; Need for Cost Allocation; Guidelines for Cost Allocation; Cost Allocation Methods: Direct Method, Step Method, Reciprocal Method, Single and Dual Rate Methods.

8. **Job Order and Batch Costing:**

Job Order Costing: Introduction, Main Features, Advantage and Disadvantages; Job Costing Procedure; Completing a Job Cost Sheet; Cost Control in Job Order System; Spoiled Goods; Defective Goods; Scrap Materials and Waste Materials in a Job Order Cost System; Batch Costing; Economic Batch Quantity.

9. **Integral Accounting System:**

Definition; Features; Advantages of Integration; Journal Entries; WIP Account; Finished Goods Account; Cost of Goods Sold Account; Cost of Sales Account; Preparation of Financial Statements; Reconciliation of Cost Accounting and Financial Accounting Records.

Recommended Text Books:

1. Milton F. Usry and Lawrence H. Hammer. *Cost Accounting: Planning & Control* (South-Western Publishing Co.).

2. C. T. Horngren, G. Foster and S. M. Datar. *Cost Accounting: A Managerial Emphasis* (Prentice Hall).

References:

1. J. T. Barfield, C. A. Raiborn and M. R. Kinney. *Cost Accounting: Traditions and Innovations* (South-Western Publishing Co.).

2. D. R. Hansen and M. M. Mowen. *Cost Management: Accounting and Control* (South-Western Publishing Co.).

3. S. P. Iyengar. *Cost Accounting: Principles and Practice* (Sultan Chand & Sons).

4. Jawahar Lal. *Cost Accounting* (Tata McGraw-Hill).

5. Ralph S. Polimeni, Frank J. Fabozzi and Arthur H. Adelberg. *Cost Accounting: Concepts and Applications for Managerial Decision Making* (McGraw-Hill Inc.).

3102: Financial Management

Course Objectives:

The objectives of this course are:

(i) *to make the students conversant with capital budgeting/investing decisions;*

(ii) *to give the students sound idea about financial management in an international perspective; and*

(iii) *to provide sound theoretical knowledge on risk and risk management.*

1. **Introduction:**

Overview of Financial Management; Financial Management Decisions: Investment Decision, Financing Decision and Dividend Decision.

2. **Capital Budgeting and Investment Appraisal:**

Overview of Capital Budgeting; Methods of Evaluation of Mutually Exclusive Projects; Investment Appraisal Techniques: Merits and Demerits, Ranking of Different Investment Appraisal Techniques; Use of Relevant Cash Flows in Investment Appraisal; Effect of Inflation; Replacement Analysis; Capital Rationing; Investment Appraisal in a Strategic Context.

3. **Working Capital Management:**

Concepts of Working Capital; Types; Components; Importance; Factors Determining Working Capital; Methods; Principles; Management of Cash and Marketable Securities; Receivable Management and Credit Policies; Inventory Management; Management of Short Term Liabilities; Determination of the Level of Working Capital Requirement; Financing of Working Capital; Working Capital Management in an International Setting.

4. **Risk Management:**

Definition of Risk and Uncertainty; Decision Making Methods Under Risk and Uncertainty; Sensitivity Analysis; Simulation; Expected Value and Attitude to Risk; Diversification and Portfolio Effect; Risk and Strategic Planning; Types of Risks; Nature of Risk; Concept of Risk Management; Risk Measurement: Tools of Risk Management, Explaining Different Methods of Managing Different Key Financial Risk Exposures (Interest Rate Risk, Currency Risks, Interest Rate Futures, Interest Rate Options, Interest Rate Swaps, etc.) and Calculations to Determine the Cost of the Hedge; Insurance Contracts and their Uses; Implementing an Insurance Decision; Self Insurance; Group Insurance; Health Insurance; Managing Financial Risk of Overseas Trade.

5. **Lease Financing:**

Types of Lease; Factors affecting the Leasing Decision; Evaluation by the Lessee; Evaluation by the Lessor; Lease vs. Hire Purchase; Arguments for and against Leasing.

6. **Options, Warrants, Convertibles, Forwards and Financial Futures:**

Options; Put and Call Options; Implications of Option Pricing for Corporate Financial Policy; Warrants vs. Convertibles; Financial Futures.

7. **Venture Capital Financing:**

Notion of Venture Capital; Business Plan; the Process of Venture Capital Financing; Methods of Venture Financing.

8. **Private Equity:**

Concepts; Strategies; History and Development; Investment in Private Equity; Private Equity Firms; Hedged Funds; Recording Private Equity.

9. **SME Financing:**

Problems and Sources of Financing Small and Medium Enterprises, and Micro Industries; Role of Banks and Non-Banking Institutions for Development of SMEs in Bangladesh**.**

10. **Mergers:**

Rationale for Mergers; Types of Merger; Basic Guidelines for Mergers; Methods of Payment for Mergers; Financial Evaluation of the Methods of Payments; Demergers; Reasons for Demergers.

Recommended Text Books:

1. Eugene F. Brigham and Joel F. Houston. *Fundamentals of Financial Management* (Cengage Learning).

2. James C. Van Horne. *Financial Management and Policy* (Prentice Hall).

3. James C. Van Horne and John M. Wachowicz Jr., *Fundamentals of Financial Management* (Prentice Hall).

4. S. A. Ross, R. W. Westerfield and B. D. Jordan. *Fundamentals of Corporate Finance* (Irwin and McGraw-Hill).

3103: Auditing and Assurance–I

Course Objectives:

This course is designed to introduce the concept of auditing and assurance services as a demand driven discipline necessitated by the economic imperative and guided by social justification. An attempt has been made to establish the logical order of this highly practice oriented exercise. The students are encouraged to internalize the theoretical underpinnings through qualitative analysis and academic discussions. This would pave the way to a more meaningful approach to understanding the audit process as a whole.

1. **Introduction to Auditing:**

   The Historical Perspective; the 'Why' of Auditing; the Development of Auditing; Audit Prior to 1900s; 20th Century Audit Developments; Definitional Analysis of Auditing; Purposes of an Audit; Types of Audit; Economic and Social Roles for Auditing; the Distinction between Accounting and Auditing; the Assurance Framework; Demand for Assurance; Applications of the Assurance Function; Structure of Assurance Standards and Pronouncements; the Personal Qualities of an Assurance Provider.

2. **Professional Ethics and the Rules of Professional Conduct:**

   Nature of the Environment; Self-Regulation by the Public Accounting Profession; the Organizations Involved; Definition of Ethics; Role of Ethical Codes and its Importance for Profession; Difference between Rules Based and Principles Based Ethical Code; the Code of Professional Conduct; IFAC Code of Ethics; Threats to Fundamental Ethical Principles; General and Technical Standards; Identify the Threats to the Fundamental Ethical Principles: Self-interest Threat; Self-review Threat; Management Threat; Advocacy Threat; Familiarity Threat; Intimidation Threat; Safeguards to Eliminate or Reduce Threats to the Fundamental Ethical Principles; Quality Controls within Audit Firms; Monitoring and Enforcement; Continuing Professional Education; Issues of Guidance on Professional Matters; Issues Threatening Auditor Integrity and Independence; Conflict of Interest; Obtaining Professional Work, Advertising and Publicity; Remuneration; Insider Dealing; Other Matters.

3. **Basic Auditing Concepts and Corporate Business Activity:**

   The Need for Corporate Audit Theory; Corporate Audit Theory and Audit Issues; Corporate Auditing Concepts; the Corporate Accounting Process and the Auditor; Reality and the Corporate Accounting Process; Economic Reality and the Auditor; the Recognition Problem and the Corporate Auditor; Users Decisions and the Corporate Auditor; the Corporate Auditor and the Informational Reliability; GAAP and the Corporate Audit Practice; the Meaning of Corporate Reporting Quality Overrides; Corporate Reporting Labels and Professional Power; Images and the Corporate Auditor.

4. **Regulatory Framework of Auditing Profession:**

   The Legal Environment; the Roles of IAASB and ICAB; Regulations as per Companies Act 1994; Regulations as per Securities and Exchange Rules 1987; Bangladesh Bank Regulations; Self Regulatory Status of the Profession; Quality Assurance Board; Civil Liability; Liability to Clients; Liability to Third Parties; Criminal Liability; Self Protection against Liability; Notable Legal Cases.

5. **Auditing Standards and Guidelines and Rules of Professional Conduct:**

   Bangladesh Auditing and Assurance Standards; Accounting Standards and the Auditor; the Standard Setting Process; the Financial Reporting Council; the Financial Reporting Review Panel; Audit and Assurance Council; Financial Reporting Standards; Relevance of Accounting Standards to Auditing.

6. **The Elements of Auditing:**

   Auditing Procedures; Evidential Matter and its Relationship to Procedures; Financial Statement Assertions and Audit Objectives; Overview of the Audit Risk Model; Types of Audit Tests; Classification by Purpose of Tests; Types of Tests of Control; Types of Substantive Tests; Overview of an Audit of Financial Statements; the Function of Working Papers; the Contents and Requirements of Working Papers; Legal Aspects of Working Papers; Mechanics of Working Paper Preparation.

7. **The Auditor and Errors & Fraud:**

   Introduction to the Concept; Definition of Error; Definition of Fraud; Auditors' and Investigators' Responsibilities; Conditions that Make Fraud Possible; Fraud Prevention and Fraud Detection; Schemes and Detection Procedures; Documents, Sources and Extended Procedures; Action to be taken on discovery of potential Errors and Fraud; Reporting to Stakeholders.

8. **The True and Fair View:**

   Introduction to the Concept; Accounting Propriety; Adequate Disclosure; Audit Obligation; Expectations of the Users; Relevance to the Informational Needs; Objectivity; Freedom from Bias; Beyond Simple Conformity; Least as Good.

9. **Understanding the Client and General Planning:**

   Client Acceptance and Continuance; Quality Control Policies and Procedures; Communication with Previous Auditor; Engagement Letters; Conferences with Client Personnel; Knowledge of the Business; Organization Structure; Operations of Legal Structure; Industry and Economic Conditions; General Planning Decisions to be Made; Knowledge Obtained to Prepare Preliminary Audit Plan; Procedures in Preparing Preliminary Audit Plan; Audit Decisions in Preliminary Planning.

10. **Understanding Internal Control and Assessing Control Risk:**

    The Internal Control Concepts and Components; Internal Control Objectives; Elements of Internal Control; Audit Strategy and the Internal Control Structure; Test of Controls; Existence, Effectiveness and Continuity of Controls; Reasons for Internal Control Evaluation; Phases of Internal Control Evaluation; Auditing Controls of Major Activities; Revenues, Receivables and Receipts; Expenditures, Payables and Disbursements; Variations for other Types of Transactions, including Contractual Transactions; Testing Controls in Client Computer Programmes; Assessing Control Risk; Documentation on the Assessment of Control Risk; Control Environment and Control Procedures; Considering the Work of an Internal Auditor; Internal Control in Specific Areas of Business; Limitations of Internal Control; Management vs. Auditor Responsibility.

Recommended Text Books:

1. A. Arens and J. K. Loebbecke. *Auditing: An Integrated Approach* (Prentice Hall).

2. D. R.Carmichael, J. J. Willingham and C. A. Schaller. *Auditing Concepts and Methods* (McGraw-Hill).

3. Grant Gay and R. Simnet. *Auditing and Assurance Services* (McGraw-Hill Irwin).

4. Iain Gray and S. Manson. *The Audit Process* (Chapman & Hall).

5. T. Lee. *Corporate Audit Theory* (Chapman & Hall).

6. A. H.Millichamp. *Auditing* (DP Publications).

7. C. Robertson. *Auditing* (Irwin).

8. E. Woolf. *Auditing Today* (Prentice Hall).

3104: Corporate Laws and Governance

Course Objectives:

The objectives of this course are:

(i) *to explain laws relating to formation, management and winding up of companies as per the Companies Act 1994; and*

(ii) *to know about the concept of corporate governance and its practices.*

Corporate Laws (70%)

1. **Introduction:**

   Background and Evolution of Company Law in Bangladesh; Statutory Definitions under the Companies Act 1994.

2. **Constitution and Incorporation:**

   Memorandum of Association (MoA); Articles of Association (AoA); Companies Limited by Guarantee.

3. **Share Capital, Registration of Unlimited Company as Limited and Unlimited Liability of Directors:**

   Distribution of Share Capital; Reduction of Share Capital; Variation of Shareholders' Rights; Registration of Unlimited Company as Limited; Reserve Capital of Limited Company; Unlimited Liability of Directors.

4. **Management and Administration:**

   Office and Name; Meeting and Proceeding; Directors; Compensation for Loss of Office; Managing Agent; Contracts: Prospectus and Statement in Lieu of Prospectus; Payment of Interest Out of Capital; Certificates of Shares etc.; Information as to Mortgages, Charges, etc.; Debenture and Floating Charges; Balance Sheet; Statements; Books; Board's Report

etc.; Right of Members to Copies of Account and Report; Statement to be Published by Banking and Certain other Companies; Investigation by the Registrar; Service and Authentication of Documents; Arbitration and Compromise; Conversion of Private Company into Public Company and Vice-Versa; Protection of Minority Interest.

5. **Winding Up:**

Mode of Winding Up; Contributories; Winding Up by Court; Voluntary Winding Up; Winding Up Subject to Supervision of Court; Supplemental Provisions.

6. **Certain Prohibitions:**

Prohibition on the Alteration of AoA which Restricts Foreign Interests in Certain Companies; Prohibition on the Registration of Companies for Carrying on Business for Certain Undesirable Purposes and for Dissolution of Such Companies.

Corporate Governance (CG) (30%)

1. **Corporate Governance: Frameworks and Mechanisms:**

Definition of CG; Importance of CG; Theoretical Frameworks: Agency Theory, Stewardship Theory, Transaction Cost Economics, Stakeholder Theory, Resource Dependence Theory, Theory of Managerial Hegemony; CG Systems: Insider System, Outsider System; CG Elements: Internal Mechanisms, External Mechanisms.

2. **CG Mechanisms:**

Internal Mechanisms: Board of Directors (BOD): Size, Composition (Executive, Non-Executive, and Independent Directors), Board Leadership; Splitting the Role of Chairman and Chief Executive Officer; Board Committees; Audit Committee, Nomination Committee, Remuneration Committee; Training and Orientation of Board Members; Performance Evaluation of BOD; Internal Control and Corporate Governance: Definition of Internal Control, Constituents of a Sound System of Internal Control, Statement of Internal Control; Assessing the Role of Internal Audit; Ownership Structure.

External Mechanisms: Monitoring by Blockholders and Analysts, External Auditors; Competition and Takeovers; Regulation and Enforcement.

3. **CG Reforms:**

"Shareholder Led" ("Principles Based") or "Regulator Led" ("Rules Based") Approach to CG; Global Best Practices of CG: OECD Principles, SAFA Best Practices, UNCTAD CG Disclosure Requirements; CG Reforms in Bangladesh; Voluntary Code of BEI; CG Guidelines of the BSEC: Contents and Implementation Status of CG Guidelines.

4. **Corporate Ethics:**

Corporate Ethics vs. Corporate Responsibility; Promoting and Reinforcing Corporate Ethical Culture; Ethical Norms; Ethical Behaviour and Internal Governance Mechanisms; Ethical Leadership from BOD; Code of Ethics; Whistle Blowing Policies and Procedures to Support Ethical Behaviour; Ethical Audit.

References:

1. The Companies Act, 1994 (Act No. 14 of 1994).

2. The Companies (Foreign Interest) Act, 1918 (Act No. XX of 1918).

3. The Undesirable Companies Act, 1958 (Act No. X of 1958).

4. Thomas Clarke. *International Corporate Governance: A Comparative Approach* (Routledge).

5. Erik Banks. *Corporate Governance: Financial Responsibility, Controls and Ethics* (Palgrave Macmillan).

6. Jill Solomon and Eris Solomon. *Corporate Governance and Accountability* (John Wiley & Sons Ltd).

7. Dhiman Chowdhury. *Incentives, Control, and Development: Governance in Private and Public Sectors with Special Reference to Bangladesh* (The University Press Ltd.).

3105: Principles and Practices of Taxation–I

Course Objectives:

The objective of the first part of this course is to give an idea about concepts and principles of public finance. It will be helpful to understand the nature of public and private finance and its sources along with the areas of public income and expenditure with the practical exposure (Budget). The second part of this course will explain the provisions of various tax statues except the Income Tax Laws.

Part-A: Principles of Public Finance (40%)

1. **Introduction:**

   Definition of Public Finance; Difference between Public Finance and Private Finance; Public Finance and the Economic Systems; the Principles of Maximum Advantage and its Limitations.

2. **Public Revenue**

   Revenue Receipts and Capital Receipts; Tax Revenue and Non-tax Revenue; Tax-Base; Principles of Taxation; Characteristics of a Good Tax System.

3. **Classification and Choice of Taxes:**

   Single and Multiple Tax Systems; Proportional and Progressive Taxes; Direct and Indirect Taxes; VAT and Other Taxes.

4. **Tax Burden:**

   Approaches in Allocating Tax Burden: the Expediency Approach, the Socio-Political Approach; the Benefit Received Approach, Cost of Service Approach, the Ability-to-Pay Approach; Limitations and Usefulness of the Approaches.

5. **Impact and Incidence of Taxes:**

   Impact; Incidence; Effect and Burden of Taxes; Theories of Shifting Tax Incidence; Imposition of a Specific Tax; Deficit Financing as a Hidden Tax.

6. **Effects of Taxes:**

   Effects of Tax on Production and Growth; Effect on Supply of Resources; Effect on Economic Stabilization.

7. **Public Expenditure:**

   Theories of Public Expenditure; Kinds of Public Expenditure; Canons of Expenditure; Effects of Public Expenditure.

8. **The Public Budget and Fiscal Policy:**

   Kinds of Public Budget: Deficit, Balanced and Surplus Budgets; Fiscal Policy; Budgetary System in Bangladesh: Medium-Term Budgetary Framework; Public Finance and Budget Management Act 2009.

Part-B: Tax Laws in Bangladesh (60%)

1. **Value Added Tax (VAT):**

   Introduction; Statutory Definitions as per the VAT Act; Evolution and Economic Rationality of VAT; VAT Registration; Imposition of VAT; Application of Tax Rate; Determination of Cost for Calculation of VAT; Method and Time of Payment of VAT; Books and Documents Required to be Maintained for VAT Purpose; Truncated Value (Truncated Rate of VAT, VAT on certain services on Estimated Value Addition); VAT Deduction/Collection at Sources; VAT Authorities; Turnover Tax (Concept of Turnover Tax; Enlistment for Turnover Tax; Payment of Turnover Tax; Books and Documents to be Maintained for Turnover Tax; Penalty for False Declaration for Turnover Tax; Differences between VAT and Turnover Tax); Input Tax; Supplementary Duty; Consequences of Non-compliance; VAT Administration; Appointment; Delegation of Authorities and Powers; Appeal; Revisions and Recovery of Claims.

2. **Property-related Tax under Income Tax Laws:**

   Wealth Tax as a Surcharge of Income Tax based on Threshold of Net Wealth in Income Tax Return; Tax on Deemed Income on Unrecorded or Under-Recorded or Under-Valued or Undisclosed Assets; Tax on Transfer of Assets.

3. **Customs Duty:**

   Nature; Scope and Importance; Goods Dutiable; Goods Prohibited; Various Duties under the Customs Act; Rates of Duties; Tax Points and Valuation Bases for Customs Duty; Duty-

Drawback and Exemptions; Pre-Shipment Inspection Agencies; Assessment; Penalties and Offences; Schedules.

4. **Excise Duty:**

Nature; Scope and Importance; Dutiable Goods/Services; Rates of Duties; Tax Points and Tax-Base Excise Duty; Exemptions; Assessment.

5. **Gift Tax:**

Charge of Gift Tax; Definition and Characteristics of Gift; Gifts to include Certain Transfer; Exemptions from Gift Tax; Determination of the Value of Gifts; Return of Gifts; Rates and Liability of Gift Tax; Penalty and Prosecution; Assessment Procedures; Gift Tax Authorities.

6. **Other Taxes and Duties:**

Narcotics and Liquor Duty; Stamp Duty (Non-Judicial); Land Development Tax; Taxes on Vehicle.

References:

1. H. L. Bhatia. *Public Finance* (Vikas Publishing House Pvt. Ltd.).
2. R. A. Musgrave and P. B. Musgrave. *Public Finance in Theory and Practice* (McGraw-Hill Book Company).
3. *Customs Act 1969.*
4. *Value Added Tax Act and Rules 1991.*
5. *Excise and Salt Act 1944.*
6. *Gift-Tax Act 1990.*
7. *Narcotics Control Act 1990*
8. *Motor Vehicles Tax Act 1932*
9. *Land Development Tax Ordinance 1976*
10. *Stamp Act 1899*
11. *Finance Acts.*
12. *Summary of Taxation Rules in Bangladesh (MCCI, Dhaka).*

THIRD YEAR
SECOND SEMESTER

3201: Cost Accounting–II

Course Objectives:

The objective of this course is to provide the students with an in-depth knowledge of different approaches of cost accounting. On completion of this course, students will be able to:

   i. *demonstrate various costing methods and techniques and maintenance of cost accounting record in different businesses;*

   ii. *acquaint them with techniques of preparation of cost of production statements under different costing system; and*

   iii. *impart know how of cost control and cost reduction tools.*

1. **Cost Accounting: Traditions and Innovations:**

   Definition; Historical Development of Cost Accounting; Cost Management Systems; Role of Controller and Cost Accountant; Ethics in Business; Automation and Cost Management Concepts: Flexible Manufacturing Systems, Total Quality Management, Value Added Activities, Just-in-Time Concept, Pull rather than Push System, Activity Based Management, Life-Cycle Costing, Target Costing; Change in Performance Evaluation; Professional Organizations.

2. **Process Costing:**

   Nature of Process Costing; Similarities and Dissimilarities between Job Order Costing and Process Costing; Physical Flow; Flow of Costs; Elements of Process Costs (Material, Labor, Factory Overhead, and Transferred-in Costs); Methods of Determining and Accounting for Cost Flows (Weighted Average vs. FIFO); Equivalent Units of Production; Cost of Production Report; Journal Entries Using Process Costing; Accounting for Normal Loss, Abnormal Loss, Abnormal Gain and Scrap.

3. **Cost Allocation: Joint Products and By-Products:**

   Basic Concepts: Joint Products and By Products, Common Costs and Joint Costs, Split Off Point and Separable Costs; Allocation of Joint Costs; Assignment of Costs to Joint Products: Market Based Approach and Physical Measurement; Irrelevance of Joint Costs for Decision Making; Accounting for By-Products: Production Method and Sales Method; Journal Entries for By-Products.

4. **Standard Costing and Variance Analysis:**

   Meaning; Purposes of Standard Costs; Advantages of Standard Cost System; Fixation of Standards; Consideration in Establishing Standard; Types of Standards; Calculation of Variances: Material Price and Usage Variances, Labor Rate and Efficiency Variances, Overhead Volume and Spending Variances; Recording Journal Entries Under the Standard Costing System; Performance Report.

5. **Service Costing (Operational Costing):**

   Meaning of Service Costing; Basic Principles; Accounting Records; Transport Costing; Canteen Costing; Hotel Costing; Power House Costing; Hospital or Clinic Costing; Educational Institute Costing.

6. **Variable Costing and Absorption Costing:**

   Meaning; Comparison; Variable Costing and Absorption Costing Income Statement; Reconciliation of Absorption Costing Income with Variable Costing Income; Uses and Limitations of Absorption Costing and Variable Costing.

7. **Accounting for a Construction Company (Contract Costing):**

   Basic Features; Costing Procedure: Materials, Labor, Overhead; Contract Account, Profit/Loss on Incomplete Contracts; Escalation Clause; IAS 11: Construction Contracts: Combining and Segmenting Construction Contracts; Contract Revenue; Contract Costs; Recognition of Contract Revenue and Expenses; Recognition of Expected Losses; Changes in Estimates; Disclosure.

8. **Quality Costing:**

   Definition of Quality; Costs of Quality: Prevention Costs, Appraisal Costs, Internal Failure Costs and External Failure Costs; Measuring and Controlling Quality Cost; Distribution of Quality Costs; Quality Cost Reports; Uses of Quality Cost Information; International Aspects of Quality: the ISO Standards.

Recommended Text Books:

1. L. G. Rayburn. *Cost Accounting: Using a Cost Management Approach* (IRWIN).

2. C. T. Horngren, G. Foster and S. M. Datar. *Cost Accounting: A Managerial Emphasis* (Prentice Hall).

References:

1. J. T. Barfield, C. A. Raiborn and M. R. Kinney. *Cost Accounting: Traditions and Innovations* (South- Western Publishing Co.).

2. D. R. Hansen and M. M. Mowen. *Cost Management: Accounting and Control* (South-Western Publishing Co.).

3. S. P. Iyengar.*Cost Accounting: Principles and Practice* (Sultan Chand & Sons).

4. Ralph S. Polimeni, Frank J. Fabozzi and Arthur H. Adelberg. *Cost Accounting: Concepts and Applications for Managerial Decision Making* (McGraw-Hill Inc.).

5. Milton F. Usry and Lawrence H. Hammer. *Cost Accounting: Planning & Control* (South-Western Publishing Co.).

3202: Corporate Finance

Course Objectives:

The objectives of this course are:

(i)   to make the students conversant with capital budgeting/investment decisions;

(ii) to provide students with sound theoretical and practical knowledge on capital structure theories, dividend policies, and the concept of financial derivatives; and

(iii) to give the students sound idea about financial management in an international perspective.

1.   Introduction:

Definition; the Balance Sheet Model of the Firm; Capital Structure and the Financial Manager; Goals of the Corporate Firm; Agency Costs and Setoff; Contracts Perspectives; Managerial Goals; Separation of Ownership and Control; Financial Markets.

2.   Financial Planning and Growth:

Financial Planning, Financial Planning Model; Ingredients; the Percentage of Sales Method; Determinants of Growth; External Financing and Growth; Some Caveats of Financial Planning Models.

3.   Making Capital Investment Decision:

Incremental Cash Flows; Inflation and Capital Budgeting; Investments of Unequal Lives; Replacement Decisions; Equivalent Annual Cost Method; Investment Decision under Capital Rationing.

4.   Risk Analysis, Real Options and Capital Budgeting:

Sensitivity Analysis; Scenario Analysis and Break Even Analysis; Monte Carlo Simulation; Real Options; Decision Trees; Direct Risk Measurement; Adjusted Discount Rate vs. Certainty Equivalent.

5.   Capital Structure Theory & Policy:

Pie Theory; Can an Optimum Capital Structure be determined? MM Proposition I & II; Firm Value and Financial Leverage; Taxes; Corporate Taxes; Expected Returns and Leverage; Capital Structure and Cost of Capital; Capital Structure; Limits to the use of Debt; Cost of Financial Distress, Personal & Corporate Taxes; Debt Signalling; Pecking Order Theory Explaining Financial Choices; Option Pricing Implications; the Bondholder Wealth Expropriation Hypothesis; Agency Theory and its Effects on Capital Structure; Checklist.

6.   Dividend Policy and Other Payouts:

Types of Dividend; Methods of Dividend Payment; Dividend vs. Capital Gains; Dividend and Firm Value; Dividend Irrelevance Argument; Homemade Dividend; Bird-in-the Hand Fallacy; Market Imperfection & Taxes; Real World Factors Favouring a High Dividend Policy; a Resolution of Real World Factors; Linter Model; Information Content of Dividend (Dividend Signalling); Clientele Effects; Ex-Dividend Stock Price Behaviour, Common Stock Repurchase; Stock Dividend and Stock Split; What We Know and Do Not Know

about Dividend Policy.

7. **Valuation and Capital Budgeting for the Levered Firm:**

APV Approach; Free Cash Flow to Equity (FCFE) Approach; WACC Method; Beta and Leverage.

8. **Corporate Restructuring and Financial Distress:**

Corporate Restructuring and Control; Asset Engineering and Financial Structuring; Assets Sales; Spin Off; Divestitures; Equity Carve-Out.

9. **International Financial Management:**

Why Companies go for being Global; Multinational vs. Domestic Financial Management; Exchange Rates; the International Monetary System; Trading in Foreign Exchange; Interest Rate Parity; Purchasing Power Parity; Inflation, Interest Rates and Exchange Rates; International Money and Capital Markets; Multinational Capital Budgeting; International Capital Structures; Multinational Working Capital Management.

Recommended Text Books:

1. Stephen A. Ross, Randolph Westerfield and Jeffrey Jaffe. *Corporate Finance* (McGraw-Hill).

2. Richard A. Brealey and Stewart C. Myers. *Principle of Corporate Finance* (McGraw-Hill).

3203: Auditing and Assurance–II

Course Objectives:

This segment of the auditing and assurance course concentrates largely on the technical aspects of the discipline. The designing of this course has been influenced by the need to reasonably orient the students with practical necessities as well as the chronological sequencing of the audit process. To this end, particular emphasis has been put on the programming, investigative, and reporting aspects of the audit and assurance services. For effective academic discourse, a number of contemporary and research oriented issues have also been made part of this segment.

1. **The Audit Approach:**

The Ethical Clearance; the Letter of Engagement; the Audit Chronology; Discover the Background and Operational Systems; Discover the Systems Strengths and Weaknesses in Details; Evaluate the Relative Effect of Weaknesses in Each Major Operational Areas; Confirm the Reliability of Records as a Basis for Preparation of Final Accounts; Ensure that Draft Financial Statements are in Agreement with Underlying Records; Form an Opinion as to whether the Accounts as Presented Give a True and Fair View; Express an Opinion in the Audit Report to Members.

2. **Planning Tests of Details of Transactions and Balances:**

Designing Audit Programmes; Decisions to be Made; Considerations in Deciding on Nature, Timing, and Extent; Efficiency and Effectiveness of Audit Tests; Direct Tests of Balances; Nature of Financial Statement Component and Audit Objectives; Materiality at the Account Balance Level; Audit Risk at the Account Balance Level; Efficiency of Audit Tests; Tests of Transaction Classes; Relation of Tests of Transaction Classes to Direct Test of Balances; Types of Tests of Transaction Classes; Planning the Scope of Tests of Transaction Classes; Revision of Audit Programme as Audit Progresses; Client Expectations; Generalized Materials; Direct Tests of Balances at an Interim Date; Auditing Accounting Estimates.

3. **Audit Sampling and Evidence:**

An Introduction to Audit Sampling; Definition and Basic Features of Audit Sampling; Various Means of Gathering Audit Evidence; Non-Statistical vs. Statistical Audit Sampling; Planning and Designing the Sample; Determining the Sample Size; Selection of the Sample; Performing the Audit Procedures and Evaluating the Sampling Results; Sampling for Tests of Controls: In Particular, Attribute Sampling; Sampling for Substantive Tests: In Particular, Monetary Unit Sampling; Other Statistical Sampling Approaches; Audit Evidence and Documentation; Types of Evidence; Methods for Audit Evidence.

4. **Tests of Transaction Classes and Related Balances:**

Revenue, Receivables, and Receipts; Functions, Documents, Inputs, and Accounting Systems; Primary Control Related Features; Account Balances and Transactions; Potential Misstatements; Tests of Transaction Classes for Sales; Tests of Transaction Classes for Cash Receipts; Tests for Adjustments to Account Receivables; Expenditures, Payables and Disbursements; Differences from the Sales Cycle; Functions, Documents, Inputs, and Accounting Systems; Primary Control Related Features; Account Balances and Transactions; Potential Misstatements; Tests of Transaction Classes for Purchases of Inventory; Tests of Transaction Classes for Cash Disbursements.

5. **Direct Tests of Balances:**

Inventories; Differences from the Sales and Expenditures Cycles; Assertions, Objectives, and Procedures; Observation of the Physical Inventory; Tests of Pricing and Summarization; Materiality; Audit Risk; Long Term Assets and Obligations and Owners' Equity; Property and Equipment; Investments and Intangible Assets; Long Term Obligations; Owners' Equity; the Income Statement; Income Taxes.

6. **Completion of the Audit:**

Nature of Completion and Review Procedures; Date of the Audit Report; Audit Procedures After Year End; Subsequent Events Review; Subsequent Events of Audit Interest; Subsequent Events and the Report Date; Re-issuance of the Audit Report; Legal Representation Letters; Client Representation Letter; Summarization and Evaluation of Audit Results; Evaluation of Going Concern Status; Financial Statement Review and Analytical Procedures; Administrative Completion of the Working Papers; Maintaining Quality of Audit Practice; Subsequent Discovery of Facts; Subsequent Discovery of Omitted Procedures.

7. **The Auditor's Report:**

Auditor's Reporting Obligation; Departures from a Standard Report; Financial Statements and Period Covered; Qualifications, Adverse Opinion, and Disclaimers; Limitations on the Scope of Audit; Departure from Generally Accepted Accounting Principles; Explanatory Language Added to the Standard Report; Going Concern Uncertainties; Inconsistent Application of Accounting Principles; Information Outside the Basic Financial Statements; Emphasis of a Matter; Auditor; Client Communications; Communication with Shareholders; Communicating with the Board of Directors; Communication with Audit Committees; Communicating with Management.

8. **Internal Auditing:**

The Evolving Nature of Internal Auditing; Current Standards for Internal Auditors; the Current Practice of Internal Audit; the Future of Internal Audit; Internal Audit and External Audit Contrasted; Approaches to Assessing Risk Management, Control, and Governance Process.

9. **Audit and Assurance in the Public Sector:**

Framework for Public Sector Auditing; Definition of Public Sector; Public Sector Auditors; Public Sector Audit Clients; Public Sector Audit Objectives; Types of Assignment; Regulatory Audit; Performance; Reporting Obligation.

10. **Cost Audit:**

History of Cost Audit; Reasons for Introducing Cost Audit; Definitions of Cost Audit; Objectives of Cost Audit; Cost Records; Advantages and Disadvantages of Cost Audit; Contrast of Cost Audit and Financial Audit; Stages of Cost Audit; Cost Audit Report; Efficiency Audit; Areas of Efficiency Audit; Cost Auditing Standards.

11. **Advanced Topics in Audit and Assurance Services:**

Electronic Commerce Environment; Business Risk Assessment and Control Considerations in Electronic Commerce; Evidence Gathering in an Electronic Commerce Environment; Continuous Assurance; Forensic Auditing; Environmental and Sustainability Assurance; the Audit Expectations Gap.

Recommended Text Books:

1. A. A. Arens and J. K. Loebbecke. *Auditing: An Integrated Approach* (Prentice Hall).

2. D. R. Carmichael, J. J. Willingham and C. A. Schaller. *Auditing Concepts and Methods* (McGraw- Hill).

3. D. D. Chowdhury. *Cost Audit and Management Audit* (Central Educational Enterprises (P) Ltd.).

4. J. A. Edds. *Management Auditing: Concepts and Practices* (Kendall and Hunt).

5. G. Gay and R. Simnet. *Auditing and Assurance Services* (McGraw-Hill Irwin).

6. I. Gray and S. Manson. *The Audit Process* (Chapman & Hall).

7.   T. Lee. *Corporate Audit Theory* (Chapman & Hall).

8.   A. H. Millichamp. *Auditing* (DP Publications).

9.   J. C. Robertson. *Auditing* (Irwin).

10. E. Woolf. *Auditing Today* (Prentice Hall).

11. P. C. Jones. *Public Sector Auditing* (Chapman & Hall).

3204: Organizational Behaviour

Course Objectives:

The main objective of this course is to introduce various human and organizational behavioural issues. The contents have been meticulously designed to stress the importance and relevance of organizational behaviour theory, research and application in improving the socio-economic order of the society. This introductory course on behaviour will help students to understand that human and organization are not only functional and quantitative subjects but also behavioural and qualitative ones.

1.   **Organizational Behaviour (OB) Today:**

     Definition of OB; Shifting Paradigms of OB; Scientific Foundation of OB; OB and Management; Ethics and OB; Levels and OB; Challenges of OB.

2.   **Individuals in Organization:**

     Personality; Nature and Determinants of Personality; the Big Five Model of Personality: Extraversion, Neuroticism, Agreeableness, Conscientiousness, Openness to Experience; Other Organizationally Relevant Personality Traits: Locus of Control, Self-Monitoring, Self-Esteem, Type A and Type B Personalities, Needs for Achievement, Affiliation and Power; the Nature of Ability, Management of Ability in an Organization.

3.   **Values, Attitudes, Moods, and Emotions:**

     The Nature of Values; Work Attitudes; Moods and Emotions; Relationship between Values, Attitudes, Moods and Emotions; Job Satisfaction: Determinants, Theories, Consequences; Organizational Commitment; Determinants and Consequences of Affective Commitment.

4.   **Perception, Attribution, and Management of Diversity:**

     Perception: Nature, Characteristics of the Receiver; Characteristics of the Target and Situation; Biases and Problems in Person Perception.

5.   **The Nature of Work Motivation:**

     Key Elements of Work Motivation; Motivation and Performance; Intrinsic and Extrinsic Motivation; Theories of Work Motivation: Need Theory, Expectancy Theory, Equity Theory, Organizational Justice Theory.

6. **Managing Stress and Work Life Balance:**

   Key Aspects of Stress; Individual Differences and Stress; Consequences of Stress; Sources of Stress; Strategies to Cope with Stress.

7. **The Nature of Work Groups and Teams:**

   Types of Work Groups; Group Development Over Time: the Five Stage Model; Characteristics of Work Groups; How Groups Control their Members: Roles, Rules, and Norms; Process Losses; Process Gains and Group Effectiveness; Social Loafing; How Task Characteristics affect Group Performance; Group Cohesiveness and Performance.

8. **Power, Politics, Conflict and Negotiation:**

   Nature of Power and Politics; Sources of Individual, Functional and Divisional Power; Organizational Politics: the Use of Power; Tactics for Increasing Individual Power; Managing Organizational Politics; Organizational Conflict: Sources, Pondy's Model of Organizational Conflict; Negotiation: Individual Level Conflict Management; Group Level Conflict Management; Promoting Compromise.

9. **Organizational Culture and Ethical Behaviour:**

   Definition; Ways of Transmitting Organizational Culture; Factors Shaping Organizational Culture; Values from the National Culture; Creating on Ethical Culture.

10. **Organizational Change and Development:**

    Forces for and Resistance to Organizational Change; Managing Change; Action Research; Organization Development (OD); OD Techniques to Deal with Resistance to Change; OD Techniques to Promote Change.

Recommended Text Books:

1. Jennifer M. George and Gareth R. Jones. *Understanding and Managing Organizational Behviour* (Prentice Hall).

2. S. D. Robbins and T. A. Judge. *Organizational Behavior* (Prentice Hall).

References:

1. Laurie J. Mullins. *Essentials of Organizational Behavior* (Prentice Hall).

2. K. Davis. Organization Behavior: *Human behavior at work* (McGraw-Hill).

3. Laurie J. Mullins. *Essential of Organizational Behavior* (Prentice Hall).

4. D. Hellriegel, J. W. Slocum and R. W. Woodman. *Organizational Behavior* (South-Western College Publishing).

5. Fred Luthans. *Organizational Behavior* (McGraw-Hill).

3205: Principles and Practices of Taxation–II

Course Objectives:

This course has been designed by fully incorporating the Income Tax Laws. The objective of this course is to provide a sound understanding of Bangladesh income tax principles and practices. This course will provide students a comprehensive knowledge of tax from a managerial perspective, with emphasis on the identification of tax problems and potential tax opportunities. This course will also be helpful in assessing total income and tax liability of individual, corporate and other types of assessee.

1. **Introduction to Bangladesh Income Tax:**

   Bangladesh Tax Structure; Sources of Tax Laws and Practice (Legislation, Case law, NBR Publication); Scope of Bangladesh Income Tax; Structure of Income Tax Laws (Income Tax Ordinance & Rules); Objectives and Importance of Income Tax; Role of Income Tax in Economic Development of Bangladesh; Statutory Definitions and Important Concepts relating to Income Tax; Concept of Income; Capital or Revenue; Tax and Income Tax; Different Rates of Income Tax for Different Assessees; Some Significant Issues of Income Tax (Assessment Year vs. Income Year; Different Classes of Assessees; Residential Status of an Assessee; Taxation Implication of Resident or Non-resident).

2. **Administration and Tribunal:**

   Income Tax Authorities; Administrative (NBR at Top & Other officials) and Judicial (Appellate Tribunal & Other Appellate Authorities); Appointment, Subordination, Power and Functions; Alternative Dispute Resolution (ADR).

3. **Charge of Tax:**

   Charge of Income Tax; Charge of Surcharge; Charge of Other Taxes; Scope of Total Income; Income deemed to accrue or arise in Bangladesh; Deemed Income; Special Tax Treatment in respect of some Investments; Disclosure of Undisclosed Income.

4. **Heads of Income and Classification of Income:**

   Statutory Heads of Income; Heads of Income under Income Tax Returns; Non-assessable Income; Tax-free Income; Unearned and Earned Incomes; Domestic and Foreign Incomes; Regular and Casual Incomes; Income Subject to Regular Tax Rate and Income Subject to Special Tax Rate.

5. **Computation of Head Wise Income:**

   Computation of Income under Statutory Heads: Salaries, Interest on Securities, Income from House Property, Agricultural Income, Income from Business or Profession, Capital Gains, and Income from Other Sources; Computation of Income under Other Heads: Share of Income from Firms, Income of Spouse or Minor Children and Foreign Income.

6. **Set-off and Carry-Forward of Losses:**

   Provisions on Set-off of Losses in the Year of First Incurrence and its Procedure; Carry-forward and Set-off of Losses under specific Heads: Business Loss, Loss in Speculation Business, Loss under the Head Capital Gains, Loss under the Head Agricultural Income;

Carry-forward of Loss of Firm and Partner; Carry-forward of Loss of Succeeded Business or Profession; Carry-forward of Loss of Unabsorbed Depreciation; Carry-forward of Loss of Tax Holiday Units.

7. **Exemption and Allowances (Tax Holiday/Exemption):**

Exclusions from Total Income; Exemptions and Allowances u/s 44 and Part B of Sixth Schedule (Investment Allowances and Tax-free Income); Tax Holiday for Industrial Undertaking and Physical Infrastructure Facility; Exemption of Income of Cooperative Societies; Tax Holidays under various SROs, Fiscal Incentives to Foreign Investors in Bangladesh.

8. **Payment of Tax before Assessment:**

Tax Deduction at Source (TDS); Advance Income Tax (AIT) and Tax Payment on the Basis of Return; TDS vs. Collection of Tax at Sources; Incomes subject to TDS and Formalities and Consequences; TDS as Final Discharge of Tax Liability u/s 82C; Requirement and Procedures of AIT and Consequence on Failure to Pay AIT.

9. **Return of Income and Statements:**

Requirement to File Return of Income; Form of Return of Income; Due Date of Submission of Return of Income; Documents to be Submitted along with the Return of Income; Return of Withholding Tax; Obligation to Furnish Annual Information Return; Certificate in Place of Return; Filling of Revised Return; Statement of Assets and Liabilities and Life Style; Production of Accounts and other Documents.

10. **Assessments:**

Definition of Assessment; Provisional Assessment; Assessment on Correct Return; Universal Self; Assessment & Audit thereafter; Spot Assessment; Assessment after Hearing; Assessment on the Basis of Report of a Chartered Accountant; Best Judgment Assessment; Presumptive Tax Assessment on Owners of Road and Water Transports; Various Specialized Assessments; Income Escaping Assessment; Limitation for Assessment.

11. **Assessment of Individuals:**

Definition of Individual; Computation of Total Income of an Individual Assessee; Procedure of Assessment; Assessment Order and Tax Clearance Certificate.

12. **Assessment of Partnership Firms:**

Computation of Total Income of a Firm; Procedure of Assessment (Firm vs. Partners); Computation of Partners' Share in the Firm's Income; Liability of a Firm for Unrecoverable Tax due from Partners; Assessment of Firm in Special Cases.

13. **Assessment of Companies:**

Definition of Company and Types of Companies; Computation of Total Income and Tax Payable; Tax Rebate on Higher Productivity; Higher Dividend; CSR (Corporate Social Responsibility) and others; Procedure of Assessment; Assessment of Banks and other Financial Institutions; Liability of Directors for Unrecoverable Tax of Private Companies;

Liability of Liquidators for Tax of Private Companies under Liquidation; Liability to Tax in case of Shipping and Air Transport Business of Non-residents.

14. **Refunds and Recovery of Tax:**

Notice of Demand; Procedures and Modes of Recovery of Tax; Claim of Refund; Refund on the basis of Appeal Orders; Interest on Delayed Refund; Adjustment of Refund against Tax.

15. **Avoidance of Tax, Transfer Pricing Provisions and Double Taxation Relief:**

Special Provisions relating to Avoidance of Tax through Transactions with Non-residents through Transfer of Assets and by Transactions in Securities; Transfer Pricing Provisions for International Transactions; Double Taxation, DTAA (Double Tax Avoidance Agreement), Relief in respect of Income Arising outside Bangladesh; Methods of Avoiding Double Taxation.

16. **Default and Imposition of Penalty, Offences and Prosecution:**

Penalty for various Defaults; Punishment for various Offences; Trial by Special Judge.

17. **Revision, Appeal, Reference and Application to ADR:**

Revision of the DCT's Order by Inspecting Joint Commissioner; Revision of any Subordinate Authority's Order by the Commissioner on Assessee's Application; First Appeal; Appeal to IJCT against Order of Subordinate Tax Recovery Officer; Second Appeal against the Order of First Appeal; Reference to High Court Division and Reference to Appellate Division; Application by an Assessee to the ADR and Disposal by the ADR.

18. **Tax Planning Aspects:**

Concepts of Tax Evasion; Tax Avoidance and Tax Planning; Tax Compliance vs. Tax Planning; Tax Formula and Tax Planning Variables; Tax Planning Techniques.

References:

The Income Tax Ordinance 1984 and the Income Tax Rules 1984 (updated).

Finance Act (Latest)

Summary of Taxation Rules in Bangladesh (MCCI, Dhaka).

FOURTH YEAR
FIRST SEMESTER

4101: Management Accounting

Course Objectives:

This course is planned for the graduate students of the department so that they realize the importance of Management Accounting as a major source of relevant information for decision making. Specific objectives of this course are:

   a. *to describe what managers do and why they need accounting information;*

   b. *to give ideas about cost terms, concepts and classifications;*

   c. *to explain the importance of cost behaviour and their relationship with managerial decision making;*

   d. *to give elementary idea about budgets and budgetary control;*

   e. *to discuss various methods of segment performance measurement; and*

   f. *to introduce techniques of generating relevant information for decision making;*

1. **Introduction:**

   Definition of Management Accounting; Scope and Functions of Management Accounting; Evolution of Management Accounting; Financial Accounting vs. Management Accounting; Cost Accounting vs. Management Accounting; the Management Accountant: the Controller Function; the Treasurer Function; Expanding Role of Management Accountants; Comparison between Traditional and Contemporary Role of Management Accountants; Management Accounting in Service and Non-Profit Organizations; the Management Accounting Profession; Standard of Ethical Conduct for Management Accountants.

2. **Cost Classification and Cost Behavior Analysis:**

   Cost Classification for Decision Making; Cost Behavior; Analysis and Measurement of Cost Behavior; Methods of Segregating Costs into Fixed and Variable Costs (High-Low Method; Inspection of Accounts/Accounts Classification Method; Engineering Method; Ordinary Least Square Method); Contribution Format of Income Statement.

3. **Cost-Volume-Profit Analysis:**

   Assumption and Uses of Cost-Volume-Profit (CVP) Analysis; Breakeven Analysis; Computations of Breakeven Point and Shutdown Point; Graphical Approach to CVP Analysis; Margin of Safety; Degree of Operating Leverage (DOL); CVP Analysis Under Multi-Product Situations; Limitations of CVP Analysis.

4. **Activity Based Costing:**

   Traditional Costing System; Application and Limitation; Definition of ABC; Treatment of Cost under Activity Based Costing; Designing an Activity Based Costing System;

Identifying Activities that Use Resources; Cost Drivers and Choosing Cost Drivers; Assigning Cost using Activity Based Costing; Benefits of ABC; Comparison of Traditional and ABC Product Costs; Criticism of ABC.

5. **Budgeting and Budgetary Control:**

Budget, Forecast and Budgeting; Purposes of Budgeting; Benefits; Applicability of Budgeting and Budgetary Control; Budgeting Process; Types of Budgets and their Interrelationship; Preparation of Functional Budgets; Cash Budget; Master Budget; Budgeted Income Statement; Budgeted Balance Sheet; Role of Budgeting in Service and Not-for -Profit Organizations; Behavioral aspects of Budgeting.

6. **Flexible Budgeting:**

Flexible Budget vs. Static Budget; Limitation of Static Budget; Characteristics of a Flexible Budget; Advantages of Flexible Budget; Preparation of Flexible Budget; Flexible Budget and Variance Analysis.

7. **Relevant Information for Decision Making:**

The Concept of Relevant Cost; Using Relevant Cost Information in Decision Making; Make or Buy Decisions; Limiting Factor Analysis; Addition or Deletion of Products or Departments; Special Sales Orders; Sell or Process Further Decision; Replacement of Asset Decision etc.

8. **Pricing Policy and Decisions:**

Basic Economic Pricing Concepts; Market Structure and Pricing; Cost Plus Pricing Methods; Variable Cost Pricing; Differential Cost Pricing; Full Cost Pricing; ABC and Pricing; Rate of Return Pricing; Pricing Policies and Strategies.

9. **Responsibility Accounting and Performance Measurement:**

a) Meaning and Objectives of Responsibility Accounting; Financial Control and its Relationship with Operations Control; Centralization vs. Decentralization; Advantages and Disadvantages of Decentralization; Decentralization and Responsibility Centres: Cost Centres, Revenue Centres, Profit Centres and Investment Centres; Accounting for Responsibility Centres: ROI, RI, EVA and MVA Measures; Comparison between ROI, RI, EVA and MVA; Performance Responsibility Reporting.

b) Measuring and Managing Performance: Financial Performance Measurement and Non-Financial Performance Measurement; Assessing Performance over the Value Chain; the Balanced Scorecard; Motivating Behavior in Management Accounting and Control Systems.

Recommended Text Books:

1. C. T. Horngren, G. Sundem and W. O. Stratton. *Introduction to Management Accounting* (Prentice Hall).
2. R. H. Garrison and E. W. Noreen. *Managerial Accounting* (Irwin).

References:
1. A. A. Atkinson, R. S. Kaplan and S. M. Young. *Management Accounting* (Prentice Hall).
2. A. Belkaoui. *Advanced Management Accounting* (Quorum Books).
3. M. L. Hirsch. *Advanced Management Accounting* (Kent Publishing Company).
4. L. G. Rayburn. *Cost Accounting: Using a Cost Management Approach* (IRWIN).

4102: Management Science

Course Objectives:

This course is designed to achieve the following objectives:

To learn how:

(i) to relate management to decision making and productivity;

(ii) to simplify the complexity of today's managerial decisions;

(iii) to apply techniques of Management Science in diverse business and economic fields;

(iv) to develop, systematic and logical approach to decision making;

(v) to evaluate situations involving uncertainty; and

(vi) to increase effectiveness of decisions making process.

1. **Introduction:**

   Background of the Management Science; Managerial Decision Making; Definition of Management Science (MS); Characteristics of MS; Historical Development; Use and Limitations of MS.

2. **Management Science and Decision Making:**

   Introduction; the Systems Point of View; the Management Science Process; Managerial Problems; Tools and Techniques of MS.

3. **Liner Programming:**

   Nature of LP; Formulation of the Problems; Graphical Method of Solutions; Feasible Solutions; Optimal Solution; Algebraic Solution; Simplex Method; Maximization and Minimization Problems.

4. **Duality:**

   Duality in LP; Dual form of the Problem; Primal & Dual Relationship; Dual Simplex Method; Sensitivity Analysis; Changes in Objective Function and Constrains.

5. **Distribution Models:**

Introduction; Characteristics and Assumptions; Transportation Method; Assignment Problem; Modified Distribution Problems (MODI); Low Cost Entry Method (LCEM); North West Corner Rule (NWCR); Vogel's Approximation Method (VAM).

6. **Decision Theory:**

Decision Analysis; Classification of Decision Situation; Decision under Certainty; Decision under Risk; Decision under Uncertainty; Value of Perfect Information; Decision Tree Analysis.

7. **Network Analysis:**

Introduction; Problems in Network Analysis; Drawing a Network; Dummy Activities; Procedures for Drawing Network; Network in terms of Time; Floats; Network Analysis by Cost.

8. **Project Scheduling by PERT and CPM:**

Introduction; Construction of PERT and CPM; Network of PERT and CPM; Estimation of Time in PERT; PERT and Probabilities.

9. **Inventory Management:**

Introduction; Concepts of Inventory Control; Deterministic Inventory Models; Selective Control Technique; ABC Analysis.

10. **Waiting Lines:**

Introduction; the Queuing Situation; the Managerial Problems; Methodology of Queuing Analysis; Arrival Process; Service Process; Waiting Line; Queuing Models; Poisson; Exponential Models.

11. **Simulation:**

Introduction; Planning; Deterministic and Probabilistic Simulation; Simulation Application.

Recommended Text Books:

1. Efrain Turban and Jack R. Meredith. *Fundamentals of Management Science* (McGraw-Hill Higher Education).

2. Barry Render and Ralph M. Stair. *Quantitative Analysis for Business* (Prentice Hall).

References:

1. Richard L. Levin and Charles A. Kirkpatrick. *Quantitative Approaches to Management* (McGraw-Hill Inc.).

2. David R. Anderson, Dennis J. Sweeney and Thomas A. Williams. *Quantitative Analysis for Business* (Thomson).

3. Harold Bierman, Charles P. Bonini and Warren H. Hausman. *Quantitative Analysis for Business Decisions* (Richard D Irwin).

4103: Accounting Information Systems

Course Objectives:

The main objective of this course is to teach students the essentials of an effective information system, which facilitates processing of accounting data and preparation of financial information. The course will discuss a whole range of AIS topics which include basic definitions, details of data processing, flowcharting and database management. After successful completion of the course, the students will be able:

(i) *to work in a team situation, where they will be able to design accounting information systems;*

(ii) *to understand the primary information flows within business environment;*

(iii) *to understand various transactions cycles and basic accounting records in computer-based system;*

(iv) *to have a basic understanding of ethical issues related to the use of information technology; and*

(v) *to recognize the implications of computer technology on the internal control structure.*

1. **The Information System:**

   An Accountant's Perspective; the Information Environment; the Framework of AIS and the Various Sub Systems; Organizational Structure; the Role of the Accountant; Accounting Information Systems; AIS and MIS; Accounting as a System; Users of Accounting Information System; Management Structure Information Technology and Corporate Strategy; the AIS and Corporate Strategy; How AIS can Add Value to an Organization; Models of Decision Making; Human Aspect of the AIS; Transaction Processing; Computer Hardware and Software in AIS; Computerized Accounting Systems; Tools to Implement Accounting System.

2. **Introduction to Transaction Processing:**

   An Overview of Transaction Processing; Transaction Cycles: Expenditure Cycle; Accounting Record Keeping; Audit Trail; Chart of Accounts; Different Methods Coding; Documentation Techniques; Computer Based Accounting Systems.

3. **Documenting AIS:**

   Importance of Documentation; Document Flow Charts; Guidelines for Drawing DFC; System Flow Chart & DFD; System FC & Guidelines; Program FC; Decision Table; Case Tool.

4. **Ethics, Fraud and Internal Control:**

   Ethical Issues in Business; Fraud and Accountants; Internal Control Concepts and Procedures; COSO Framework; Assessing and Managing Risk Related to AIS; Computer Fraud and Security; Auditing; Computer-Based Information Systems.

5. **Revenue and Expenditure Cycles:**

   Overview of the Manual Revenue System and Study of CBAS; Study of the Sales and Purchases Sub Systems of an Organization; Overview of Purchases and Cash Disbursements; Computer Based Purchases and Cash Disbursements; Payroll Activities; Computerized Payroll System; Threats, Exposures and Control Procedures in the Revenue and Expenditure Cycles.

6. **General Ledger, Financial Reporting and Management Reporting Systems:**

   Data Coding Systems; Financial Reporting Systems; Management Reporting Systems; Threats; Exposures and Control Procedures in the Revenue and Expenditure Cycles.

7. **AIS in Management Control:**

   AIS Characteristics and Criteria for Management Control; AIS Data Support for Management Control; AIS, MIS use Mix in Management Control; Accountants and Management Control Interface; Management Control Decision Using AIS.

8. **Strategic Decisions:**

   DSS; AIS and AI/ES: AIS in Corporate Planning; Decision Support System (DSS); Artificial Intelligence (AI) and Expert Systems Operation and Evaluation.

9. **Systems Organizations, Development, and Management:**

   Approaches to System Development; AIS Development Strategies; System Development Life Cycle (SDLC).

10. **Information Technology Strategy:**

    Enterprise Strategy and Vision; Assessment of Current and Future IT Environment; Financial Statement and Business Implications of Electronic Commerce; IT Strategic Planning; Ongoing Governance and Outcome Monitoring Process; Current Status of IT in Bangladesh.

11. **Designing and Implementing Systems:**

    System Acquisition Methodology; Investigation and Feasibility Study; Requirements Analysis and Initial Design; System Design; Selection; Acquisition and Development; Systems Implementation; System Maintenance and Program Changes; Project Management: Planning, Control Methods and Standards.

12. **Evaluating Computer-Based Business Systems:**

    Planning of System Evaluation; Evaluating the System; Communicating Results of Evaluations and Following Up.

13. **Controls and Standards:**

    Control Environment; System Acquisition Process and Controls; Risk Assessment Processes and Activities; Information System Processing Operations and Controls; Monitoring Processes and Activities; Controls Over Personal Systems.

14. **Information Security:**

Importance of Security; Security of Computer Hardware and Software; Data Security; Network and Web Security; Malicious Software; Hackers and Cyber Vandalism; Computer Crime and Cyber Terrorism.

15. **Introduction to Accounting Packages:**

Practical Demonstration on Contemporary Accounting and Business Software Like "TALLY"; "ACCPAC", "QUICKBOOK"; "ERP Software" and Others; Features of an Accounting Package; Making Chart of Accounts; General Ledger; Payables: Vendors, Purchase, Payments; Receivables: Customers, Sales Receivables; Payroll: Employees Payroll; Inventory: Inventory Transfer, Adjustment.

Recommended Text Book:

Marshall B. Romney and Paul J. Steinbart. *Accounting Information Systems* (Prentice Hall).

References:

1. J. W. Wilkinson, M. J. Cerullo, V. Raval and B. Wong-On-Wing. *Accounting Information Systems* (John Wiley & Sons).

2. Stephen Moscove, Mark Simkin and Nancy Bagranoff. *Core Concepts of Accounting Information Systems* (John Wiley & Sons, Inc.).

3. Ulric J. Gelinas, Jr. and Richard B. Dull. *Accounting Information Systems* (Thomson South-Western).

4. James A. Hall. *Accounting Information Systems* (South-Western Cengage Learning).

5. M. Rahman and M. Halladay. *Accounting Information Systems: Principles: Applications and Future Directions* (Prentice Hall Inc.).

6. K. C. Laudon and J. P. Laudon. *Management Information Systems: Managing the Digital Firm* (Prentice Hall)

4104: Accounting for Specialized Institutions

Course Objectives:

The objectives of this course are:

a. *to give an overview about the business environment of specialized institutions in Bangladesh;*

b. *to give an overview about the financial reporting environment of specialized institutions such as banking and non-banking financial institutions, Leasing companies, Government accounting, NGOs accounting etc. in Bangladesh;*

c. *to get familiar with the compliance requirement to prepare the financial statements of specialized institutions; and*

d. *to get familiar with the reporting framework.*

Part-A: Preparation of Financial Statements of Banking Companies and Non-Banking Financial Institutions (NBFIs)

1. **Overview and Contemporary/Emerging Issues in Banking Financial Institutions:**

    Historical Development of Banking Systems; Banking History of Bangladesh and its Present Status; Role and Functions of Commercial Banks and Specialized Banks; Characteristics of Central Bank; Nature and Function of Central Bank; Necessity of Central Bank; Central Banking Theory; Comparison between Central Bank and Commercial Bank; Clearing House; Risks and Objectives of Risk Management; Elements of Sound Risk Management System; Risks Management Guidelines for Banks; Regulations of Banks by Bangladesh Bank (BB) and the Bangladesh Securities and Exchange Commission (BSEC); Classified Loan and Loan Loss Provisions; Operation and Management; Inspection and Investigation; Accounts and Audit; Submission of Return and Reports; Corporate Governance Guidelines and Practices in Banks; Green Banking; SME Banking; Corporate Social Responsibility; BASEL-II-Risk based Capital Adequacy; Stress Testing.

2. **Preparation and Presentation of Bank's Financial Statements:**

    Preparation of Financial Statements of Banking Companies as per BB's Guidelines; Presentation and Disclosure in the Financial Statements of Islamic Banks. Ideas on IAS 39/IFRS 9 in Preparation of Bank's Financial Statements.

3. **Non-Banking Financial Institutions in Bangladesh:**

    Meaning of Non-Banking Financial Institutions and Present Status in Bangladesh; Difference between Banking and Non-Banking Financial Institutions; Preparation of Financial Statements of Merchant Banks and Investment Banks.

3. **Presentation of Financial Statements of Leasing Company, Investment Company etc.**

Part-B: Financial Statements of Insurance Company: Life Insurance and Non-Life Insurance Company

1. **Insurance Company in Bangladesh:**

    Concept of Insurance; Development of Insurance Company in Bangladesh and Present Status; Role of Insurance; Functions of Insurance; Principles of Insurance; Classification of Insurance Business and Policies; Insurance Development and Regulatory Authority (IDRA); Accounts, Audit, Actuary Report and Statements (IFRS 4, IAS 19, and IAS 26); Actuary and Actuary Valuation; Commissions, Rebates, and Management expenses; Distribution of Dividend; Bonus and Profit; Registers; Submission of Returns; Re-Insurance business in Bangladesh; Role of Insurance Academy.

2. **Financial Statements of Insurance Companies:**

    Computation of Insurance Claims; Preparation of Financial Statements of Insurance Companies as per Guidelines of the IDRA.

Part-C: Government Accounts and Accounting for NGOs

1. **Introduction to Government Accounting:**

Purposes and Objectives of Government Accounting; Difference of Government Accounting with Accounting of Company; Fund Accounting; Government Funds; Proprietary Fund; Fiduciary Fund; Accounting System of Bangladesh Government.

2. **Accounting for NGOs:**

Reporting Framework of NGO Accounting; Chart of Accounts; Presentation of Accounts of NGO; Project-wise Accounting etc.

Recommended Text Books:

1. K. C. Shekhar. *Banking Theory and Practice* (Vikas Publishing House Pvt. Ltd.).
2. M. Radhaswami and S. V. Vasudevan. *A Text Book on Banking (Laws, Practice and Theory)* (S. Chand & Co.).
3. Ronald I. Robinson. *The Management of Bank Funds* (McGraw-Hill Language).
3. M. N. Mishra. *Insurance: Principles and Practices* (S. Chand & Co.).
2. A. H. Choudhury. *Elements of Insurance*.
3. Abu TaherBhuiyan. *Guide to Insurance*.
4. Habibullah an S. N. Ghosh. *Risk Management* (BBR).
5. Md. Muinuddin Khan. *Advanced accounting* (Vol. II) (Ideal Library).
6. Amitabh Mukherjee and Mohammed Hanif. *Modern Accountancy* (Vol. II) (Tata McGraw-Hill).

References:

1. Banking Companies Act 1991
2. Insurance Act 2010
3. Companies Act 1994
4. Insurance Development & Regulatory Authority Act 2010
5. Securities and Exchange Rules 1987
6. Bangladesh Bank Risk Management Guidelines 2012
7. Annual Report of Bangladesh Bank
8. Annual Report of Banks
9. Annual Report of Insurance Companies (General and Life)
10. Annual Report of Non-Banking Financial Institutions
11. Policy Guidelines for Green Banking by Bangladesh Bank

12. Banking Regulation and Policy Department (BRPD) Circulars

13. International Financial Reporting Standards (IFRS)

14. Website of Bangladesh Insurance Academy

15. Website of Bangladesh Bank

16. Website of Bangladesh Institute of Bank Management (BIBM)

4105: Research Methodology

Course Objectives:

This course is designed to achieve the following objectives:

(i)   to build the foundation of scientific thinking;

(ii) to understand the framework of the business research process;

(iii) to develop an understanding of research design and techniques;

(iv) to conduct basic qualitative and quantitative research; and

(v)   to equip the students for scholarly writing and evaluate the report.

1. **The Role of Business Research:**

   Definition of Business Research; Nature of Business Research; Basic and Applied Business Research; the Scientific Method; Managerial Value of Business Research; Identifying Problems and Opportunities; Selecting and Implementing a Course of Action; Evaluating the Course of Action.

2. **Theory Building:**

   Theory Building; Definition of Theory; Goals of Theory; Research Concepts, Constructs, Propositions, Variables, and Hypotheses; Tactical Value of Theories; Deductive and Inductive Reasoning.

3. **The Business Research Process: An Overview:**

   Decision Making in Certainty; Uncertainty and Ambiguity; Types of Business Research: Descriptive, Exploratory, and Casual Research; Stages in the Research Process; Alternatives in the Research Process; Defining the Research Objectives; Sampling; Gathering Data; Processing and Analyzing Data; Drawing Conclusion and Preparing a Report.

4. **Organizational and Ethical Issues in Business Research:**

   Sources of Conflict between Management and Researchers; Ethical issues in Business Research; General Rights and Obligations of Concerned Parties; Rights and Obligations of the Researcher to Participant; Rights and Obligations of the Client; Sponsor Privacy.

5. **Problem Definition: The Foundation of Business Research:**

Importance of Starting with a Good Research Problem; Definition of Research Problem; Selecting the Problem; Techniques in Defining a Problem; the Research Proposal; Types of Research Proposal; Contents of Research Proposal.

6. **Research Design:**

Meaning of Research Design; Need for Research Design; Features of a Good Design; Concepts relating to Research Design.

7. **Qualitative and Quantitative Research:**

Definition of Qualitative Research; Uses of Qualitative Research; Qualitative vs. Quantitative Research; Contrasting Qualitative and Quantitative Methods; Contrasting Exploratory and Confirmatory Research; Categories of Qualitative Research.

8. **Overview of Research Methods:**

Survey Research: Advantages, Potential Errors, Classifying Survey Research Methods; *Observation Methods*: Observation in Business Research, Observation of Human Behaviour, Complementary Evidence, Direct Observation, Ethical Issues in the Observation of Humans; *Experimental Research*: Creating an Experiment, Designing an Experiment to Minimize Experimental Error, Classification of Experimental Design, Ethical Issues in Experimentation, Practical Experimental Design Issues; *Secondary Data Research*: Advantages and Disadvantages, Objective for Secondary Data Research Design, Internal and External Sources of Secondary Data.

9. **Measurement and Scaling Techniques:**

Concepts; Operational Definitions; Levels of Scale Measurement; Criteria for Good Measurement; Importance of Measuring Attitudes; Techniques for Measuring Attitudes; Attitude Rating Scales: Simple Attitude Scales and Category Scales; Method of Summated Ratings: the Likert Scale, Semantic Differential; Measuring Behavioral Intention; Behavioral Differential, Ranking, Paired Comparisons and Sorting.

10. **Questionnaire Design:**

Questionnaire Quality and Design: Basic Considerations, Questionnaire Relevancy, Questionnaire Accuracy, Wording Questions, Guidelines for Constructing Questions.

11. **Sampling Design:**

Census and Sample Survey; Process of Identifying a Target Population and Selecting a Sampling Frame; Sampling Techniques: Probability Sampling, Non-Probability Sampling; Categories of Probability and Non-Probability Sampling; Comparing Random Sampling and Systematic (non sampling) Errors; Choosing an Appropriate Sample Design; Major Issues in Specifying Sample Size.

12. **Field Work:**

   Role and Job Requirements of Fieldworkers; Skills to Cover when Training Inexperienced Interviewers; Principles of Good Interviewing; Management of Fieldworkers; Minimizing Errors in the Field.

13. **Hypothesis Testing and Analysis of Data:**

   Basic Concepts of Hypothesis Testing; Procedure for Hypotheses Testing; Flow Diagram for Hypotheses Testing; Tests of Hypotheses: *t*-test, *Chi Square* Test, *Z*–Test, *F*-Test etc.; Editing and Coding: Transforming Raw Data into Information; Basic Data Analysis: Descriptive Statistics, Univariate Statistical Analysis; Bivariate Statistical Analysis: Differences between Two Variables, Measures of Association; Multivariate Statistical Analysis.

14. **Interpretation and Report Writing:**

   Meaning of Interpretation; Why Interpretation; Techniques of Interpretation; Precautions in Interpretation; Significance of Report Writing; Different steps in Writing Report; Layout of the Research Report; Types of Reports; Oral Presentations; Mechanics of Writing Reports; Precautions for Writing a Research Reports.

Recommended Text Books:

   1. William G. Zikmund. *Business Research Methods* (Thomson/South-Western).

   2. C. R. Kothari. *Research Methodology: Methods and Techniques* (New Age Publications).

   3. B. N. Gosh. *Scientific Method and Social Research* (APT Books).

   4. Uma Sekaran and Roger Bougie. *Methods for Business: A Skill Building Approach* (John Wiley & Sons).

References:

   1. T .S. Wilkinson and P. L. Bhandarkar. *Methodology and Techniques of Social Research* (Himalaya Publishing House).

   2. Fred N. Kerlinger and Howard B. Lee. *Foundations of Behavioral Research* (Cengage Learning).

   3. C. William Emory and Donald R. Cooper. *Business Research Methods* (IRWIN).

   4. N. K. Malhotra. *Marketing Research* (Prentice Hall).

FOURTH YEAR

SECOND SEMESTER

4201: Accounting Theory and Standards

Course Objectives:

This course is designed to:

(i) *get students familiar with concepts of theory development and theories of accounting policy choice, measurement of economic income and the value relevance of accounting information and with the process of development of accounting and reporting regulations.;*

(ii) *help students of accounting to critically examine the connection between accounting theories and the regulatory framework of financial accounting;*

(iii) *equip students with the ability to critically evaluates conceptual frameworks for the preparation and presentation of financial statements of both the International Accounting Standard Board (IASB) and the Financial Accounting Standard Board (FASB); and*

(iv) *delve into financial disclosure regulations and practices in Bangladesh. The issue of both disclosure adequacy and quality in the corporate annual reports will be highlighted.*

1. **Introduction to Accounting Theory and Standards:**

   1.1 Definition of Theory; Importance for Accounting Students to Study Accounting Theory; An Overview of Theories of Accounting: Pragmatic Theories, Normative Theories, Positive Theories; The Fundamental Problem of Financial Accounting Theory; Regulations as a Reaction to the Fundamental Problem.

   1.2 The Theories of Regulation Relevant to Accounting: Theory of Efficient Markets, Agency Theory, Theories of Regulation: Public Interest Theory, Regulatory Captures Theory, Private Interest Theory; How Theories of Regulation Apply to Accounting Practice; Regulatory Framework for Financial Reporting.

2. **Conceptual Framework for the Preparation and Presentation of Financial Statements:**

   2.1 Conceptual Framework of Accounting and its Importance; Brief Overview of the History of the Development of Conceptual Frameworks.

   2.2 Building Blocks of IASB's Conceptual Framework.

   2.3 Conceptual Framework to Legitimize Standard-Setting Bodies; Normative vs. Positive Approaches and the Development of Conceptual Framework.

3. **Theory and Concepts of Measurements in Accounting:**

   3.1 Concepts of Measurement; Importance of Measurement; Reliability and Accuracy in Measurement; Issue of Measurements in Accounting; Rationale Behind Double-Entry

Accounting; Measurement of Accounting and Economic Income; Accounting Policy and Changes; Earnings Smoothing, Earning Management, Big Bath Accounting vs. Creative Accounting; Fraud in Accounting.

3.2 Capital Maintenance Concepts and Earnings Measurement; Historical Cost Accounting (HCA) vs. Fair Value Accounting (FVA); Information conveyed by HCA and FVA; Meaning of Price-To-Book Ratio and Price-Earnings Multiple under HCA And FVA; and Fair Valuation and Market Capitalization.

3.3 Approaches to Fair Value Measurement (Statement of Financial Accounting Standard (SFAS) 157 and IAS 39; Arguments for and against FVA, Pro-Cyclicality and FVA.

3.4 The Present System of Accounting Recognition and Measurement (A Mixed System Involving both HCA and FVA); Measurement of Assets, Liabilities and Owner's Equity; Revenues and Gains: Definition, Recognition, and Measurement; Expenses and Losses: Definition, Recognition and Measurement; Fair Valuation of Non-Current Assets and Intangibles; Problems and Prospects.

4. **Accounting and Capital Markets:**

   4.1 Efficient Market Hypothesis and Tests of Market Efficiency with respect to Accounting Information; Effects of Earnings Announcements on the Level and Variability of Stock Prices; Association between Accounting Performance Measures and Stock Returns.

   4.2 Earnings Response Coefficients and Value Relevance of Accounting Information; A Brief Review of Models of Equity Valuation; Relationship between Fundamental Value and Earnings and/or Free Cash Flows; Financial Statement Analysis and Prediction of Earnings and Growth in Earnings and hence the Fundamental Value of Equities; Review of Research on Earnings Response Coefficients and on the Value Relevance of Accounting Information.

   4.3 Positive Accounting Theory; Agency Problem between a Firm's Shareholders (Principal) and its Management (Agent); Managerial Incentives and Accounting Numbers; Role of Accounting in Contracts and in the Political Process; Capital Market Effects of Accounting Method Changes and Stock Market Reactions to New Accounting Standards.

5. **Financial Disclosure Concepts and Disclosure Regulation in Bangladesh:**

   5.1 Financial Disclosure: Costs and Benefits of Disclosure; Arguments for and against Regulation of Financial Disclosure; Mandatory vs. Voluntary Disclosure; Information Needs of Diverse Users; Theories of Financial Disclosures.

   5.2 Financial Reporting Regulations in Bangladesh; A Critical Review of Disclosure Requirements as per the Companies Act, 1994, the Banking Companies Act, 1991; the Securities and Exchange Rules, 1987, Listing Rules of the Stock Exchanges, and International Financial Reporting Standards (IFRSs) as adopted by the Institute of Chartered Accountants of Bangladesh and other Acts and Pronouncements that require Financial Disclosure.

6. Accounting Standards:

6.1 Perspectives for Setting Accounting Standards; Standards Setting Process; Institutional Structure for Setting Accounting Standards; Role of the IASB to Harmonize Accounting and Reporting Practices across Countries.

6.2 International Financial Reporting Standards (IFRS) Issued by IASB; First-Time Adoption of International Financial Reporting Standards (IFRS-1).

Recommended Text Books:

1. Ahmed Riahi Belkaoui. *Accounting Theory* (Harcourt).

2. C. Deegan. *Financial Accounting Theory* (McGraw-Hill Australia Pty Ltd.).

3. J. Godfrey, A. Hodgson, A. Tarca, J. Hamilton and S. Holmes. *Accounting Theory* (John Wiley & Sons Australia, Ltd.).

References:

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Beaver, W. H., 1998. *Financial Reporting: an accounting revolution,* Third edition, Prentice Hall

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Geoffrey Whittington, 2005.The adoption of International Accounting Standards in the European Union. *European Accounting Review*, 14(1):127–153.

Healy, P. M., and Wahlen, J. M., 1999.A review of the earnings management literature and its implications for standard setting. *Accounting Horizons*, 13(4):365-383.

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Revsine, L., Collins, D. W., and Johnson, W. B., 2011. *Financial Reporting and Analysis*, Fifth edition, McGraw-Hill.

Jensen, M. C. and Meckling, W., 1976. Theory of the firm: managerial behaviour, agency costs and ownership structure. *Journal of Financial Economics*, 3(4): 305-360.

Dye, R., and Sunder, S., 2001. Why not allow the FASB and the IASB Standards to compete in the U.S.? *Accounting Horizons*, 15(3):257-271.

Scott, W. R.,2006. *Financial Accounting Theory*. Fourth edition, Prentice Hall.

Sunder, S., 2005. Minding our manners: Accounting as social norms. *British Accounting Research*, 37:367-387.

Sunder, S., 1996. *Theory of Accounting and Control*, First Edition, South-Western College Publishing.

Watts, R., and Zimmerman, J. 1986. *Positive Accounting Theory*. Prentice Hall.

Watts, R. and Zimmerman, J. L., 1990. Positive Accounting Theory: A Ten Year Perspective. *The Accounting Review*, 65:131-156.

Zeff, S. 'Economic consequences of accounting policy choice', reprinted in Zeff and Dharan, (eds). *Readings and notes on financial accounting*: 6-16, 1997, McGraw-Hill.

4202: Financial Statement Analysis

Course Objectives:

This course is designed to:

(i) *give students a complete knowledge to develop their ability to basic concepts of financial statement analysis for investment and credit decisions and solving the business problems by analysing and interpreting the accounting information, supplied mainly through financial statements;*

(ii) *give students a clear idea about a set of accounting information items which constitutes a logical framework that can be applied to predict both earnings level and growth in earnings, and together with other accounting fundamentals, can used to predict fundamental value of shares;*

(iii) *help understand the role of accounting rate of return (ARR) in the security valuation process;*

(iv) *demonstrate the underlying interdependency between cash accounting and accrual accounting in judging the quality of accrual earnings and the culture of earnings management by firms; and*

(v) *explore the role of leverages both financial leverage and operating leverage on profitability and its relation to macroeconomic and monetary policies.*

1. **Introduction to Financial Statements:**

   Financial Statements and their Users; Objectives of Financial Statement Analysis; From Business Activities to Financial Statements; Parts of the Financial Statements; Additional Information Accompanying Financial Statements; Measurement in the Financial Statements; Influences of the Accounting System on Information Quality; Financial Statement Analysis in an Efficient Capital Market; Limitations of Financial Accounting Data for Financial Statement Analysis.

2. **Financial Statement Analysis:**

   2.1 **Horizontal and Vertical Analyses:** Comparative Financial Statement Analysis: Year-To-Year Change Analysis, Index Number Trend Analysis, Common-Size Financial Statement Analysis.

   2.2 **Ratio Analysis:** Common Sets of Financial Measures and Ratios: Liquidity Measures and Ratios, Profitability Measures and Ratios, Activity Measures and Ratios, Solvency Measures and Ratios, Overall Measures and Ratios: Earnings Per Share, Price to Earnings Ratio, Price to Book Ratio, Dividend-Payout Ratio, Sustainable Growth Rate.

   2.3 **The Analysis of Profitability:** The Analysis of Return on Common Equity, First-Level Breakdown: Distinguishing Financial and Operating Activities and the Effect of Leverage, Second-Level Breakdown: Drivers of Operating Profitability, Third-Level Breakdown: Profit Margin Drivers, Turnover Drivers, Borrowing Cost Drivers.

3. **How Financial Statements are Used in Valuation:**

   3.1 Multiple Analysis: Method of Comparables and Screening of Multiples

3.2 Fundamental Analysis: The Process of Fundamental Analysis, Financial Statement Analysis, and Pro-Forma Analysis.

3.3 Redefining Financial Statements for Valuation: Defining Net Operating Assets, Net Financial Obligations and Common Stock Equity; Operating Income and Net Financial Expenses; Return on Common Equity and its Decomposition between Profitability of Net Operating Assets and Net Borrowing Costs.

3.4 The Architecture of Fundamental Analysis: The Valuation Model, the Terminal Value Calculation, Capital Asset Pricing Model (CAPM) and the Choice of Discount Rate.

4. **Cash Accounting, Accrual Accounting and Equity Valuation:**

   4.1 Cash Flows, Earnings and Accrual Accounting; Reconciling Earnings with Free Cash Flows; Operating Accruals and Financial Accruals and Earnings Management.

   4.2 Valuation Models: Modigliani-Miller (MM) Approach to Valuation and the Role of Leverage; Dividend Discount Model, Earnings Capitalization Model, Residual Earnings Model and Free Cash Flow Model.

   4.3 Accrual Accounting and Price-to-Book Ratio; Relation between Price-to-Book (P/B) Ratio and Price-Earnings (P/E) Multiple.

   4.4 Residual Earnings Model of Equity Valuation: Concept of Residual Earnings, Features of Residual Earnings Model; Discounting Residual Earnings, Drivers of Residual Earnings; Using Hierarchical Financial Ratios to Forecast Drivers of Residual Earnings; and Drivers of Growth in Residual Earnings.

5. **The Analysis of Growth and Sustainable Earnings:**

   Equity Valuation and Growth in Earnings; Concept of Sustainable Earnings; Core Operating Profitability; Core Borrowing Costs; Growth in Core Profitability and how P/B Ratios and Trailing P/E Ratios Articulate.

6. **Analysis of the Quality of Earnings:**

   Earnings Quality; Definition, Measuring Earnings Quality, Balance Sheet Analysis Of Earnings Quality, External Factors and Earnings Quality; Earnings Persistence: Recasting and Adjusting Earnings for Analysis, Determinants of Earnings Persistence, Persistence of Extraordinary Items in Earnings; Determinants of Earnings Quality, Detecting Income Shifting, Detecting Transaction Manipulation, Justifiable Manipulation?, Disclosure Quality, Quality Scoring, Abnormal Returns to Quality Analysis.

7. **The Analysis of Credit Risk, Return and Valuation:**

   Financial Statement Analysis for Credit Evaluation, Financing Risk; Distinguishing Between Financial Leverage and Operating Leverage; Relation between Return and Leverages; Leverages and Taxes; Monetary Policies; Interest Rates; Leverages and its Effects on Residual Earnings; Leverages and Residual Earnings Model; Liquidity Planning and Financial Strategy.

Recommended Text Books:

1. S. H. Penman. *Financial Statement Analysis and Security Valuation* (McGraw-Hill Irwin).

2. L. A. Bernstein and J. J. Wild. *Financial Statement Analysis: Theory, Application, and* Interpretation (McGraw-Hill Irwin).

3. B. Stanko and T. Zeller. *Understanding Annual Reports: A User's Guide* (John Wiley & Sons, Inc.).

4. K. G. Palepu and P. M. Healy. *Business Analysis & Valuation Using Financial Statements* (South-Western Cengage Learning).

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Brief, R., and Lawson, R. A., 1992. The Role of the Accounting Rate of Return in Financial Statement Analysis. *The Accounting Review,* 67(2):411-426.

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Feltham, G. A., and Ohlson, J. A., 1995. Valuation and Clean Surplus Accounting for Operating and Financial Activities. *Contemporary Accounting Research*, 11:689-731.

Healy, P. M., and Wahlen, J. M., 1999. A Review of the Earnings Management Literature and its Implications for Standard Setting. *Accounting Horizons,* 13(4):365- 383.

Schipper, K., and Vincent, L., 2003. Earnings Quality. *Accounting Horizons,* 17:97-110.

Kothari, S. P., 2001. Capital Markets Research in Accounting. *Journal of Accounting and Economics* 31:105-231.

Lev, B., and Thiagarajan, S. R., 1993. Fundamental Information Analysis. *Journal of Accounting Research*, 31:190-215.

Lev, B., and Ohlson, J. A., 1982. Market-Based Empirical Research in Accounting: A Review, Interpretation, and Extension. *Journal of Accounting Research*, 20:249-322.

Nissim, D., and Penman, S., 2001. Ratio Analysis and Equity Valuation: From Research to Practice. *Review of Accounting Studies,*6(March):109-154.

Nissim, D., and Penman, S., 2003. Financial Statement Analysis of Leverage and How it Informs Profitability and Price-to-Book Ratios. *Review of Accounting Studies*, 8:531-60.

Ohlson, J. A., 2005. On Accounting-based Valuation Formulae. *Review of Accounting Studies*, 10:323-347.

Ohlson, J. A., and Juettner-Nauroth, B. E., 2005. Expected EPS and EPS Growth as Determinants of Value. *Review of Accounting Studies,* 10:349-365.

Penman S. H., and Sougiannis, T., 1998. A Comparison of Dividend, Cash Flow, and Earnings Approaches to Equity Valuation. *Contemporary Accounting Research*, 15:343-383.

Penman, S. H., and Yehuda, N., 2007. Pricing of Earnings and Cash Flows and an Affirmation of Accrual Accounting. Working Paper, Columbia Business School.

Penman, S. H., 1991, An Evaluation of Accounting Rate of Return. *Journal of Accounting, Auditing, and Finance*, 6:233-255.

4203: Investment Analysis and Portfolio Management

Course Objectives:

This course focuses on the valuation and use of the major investment vehicles and strategies available in capital markets today. In particular, we will consider how investors evaluate and form portfolios with instruments such as stocks, bonds and mutual funds. Although the ultimate objective will be to develop a conceptual and theoretical background upon which the participant can expand his or her knowledge of the field of investment, the topical treatment will be rather practically oriented. It is expected that each participant will have completed the appropriate finance, mathematics, statistics prerequisites and fundamental investment course prior to beginning the class.

1. **Overview of the Portfolio Formation Process:**

    Investment Environment: Investment, Financial Assets; Securities Market and its Characteristics; Investment Management Process; the Asset Allocation Decision: Background and Investment Policy Statements; Investment Style Allocation; Analysis of Exchange Markets: Types of Order, Exchange Membership; Margin: Margin on Long Purchase and Margin on Short Sale.

2. **Security Market Indicator Series:**

    Time Weighted and Value Weighted Index-construction; DGEN; Free Float Index.

3. **Risk, Return and Portfolio Construction:**

    Definition and Measurement of Risk, Probability Distribution and Expected Return; Risk and Diversification; Mean Variance Portfolio Theory and Asset Pricing; Portfolio Theory: Measuring Portfolio's Expected Return and Risk; Two Risky Assets; Many Risky Asset; Delineating Efficient Portfolios; Shape of the Portfolio Possibility Curve; Portfolio Diversification: Markowitz Diversification; Minimum Variance Portfolio; the Efficient Frontier with Riskless Lending and Borrowing.

4. **Techniques for Calculating the Efficient Frontier:**

Short Sales allowed with Riskless Lending and Borrowing; Short Sale allowed but No Riskless Lending and Borrowing; Riskless Lending and Borrowing with Short Sales not allowed, No Short Selling and No Riskless Lending and Borrowing.

5. **The Correlation Structure of Security Returns:**

(A) The Single Index Model, (B) Multi-Index Models and Grouping Activities. (C) Models of Equilibrium in the Capital Markets; Capital Market Theory and the CAPM-CAPM Assumptions; Deriving the Capital Market Line; CAPM-Systematic and Unsystematic Risk; SML; Test of CAPM; APT.

6. **Security Analysis-Fundamental Analysis:**

Market; Industry and Company Analysis; Technical Analysis; Forms of Efficiency.

7. **Security Valuation and Equity Portfolio Management:**

Overview of the Valuation Process; Theory of Valuation; Valuation of Common Stock; Equity Valuation Analysis; Company Analysis and DCF Techniques; Equity Valuation Analysis; Comparable Firm Techniques; Active Equity Portfolio Management; Evaluation of Prospectus.

8. **Fixed Income Securities and Portfolio Management:**

(A) Fixed Income Securities; (B) Bond Pricing (Valuation); (C) Bond Price Volatility.

9. **Professional Asset Management:**

Investment Companies and Mutual Fund

10. **Evaluation of Portfolio Performance:**

(A) Composite Portfolio Performance Measures; and (B) Performance Attribution Analysis.

Recommended Text Books:

1. Frank K. Reilly and K. C. Brown. *Investment Analysis and Portfolio Management* (Thomson, South-Western)

2. Zvi Bodie, Alex Kane and Alan Marcus. *Investments* (McGraw-Hill).

3. Edwin J. Elton and Martin J. Gruber. *Modern Portfolio Theory and Investment Analysis* (John Wiley & Sons, Inc.).

4204: Basic Econometrics

Course Objectives:

This course is designed to understand the concept of Econometrics and the application of econometric tools and techniques for solving different kinds of economic, business and socio-economic problems, policy formulations and implications. The main focus of this course is to study on econometric techniques mainly, different methods to estimate econometric models and parameters, testing of hypothesis, usages of the estimates of parameters, ascertaining the proper functional form of the economic relations. Each topic will be accomplished in two parts. Theoretical aspects will be taught in the class and the applications in the lab with data analysis. Students will also learn the use of software packages like SPSS, STATA, and RATS.

1. **Basic Concepts and Ideas:**

   Meaning of Econometrics; Meaning of Theoretical Model; Types of Theoretical Model; Scope of Econometrics; Different Steps in an Econometric Analysis of Economic Models; Limitation of Econometrics; Meaning of Time Series; Cross-Section and Panel Data; Limitation of Model Building.

2. **Simple Linear Regression Model:**

   Meaning of Simple Regression Model; Regression Analysis; Meaning of Simple Linear Regression Model; Statistical Assumptions of a Linear Model; Estimation Methods of Linear Regression Models; Properties of Least Squares Estimators; Hypothesis Testing; Confidence Intervals of Estimators; Coefficient of Determination; Goodness of Fit; Characteristics of the Coefficient of Determination (R^2); Application of Numerical Problems.

3. **Two Variables Non-linear Regression Model:**

   Meaning of Two Variables Non-Linear Relationship; Different Types of Two-Variables Non-Linear Relationships, Estimation of Non-linear Models, Growth Model, Estimating Trend Value, Application of Numerical Problems.

4. **Multiple Linear Regression Model:**

   Meaning of Multiple Regression Model; Statistical Assumptions of Multiple Linear Regression Models; Estimation Methods of Multiple Regression Models; Properties of Least Squares Estimators; Gauss Markov Theorem; Hypothesis Testing; Confidence Intervals of Estimators; Coefficient of Determination; Goodness of Fit; Application of Numerical Problems.

5. **Multi Variables Non-Linear Regression Model :**

   Multiple Variables in Non-Linear Relationship; Cobb-Douglas Production Function, Demand Function and Supply Function; Fitting of Cobb-Douglas Production Function, Demand Function and Supply Function; Application of Numerical Problems

6. **Problems of Single Equation Model:**

   Heteroscedasticity: Meaning of Heteroscedasticity; Test for Detecting the Presence of Heteroscedasticity; Consequences of Using OLS in the Presence of Heteroscedasticity; Estimation Techniques of a Heteroscedastic Model; Application of Numerical Problems.

7. **Problems of Single Equation Model:**

Autocorrelation: Meaning of Autocorrelation; Causes of Autocorrelation; Effect of Auto-Correlation; Properties of Least Squares Estimators in Case of Autocorrelation; Test for Detecting the Presence of Auto-Correlation; Estimation of Auto-Correlated Models; Application of Numerical Problems

8. **Dummy Variable Regression Model:**

Meaning of Dummy Variable; The Nature of Dummy Variables; Various Types of Dummy Variables; The Dummy Variable Alternative to the Chow Test; Interaction Effects Using Dummy Variables; the Use of Dummy Variables in Seasonal Analysis; Application of Numerical Problems.

9. **Model Specification and Diagnostic Testing:**

Model Selection Criteria; Types of Specification Errors; Consequences of Model Specification Errors; Tests of Specification Errors; Errors of Measurement; Incorrect Specification of the Stochastic Error Term; Nested vs. Non-Nested Models; Tests of Non-Nested Hypothesis; Application of Numerical Problems.

Recommended Text Books:

1. Jeffrey M. Wooldridge. *Introductory Econometrics: A Modern Approach* (South-Western Cengage Learning).

2. Damodar N. Gujarati. *Basic Econometrics* (McGraw-Hill).

References:

1. Marno Verbeek. *A Guide to Modern Econometrics* (John Wiley & Sons Ltd.).

2. William H. Green. *Econometric Analysis* (Prentice Hall).

3. G. S. Maddala. *Introduction to Econometrics* (John Wiley & Sons Ltd.).

4205: Development Theory and Bangladesh Economy

Course Objectives:

The first objective of the course is to enable students to understand the basic concepts related to economic growth and development and enable them to differentiate among the various approaches to development followed by different nations. The second objective of this course is to provide students with an understanding of the structure of Bangladesh economy, the changes undergone by the economy over time and the way policies have influenced macro-management of Bangladesh economy. Finally, the course is designed to enable the students to analyse the changing dynamics of Bangladesh economy under the different policy regimes including fiscal, financial trade policy regimes with special focus on the role of plan and market in macroeconomic management of Bangladesh.

1. **Development and Underdevelopment:**

    Concepts of Development and Underdevelopment; Traditional Economic Measures; The New Economic View of Development; the Three Objectives of Development; Common Characteristics of Underdevelopment; Indicators of Development.

2. **Theories of Development:**

    Two Major Approaches to the Study of Economic Development: the Linear Stages Model, Rostow's Stages of Growth, Harrod-Domar Growth Model; Obstacles and Conditions; Some Criticism of the Stage Model; the Marxist Models: Growth and Collapse; Summary and Synthesis of General Theory of Development.

3. **Structure of Bangladesh Economy:**

    Characteristics and Salient Features of Bangladesh Economy; Change in the Economic Structure over Time; the Nexus between the Different Elements of Business Environment Existing in Bangladesh and Her Economic Performances; Changes in Business Environment in the Light of Recent Policy Changes.

4. **Agriculture and Rural Development:**

    The Imperative of Agricultural Progress and Rural Development; the Structure of Bangladesh Agrarian System; Subsistence Agriculture and Extensive Cultivation in Bangladesh; Cropping Practices and Cropping Intensity; HYV and its Implication; Rural Development Institutions & Strategy of GOB and NGO; Toward a Strategy of Agricultural and Rural Development: Some Main Requirements.

5. **Industrial Sector:**

    Role of the Industrial Sector for Economic Development of Bangladesh; Relative Importance of Small, Medium and Large Scale Manufacturing Industries; Nationalization vs. Privatization; Role of Development Finance Institutions; Credit Policy; Debt Default; Sick Industries; Evaluation of the Industrial Policies; 1972 Nationalization Act, 1982 NIP and 1986 NIP; Recent Policy Changes.

6. **Infrastructure and Trade:**

Role of Infrastructure for the Economy of Bangladesh; Structure of Imports to and Exports from Bangladesh; Terms of Trade; Trends in Balance of Payments Position; Export Incentives; Liberalization, Decontrol and Deregulation of Trade-Impacts and Consequences.

7. **Nationalization and Privatization:**

Definition; Objectives of Nationalization and Privatization in Bangladesh; Problems of Nationalization and Privatization; Steps Taken to overcome the Problems; Nationalization vs. Privatization.

8. **Entrepreneurship and Economic Development:**

Role of Entrepreneurship in Economic Development of Bangladesh; Constraints of Entrepreneurial Development in Bangladesh; Probable Solutions to Entrepreneurial Development in Bangladesh.

9. **Planning Experiences in Bangladesh:**

Objectives of Planning; Types of Planning; Five-Year Development Plans and Annual Development Plans; Allocation of Resources; Perspective Plan; Problems of Implementation of Plans in Bangladesh; Sustainable Development; Conservation of Energy; Environmental Protection.

10. **Poverty Alleviation and Human Resource Development:**

Definition of Poverty; Absolute and Relative; Trend and Magnitude of Poverty; Programs for Alleviating Poverty; Government and Non-Government Organizations and their Effectiveness; Human Resource Development; Meaning of the Concept; Importance; Resource Allocation for HRD and its Effectiveness.

11. **Major Donors of Bangladesh:**

Magnitude and Nature of Aid Dependence; International Debt and Debt Servicing-Aid Conditionalities; Demand Conditionalities and Supply Conditionalities; Macro Conditionalities and Cross Conditionalities; Nature of Bangladesh's Relationship with International Financial Institutions; Structural Adjustment Facilities (SAF) and Extended SAF (ESAF)

Recommended Text Books:

1. M. P. Todaro. *Economic Development in the Third World* (Addison-Wesley Longman).
2. Bangladesh Economic Review (Ministry of Finance, GOB).

References:

1. A. R. Khan and M. Hossain. *Strategy of Development in Bangladesh* (Macmillan Press).
2. Nurul Islam. *Development Planning in Bangladesh* (University Press Ltd.).
3. H. Koontz and H. Weihrich. *Essentials of Management* (Mcgraw-Hill College).
4. A. P. Thirwall. *Growth and Development (With Special Reference to Developing Economics)* (Palgrave Macmillan).

5. Statistical Yearbook for Bangladesh (Bangladesh Bureau of Statistics).

6. Plan Documents - Five-Year, Annual and Perspective Plans.

7. Journals - Part C and D.U. Journal of Business Studies, Bangladesh Development Studies (BIDS) and Journal of Business Administration (IBA).

4206: International Financial Management

Course Objectives:

The objectives of this course are to:

(i) *provide students with a basic knowledge of key macroeconomic data and variables relating to international financial management;*

(ii) *provide students with an understanding of exchange rates, its determination, factors considered in determination of exchange rates, and the role of real exchange rate in the process of long-run economic equilibrium; and*

(iii) *develop students' ability to understand various hedging strategies that are employed by firms to manage exposures to unanticipated changes in exchange rates both the measurement and management of exposure to foreign exchange risks.*

1. **Introduction to Key Macroeconomic Data and Variables:**

   Concepts of Gross Domestic Product (GDP); Gross Domestic Saving; Gross Domestic Investment; Domestic Absorption; Saving-Investment Gap and Sources of the Gap; Current Account Balance; Inflation and Unemployment.

2. **National Income Accounts and Current Account Models:**

   GDP vs. Domestic Abruption in a Small Economy; Relation between Current Account Balance and External Debt; BOP Accounting; Components of Balance of Payments and Foreign Exchange Reserves; Gross Private Saving; Net Public Saving; Saving-Investment Gap and Current Account Balance; Real Exchange Rate and the Role of Real Exchange Rate in the Long-Run Equilibrium of Small Economy; Monetary and Fiscal Policies and their Long-Run Implications for Real Exchange Rate; Current Account Balance; and Economic Growth; and Real Exchange Rate vs. Nominal Exchange Rate.

3. **The Determination of Nominal Exchange Rate:**

   An Asset Market Approach to the Determination of Nominal Exchange Rate; Relation between Current Exchange Rate and Return on Foreign Currency Assets; Uncovered Interest Parity and Equilibrium in Foreign Exchange Market; Arbitrage in Foreign Exchange Market; Forward Exchange Market and Covered Interest Parity; Arbitrage Process in Presence of Transaction Costs and Taxes.

4. **Money, Inflation, Interest Rate and Exchange Rate:**

Monetary Aggregates and Money Market Equilibrium; Liquidity in Money Market and Interest Rate Volatility; Money Market; Interest Rate and Price Level Changes; Monetary Policy and Exchange Rate Changes in the Short and Long-Runs; Exchange Rate Overshooting; Purchasing Power Parity (PPP) and the Monetary Approach to the Determination of Nominal Exchange Rate; Inflation; Interest Rate; and Exchange Rate Changes; International Fisher Effects; the Determinants of Real Exchange Rate with/without Purchasing Power Parity.

5. **Exchange Rate Regimes:**

Fixed vs. Floating Exchange Rates; Exchange Rate Regimes and their Implications for Monetary and Fiscal Policies; Currency Union and a Variety of *de facto* Fixed Exchange Rates; Entry to and Exit from Currency Union; Exchange Rate Regimes in Developing Countries and Central Bank's Intervention to Manage Exchange Rate Regimes.

6. **Foreign Exchange Market and Markets for FOREX Derivatives:**

Exchange Rate Quotations in both Spot and Forward Exchange Markets; Estimation of Cross Rates in Presence of Transaction Costs; Futures; Swaps and Options; Option Pricing; Call Option vs. Put Option; Combination of Spot; Forward Exchange Rates and Options; Complex Option Derivatives and Estimation of their Payoffs.

7. **Exposures to Foreign Exchange Risks:**

Defining Exposure to Foreign Exchange Risks; Transaction; Economic; and Translation Exposures to Foreign Exchange Risks; Measuring Exposure to Different Foreign Exchange Risks.

8. **Managing Exposure to Foreign Exchange Risks:**

Hedging Foreign Exchange Risks; Hedging Techniques: Forward Hedging; Money Market Hedging in Presence of Transaction Costs; Option Hedging and Using Complex Foreign Exchange Derivatives to Hedge Transaction and Economic Exposure to Exchange Risks; Case Studies Involving Hedging Techniques Employed by Banks and Multinationals Corporations.

Recommended Text Books:

1. P. Krugman and M. Obstfeld. *International Economics: Theory & Policy* (Pearson-Addison Wesley).

2. J. Madura. *International Corporate Finance* (South-Western).

3. A. Shapiro.*Multinational Financial Management* (John Wiley & Sons).

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Bae, S., Kwon, T. H., and Li, M., 2008, "Foreign exchange rate exposure and risk premium in international investments: Evidence from American depositary receipts," Journal of Multinational Financial Management 18: 165–179.

Bartram, S. M., 2007. "Corporate cash flow and stock price exposures to foreign exchange rate risk," Journal of Corporate Finance 13: 981–994.

Bartram, S. M., Dufey, G., and Frenkel, M., 2005. "A primer on the exposure of non-financial corporations to foreign exchange rate risk," Journal of Multinational Financial Management 15: 394–413.

Berger, W., 2006. "The choice between fixed and flexible exchange rates: Which is best for a small open economy?" Journal of Policy Modeling 28: 371–385.

Bernanke, B., 2005. "The Global Saving Glut and the U.S. Current Account Deficit," Homer Jones Lecture, St. Louis, Missouri.

Dominguez, K. M. E., 2006. "Exchange rate exposure," Journal of International Economics 68: 188-218.

Fraser, S. P., and Pantzalis, C., 2004. "Foreign exchange exposure of US multinational corporations: A firm-specific approach," Journal of Multinational Financial Management 14: 261-281.

Guay, W., and Kothari, S. P., 2003, "How much do firms hedge with derivatives?" Journal of Financial Economics 70: 423–461.

Jorion, P., 1991. "The exchange rate exposure of the US multinationals," The Journal of Business 43(3):331-345.

Kaminsky, G. A., Lizondo, S., and Reinhart, C. M., 1998. "Leading indicators of currency crises," IMF Staff Papers 45(1): 1-48.

Kawai, M., and Rahman, M., 2009. "Trade patterns and exchange rates in East Asia," ADBI Working Paper, ADBI: Tokyo.

Kim, Y. S., Mathur, I., and Nam, J., 2006. "Is operational hedging a substitute for or a complement to financial hedging?" Journal of Corporate Finance 12: 834– 853.

Krugman, P., 2007. "Will there be a dollar crisis?" Economic Policy: 435-467.

Martin, A., and Mauer, L., 2005. "A note on common methods used to estimate foreign exchange exposure," International Financial Markets, Institutions and Money 15: 125–140.

Mengi, R., and Wong, K. P., 2007. "Currency hedging for multinationals under liquidity constraints," Journal of Multinational Financial Management 17: 417-431.

Muller, A., and Verschoor, W. F. C., 2006. Foreign exchange risk exposure: Survey and suggestions," Journal of Multinational Financial Management 16: 385-410.

Obstfeld, M., Rogoff, K., 2004. "The unsustainable US current account position revisited," NBER working paper No. 10869.

Ohno, K., 1999. "Exchange rate management in developing Asia: Reassessment of the pre-crisis soft-dollar zone." ADBI working paper No. 1, ADBI: Tokyo.

Rahman, M., 2009. "The impact of real exchange rate flexibility on East Asian exports," The World Economy 32(7): 1075-1090.

Reinhart, M. C. and Rogoff, K. S., 2004. "The modern history of exchange rate arrangements: A reinterpretation," Quarterly Journal of Economics CXIX (1): 1-48.

Reinhart, M. C. and Rogoff, K. S., 2008. "This time is different: A panoramic view of eight centuries of financial crises." *NBER working paper No.* 13882.

Skinner, F. S., and Nuri, J., "Hedging emerging market bonds and the rise of the credit default swap," International Review of Financial Analysis 16: 452–470.

Tvlas, G., Dellas, H., Stockman, A., 2008. "The classification and performance of alternative exchange rate system," European Economic Review 58*:* 941-963.

Wong, T. C., Wong, J., Leung, P., 2009. "The foreign exchange exposure of Chinese banks," China Economic Review 20(2): 174-182.

Wong, K. P., 2006. "Foreign direct investment and forward hedging," Journal of Multinational Financial Management 16: 459–474.

4207: Database Management

Course Objectives:

Database is playing a vital role in business organization. The aim of this course is to introduce the theoretical and practical aspects of database so that students can understand database and DBMS well and they can design and implement it the organization.

1. **Introduction to Database:**

   Definition of Database; Application of Database; Disadvantages of Traditional File Systems; View of Data; Database Languages; Database Users and Administrators.

2. **Data Models:**

   Entity; Relationship Model; Relational Model; Mapping Cardinalities; Keys.

3. **Relational Databases:**

   SQL: Background; Basic Structure; Set Operations; Aggregate Functions; Null Values; Nested Subqueries; Views; Complex Queries; Modification of the Database; Joined Relations; Data-Definition Language; Embedded SQL; Dynamic SQL; Other SQL Features; Other Relational Languages: Query-By-Example; Datalogs; User Interfaces And Tools; Integrity and Security; Domain Constraints; Referential Integrity; Assertions; Triggers; Security and Authorization; Authorization in SQL; Encryption and Authentication; Relational Database Design: First Normal Form; Functional Dependencies; Boyce-Codd Normal Form; Third Normal Form; Fourth Normal Form.

4. **Object Oriented Databases:**

   Need for Complex Data Types; the Object-Oriented Data Model; Object-Oriented Languages.

5. **Object-Relational Databases:**

Nested Relations; Complex Types; Inheritances; Reference Types; Querying with Complex Types; Functions and Procedures; Object-Oriented vs. Object-Relational.

6. **Integrity and Security:**

Domain Constraints; Referential Integrity; Triggers; Security and Authorization.

7. **Transactions:**

Transaction Concept; Transaction State; Implementation of Atomicity and Durability; Concurrent Executions; Transaction Definition of SQL.

8. **Database System Architectures:**

Centralized and Client-Server Architecture; Server Systems Architectures; Parallel Systems; Distributed Systems; Network Types.

9. **Using Oracle Database, Creating, Dropping and Altering Tables and Views**

10. **An Introduction to PL/SQL**

PL/SQL Data Types; Variables; Constants; Logical Comparisons; Conditional Controls; Iterative Controls.

11. **Cursor:**

Types of Cursors; Opening a Cursor; Parameterized Cursors.

12. **Stored Procedures and Functions:**

Introduction to Procedures and Functions; Creating Procedures and Functions; Deleting a Stored Procedures and Functions.

13. **Triggers:**

Uses of Database Triggers; Types of Triggers; Creating Triggers; Deleting Triggers.

Recommended Text Books:

1. A. Silberschatz, H, Korth and S. Sudarshan. *Database System Concepts* (McGraw-Hill Science/Engineering/Math).

2. Ivan Bayross. *SQL. PL/SQL: The programming language of Oracle* (BPB Publications).

References:

1. George Koch and Kevin Loney. Oracle 8: The Complete Reference (McGraw-Hill Companies).

2. Oracle Press McGraw-Hill Edition.

4208: Systems Analysis and Design

Course Objectives:

This course is designed to:

(i)   *introduce the basic concepts of system analysis and design;*

(ii) *define and describe various phases of the system development life cycle;*

(iii) *describe how systems analysts interact with users, management, and other information systems professionals;*

(iv) *shed light on information gathering techniques, and various state of the art tools for project management; and*

(v)   *describe the ethical issues in system development.*

1. **Systems Concepts and Information Systems Environment:**

   The Systems Concept; Elements of a System; Types of systems.

2. **The System Development Life Cycle:**

   Recognition of Need; Post-Implementation and Maintenance; Considerations for Candidate Systems.

3. **The Role of the Systems Analyst:**

   Definition; Historical Perspective; What does it Take to do Systems Analysis?; Academic and Personal Qualifications; the Multifunction Role of the Systems Analyst; the Analyst/User Interface; the Place of the Analyst in the MIS organization.

4. **Systems Planning and the Initial Investigation:**

   Bases for Planning in Systems Analysis; Initial Investigation; Determining the User's Information Requirements.

5. **Information Gathering:**

   What kind of information do we need? Where does information originate? Information gathering tools; on-site observations; Interviews and Questionnaires.

6. **Tools of Structured Analysis:**

   The Data Flow Diagram; Data Dictionary; Decision Trees; Structured Analysis; Decision Tables.

7. **Feasibility Study:**

   System Performance Definition; Identification of specific System Objectives; Description of Outputs; Feasibility consideration; Steps in Feasibility Analysis; Feasibility Report; Oral Presentation.

8. **Cost/Benefit Analysis:**

   Data Analysis; Cost/Benefit Analysis; Procedure for Cost/Benefit Determination; the System Proposal.

9. **Process and Stages of Systems Design:**

   The Process of Design; Design Methodologies; Form-Driven Methodology; Structured Walkthrough; Major Development Activities; Audit Considerations.

10. **Input/Output and Forms Design:**

    Input Design; Output Design; Forms design; Types of Forms; Layout Considerations; Forms Controls.

11. **System Testing and Quality Assurance:**

    Why System Testing?; the Nature of Test Data; the Test Plan; System Testing; Quality Assurance; Levels of Quality Assurance.

12. **Implementation and Software Maintenance:**

    Conversion; Combating Resistance to Change; Post-Implementation Review; A Review Plan; Software Maintenance; Reducing Maintenance Cost.

13. **Hardware/Software Selection and Computer Contract:**

    The Computer Industry; the software Industry; Software Selection; the Evaluation Process; Financial Considerations.

14. **Security, Disaster/Recovery, and Ethics in System Development.**

Recommended Text Book:

   Elias M. Awad. *Systems Analysis and Design* (Pearson Education).

References:

1. Robert J. Thierauf. *Systems Analysis and Design – A Case Study Approach* (Merrill Pub Co).

2. Jeffry L. Whitten and Lonnie D. Bentley. *Systems Analysis and Design Methods* (McGraw-Hill/Irwin).

4213: E-Business

Course Objectives:

This course is designed to:

(i) *introduce the basic concepts of e-business and e-commerce;*

(ii) *explain the e-business technology and infrastructure;*

(iii) *discuss the practical implementation of E-Commerce using HTML, Web Server like Java Web Server, IIS etc.*

(iv) *get students familiar with the security issues involved in conducting business transactions over the internet; and*

(v) *develop the students' understanding of the concepts on E-Supply Chains, Mobile Commerce, E-Marketing, and E-Government.*

1. **Introduction to E-Commerce:**

   Overview; Candidate Models; Web Resources.

2. **Introduction to E-Business:**

   From E-Commerce to E-Business; E-Business Trend Spotting; Business Architecture; Customer Relationship Management; Enterprise Resource Planning; E-Procurement.

3. **Information Technology Foundations:**

   History and Evolution of Internet and Web; Internet/Web activity data sources; Developing basic web pages; Site Management issues and Tools; Server Log Analysis.

4. **Security and Encryption:**

   Computer and Network Security Risks; Digital Certificates; Encryption and PGP; Firewalls; Transaction Security.

5. **Electronic Payment Systems:**

   Web-Based Payment Systems Based on Credit Cards; Checking Accounts; and Cash.

6. **Business-to-Consumer E-Commerce:**

   E-Commerce Business Models; On-Line Retailing; On-Line Publishing; On-Line Customer Service and Support.

7. **Business to Business E-Commerce:**

   Defining B2B; B2B vs. B2C; B2B Models; B2B Tools.

8. **Organizational Concepts:**

   Organizations Influencing E-Commerce; Opportunities to Add Value; E-Commerce Strategy; Opportunities for Research; the Future.

9. **E-Supply Chains and Mobile Commence, E-Marketing, E-Government:**

   E-Supply Chain, Consumer Online, Basic Marketing Concept, Internet Marketing Technologies.

10. **Launching a Successful Online Business and EC Project:**

   How ISPs works; ISPs Structures and Service; Registering Domain.

11. **Introduction to Web Page Design Using HTML:**

   Web Based Database Application Development Using PHP; MySQL.

Recommended Text Books:

1. Elias M. Awad. *Electronic Commerce* (Pearson Education).
2. Kenneth C. Laudon and Carol Guercio Traver. *E-Commerce* (Prentice Hall).

References:

1. Kamalesh K. Bajaj and Debjani Nag. *E-Commerce* (McGraw-Hill Education).
2. Ravi Kalakota and Marcia Robinson. *E–Business: Roadmap for Success* (Addison-Wesley Professional).
3. Deborash S. Ray an Eric J. Ray. *Mastering HTML 4.0* (SybexInc).
4. Gray P. Schneider and James J. Perry. *Electronic Commerce* (Cengage Learning).