

MIS PAMPHLET



Department of
Management Information Systems
University of Dhaka



MIS PAMPHLET



DEPARTMENT OF MANAGEMENT INFORMATION SYSTEMS (MIS)
FACULTY OF BUSINESS STUDIES
UNIVERSITY OF DHAKA, DHAKA-1000
BANGLADESH

Published by

The Chairman
Department of Management Information Systems (MIS)
University of Dhaka

Effective for BBA & MBA Program

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Table of Contents

1.0 Introduction	10
1.1 Introducing University of Dhaka	10
1.2 Introducing Faculty of Business Studies (FBS)	10
1.3 Introducing Department of Management Information Systems.....	11
1.4 From Ideas to Reality.....	11
1.5 Offered Degrees	11
1.6 Bachelor of Business Administration (BBA) Program.....	12
1.7 Master of Business Administration (MBA) Program – Regular	12
1.8 MBA (Evening) Program	12
1.9 Master of Philosophy (M. Phil.), Doctor of Business Administration (DBA) and Doctor of Philosophy (Ph.D.) Programs	13
1.10 Publications and Periodicals	13
1.11 Facilities and Infrastructure	13
1.12 Library Facilities	13
1.13 Curricular and Extra-Curricular Activities	13
1.14 Introducing the Faculty Members from Department of MIS.....	15
1.15 Administrative Support Staff.....	20
2.0 Curriculum and Course Structure.....	21
2.1 Curriculum of BBA Program	21
2.2 BBA Course Descriptions	22
2.3 Curriculum of MBA Program – Regular	49
2.4 MBA Course Descriptions.....	50
3.0 Rules and Regulations.....	63
3.1 BBA Program	63
3.1.1 Admission	63
3.1.2 Program Duration and Course Distribution.....	63
3.1.3 Evaluation and Grading	64
3.1.4 Class Attendance.....	64

3.1.5 Promotion.....	64
3.1.6 Degree Requirements.....	65
3.1.7 Credit Transfer	65
3.1.8 Improvement of Grades (Supplementary Examinations)	65
3.1.9 Readmission.....	65
3.1.10 Drop out	66
3.1.11 Adoption of Unfair Means.....	66
3.1.12 Dean's Honors list and Dean's Merit list	66
3.1.13 Administration	66
3.1.14 Computation of Grade Point Average	67
3.2 MBA Program	69
3.2.1 Admission	69
3.2.2 Degree requirement	69
3.2.3 Administration of the program	69
3.2.4 Duration of the program.....	70
3.2.5 Evaluation	70
3.2.6 Dismissal.....	70
3.2.7 Academic Probation	71
3.2.8 Retake (R)	71
3.2.9 Withdrawal	71
3.2.10 Class attendance.....	71
3.2.11 Adoption of Unfair Means.....	72
3.2.12 Dean's Honor List and Dean's Merit List.....	72

Message of the Chairman



Information technologies and technology-aided systems have not only changed the living way of human but also transformed the way of doing business and managing organization. On the realization of this fact, the Department of Management Information Systems (MIS) has started its journey under the Faculty of Business Studies, University of Dhaka since 2004.

Our focus is to assist students in recognizing their potential in academics and the practical world by providing opportunities to think critically, systematically and creatively.

For prospective students, this 'MIS Pamphlet' provides information on programs, courses, examinations, and policies of the department.

Being a part of the Department of MIS, students will get the opportunities to continuously acquire knowledge and learn how to make the most out of real life experiences.

Degrees from this Department will facilitate our students in achieving a bright future and in being part of a highly competent workforce in the country and abroad.

Professor Dr. M. Helal Uddin Ahmed
Chairman



UNIVERSITY OF DHAKA
Department of Management Information Systems
Established: 2005

Chairman's List

Name	From	To
1. Professor Dr. Abdul Mannan Choudhury	April 12, 2005	May 30, 2007
2. Professor Dr. Hasibur Rashid	June 1, 2007	June 11, 2010
3. Professor Md. Moqbul Hossain Bhuiyan	June 12, 2010	June 11, 2013
4. Professor Md. Abul Kashem	June 12, 2013	June 11, 2016
5. Professor Dr. M Helal Uddin Ahmed	June 12, 2016	Till now



Office of the Chairman

1.0 Introduction

1.1 Introducing University of Dhaka

On the first day of July 1921, the University of Dhaka opened its doors to students with Sir P.J. Hartog as the first Vice-Chancellor of the University. The University was set up in a picturesque part of the city known as *Ramna* on 600 acres of land.

The University started its activities with 3 Faculties, 12 Departments, 60 teachers, 877 students and 3 dormitories for the students. At present, the University consists of 13 Faculties, 66 Departments, 8 Institutes, 17 dormitories, 3 hostels and more than 35 Research Centers. The number of students and teachers has risen to about 33,112 and 1,805 respectively.

The main purpose of the University was to create new areas of knowledge and disseminate this knowledge to the society through its students. Since the inception, University of Dhaka has a distinct character of having distinguished scholars as faculties who have enriched the global pool of knowledge by making notable contributions in the fields of teaching and research.

Presently, the University enrolls more than 6000 students, on a merit basis, in the undergraduate programs of different Departments under the Faculties and the Institutes. Besides conducting teaching courses in the 4-year Bachelor and 1-year Master Program, the University also trains up many researchers in different disciplines.

1.2 Introducing Faculty of Business Studies (FBS)

The Faculty of Business Studies, as it stands now, has a long history. The Department of Commerce was established under the Faculty of Arts of the University of Dhaka in the year 1921. This Department emerged as an independent Faculty in 1970 with only two Departments –the Department of Management and the Department of Accounting. The Department of Marketing and the Department of Finance were created in 1974. The semester system was introduced in this Faculty from the session 1977-1978. The Faculty of Commerce was renamed as the Faculty of Business Studies in 1995. During 1994-95, the names of the B.Com. (Hons.), and M.Com.,degrees were changed to BBA and MBA degrees respectively. From the same academic session, the 4-year BBA Program was introduced in place of 3-year B.Com. (Hons) Program. During the year 2004, two more Departments were created under this Faculty namely, the Department of Banking and the Department of Management Information Systems (MIS). During the academic session 2007-2008, two other Departments were also added to this Faculty namely, the Department of Tourism & Hospitality Management and the Department of International Business. Finally, during the academic session of 2015-2016, Department of Organization Strategy and Leadership has started the journey. At present, there are 183 teachers, 10 Officers and 58 employees and around 7000 students in the nine departments under the Faculty of Business Studies.

The faculty consists of three buildings, (1) Administrative Building, (2) Academic Building, and (3) MBA Building. There is an E-library having an extensive collection of contemporary books and journals for all the departments under the Faculty. The Faculty has a research bureau, called the Bureau of Business Research, which sponsors research projects conducted by teachers of the Faculty of different functional areas of business, and other allied fields. Also, there are some research centers with specific research focus in the faculty.

The MBA (Evening) Program started functioning under this faculty in February, 2002. At present, a total of 560 students are being admitted per batch (70 students in each department) in this Program.

At a faculty level, a half-yearly journal is published under the title “Journal of Business Studies.” Each of the nine departments also publishes their Departmental Journals.

Each of the nine departments under the faculty has well-equipped computer lab, network system and 24-hour online internet connection, fully air-conditioned spacious classrooms, inbuilt microphone system in all classrooms, sophisticated overhead and multimedia projectors for visual presentation using computers, fully air-conditioned and well-decorated meeting room and department office, and well-furnished room for each faculty member with computer and internet connection for individual use.

Students of both BBA and MBA programs under the faculty are required to complete an internship as a requirement for the degree. The faculty maintains a regular contact with the public and private sector organizations including multinational companies for the placement of the students for internships.

1.3 Introducing Department of Management Information Systems

Management Information Systems (MIS) is an academic discipline which is dealing with the study of people, technology, organizations and the dynamic inter-dependencies among these. MIS broadly refers to the modern technologies and technology-enabled systems those are providing appropriate tools and mechanisms to the managers for ensuring an effective and efficient way of managing business processes within an organization.

The primary responsibility of the MIS managers is to maximize organizational excellence by applying appropriate technology to solve business problems. On the other hand, information is considered as a vital antecedent of a business problem-solving process, but information will not worthy enough if it cannot serve the purposes timely, accurately and with utmost reliability.

Here, MIS graduates learn how to ensure these characteristics of information to guarantee operational righteousness of the organizations. They also learn how to manage various information systems so that they can best serve the needs of appropriate stakeholders of an organization. Furthermore, they learn how to create and operationalize a full-fledged and automated system for gathering, sorting, storing and disseminating data. Along with these, they also learn how to ensure information systems security, how to build a network essential for sharing data among the users and for sophisticated business analytics used as data analysis tools.

1.4 From Ideas to Reality

From the historical limelight, it is also necessary to inform that in 1999 a concept paper pointing out the importance of the application of information and communication technologies in business process was the first mandate of initializing a new stream of acquiring and practicing MIS knowledge. On the backdrop of this necessity affiliated with the dynamism of modern technologies, a proposal of establishing Department of Management Information Systems (MIS) was put before the University authority for approval. In 2004, therefore, Department of Management Information Systems (MIS) sailed its flagship under the Faculty of Business Studies (FBS), University of Dhaka and brought a breakthrough into the field of business studies in Bangladesh.

1.5 Offered Degrees

This department is offering a 4-year Bachelor of Business Administration (BBA) degree, 1-year Master of Business Administration (MBA) degree and other post-graduation degrees including Master of Philosophy (M. Phil.), Doctor of Philosophy (Ph.D.) and Doctor of Business Administration (DBA) in

MIS. Furthermore, the department is also offering Master of Business Administration (Evening) degree for the executives and professionals.

1.6 Bachelor of Business Administration (BBA) Program

BBA in MIS is an undergraduate program of 126 credit hours, to be completed in four years divided into eight semesters. It is a terminal degree. Each semester is of 19 weeks of which 15 weeks are for class-teaching, 1 week is for a break and 3 weeks are for holding the semester final examinations. Total weight of each course is equivalent to 100 marks. There are two in-course tests (a.k.a. mid-term exams) of minimum one-hour duration each carrying 15% weight (two exams combinedly carry 30% weighting), while a term paper/ quizzes carry 10% weighting. The final examination carries 60% weighting, where two examiners evaluate the scripts.

The students of BBA program are exposed to various business and information technology related courses to enable them to deal with the application of modern tech-based knowledge in business and society.

1.7 Master of Business Administration (MBA) Program – Regular

The regular MBA Program is 1-year full-time 48 credit hours' professional program divided into two semesters and ended-up with an internship/thesis program. This program is designed to meet the needs of the students who want to develop their career as executives, academics, researchers, and professional MIS practitioners. Students holding the certificate of BBA degree from the Department of Management Information Systems, Faculty of Business Studies, University of Dhaka, will be eligible to get admission into the regular MBA program.

1.8 MBA (Evening) Program

MBA (Evening) Program is an addition to the existing academic degrees offered by the Department of Management Information Systems (MIS). The Academic Council of Dhaka University approved this self-financed program on October 12, 2001, primarily aimed at helping executives and professionals from diverse business and non-business organizations to develop their career.

This Program is uniquely designed to address the background of each student, separately. Generally, a student with a Master degree can be able to complete the program within 18 to 24 months. However, a student must complete the degree within 5 years and take at least 2 courses in a semester in a normal case. Graduates in any discipline may apply for appearing in the admission test which is conducted thrice a year. The Admission process of EMBA is carried out by the Dean of the Faculty of Business Studies. The University of Dhaka has decided to offer this course on a self-finance basis. The students must bear the entire cost of administering the program.

1.9 Master of Philosophy (M. Phil.), Doctor of Business Administration (DBA) and Doctor of Philosophy (Ph.D.) Programs

The Department is conducting the M.Phil., DBA and Ph. D. programs as per the rules of the University. Master degree holders in management or business administration from any recognized academic institution may apply for admission, subject to fulfillment of the conditions set by the University. The terms and conditions regarding admission, examination, and other matters relating to these degrees are prescribed by the regulations formulated by the Academic Council and the Syndicate of the University of Dhaka.

1.10 Publications and Periodicals

The department regularly publishes a biannual academic journal named as *Bangladesh Journal of Management Information Systems*. The Department also publishes monographs and working papers for developing MIS as a field of study.

1.11 Facilities and Infrastructure

The department is well-equipped with two modern computer labs. One computer lab is equipped with powerful standalone workstations, and another one is equipped with state of the art virtual desktop solution to familiarize the students with different IT infrastructure, to prove the students sufficient computing power for various works, data analysis, and research. Moreover, each class room is decorated with sound systems, multi-media projectors, high-speed Internet connection, air-conditioners and ergonomically designed furniture. Moreover, the MIS Department office is also highly decorated to cater the need of the students, staffs and faculty members.

1.12 Library Facilities

Students have access to the Dhaka University Central Library, which is in possession of thousands of books. In addition, the Faculty of Business Studies has an E-library (the most modern library system in this country) for accessing online books, journal, and e-contents. The department regularly procures need-based books upon the recommendation of the course teachers and allows the students to borrow those books through the faculty library.

1.13 Curricular and Extra-Curricular Activities

The Department encourages the students to interact with each other and to engage in extra curricular activities. The students from different academic sessions organize the cultural functions on various occasions. The Department organizes orientation cum reception programs for the freshers, picnic, seminars, and workshops every year.



CLASSROOM

1.14 Introducing the Faculty Members from Department of MIS



Professor

Chairman

Dr. M. Helal Uddin Ahmed

B.Sc. & M.Sc. (DU); MBA (Dundee, UK), Ph.D. (South Korea)

Area of Specialization Wireless Network and Smart Grid
Current Interest Internet of Things (IoT), Data Mining and Big Data, Security for Big Data, Expert Systems, and Green Energy.



Professor

Dr. Md. Hasibur Rashid

B.Com. (Hons.), M.Com. (DU); MBA (WMU, U.S.A);
M. Phil (Bath, UK); Ph.D. (DU)

Area of Specialization Operations Management
Current Interest Management of IT, Management Science, Human Resource Management, Supply Chain Management, Operation Strategy, Systems Analysis & Design, Research Methodology, Management Control Systems, Database Management, Strategic Management & Information Systems



Professor

Dr. Md. Abdul Hannan Mia

B.Com. (Hons.), M.Com. (DU); FCMA (ICMAB); Ph.D. (Dhaka)

Area of Specialization Small & Micro Enterprise Development & Micro-Finance
Current Interest E-Business, Digital firm and MIS, Data Analysis & Modeling, Knowledge Management, Business Simulation



Professor

Mohammad Moqbul Hossain Bhuiyan

B.Com. (Hons.), M.Com. (DU); MBA (Otaru, Japan)

Area of Specialization Total Quality Management
Current Interest TQM, MIS, Management, Accounting, Managerial Finance



Professor

Md. Abul Kashem

B.Com. (Hons.), M.Com. (DU)

Area of Specialization Financing Small Scale Industries
Current Interest Legal Environment of Business, Strategic Financial Management, Financial Accounting, Management Accounting, MIS in SMEs. Research Methodology, Simulation and Systems Modeling, Human Resource Information Systems, Knowledge Management



Professor

Dr. Md. Akram Hossain

BBA (Management), MBA (MIS), DU; Ph.D. (DU)

Area of Specialization Supply Chain Management
Current Interest Fundamentals of MIS, Advanced Information Systems, Operations Management, International Business, HRM, Management Science, Managing Supply Chain, Management Control Systems, Knowledge Management, Strategic Management & IS



Associate Professor

Dr. K. M. Salahuddin

B.Sc.(Hon's), M.S, DU ; Ph.D. (Hokkaido University, Japan)

Area of Specialization Simulation and Modeling
Current Interest Management Science, Programming Language, Database Management Systems, Simulation and Systems Modeling, Structural Modeling



Associate Professor

Dr. Rabeya Sultana

BBA (Management), MBA (MIS), DU; MS (Sweden); Ph.D. (Korea)

Area of Specialization Simulation and Modeling
Current Interest Management Information Systems, Strategic IT Management, E-Government, Social Network Service (SNS) and its impacts, e-Business, Online User Behavior, Technology Acceptance and Use.



Assistant Professor

Dr. Md. Rakibul Hoque

CSC Scholar
BBA (Management), MBA (MIS), DU; Ph.D. (China)

Area of Specialization e-Health, ICT4D, Data Analytics
Current Interest MIS, IT Governance, IT Strategy, Enterprise Resource Planning, E-Commerce, E-Government, Big Data Analytics, Database Management Systems.



Assistant Professor

Mohammad Anisur Rahman

Fulbright & CSC Scholar
BBA (Management), MBA (MIS), DU; MBA (USA)

Area of Specialization E-Business, Innovations Management and Supply Chain Management
Current Interest MIS, Data Analysis and Modeling, Big Data Mining, E-Banking, Strategic Marketing, Global Supply Chain Management, Entrepreneurship and Small Business Management, Leadership



Assistant Professor

Ashis Talukder

B.Sc , M.SC (Computer Science), DU

Area of Specialization Networking, Wireless Sensor Network (WSN)
Current Interest Computing Fundamentals, Programming for IS, Data Communication, Decision Support Systems, Database Management, Management of Telecommunication, Computer algorithm, Graph theory, VLSI, AI, Data Mining, Theory of Computing



Assistant Professor

Mohammad Tariqul Islam

BBA (MIS), MBA (MIS), DU

Area of Specialization Strategic Management Information Systems
Current Interest Computer Application in Business, System Analysis, and Design, Electronic Commerce, Database Management Operations Management, Management of Telecommunication



Assistant Professor

Farjana Parvin Chowdhury

BBA & MBA (MIS), DU; MSc (ISIM), UK

Area of Specialization ICT and Social Development
Current Interest Management Information Systems, IT Investment Management, International Business, System Analysis and Design, Strategic Management, Systems Thinking, Business Analytics



Assistant Professor

Abu Naser Mohammad Saif

BBA (MIS), MBA (MIS), DU

Area of Specialization Technology Management, ICT
Current Interest Quality Management Systems, e-Health, e-Government, m-Government, Sustainable Development and Human Resource Management System



Assistant Professor

Md. Ariful Islam

BBA & MBA in MIS, DU; Diploma in HR, DIU; PGD in CS, BIM; Certified IT Engineer, BD Govt.

Area of Specialization MIS, Computer Science, Human Rights, Islamic Studies
Current Interest MIS, IS Security & Audit, Corporate & Social Justice, Social & Industrial Psychology, Cultural & Social Change, Islamic Economics & Finance Communications & Leadership, E-Governments, ICT for Development, Public Service Delivery Systems & Welfare State, etc.



Assistant Professor

Nymatul Jannat Nipa

BBA (MIS), MBA (MIS), DU

Area of Specialization ICT and Social Development
Current Interest Fundamentals of MIS, Advanced Information Systems, Project Management, HRM, IT Strategy, Economics, Computing Fundamentals, Knowledge Management, Data Based Management Systems.



Lecturer

Md. Fahami Ahsan Mazmum

BBA (MIS), MBA (MIS), DU

Area of Specialization ICT and Decision Making
Current Interest Fundamentals of MIS, Advanced Information Systems, HRM, Decision Support Systems, Business Communication, Legal Environment of Business, Statistics for Business, Organizational Behavior, Banking & Insurance, Data Based Management Systems



Lecturer

Jakia Sultana

BBA (MIS), MBA (MIS), DU

Area of Specialization ICT and Social Development
Current Interest Fundamentals of MIS, Advanced Information Systems, Database Management Systems, Data Communication, Legal Environment of Business, Principles of Marketing, Principles of Management, Entrepreneurship and Small Business Management, Knowledge Management



Lecturer

Nehad Laila Sanju

BBA (MIS), MBA (MIS), DU

Area of Specialization Management Information Systems
Current Interest Fundamentals of MIS, Advanced Information Systems, Management Science, Database Management Systems, Decision Support Systems, Fundamentals of Management, Microeconomics



Lecturer

Md. Rakibul Hasan

BBA (MIS, DU); MBA (MIS, DU); M.Sc. (Math, AUST); CCNA (CSE, BUET); DBA (CSE, BUET)

Area of Specialization Information Systems Research
Current Interest Data Science, Information System Research, Programming for IS, Machine Learning, ICT for Social Welfare.

Lecturer MR. ASIF

1.15 Administrative Support Staff

Administrative Officer	Mohammad Lokman Sarker	<i>B.Sc. and M.Sc. in Statistics (National University)</i>
Senior Computer Instructor	Mohammad Shafiqur Rahman Khan	<i>B.Sc. and M.Sc. in Biology (National University), PGD (DU)</i>
Computer Lab Attendant	Md. Shafikul Islam	
Office Attendant	Md. Shahjalal Rokon Md. Jahangir Hossain Md. Hossain Ali Mollah	



Administrative Support Staff



Conference Room of the Department

2.0 Curriculum and Course Structure

2.1 Curriculum of BBA Program

Table 2.1 Course Structure of BBA Program
(Effective from the academic session of 2016-17)

1 st Year Courses			
1 st Term (1 st Semester)		2 nd Term (2 nd Semester)	
Code	Title	Code	Title
MIS – 101	Introduction to Business	MIS-106	Business Mathematics
MIS – 102	Financial Accounting	MIS-107	Microeconomics
MIS – 103	Principles of Management	MIS-108	Business Communication
MIS – 104	Computing Fundamentals	MIS-109	Fundamentals of Management Information Systems
MIS – 105	Bangladesh Studies	MIS-110	General Science & Environment
2 nd Year Courses			
1 st Term (1 st Semester)		2 nd Term (2 nd Semester)	
Code	Title	Code	Title
MIS – 201	Macroeconomics	MIS-206	Advanced Information Systems
MIS – 202	Principles of Finance	MIS-207	Organizational Behavior
MIS – 203	Legal Environment of Business	MIS-208	Operations Management
MIS – 204	Principles of Marketing	MIS-209	Auditing, Taxation & IT
MIS – 205	Advanced Business Mathematics	MIS-210	Programming Fundamentals
3 rd Year Courses			
1 st Term (1 st Semester)		2 nd Term (2 nd Semester)	
Code	Title	Code	Title
MIS – 301	Human Resource Management	MIS-306	Total Quality Management
MIS – 302	International Business	MIS-307	Management Accounting
MIS – 303	Entrepreneurship & Small Business Management	MIS-308	Management Science
MIS – 304	Statistics for Business Management	MIS-309	Bank & Insurance Management
MIS – 305	Programming for IS	MIS-310	Data Communication
4 th Year Courses			
1 st Term (1 st Semester)		2 nd Term (2 nd Semester)	
Code	Title	Code	Title
MIS – 401	Database Management	MIS-406	Knowledge Management
MIS – 402	IT Investment Management	MIS-407	Management of Telecommunications
MIS – 403	Project Management	MIS-408	E-Business
MIS – 404	Supply Chain Management	MIS-409	Decision Support System
MIS – 405	Business Research	MIS-410	Strategic Management & Information
INTERNSHIP (100 Marks)			

Viva-voce (25 Marks)

Viva-voce (25 Marks)

Viva-voce (25 Marks)

Viva-voce (25 Marks)

2.2 BBA Course Descriptions

MIS-101: INTRODUCTION TO BUSINESS

1. Business Concepts – Meaning of business, its branches and their place in the economy of Bangladesh – Business environment - Business size - Location of Business – Efficiency of business enterprises – Social responsibility of business and its implications.
2. Business Organizations – Forms of business ownership in Bangladesh – Relative position of each form of ownership: Sole proprietorship, partnership, joint-stock company, co-operative and state ownership – Formalities and distinguishing features of each form of ownership – Considerations in the choice of the specific form of ownership.
3. Development of joint-stock companies in Bangladesh – Phases of development – Types – Domain of operations of each type – Formation of companies – prospectus – Right and obligation of shareholders, directors, and government – Liquidation of a company.
4. Co-operative societies in Bangladesh – Their development – Types (industrial, commercial and service sector societies) - The role of each type – Formation – Problems and approaches to overcoming problems.
5. Institutions for the promotion of business – Support services of government institutions – Chamber of Commerce and Industry and Trade Associations – Stock Exchanges.
6. Trade practices in Bangladesh – Commercial policy – Import Procedure – Export procedure – Formalities – Problems and measures to overcome the problems.
7. Export processing Zones in Bangladesh: Bangladesh Export Processing Zone Authority (BFPZA) - Reasons for setting EPZs in Bangladesh - Performance of the EPZs in Bangladesh.

Recommended Textbook(s):

- Steven J. Skinner and John. M. Ivancevich, *Business for the 21st century*. IRWIN, IL. USA
- Ebert, Ronald J.; Griffin, Ricky W., *Business Essentials*, Pearson Education, NY, USA
- William G. Nickels, James M. McHugh, and Susan M. McHugh, *Understanding Business*, McGraw-Hill Irwin, NY, USA
- Gazettes & ordinances published by Government of Bangladesh

MIS-102: FINANCIAL ACCOUNTING

1. Introduction to accounting: Understanding accounting, Accounting Principles & concept – Accountancy as a profession – Need for accounting.
2. Financial Accounting Process: Understanding accounting equation – Understanding financial transaction and their effect on financial position.
3. Processing Accounting Data: Understanding accounting statements – Various Kinds of vouchers – The process of recording business transactions – Need for journal – Journalizing business transactions – Various kinds of journal.
4. The Ledger: Concept – Need of Ledger – Posting mechanism – Accounts and their balances.

5. The Trial Balance: Understanding trial balance – Trial balance and accounting accuracy – Preparation of trial balance.
6. Accounting System: Subsidiary and controlling accounts – Purchase and sales journals – Cash Receipts and Payments Journals, General Journal.
7. Final Accounts: Understanding worksheet – Preparation of worksheet – Adjusting and closing entries – Classified income statement and balance sheet.
8. Accounting for Assets: Accounting for cash – Accounting for receivables – Accounting for fixed assets.
9. Accounting for Liabilities: Accounting for short term and long term liabilities, Accounting for owners equity.
10. Accounting for partnership: General Principles – Admission – Retirement – Liquidation.

Recommended Textbook(s):

- William W. Pyle and Kermit D. Larson, ***Fundamental Accounting Principles***, Richard D. Irwin. Inc. Illinois.
- R.H Hermanson, J. D. Edwards, and L.G. Rayburn, ***Financial Accounting***. Business Publication. Inc. Dallas.
- J.M. Smith Jr. and K.F. Skousen, ***Intermediate Accounting*** (Comprehensive Volume)

MIS-103: PRINCIPLES OF MANAGEMENT

1. Introduction to Management: Definition of management, Nature, purpose, and principles of management – Need for organizations and managers – Managerial responsibility – Types of management process – Skills – Managerial roles – Concept of productivity, effectiveness, and efficiency – Managerial and organizational performance.
2. Environment: Internal and external environment of organizations – Components of external environment – Elements of direct action environment – Elements of indirect action environment – International environment – Managing environment.
3. Planning: Nature of Planning – Types of Planning – Steps in planning – Tools and techniques for planning – The planning process.
4. Objectives: Nature of objectives – Management by Objectives (MBO) – The process of MBO – Setting objectives – Benefits and weakness of MBO.
5. Decision Making: Decision-making process – Problem and opportunity finding – Nature of managerial decision making – Other factors in decision making – Decision Support Systems.
6. Organization: Organizational Structure – Division of work – Span of management – Departmentation – Line and Staff – Delegation of authority – Centralization and decentralization – Coordination – Committee and group decision making.
7. Leading: Human factors in managing – Relevant theories – Creativity and innovation – Motivation – Leadership.
8. Staffing: Meaning and Importance of staffing – Selection – Training – Appraisal related issues on staffing.
9. Controlling: Meaning and importance of control – Types of control methods – Control process – Requirements for effective controls – Information Systems and control.

Recommended Textbook(s):

- Harold Koontz and Heinz Weihrich, ***Management***, McGraw-Hill Book Company, New York, USA.
- James A.F. Stonner and R. Edward Freeman, ***Management***, Prentice Hall of India Private Limited, New Delhi.
- R.W. Griffin, ***Management***, A.I.T.B.S. Publishers and Distributor, New Delhi.
- John M. Ivancevich, James H. Donnelly, Jr. and James L. Gibson, ***Management: Principles and Functions***, Richard D. Irwin Inc. Illinois, USA.

MIS 104: COMPUTING FUNDAMENTALS

1. Introduction to Computer Systems: Exploring Computers and their Uses – Looking Inside the Computer system; Interacting with your Computer: Using the keyboard and Mouse – Inputting data in other ways. Seeing, hearing, and Printing Data: Video, Sound, and Printing.
2. Processing Data: Transforming Data into Information – Binary system – Modern CPU- Storing Data: Types of storage – Devices measuring and Improving Drive Performance.
3. Operating Systems: Meaning of Operating Systems – Review of different operating systems – Understanding and using DOS and Windows.
4. Software Packages: Word Processing – Power Point – MS Excel -MS Access
5. The Internet and World Wide Web – E-mail and other internet services –connecting to the internet
6. Protecting Privacy, Computer, and Data, Ergonomics.

Recommended Textbook(s):

- Norton, Peter. ***Introduction to Computers***. McGraw-Hill Publishers, USA
- Sarah E. Hutchinson and Stacey C Sawyer, '***Computer and Information Systems***,' Irwin, New York, USA
- Manuals of relevant software packages.

MIS-105: BANGLADESH STUDIES

1. History of Bangladesh

People of Bangladesh, origin and Anthropological Identity; Territories of Bangladesh in Ancient Time; Bangladesh during the Muslim Rule; British Colonial Rule in Indian Sub-Continent; The Pakistan Movement and the Birth of Pakistan; Language Movement, 1948-52; Juktafront Electrons, 1954 and Six Point Program, 1966; Mass Upsurge of 1969 and Elections, 1970; and Birth of Bangladesh.

2. Physical and Natural Resources of Bangladesh

Physical Features of Bangladesh: Location, Climate, and major Physiographic Units; Surface Water Inflow and River Systems of Bangladesh; Pattern of Agriculture and types of Forest in Bangladesh; Mineral Resources and Industrial Setup in Bangladesh; Density and Distribution of Population in Bangladesh.

3. Political administrative and Legal Environment of Bangladesh

Forms of Government and State Mechanisms (Executive, Legislatures, Judiciary) of Bangladesh; Constitution of Bangladesh and its Amendments; Administrative Structure of Bangladesh; Political Parties of Bangladesh; Different Political Regimes of Bangladesh; Foreign Policy of Bangladesh.

4. Socioeconomic Environment of Bangladesh

Social Structure and Social Stratification in Bangladesh; Population Migration from Rural to Urban areas in Bangladesh; Ethnic Minorities in Bangladesh; Social Problems of Bangladesh; Macroeconomic Trends of Bangladesh Economy: GDP, Savings, Investment, and Employment; Trust Areas of Bangladesh Economy: Poverty Alleviation and Private Sector Development.

Recommended Textbook(s)

- Banglapedia: National Encyclopedia of Bangladesh, Edited by Prof. Sirajul Islam [Latest Edition (2006)].

Reference Books

- History of Bangladesh: Social and Cultural History, Political History, Economical History by Mr. Sirajul Islam.
- Bangladesh National Cultural and Heritage: An Introductory Reader Edited by Mr. A F Salauddin Ahmed.

MIS-106: BUSINESS MATHEMATICS

1. Basic Concepts: Concepts of number system – Fractions – Exponents – Equations – Factoring – Polynomials – Ordered pairs – Relations – Functions – Types of functions.
2. Set Theory: Sets, set notation, operations with sets, laws of set operations, ven diagrams – application of set theory.
3. Logarithms: Rules for logarithms, common logarithms, calculation of logarithm of a number, natural logarithm,
4. Trigonometry: Trigonometric ratios.
5. Equation System: Solution of equations – Simultaneous equation system – Solution of simultaneous equation systems with specific applications to business problems – Inequalities.
6. Geometry: Cartesian co-ordinate system – Distance between two points – Straight line – Slopes – Intercepts – Equation of a line – Application of linear equations.
7. Differential Calculus: Explanation of the concepts of limits and continuity – Derivative and differentiation – Rules of differentiation – Higher order differentiation – Chain order differentiation – Exponential and logarithmic differentiation – Partial differentiation – Optimization – Rate of Growth and decays.
8. Integral Calculus: Meaning of integration – Rules of integration – Indefinite integral – Definite integral – Resource depletion – Resource allocation – Area between curves.
9. Univeriate and Multivariate Calculus: Types & applications.

Recommended Textbook(s):

- Helen B. Siner, Maracia Brener Sorokin, Roslyn R. Atkinson, & Gordon A. Dipaolo, *Mathematics*

for Decisions, D. Van Nostrand Company, New York, USA

- P.C. Sancheti & V.K. Kappor, *Business Mathematics*, S. Chand & Sons, New Delhi, India
- John Hegarty, *Calculus for Management and Social Sciences*, Allyn and Bacon, Inc, Boston, USA
- Prank S. Bundwick, *Applied Mathematics for Business, Economics and Social Sciences*, McGraw Hill Book Company, New York, USA
- Alpha C. Chang, *Fundamental Methods of Mathematical Economics*, McGraw Hill Book Company, New York, USA

MIS-107: MICROECONOMICS

1. Introduction: Definition of Economics – Microeconomics vs. Macroeconomics – Scope of economics – Meaning of economic theory – Some basic concepts: Product, commodity, want, utility, consumption, factors of production.
2. Utility Analysis – Indifference Curve Analysis: Utility functions – Indifference curves and maps – Budget constraints – Utility Maximization.
3. Demand: Law of demand – Factors determining demand Shifts in demand functions – Deriving demand curves – Substitution and income effects – Deriving aggregate demands – Various concepts of demand – elasticity and measurements – Methods of estimating demand functions and demand forecasting.
4. Supply: Law of supply and supply function – Determinants of supply – Shifts in supply – Elasticity of supply – Market equilibrium.
5. Production: Production functions – Total, Average and marginal products – Law of diminishing marginal physical products – Production isoquants - Marginal Rate of Technical substitution (MRTS) – Optimal combination of inputs – Expansion path returns to scale – Estimation of the production function and efficiency criterion.
6. Cost: Concepts of cost – Short-run costs – Relation between short-run costs and production – Long-run costs – Economics and Diseconomies of scale – Relation between short-run and long run costs – Cost function and estimation of the cost function.
7. Markets and Revenue: Meaning of market – Different forms of market – Concepts of the total, average and marginal revenue- Relation between AR and MR curves – Relation between different revenues and elasticities of demand – Equilibrium of the firm.
8. Price and Output: Price and output determination under perfect competition, monopoly, monopolistic competition, and oligopoly – profit maximization – Price discrimination – Plant shutdown decision – Barriers to entry.
9. Market Failure: Externalities, Public goods, market failures in information (Adverse selection, moral hazard, and social insurance).

Recommended Textbook(s):

- Samuelson P. and W. Nordhaus, *Economics*, McGraw Hill Book Co., New York, USA.
- Mankiw, *Principles of Microeconomics*, Macmillan Press, UK
- K. K. Dewett; *Modern Economics Theory*, S. Lac Charitable Trust, New Delhi.
- R. J. Ruffin and P. R. Gregory, *Principles of Microeconomics*, Scott Foreguson & Company,

Illinois, USA

- S. Charles, Maurice and Charles and W. Smithsons, *Managerial Economics: Applied Microeconomics for Decision Making*, Richard D. Irwin Inc, Illinois, USA

MIS-108: BUSINESS COMMUNICATION

1. Basic English Skills: Parts of Speech – Sentence – Paragraph – Punctuation – Spelling.
2. Business Writing Skills: Planning Letters and Memos – Choosing the right words – Creating an appropriate tone.
3. Business Letters and Memos: Letters of the request, appointment, order, transmittal, adjustment request- Favorable reply, Unfavorable reply, Acknowledgment – Unfavorable reply.
4. Employment Communications: Preparing a CV/Resume – Writing and application letter – Completing an application form.
5. Organizational Communication.
 - a. Interpersonal communication – Oral and written communication – Formal and informal communication/grapevine – Problems of organizational communication in the business enterprises of Bangladesh – Improvement of communication.
 - b. Writing notice, agenda and minutes of meetings – Report writing – Informational and analytical reports – Planning business reports – Organizing business reports – Writing style of reports.
 - c. Commercial Terms and Abbreviations.

Recommended Textbook(s):

- Raymond V. Lesikar, John D. Petitt, Jr. and Marie E. Flatley, *Basic Business Communication*, Irwin, Chicago, USA.
- M.J. Burnett and A. Dollar, *Business English: A Communication Approach*, Allyn and Bacon, Inc., Boston, USA

MIS –109: FUNDAMENTALS OF MANAGEMENT INFORMATION SYSTEMS

1. Foundation of information systems in Business
2. Business Information Systems in Your Career
3. E-Business: How Businesses Use Information Systems
4. Achieving Competitive Advantage With Information Systems
5. Foundations of Business Intelligence: Databases and Information Management
6. Telecommunications, the Internet, and Wireless Technology
7. Achieving Operational Excellence and Customer Intimacy: Enterprise Applications
8. E-Commerce: Digital Markets, Digital Goods

Recommended Textbook(s):

- Laudon K C, and Lane P. Laudon, *Management Information Systems: Managing the digital firm*, Prentice Hall, India.
- James O'Brien, *Introduction to Information Systems*, McGraw–Hill, USA

- Haag, S, and Cumming, M. *Management Information System*, McGraw-Hill, USA

MIS-110: GENERAL SCIENCE & ENVIRONMENT

1. Force of Gravity, weight, and friction

Force-gravitational force-centripetal force-weight of standard masses-why weight varies-relation between total gravitational force and weight-action and reaction forces-weightlessness-artificial weight in a space station-friction-static friction-sliding friction-coefficient of friction-nature of friction-brakes lubrication-air lubrication-further developments.

2. Speed, velocity, and acceleration

Average speed-actual speed-scalar and vector quantities-distance and displacement-velocity-acceleration-equations of uniformly accelerated motion velocity-time graphs-uniformly accelerated motion represented graphically velocity from distance-time graph-acceleration from velocity-time graph Galileo Galilei-simple pendulum and measurement of g-distance moved by a freely falling body related to the time of fall-to measure g by the use of a centisecond timer.

3. Newton's laws of motion

Newton's first law of the motion-momentum, Newton's second law of motion to verify experimentally that force-mass-weight of a body expressed in newtons-to calibrate a spring balance to measure mass as well as weight-weight of a body in a lift Newton's third law of motion-conservation of momentum-rocket propulsion jet engine.

4. Work, energy, and power

Work-energy-mechanical energy-interchange of energy between p.e. and k.e. - internal energy-transfer of energy from one kind to another-heat energy-sun as a source of energy-nuclear energy-future of nuclear power installations conservation of energy and mass-thermonuclear energy-power and its unit-to measure personal power-kinetic energy calculation.

5. Some molecular properties of matter

Atoms and molecules-Brownian movements, kinetic theory of matter-nature of the force between atoms and molecules-three states or phases of matter-to measure the approximate length of a molecule-diffusion-surface tension-molecular explanation of surface tension-adhesion and cohesion-capillary attraction osmosis-strength of materials-elasticity-Hooke's law-industrial applications of metallurgical studies-fluid friction-demonstration of terminal velocity.

6. Atoms-the big idea

Atoms, elements, and compounds-more about atoms-Isotopes and A_T -How electrons are arranged-how ideas of the atoms are developed-The atom: the inside story

7. Bonding

Why compounds form-the ionic bond-Some other ions-Ionic compounds and their properties-the covalent bond-Covalent substances-Metals: more giant structures.

8. Reactions, equations, and amounts

The masses of the atoms-percentage composition of a compound-the formula of a compound-equations for chemical reactions-calculations from equations calculating the volumes of gases-calculations on electrolysis.

9. Energy Changes and reversible reactions

Exothermic and endothermic reactions-explaining energy changes-reversible reactions-shifting the equilibrium-making 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-here to stay-oil and environment-global warming.

11. Chemistry and the Environment

Carbon and nitrogen cycles, Good drinking water-clean water, cleaning sewage, drinking water, Water and fertilizers-eutrophication, nitrates in drinking water, Burning fuels and the air-burning coal, burning petrol and diesel oil, Ozone/greenhouse effect-the ozone hole, the greenhouse effect, More rubbish archaeology's treasure trove, 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 Textbook(s)

MIS-201: MACROECONOMICS

1. Introduction: Definition of macroeconomics - Meaning of economic models - Goals of economic policy - Definition of macroeconomic variables: inflation, unemployment, Productivity, production capacity, input, output, business cycle - Aggregate demand and aggregate supply
2. National Income accounting: Gross National Income (GNP) - the Circular flow of income - The expenditure approach - The income approach - The output approach - Other income concepts - Real vs. nominal GNP - Limitation of GNP as measure of human welfare.
3. Market Economy: Determination of AD, AS., Markets, and prices - Operation of Market economy - Economic decisions in a market economy.
4. Income Determination: Savings and investment - Consumption schedule: household and national - Average and marginal propensity to consume - Multiplier effect - Impact of government tax and expenditure.
5. Inflation: Measures of inflation - Causes of inflation - Source of inflationary pressure - Consequences of inflation - deflation.
6. Money and Monetary Policy : Meaning of money - Different concepts of money (M1, M2, M3) - Credit creation by banking system - Function of money - Demand for and supply of money - Velocity

- of money - Long-run impact of money on prices - Short-run impact of money on output- Changes in income velocity - Monetary policy.
7. Fiscal Policy: Theory of fiscal policy - Relationship of fiscal policy to monetary policy - Problems in implementing fiscal policy.
 8. Employment : Labor demand schedule - Real wage rate and aggregate demand for and supply of labor - Inflation and the equilibrium - real wage rate and employment - Impact of market power on employment and prices - The effect of aggregate demand and supply on output and prices- Phillips Curves - Price and wage control - Unemployment and its types - Removing unemployment.
 9. Open Economy: Exchange rate regimes, Balance of payments, Fiscal and monetary policy.

Recommended Textbook(s):

- David C. Klingaman, *Principles of Macroeconomics*, Wordsworth Publishing company, USA.
- Lloyed G. Reynolds, *Macro economics: Analysis and Policy*, Richard D. Irwin, Inc, USA.
- K. K. Dewett, *Modern Economic Theory*, Shyam Lal Charitable Trust, New Delhi, India.
- Samuelson P. and W. Nordhaus : *Economics*, Mcgraw-Hill Publishing, USA.
- H. L. Ahuza, *Modern Economics*, S. Chand & Co. Ltd. New Delhi, India

MIS-202: PRINCIPLES OF FINANCE

1. Introduction: Concept of finance and financial management – The finance functions – The objectives of financial management – Maximizing shareholder’s wealth versus other goals – Changing the role of financial management.
2. Financial Statement Analysis: Financial statement – Ratio analysis – Uses and implications.
3. Financial forecasting – Cash budget.
4. Operating and financial leverage – Leverage in business – operating leverage – Financial leverage.
5. Working capital management – Nature, sources, forecasting the working capital need – Financing and control of working capital.
6. Management of cash, marketable securities, and accounts receivable.
7. Short-term financing – Trade credit, Bank credit - Financing through commercial papers – Accounts receivable financing – Inventory financing.
8. The time value of money – Why money has time value – Compound and present value of single amount and annuity – Determining the annuity value – Determining the yield on an investment
9. The cost of Capital: Definition – Concepts – Significance of cost of capital – Specific costs of capital: debt, preference stock, equity, retained earnings – Weighted average cost of capital – Uses of the cost of capital.
10. Capital Budgeting: Meaning of capital budgeting – Importance of capital budgeting – Capital budgeting process – Relevant cash flows and estimates – Evaluation techniques (PB, ARR, NPV, IRR, and Profitability Index) – Selection strategy – Capital rationing.
11. Risk Analysis and Capital Budgeting: Definition of risk Concept of risk averse – Actual measurement of risk – Risk and capital budgeting process.

Recommended Textbook(s):

- J. J. Hampton, *Financial Decision Making*, Prentice- Hall International Inc., Englewood Cliffs, USA
- E.F. Brigham, *Financial Management: Theory and Practice*, Dryden Press, Hinsdale, USA.
- I. M. Pandey, *Financial Mangement*, Vikas Publishing House Pvt. Ltd., New Delhi, INDIA
- M. Y Khan and P. K. Jain; *Financial Management: Text and Problems*, Tata Mcgraw – Hill Publishing Company Limited, New Delhi, INDIA
- Brearley, R. A. & S. C. Myers: *Principles of Corporate Finance*, McGraw-Hill Book Company, USA

MIS-203: LEGAL ENVIRONMENT OF BUSINESS

1. Law of Contract: Definition, Rules of offer and acceptance, consideration, types of contract, breach of contract, contract through agents.
2. Laws relating to sales of goods, negotiable instruments, carriage of goods by land and sea, Law of insolvency.
3. The Companies Act 1994.
4. Partnership Act.
5. ICT Act of Bangladesh.
6. Bank and insurance Act.

Recommended Textbook(s):

- Charlesworth, *Mercantile Law*, Stevens & Sons, London.
- A.K. Sen, *Handbook of Commercial Law*, A Mukherjee & Co. (PVT) Ltd. Calcutta.
- M.C. Shukla, *A Manual of Mercantile Law*, Chand & Company.
- Companies Act 1994.
- Gazettes and ordinance by Government of Bangladesh.

MIS-204: PRINCIPLES OF MARKETING

1. Marketing's Role in the Global economy – Marketing's Role within the Firm or Nonprofit Organization – Focusing Marketing Strategy with Segmentation and Positioning – Evaluating Opportunities in the Changing Marketing Environment.
2. Demographic Dimensions of the Global Consumer Markets
3. Behavioral Dimensions of the consumer Market
4. Business and Organizational Customer and Their Buying Behavior
5. Improving Decisions with Marketing Information
6. Elements of Product Planning for goods and services
7. Place and Development of Channel systems
8. Retailer and Wholesalers, and their strategy planning
9. Promotion – Introduction to Integrated Marketing Communications – Personal selling – Advertising and sales promotion

10. Pricing Objectives and policies
11. International Marketing

Recommended Textbook(s):

- Kotler, P. *Principle of Marketing*, Prentice Hall, USA
- Perreault, W. and McCarthy, Jerome. *Basic Marketing: A Global – Managerial Approach*, Prentice Hall, USA

MIS-205: ADVANCED BUSINESS MATHEMATICS

1. Ordinary Differential Equation (ODE): Degree and order of ordinary differential equations; Formation of differential equations; Solution of first order differential equations by various methods; solution of a differential equation by the method based on the factorization of operators.
2. Partial Differential Equations (PDE): Four rules for solving simultaneous equations of the form; Lagrange’s method of solving PDE of order one; Solution by separation of variables. Linear PDE with constant coefficients.
3. Matrices: Definition of matrix; Different types of matrices; Algebra of matrices; Adjoint and inverse of a matrix; Elementary transformations of matrices; Matrix polynomials; Cayley-Hamilton theory with uses of rank and nullity; Normal and canonical forms; Solution of linear equations; Eigenvalues and eigenvectors.
4. Vector Spaces: Definition and properties, subspaces, basis and dimension, change of basis; Linear Transformation (LT): definition and properties, linear operator matrix, the geometry of LT, standard plane LT.
5. Vector Algebra: Scalars and vectors, equality of vectors; Addition and subtraction of vectors; Multiplication of vectors by scalars; Scalar and vector product of two vectors and their geometrical interpretation; Triple products and multiple products; Linear dependence and independence of vectors.
6. Vector Calculus: Differentiation and integration of vectors together with elementary applications; Definition of line, surface and volume integrals; Gradient, divergence, and curl of point functions, various formulae, Gauss’s theorem, Stoke’s theorem, Green’s theorem.
7. Fourier Analysis: Real and complex form of Fourier services; Finite transform; Fourier Integral; Fourier transforms and their uses in solving boundary value problems of wave equations.
8. Laplace Transformation: Definition; Laplace transforms of some elementary functions; Sufficient conditions for the existence of Laplace transforms; Inverse Laplace transforms; Laplace transforms of derivatives. The unit step function; Periodic function; Some special theorems on Laplace transforms; Partial fraction; Solutions of differential equations by Laplace transforms; Evaluation of improper integrals.

Recommended Textbook(s):

- Charles D. Miller, Stanley A. Salzman, and Gary Clendenen, ‘*Business Mathematics*, Addison-Wesley, USA.
- Earl K. Bowen, *Mathematics with Applications in Management and Economics*, IRWIN, USA.
- Knut Sydsaeten, Peter Hammond, *Essential Mathematics for Economic Analysis* Prentice Hall, USA.
- Peter J. Lambert, *Advanced Mathematics for Economists*, Blackwell, London.
- Chiang, A.C, and Wainwright, K. *Fundamental Methods of Mathematical Economics*, McGraw-

Hill, USA.

MIS-206: ADVANCED INFORMATION SYSTEMS

1. Organizational Foundation of Information Systems,
2. Psychological and Behavioral Aspects of Information Systems,
3. Technical Foundation of Information Systems,
4. Computer based information systems, user requirements, analysis and specification of systems requirement,
5. Life cycle and security.
6. Building in formations Systems, Organizations, and Management & Strategy.
7. Management and Organizational Support Systems,
8. Managing Contemporary Information Systems.
9. Improving Decision Making and Managing Knowledge
10. Ethical and Social Issues in Information Systems
11. Enterprise and Global Management of Information technology

Recommended Textbook(s):

- Laudon K C, and Lane P. Laudon, *Management Information Systems: Managing the digital firm*, Prentice Hall, India.
- Valacich, J. and Schneider, C. *Information System Today: Managing the Digital World*. Prentice-Hall, USA

MIS-207: ORGANIZATIONAL BEHAVIOR

1. Fundamentals of Organizational Behavior: Working with people - Social systems - Communication and group dynamics - Interpersonal relations - Organizational control.
2. Motivation: Motivating employees - Job satisfaction - Developing a sound organizational climate.
3. Leadership and its Developments: The leadership role - Effective supervision - Development of Participative decision making -
4. Managing change
5. Managing conflict decision making
6. Organizational development, effectiveness, and training.

Recommended Textbook(s):

- S.P. Robbins, *Organizational Behavior*, Prentice-Hall India Ltd., New Delhi, India.
- K. Davis, *Human Behavior at work*, McGraw Hill Book Company, New York, USA.
- Robert Kreitner and Angelo Kinicki, *Organizational Behaviour*, Irwin McGraw - Hill, Boston, USA.

MIS-208: OPERATIONS MANAGEMENT

1. Introduction to the field

2. Operations Strategy and Competitiveness.
3. Strategic Capacity Management, Debottlenecking.
4. Product Design and Process Selection: Manufacturing and Services.
5. Facility Location
6. Facility Layout
7. Inventory Control
8. Job Design and Work Measurement
9. Material Requirement Planning
10. Aggregate Sales and Operations Planning

Recommended Textbook(s):

- Chase, Jacobs and Aquilano *Operations Management for Competitive Advantage*, McGraw-Hill Publications. USA
- Lee J. Krajewski and Larry P. Ritzman, *Operations Management: Strategy and Analysis*, Addison Wesley Publishing Company, USA.
- Schroeder, R.G. *Operations Management: Contemporary Concepts and Cases*, McGraw-Hill Publications, USA.
- Mahadevan, B., *Operations Management: Theory & Practice*, Pearson Education

MIS-209: AUDITING, TAXATION AND IT

1. Introduction: Definition - Objectives - Advantages - Different classes of audit.
2. Internal Check or Control: Definition and purpose - Internal check and internal audit - Auditors duty regarding internal check- Audit program.
3. Vouching: Meaning and importance-Vouching of cash transactions - Vouching of trading transactions.
4. Verification and Valuation of Assets and Liabilities: Principles and methods of verification and valuation and verification.
5. The Audit of Limited Companies: Qualifications, appointment, and removal of auditor-Rights, powers and duties of auditors-Forms of the income statement and balance sheet - Auditor's Report.
6. Income- Tax: Definition of income and income tax - Characteristics of income - Total income and total world income - Income year and assessment year - Role of income tax law in the industrial development of Bangladesh.
7. Classification of income: Assessable and non-assessable income.
8. Heads of income: Income from salary - income from interest on securities - income from house property-income from agriculture-income from business and profession - capital gains - income from other sources.
9. Tax assessment and recovery: Assessment procedures-appeal, revision, recovery, refund, and penalties.
10. Income tax authorities: Role and legal power.
11. Assessment of individuals, partnerships, and public limited companies.
12. Value Added Tax (VAT): Introduction: Assessment and payment of Tax - Valuation - Accounting - Refunds - Drawbacks - Calculation of VAT - Controlling evasion of VAT.

13. Application of computer program in calculation of Income Tax.

Recommended Textbook(s):

- Tandon, B.N. *A Handbook of Practical Auditing*. S. Chand and Company Ltd. New Delhi.
- The government of Bangladesh, The Income Tax Ordinance 1984 - Part1 & 2 along with modifications up-to-date.
- The Institute of Chartered Accountant of Bangladesh, **Taxation Study Manual**, Vol. 1&2.
- The government of Bangladesh, Publications on VAT.

MIS-210: PROGRAMMING FUNDAMENTALS

1. Introduction to Computer Programming
2. Basic programming concepts;
3. Program development stages: flow charts;
4. Getting started with flowcharts and solving problems using flow chart
5. Programming constructs: data types, operators, expressions
6. Statements, control statements, functions, array.
7. Common problem-solving algorithms and writing pseudo codes.

Recommended Textbook(s):

Peter Van Roy and Seif Haridi, *Concepts, Techniques, and Models of Computer Programming*, The MIT Press, USA.



CLASS ROOM

MIS-301: HUMAN RESOURCE MANAGEMENT

1. The Development of Human Resource Management: The concept of human resource management - Early stages of development - Contemporary developments - Human resource management as a profession.
2. Organizational Considerations in Managing Human Resources: The organization as a system - Responsibility and authority within the organization - Organization structures - The human resource department in an organization - The personnel program.
3. Job Requirements: The role of jobs - Job design - Job analysis - Job requirements and personnel functions - Job descriptions.
4. Human Resource Planning and Recruitment: Human resource planning - Recruiting within the organization - Recruiting outside the organization - EEO in recruitment.
5. Recruitment and Selection: The steps in recruitment - The exit interview - Reaching a selection decision - Considerations that shape selection policies.
6. Job Evaluation: The reasons of job evaluation schemes - Problem areas - Procedure - Techniques - Non-analytical methods - Analytical methods - New methods - Other methods.
7. Compensation Systems: Job choice - The influence of compensation on behaviors - Compensation and satisfaction - Administration - Types of Systems - Compensation evaluation - Incentive pay systems.
8. Training and Development: The purpose of training - The identification of need - Training programs - Types of training - Management development - Evaluation - Government intervention - Psychological principles of learning.
9. Career Development: Phases of a career development program - Career development program for special groups - Personal career development.
10. Evaluation and Improving Performance: Objectives of Performance evaluation programs - Performance evaluation methods - Feedback of evaluations - Improving performance.
11. Safety and Health Management: Concepts, programs, Occupational diseases & their preventive measure.
12. Disciplining employee: Concepts, principles, factors, procedures.

Recommended Textbook(s):

- Gary Dessler, ***Human Resources Management***, Prentice Hall of India Pvt. Ltd. New Delhi, India.
- Wendell French, ***Human Resource Management***, Houghton Mifflin Co., Boston, USA.
- David A. DeCenzo and Stephen P. Robbins, ***Personnel / Human Resource Management***, Prentice-Hall, Inc, Englewood cliffs, USA.
- Herbert J. Chruden and Arthur W. Sherman Jr., ***Management of Human Resources***, South-Western Publishing Co.
- R.L. Mathis and J. H. Jackson, ***Human Resource Management***, Thomson Asia Private Ltd., Singapore.

MIS-302: INTERNATIONAL BUSINESS

1. Definition of international business - Importance of international business in the world economy - Trends of international business concerning Bangladesh.
2. International Business and the Theory of Comparative Advantage: Economic basis for international business - The source of international business - The principle of comparative advantage, Economic gain from a business, Effects of business quotas - Heckscher Ohlin Theorem.
3. Protectionism and Free Business: Arguments/economics of protectionism - Incitements of protectionism - Multilateral business negotiation - Removing barriers to free business - GATT as an initiative for liberalizing business.
4. The Economics of foreign exchange: Balance of international business - International financial system.
5. International Business Transactions: International transfer of bank deposits resulting from international transactions - How foreign business is carried out - export and import transactions.
6. Foreign Exchange markets - Equilibrium exchange rates - Determinants of the foreign exchange rate - Nominal and real exchange rates - Appreciation and depreciation of currencies - International balance of payments - Current accounts, capital accounts.
7. Issues of International Economics: The Bretton Woods System - The International Monetary Fund (IMF) - The World Bank (WB) - World Business Organization (WTO), RTA (Regional Trade Agreement)
8. Bangladesh and International Business: Bangladesh's position in the community of developing countries - Business intensity and terms of business of Bangladesh with in the SAARC - trends and composition of exports and imports of Bangladesh - Major business partners of Bangladesh.

Recommended Textbook(s):

- G. Jempa and A. Rhoen, ***International Trade, A Business Perspective***. Addison Wesley Longman, Europe. (Pearson Education Asia)
- Ricky W. Griffin: ***International Business: A Managerial Perspective***; Addison - Wesley Publishing Co. New York, USA.
- K. K. Dewett; ***Modern Economics Theory***: S. Lac Charitable Trust, New Delhi, India.
- P.H. Lindert, ***International Economics***, Irwin, Illinois, USA.
- Joha D. Danials, lee H. Radebangh, Daniel P. Sullivan, ***International Business: Environments and Operations***. Prentice-Hall, USA

MIS-303: ENTREPRENEURSHIP DEVELOPMENT & SMALL BUSINESS

MANAGEMENT

1. Introduction: Definition of entrepreneurship - Entrepreneurship and economic development - Entrepreneurship as a critical resource - Entrepreneurship in economic development.
2. Theories of Entrepreneurship: Psychological theories - Socio-Psychological and Culture theories - Opportunity and background variables and entrepreneurship.
3. Entrepreneurship in the Less Developed Countries: Overview - An entrepreneurial system model - Influences on entrepreneur - Special dimensions of rural entrepreneurship.
4. Entrepreneurship and Small Business: Definition of small business - Small business and economic development - Problem of small business development - Entrepreneurship training as

- an aid to small business - Different schemes of training - Problems in small business.
5. Entrepreneurship and Small Business in Bangladesh: A review of attempts - Success and failures - Different schemes of small business development - Exiting schemes and plans.
 6. Understanding small business - Practical importance and role of small business throughout the world and in Bangladesh in particular - Career in small business.
 7. Starting a Small Business: Should one operate a small business? SWOT analysis: understanding of strength, weakness, opportunities, and threats of the environment - Idea generation: methods of idea hatching and process of idea validation and implementation - Developing a business plan.
 8. Management of Small Business: Understanding various aspects of small business management - Marketing of small business - Production and Operations Management in Small business.
 9. Small Business Support Services: Financial support, technical support, accounting support and other supports - Understanding small business support services required at various stages of business growth - Government and non-government support services in Bangladesh.

Recommended Textbook(s):

- Zimmerer, T.W. and Scarborough, N. M. *Essentials of Entrepreneurship and Small Business Management*, Prentice Hall of India.
- D. Holt, *Entrepreneurship: A New Venture Creation Prentice* – Prentice Hall Inc. New Jersey, USA.
- Kent R. Blawatt, *Entrepreneurship: Process and Management*, Prentice Hall Inc. Englewood Cliffs USA.
- Nicholas C. Siropolis, *Entrepreneurship, and Small Business Management*, Houghton Mifflin Co. Boston, USA.
- Curtis E. Tate, Leon C. Meggison, Charles R. Scott, Lyle R. Trueblood, *Successful Small Business Management*, Business Publication, Inc. Texas, USA.

MIS- 304: STATISTICS FOR BUSINESS

1. Introduction to Statistics: Definitions, sub-divisions within statistics, statistics and business decisions.
2. Arranging Data and Plots: Tables, Frequency distribution, stem and leaf displays, cross tabulation, frequency – histograms and polygons, line graphs, bar charts, pie charts, ogives.
3. Measures of Central Tendency and Variability: Arithmetic mean, geometric mean, median, mode, range, quartiles, percentiles, interquartile range, variance, standard deviation, the coefficient of variation, box plots, moments, skewness.
4. Correlation and Regression Analysis: Scatter Plots – Coefficient of correlation, the coefficient of determination, limitations of correlation, autocorrelation – Meaning of regression, the method of least square, estimating with a regression line, standard error of the estimate.
5. Index Number: Index number and three major types – price, quantity and value index, unweighted aggregates index, weighted aggregates index, shifting bases of index numbers, issues in constructing an index number.
6. Time Series Analysis: Definition of time series, variations in time series, components of time series, trends, cyclical fluctuations, seasonal variations, irregular variations, index numbers as time series.
7. Forecasting: moving averages, exponential smoothing, forecasting errors, linear regression, decomposition of time series.
8. Probability: Meaning of probability, experiment, events simple and compound, sample space,

probability of an event, event relations, independent and dependent events, probability laws, Bayes's Law.

9. Random Variable and Probability Distribution: Random variable, discrete random variable, continuous random variable, the probability distribution of the discrete random variable. Mathematical expectation and variance of a discrete random variable.
10. Discrete Probability Distributions: Binomial probability distribution and poisson probability distribution.
11. Continuous Probability Distribution: Normal distributing tabulated areas of the normal distribution, the normal approximation to the binomial distribution.
12. Sampling and Sampling Distributions: Sampling, statistic and parameters, types of sampling, sampling distributions, the central limit theorem, sampling distribution of the sample mean and proportion, sampling distribution of the difference between two sample means and proportions.
13. Large Sample Estimation: Point and interval estimation, the reliability of point and interval estimation, point and interval estimation of a population mean and the difference between two means, point interval estimation of binomial proportion and difference between two proportions.
14. Large Sample: Tests of Hypotheses: Basis terminology for statistical tests of hypotheses, type I and type II errors, one tailed and two tailed tests, testing hypotheses about the difference between two population means or proportions, use of P-values.
15. Small Samples: Students t-distribution, small inference about a population mean and the difference between two means, paired difference tests, inferences about population variance (chi-square test), comparing two population variances (F distribution)

Recommended Textbook(s):

- Douglas A. Lind and Robert D. Mason, *Basic Statistics for Business and Economics*, Irwin McGraw – Hill, Boston USA.
- Richard I. Levin, *Statistics for Management*, Prentice-Hall of India Private Limited, New Delhi, India.
- S.P. Gupta and M.P. Gupta, *Business Statistics*. Sultan Chand and Sons, New Delhi, India.
- Muhammad Ali Miah and M. Alimullah Miyan, *An Introduction to Statistics*, Ideal Library, Dhaka.

MIS-305: PROGRAMMING FOR INFORMATION SYSTEMS

1. Introduction – to structured programming (Either Basic or C as language)
2. Basics of the selected programming language- constraints, variables.
3. Control structures, branching, looping, functions/subroutine
4. String manipulation
5. Common data structures- Stack and Queue
6. Program design efficiency and testing
7. Introduction to Software Engineering
8. Software process models- Waterfall model, Incremental model, RAD model, Prototyping, Spiral model, Concurrent development

Recommended Textbook(s):

- E. Balagurusamy, **Programming in Basic**, McGraw-hill, USA.
- Roger S. Pressman, **Software engineering – A Practitioner's Approach**. McGraw-Hill International, USA.

MIS- 306: TOTAL QUALITY MANAGEMENT

1. Introduction to TQM
2. Leadership.
3. Customer Satisfaction.
4. Employee Involvement.
5. Continuous Process Improvement.
6. Supplier Partnership.
7. Performance Measures.
8. Benchmarking.
9. Cost of Quality.
10. Information Technology.
11. Quality Management Systems.
12. Environmental Management Systems.
13. Quality Function Deployment (QFD).
14. Quality By Design.
15. Failure Mode and Effect Analysis (FMEA).
16. Products Liability.
17. Total Productivity Maintenance.
18. Management Tools.
19. Statistical Process Control (SPC).
20. Experimental Design.
21. Taguchi's Quality Engineering.

Recommended Textbook(s):

- Besterfield, Besterfield-Michna, Besterfield & Besterfield-Sacre, ***Total Quality Management***, Prentice Hall Publication.
- Oakland, John, ***Total Quality Management***, Pitman Publishing, London.
- Garvin, D. ***Managing Quality***, The Free Press, USA

MIS-307: MANAGEMENT ACCOUNTING

1. Management Accounting: Basic Concept
2. Accounting Information Systems: An Overview
3. Overview of Business Processes
4. Cost terms and classification
5. Control and Accounting Information Systems
6. Job order costing and process costing
7. Cost-Volume-Profit Relationship
8. Activity Based Costing

9. Standard Costing
10. Flexible Budget and overhead costing
11. System design
12. Computer Fraud and Abuse

Recommended Textbook(s):

- Horngren, C.T, Sundem, G.L. Stratton, W.O., Burgstabler, D & Schatzberg, J. ***Introduction to Management Accounting***, Prentice-Hall, USA.
- Marshall B. Romney & Paul J. Steinbart, ***Accounting Information Systems***, Prentice Hall

MIS-308: MANAGEMENT SCIENCE

1. Management Science: Characteristics and Process
2. Decision theory: Decision Tables and Decision Trees
3. Game Theory
4. Linear Programming: Theory and Application
5. Mathematical Programming
6. Dynamic Programming
7. Transportation
8. Network Models
9. Markov Analysis
10. Simulation Technique

Recommended Textbook(s):

- Turban and Meredith, ***Fundamentals of Management Science***. Boston: McGraw-Hill, USA.
- Anderson, D.R., Sweeney, D.J, and Williams, T. A, ***An Introduction to Management Science***. West Publishing Company, USA.
- Hesse, R., ***Management Spreadsheet Modeling, and Analysis***. Boston: McGraw-Hill, USA.

MIS-309: BANK & INSURANCE MANAGEMENT

1. Central Bank - Structure - Relations with the Government, Commercial Bank, and Financial Institutions. Control mechanism and application of Information Technology. The role of central Bank in the economic development of a country.
2. Commercial Bank: Structure - Management - Lending and investment portfolio - capital structure and safety - Reserve and liquidity requirements - General accounting system - Bank customer relationships.
3. Specialized Banking System.
4. Insurance Management: Definition - Nature - Role and social values of insurance - insurance contracts - Principles - Essentials of an insurance contract.
5. Life insurance : Life assurance contract - kinds of policies and annuities - Procedure of effecting life assurance - Claims and settlement procedures - Premium - Premium plans - Computation of net single premium - Mortality rate - Reserve - Calculation of reserve - Surplus and its distribution.
6. Marine Insurance - Fire Insurance - Group Insurance - Accident Insurance - Automobile

Insurance.

7. Application of Information Technology in Banks and Insurance companies in Bangladesh.

Recommended Textbook(s):

- Edward W. Reed and Edward K. Gill. **Commercial Banking**. Prentice - Hall, USA
- The Bangladesh Banks (Nationalization) Order, 1972
- Mehr, R. J. and Commack, E. **Principles of Insurance**. Richard D. Irwin, Inc. USA.
- Williams, C.A., Young, P.C. and Smith, M.L. **Risk Management and Insurance**. McGraw-Hill publishers, USA.

MIS-310: DATA COMMUNICATION

1. Introduction. - Requirement. -Business Information. - Distributed Data Processing.
2. The internet and distributed applications. : Internet History and Architecture. - TCP/IP and OSI. - Internet-Based Applications. - Client/Server and Intranet Computing. - Internet Operations.
3. Local Area Network. : LAN Architecture and Protocols. - Ethernet and Fibre Channel. - Wireless LANs.
4. Wide Area Network. : Circuit Switching and Packet Switching. - Frame Relay and ATM. - Wireless WANs.
5. Data Communications. : Data Transmissions. - Data Communication Fundamentals. - Data Link Control and Multiplexing.
6. Management issues. - Doing Business on the Internet. - Network Security.-
7. Network Management.
8. Fundamentals of GSM, CDMA, GPRS etc.

Recommended Textbook(s):

- William Stallings. **Business Data Communications**, Prentice Hall, USA
- Tanenbaum, A.S., **Computer Network**, Prentice Hall, India

MIS- 401: DATABASE MANAGEMENT

1. The Database Environment
2. The Database Development Process
3. Modeling Data in the Organization
4. The Enhanced E-R Model and Business Rules
5. Logical Database Design and the Relational Model
6. Physical Database Design and Performance, Database Security and Integrity
7. Introduction to SQL
8. Advanced SQL
9. The Client/Server Database Environment
10. The Internet Database Environment

11. Data Warehousing
12. Data Quality and Integration
13. Data and Database Administration
14. Overview: Distributed Database
15. Overview: Object-Oriented Data Modeling
16. Overview: Using Relational Databases to Provide Object Persistence

Recommended Textbook(s):

- Jeffrey A. Hoffer, Mary Prescott, Heikki Topi, '*Modern Database Management*, Publisher: Prentice Hall, USA
- Connolly, Begg & Holowczak, '*Business Database Systems*,' Publisher: Addison-Wesley, USA

MIS- 402: IT INVESTMENT MANAGEMENT

1. Basic concept of Investment Management: Risk and Returns-sources of the fund.
2. Introduction to Information Technology Payoff.
3. The IT Payoff Paradox.
4. The Strategic Role of Technologies.
5. Failure Analyses.
6. A Process Perspective.
7. Technology Payoff Metrics-Balanced Multiple Objectives.
8. The Technology Curve.
9. Technology Justification Models.
10. Implementing IT Payoff Initiatives: A Framework.
11. Electronic Commerce: Challenges and Opportunities in Assessing IT Payoff.

Recommended Textbook(s):

- Sarv Devaraj and Rajiv Kohli, IT Payoff, *The Measuring the Business Value of Information Technology Investments*, Financial Times Press.
- United States General Accounting Office (GAO): *Information Technology Investment Management (ITIM)*, Washington, D.C. USA
- Corrado, C.J. and Jordan B.D. *Fundamentals of Investment Management*, McGraw-Hill, USA
- Schniederjans, M.J., Hamaker, J.L. and Ashlyn, M.S. *Information Technology Investment*, World Scientific, USA

MIS- 403: PROJECT MANAGEMENT

1. Managing change
2. Business strategy and information systems
3. The business case
4. The organizational framework

5. The Programmed and project support office
6. Development life cycles and approaches
7. The profile of a project
8. Project planning: understanding the work
9. Project planning: estimating
10. Project planning: scheduling and resurging
11. Monitoring progress
12. Exercising control
13. Reporting progress
14. Quality of Project
15. Risk management
16. Value engineering and value management
17. Selling the project
18. Managing stakeholders
19. Managing suppliers
20. Leadership in project
21. Performance management
22. Project teams
23. Managing the project climate
24. The project manager: Role and Responsibility
25. Developing your career
26. Bodies of knowledge and standards

Recommended Textbook(s):

- James Cadle and Donald Yeates, *'Project Management for Information Systems*, Prentice-Hall, USA
- McManus, J. and Wood-Harper, T. *Information Systems Project Management*. Pearson education limited, London.
- Van Horn, R.L., Schwarzkoph, A.B. and Price, R.L. *Information Systems Solution: A Project Approach*, McGraw-Hill, USA

MIS- 404: SUPPLY CHAIN MANAGEMENT

1. Supply Chain Management and Competitive Strategy
2. Customer Fulfillment Strategies
3. Process Thinking: SCM's Foundation
4. The New Product Development Process: Managing the Idea Infrastructure
5. The Order Fulfillment Process: Managing the Physical Flow Infrastructure
6. Scanning and Global Supply Chain Design
7. Supply Chain Mapping
8. Supply Chain Cost Management
9. Core Competencies and Outsourcing
10. Supply Chain Rationalization and Role Shifting
11. Relationship Management

12. Information Sharing
13. Performance Measurement
14. People Management: Bridge or Barrier to SCM
15. Collaborative Innovation

Recommended Textbook(s):

- Stanley E. Fawcett, Lisa M. Ellram, Jeffrey A. Ogden, ***Supply Chain Management: From Vision to Implementation***, Prentice Hall, USA
- Chopra, ***Supply chain management***, Prentice Hall, USA

MIS- 405: BUSINESS RESEARCH

1. Introduction to Business.
2. Thinking like a Researcher.
3. The Research Process: An Overview
4. Business Research Requests and Proposals.
5. Ethics in Business Research.
6. Research Design: An Overview.
7. Secondary Data Searches.
8. Qualitative Research.
9. Observation Studies.
10. Surveys.

Recommended Textbook(s):

- Donald R. Cooper and Pamela S. Schindler, ***Business Research Methods***, McGraw-Hill Irwin, New York
- Zikmund, William G., Barry J. Babin, Jon C. Carr, and Mitch Griffin. ***Business research methods***. Cengage Learning
- Kothari, Chakravanti Rajagopalachari. ***Research methodology: Methods and techniques***. New Age International.
- Malhotra, Naresh K. ***Marketing research an applied orientation***. Pearson Education.

MIS- 406: KNOWLEDGE MANAGEMENT

1. Introducing Knowledge Management.
2. The Nature of Knowledge.
3. Knowledge Management Solutions.
4. Organizational Impacts of Knowledge Management.
5. Factors Influencing Knowledge Management.
6. Knowledge Management Assessment of an Organization.

7. Technologies to Manage Knowledge: Artificial Intelligence.
8. Preserving and Applying Human Expertise: Knowledge-Based Systems.
9. Using Past History Explicitly as Knowledge: Case-Based Systems.
10. Knowledge Elicitation—Converting Tacit Knowledge to Explicit.
11. The Computer as a Medium for Sharing Knowledge.
12. Discovering New Knowledge - Data Mining.
13. Knowledge Discovery: Systems that Create Knowledge.
14. Knowledge Capture Systems: Systems that Preserve and Formalize Knowledge.
15. Knowledge Sharing Systems: Systems that Organize and Distribute Knowledge.
16. Knowledge Application Systems: Systems that Utilize Knowledge.

Recommended Textbook(s):

- Irma Becerra-Fernandez, Avelino Gonzalez, and Rajiv Sabherwal, *Knowledge Management and KM Software Package*, Prentice Hall, USA

MIS – 407: MANAGEMENT OF TELECOMMUNICATIONS

1. An Introduction to Networking
2. Introductory Design and Hands-On Exercises
3. Network Standards
4. Physical Layer Propagation
5. Hands On: Cutting and Connectorizing UTP
6. Ethernet LANs
7. Wireless LANs
8. Telecommunications
9. VOIP, Call Center
10. ICX
11. TCP/IP Internetworking
12. Hands on: Packet Capture and Analysis with Win Dump and TCP Dump
13. Security, Firewall
14. Network Management
15. Network Management Utilities and Router Configuration
16. Networking Applications
17. BTRC policy and regulations

Recommended Textbook(s):

- Raymond R. Panko, *Business Data Networks, and Telecommunications*, Prentice Hall Published.

MIS- 408: E-BUSINESS

Course Objective(s):

In today's fast-paced world of continuous technological development and change, we need to know the latest thinking on best practice for e-business. This course focuses on sales and marketing, as well as detailing procurement, supply chains, and the legal and security considerations using the Information Technology platform. Upon completion of this course, students would be able to learn in-depth cases on global organizations such as Amazon, the BBC, and eBay, and on regional companies such as bodjobs.com, to get the latest on new e-business technologies and 'Web 2.0' applications including blogging, Really Simple Syndication (RSS), instant messaging, podcasting, digital TV and mobile marketing, to understand the challenges of security in the face of hacking, viruses, SPAM, identity theft, and the legal constraints on data protection, privacy and accessibility, to keep up with cutting-edge e-marketing and E-CRM techniques, such as affiliate, search engine and viral marketing, and the use of 'customer personas' and value analysis and to learn a structured approach to plan and implement, assess and improve e-business strategy for different types of organization. Topics are:

1. Introduction to e-business and e-commerce
2. E-commerce fundamentals
3. E-business infrastructure
4. E-environment
5. E-business strategy
6. Supply chain management
7. E-procurement
8. E-marketing
9. Customer relationship management
10. Change management
11. Analysis and design
12. Implementation and maintenance

Recommended Textbook(s):

- Dave Chaffey, *E-Business and E-Commerce Management*, Publisher: Prentice Hall

MIS-409: DECISION SUPPORT SYSTEM

1. Introduction to Decision Support Systems.
2. Decisions and Decision Makers.
3. Decision in the Organization.
4. Modeling Decision Processes.
5. Group Decision Support and Groupware Technologies.
6. Executive Information Systems.
7. Expert Systems and Artificial Intelligence.

8. Knowledge Engineering and Acquisition.
9. Machines That Can Learn.
10. The Data Warehouse.
11. Data Mining and Data Visualization.
12. Designing and Building the Data Warehouse.
13. The Systems Perspective of a DSS.
14. Designing and Building Decision Support Systems.
15. Implementing and Integrating Decision Support Systems.
16. Creative Decision Making and Problem Solving.
17. Intelligent Software Agents, Bots, Delegation, and Agency.
18. Decision Support in the Twenty-First Century.

Recommended Textbook(s):

- George M. Marakas. ***Decision Support Systems***, Prentice Hall, USA
- Efraim Turban, Jay E. Aronson and Ting Peng Liang, ***Decision Support Systems and Intelligent Systems***, Prentice Hall, USA.

MIS-410: STRATEGIC MANAGEMENT & INFORMATION SYSTEMS

1. Strategic Management and Planting Analytical Tools in Strategic Management.
2. Strategy Planning for Information Systems.
3. The Information Systems Strategic Planning Toolkit Frameworks for Integrating IS.
4. Information Value and IS Investment, Business Competition, and Organization.
5. Resource Management IS Management and the IS Profession Managing User.
6. Controlled Computing Selection and Acquisition Responsible IS Management.

Recommended Textbook(s):

- Arthur A. Thompson, Alonzo J. Strickland, ***Strategic Management: Concept and Cases***, McGraw-Hill
- Wendy Robson, ***Strategic Management, and Information Systems: An Integrated Approach***, FT. Prentice Hall, London
- Charles W. L. Hill and Gareth R. Jones, ***Strategic Management Theory-An Integrated Approach***, South-Western Cengage Learning, USA
- Baltzam, P. and Philips A., ***Essentials of Business Driven Information Systems***, McGraw-Hill, USA
- Applegate, L.M., Austin, R.D and Soule, D.L. ***Corporate Strategy and Management***, McGraw-Hill, USA.

2.3 Curriculum of MBA Program – Regular

Table 2.2 Courses of MBA Program – Regular

1st Semester		2nd Semester	
Code	Course	Code	Course
MIS – 501:	IT Strategy	MIS - 511:	System Analysis and Design
MIS – 502:	Operation Strategy	MIS - 512:	Business Intelligence
MIS – 503:	Management Control	MIS - 513:	Enterprise Resource Planning
MIS – 504:	System	MIS - 514:	Simulation and Systems Modeling
MIS – 505:	Research Methodology	MIS - 515:	Introduction to Artificial Intelligence
MIS – 506:	Spreadsheet Analysis & Modeling	MIS - 516:	Managing Supply Chain
	Financial Information Systems and Technologies	MIS - 517:	Project Management and Information Systems
Waived Courses		MIS - 518:	Human Resource Information Systems
1.	MIS-507: Fundamentals of MIS (MIS-108, MIS-206)	MIS - 519:	Information Security, Privacy and Risk Analysis
2.	MIS-508: Management Science (MIS-308)	MIS - 520:	Networking: Telecommunication, Corporate and Social
3.	MIS-509: Computer Programming (MIS-205, MIS-305)	MIS - 521:	Information Systems: Legal and Ethical aspects
4.	MIS-510: Total Quality Management	MIS - 522:	Decision Technologies
		MIS - 523:	Business Process Management
		MIS - 524:	Virtual Organization and Technology
		MIS - 525:	Computer Graphics
		MIS - 526:	Data Mining and Warehouse
		MIS - 527:	Electronic Customer Relationship Management (eCRM)
		MIS - 528:	IT and Corporate Transformation
		MIS - 529:	Management of Information
		MIS - 530:	Technology
			Emerging Topics in MIS

2.4 MBA Course Descriptions

MIS - 501: IT STRATEGY

This course provides comprehensive coverage and definitions of the most important issues, concepts, trends and technologies related to the adoption, diffusion, implementation of Information Technology (IT) and relevant strategies for sustainable system development and socio-economic development at community, organization and national level. This course focuses such strategies as setting national agendas to complement efforts and resource allocated, as well as includes model strategies, implication, and case studies to work as a model for future implementation at Global and local perspectives.

Topics include:

1. The concept of IT strategy, National- Regional IT or ICT strategies.
2. Broadband development challenges and measures.
3. Electronic Government readiness/Citizens readiness for e-Government in developing countries.
4. The challenges of National IT /ICT policy implementation process.
5. National IT in education/health initiatives.
6. Developing IT focused human capital for national development .
7. Financial aspects of National IT/ICT strategies
8. Developing public-private partnerships from the perspective of IT strategy towards achieving national development.

Recommended Textbook(s):

- Sherif Kamel, *E-Strategies for Technological Diffusion and Adoption: National ICT Approaches for Socioeconomic Development*, The American University in Cairo, IGI Global: Information Science Reference, Hershey, New York, ISBN 978-1-60566-388-3.

MIS - 502: OPERATION STRATEGY

1. Business Strategy Context for Operations Strategy.
2. Vertical Integration.
3. Process Technology.
4. Capacity Strategy.
5. Facilities Strategy and Globalization.
6. Sourcing.
7. Business Process-Focused Strategies and Organizational Design.
8. Coordinating the Supply Chain.
9. Information Technology.
10. Cross-Cutting Capabilities: Lean Operations, Quality, and Flexibility.
11. Strategy Development and Practice.

Recommended Textbook(s):

- Sara L. Beckman & Donald B. Rosenfield, *Operations Strategy: Competing in the 21st Century*, McGraw-Hill

MIS - 503: MANAGEMENT CONTROL SYSTEM

1. An overview: The nature of management control
2. The management control environment: understanding strategies
3. Behavior in organizations, goals and strategies, information.
4. The management control structure: responsibility centers,
5. Profit centers
6. Transfer pricing
7. Measuring and controlling assets employed
8. The management control process: strategic planning
9. Programming, budget preparation
10. Analyzing and reporting financial performance, the profit budget in the control process
11. Executive incentive compensation plans
12. Special management control situations: Multinational companies, service organizations, nonprofit organization and management control of projects.

Recommended Textbook(s):

- Anthony and Govindarajan, **Management Control Systems**, McGraw-Hill Education

MIS - 504: RESEARCH METHODOLOGY

1. Introduction to Business Research and Thinking like a researcher.
2. Experiments and Test Markets.
3. Measurement.
4. Measurement Scales.
5. Questionnaires and Instruments.
6. Sampling.
7. Data Preparation and Description.
8. Exploring, Displaying and Examining data.
9. Hypothesis Testing.
10. Measures of Association.
11. Multivariate Analysis.
12. Presenting Insights and Findings.

Recommended Textbook(s)

- Donald R. Cooper and Pamela S. Schindler, *Business Research Methods*, McGraw-Hill Irwin, New York
- Zikmund, William G., Barry J. Babin, Jon C. Carr, and Mitch Griffin. *Business research methods*. Cengage Learning
- Kothari, Chakravanti Rajagopalachari. *Research methodology: Methods and techniques*. New Age International.
- Malhotra, Naresh K. *Marketing research an applied orientation*. Pearson Education.

MIS - 505: Spreadsheet Analysis And Modeling

1. Understanding model and its benefits
2. Learning different models
3. Formatting text and numbers.
4. Templates
5. Working with multiple worksheets and files
6. Consolidating worksheets and exchanging data
7. Using workgroup functions
8. Auditing a worksheet
9. Filtering data
10. Pivot table, Scenario Analysis, Goal Seek.
11. Data maps
12. Importing and exporting data
13. Using macros
14. Web page authoring and publishing
15. Solver.

Recommended Textbook(s):

- Wayne L. Winston, *Microsoft Excel 2016: Data Analysis and Business Modeling*, Microsoft Press, Washington
- K. Scott. Proctor, *Building financial models with Microsoft Excel : a guide for business professionals*, John Wiley & Sons, Inc., Hoboken, New Jersey
- Gerard M. Verschuuren, *Excel Simulations*, Holy Macro! Holy Macro! Books, USA



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MIS - 511: SYSTEMS ANALYSIS AND DESIGN

1. Foundations for Systems Development
 - The Systems Development Environment
 - The Sources of Software
 - Managing the Information Systems Project
2. Systems Planning and Selection
3. Systems Analysis:
 - Determining System Requirements
 - Structuring System Requirements: Process Modeling
 - Structuring System Requirements: Conceptual Data Modeling
4. Systems Design:
 - Designing the Human Interface
 - Designing Databases
5. Systems Implementation and Operation

Recommended Textbook(s)

- Joseph Valacich, Joey George, and Jeff Hoffer, *Essentials of System Analysis and Design*, Prentice Hall, USA
- Yeates, D., Shields, M. and Helmy, D. *Systems Analysis and Design*. MacMillan India Ltd.
- Whitten, J. L. and Bentley, L., *Systems analysis and Design Methods*. McGraw – Hill, USA.
- Kendall, P.A. *Introduction to Systems Analysis and Design*. McGraw-Hill, USA

MIS-512: BUSINESS INTELLIGENCE

The objective of this course is to give students a broad overview of managerial, strategic and technical issues associated with Business Intelligence and Data Warehouse design, implementation, and utilization. Topics covered will include the principles of dimensional data modeling, techniques for extraction of data from source systems, data transformation methods, data staging and quality, data warehouse architecture and infrastructure, and the various methods for information delivery. Critical issues in planning, physical design process, deployment and ongoing maintenance will also be examined. Students will learn how data warehouses are used to help managers successfully gather, analyze, understand and act on information stored in data warehouses. The components and design issues related to data warehouses and business intelligence techniques for extracting meaningful information from data warehouses will be emphasized. The course will use state-of-the-art data warehouse and OLAP software tools to provide hands-on experience in designing and using Data Warehouses and Data Marts. Students will also learn how to gather strategic decision-making requirements from businesses, develop key performance indicators (KPIs) and corporate performance management metrics using the Balanced Scorecard, and design and implement business dashboards.

Recommended Textbook(s)

- Rajib Sabherwal and Irma Becerra, *Business Intelligence*, Wiley

MIS - 513: ENTERPRISE RESOURCE PLANNING

The aim of this course is to provide students with a general understanding of ERP systems, their size, structure, complexity, capabilities, problems, strengths, and weaknesses. The course also provides students with an understanding of the system implementation process as it relates to ERP systems and ERP software such as SAP, Microsoft Corporation Dynamics GP, etc.

On completion of this course the student should:

- Understand the fundamental components of an ERP system.
- Identify and discuss the implementation issues associated with an ERP system.
- Be familiar with current and future trends relating to ERP systems in the market.
- Be able to demonstrate their familiarity with the various components of a standard ERP system.
- Identify and discuss the processes involved in the deployment of ERP software to achieve organizational objectives in finance, logistics, supply chain management, customer relationship management, and human resources.

Topics (not inclusive) to be covered in this course: foundation of enterprise resource planning systems, re-designing business processes, planning, design, and implementation of ERP, Recognize the interrelationships among business processes supporting sales and marketing, production, accounting and finance, and human resources, managing an ERP project using SAP or other vendors' application package.

Recommended Textbook(s)

- Sumner, M., **Enterprise Resource Planning, Pearson Education Inc.**, New Jersey
- Anderson, G. W., **SAP Planning: Best Practices in Implementation**, Sams Publishing, USA.

MIS - 514: SIMULATION AND SYSTEMS MODELING

1. Basic Simulation Modeling
2. Modeling Complex System.
3. Simulation: Credible Simulation Models
4. Review of Basic Probability & Statistics
5. Building Valid Software
6. Selecting Input probability Distributions.
7. Random Number Generators
8. Generating Random Variants
9. Output Data Analysis for a Single System
10. Statistical Techniques for Comparing Alternative Systems.
11. Variance Reduction Technique
12. Experimental Design and Optimization

13. Simulation of Manufacturing Systems.

Recommended Textbook(s) :

- Law, A. and Kelton, D.M., **Simulation Modeling, and Analysis**. McGraw-Hill, USA
- Pegden, D, Sasoieski, R.P., and Shannon, R. E., **Introduction to Simulation using SIMAN**. McGraw-Hill, USA

MIS-515: INTRODUCTION TO ARTIFICIAL INTELLIGENCE

This course is an introduction to the art and science of creating computer systems that think for themselves. We will cover techniques for representing knowledge, understanding language, building autonomous agents, computer vision, and robotics. Graduate-level requirements include all undergraduate requirements, plus the completion of a substantial research project that must include a related program written by the student. There will also be separate graduate level exams.

Recommended Textbook(s) :

- Wolfgang Ertel and Nathanael T. Black., **Introduction to Artificial Intelligence**. McGraw-Hill, USA
- Janet Finlay and Alan Dix., **Introduction to Artificial Intelligence**. McGraw-Hill, USA

MIS - 516: MANAGING SUPPLY CHAIN

1. The Evolution of Logistics and The Supply Chain as Management Disciplines.
2. Customer Focus in the Supply Chain.
3. Achieving Customer Satisfaction Objectives.
4. Corporate Profitability and the Supply Chain.
5. Intra-company Cross-functional Role in Logistics.
6. Value Chain and Value Delivery Systems for Supply Chain Management.
7. Facilities Decisions.
8. Inventory Management in the Supply Chain.
9. Transportation Choices in the Supply Chain.
10. Supply Chain Communication.
11. Formulating A Supply Chain Strategy.
12. Distribution Channel Design and Management.
13. Forming Strategic Partnerships and Alliances.
14. Customer Account Profitability and Direct Product Portability Analysis.
15. Best Practice and Benchmarking.
16. International Supply Chain Management-Issues and Implications.
17. Optimization of the Supply Chain.
18. Information for Supply Chain Management.
19. Organization Design and management of the Supply Chain.
20. Retailing Management and the Supply Chain Interface.

Recommended Textbook(s):

- J.L. Gattorna and D.W. Walters, **Managing the Supply Chain**, Springer

- Christou, Ioannis T., *Quantitative Methods in Supply Chain Management*, Springer

MIS-517: PROJECT MANAGEMENT AND INFORMATION SYSTEMS

Project management is a professional field supported by a body of knowledge and research across many disciplines. Project management is an essential management process that can make the difference between an information system project's failure and success. Unfortunately, many IT projects have been poorly managed, delivered behind schedule, and/or over budget. This course applies the nine project management knowledge areas – project integration, scope, time, cost, quality, human resources, communications, risk, and procurement management, across the project management lifecycle of initiation, planning, executing, controlling and closing. The use of computer-based project management tools and techniques suitable for IT project management is also emphasized and form a vital part of the student's skills and knowledge portfolio. Students will have the opportunity of working together with various configurations / other members in a project team.

Recommended Textbook(s) :

- James Cadle and Donald Yeates, *Project Management and Information Systems*. McGraw-Hill, USA

MIS - 518: HUMAN RESOURCE INFORMATION SYSTEMS

1. **Introduction to Human Resource Management and Human Resource Information Systems:** Evolution of Human Resource Management and Human Resource Information Systems: The Role of Information Technology, Database Concepts, and Applications in HRIS, Systems Considerations in the Design of an HRIS: Planning for Implementation.
2. **Determining HRIS Needs:** HRIS Needs Analysis, System Design and Acquisition, Cost Justifying HRIS Investments
3. **HRIS Implementation:** Project Management Development and HRIS Acceptance, Change Management: Implementation, Integration, and Maintenance of the HRIS
4. **HRIS Applications:** HR Administration and HRIS, Job Analysis and HR Planning, Recruitment and Selection in an Internet Context, Training and Development: Issues and HRIS Applications, Performance Management, Compensation, Benefits, Payroll, and the HRIS, International Human Resource Management
5. **Special Topics In HRIS:** Information Security and Privacy in HRIS, The Future of HRIS: Emerging Trends in HRM and IT

Recommended Textbook(s) :

- Michael J. Kavanagh & Mohan Thite, *Human Resource Information Systems: Basics, Applications and Future Directions*, Sage Publications
- P K Gupta, *Human Resource Information Systems*, Himalaya Publishing

MIS-519: INFORMATION SECURITY, PRIVACY AND RISK ANALYSIS

In this course, we will explore how data is captured and used, security techniques for protecting data, and the managerial and governance policy implications for both the private and public sector.

Recommended Textbook(s):

- David Alexander, Amanda Finch, David Sutton and Andy Taylor, *Information Security, Privacy and Risk Analysis*, BCS Learning

MIS - 520: NETWORKING: TELECOMMUNICATION, CORPORATE AND SOCIAL

1. **Introduction to the Course:** Definitions & Related Concepts, Objectives of Telecommunication Management from Business Viewpoint, Components of Telecommunications, Communication Model, A Model of telecommunication management, Competitive Advantage through Telecommunication, MIS & Telecommunications.
2. **Telecommunication Basics:** Early History / Mapping of Communication, Introduction to Digital World, Technologies & Media for Voice & Data Systems
3. **Transmission & Broadcasting fundamentals:** Basic Techniques of Radio & TV Transmission, Controlling Transmission Links/Media & Mode of Transmission, Satellite & its usages
4. **Telephone systems:** Basic Concepts, Working Principle of SPC, Type of Exchanges, Land & Mobile Phones Providers & Technical Infrastructure in Our Country, VoIP, Call Center
5. **Telecommunications Model & Security:** Telecommunications Architectural Models, OSI & Related Concepts, Security, Firewall
6. **Data Communications & Networks :** Data Communication Basics ,Conversion, Modulation / demodulation & Multiplexing / Demultiplexing of Data
7. **Network Concepts:** Network Topologies & Protocols, TCP/IP Internetworking, Packet Capture & Analysis with Win Dump & TCP Dump
8. **Networking types & Application:** Enterprise Networks, LANs, WANs, VPNs, Internet, Intranet, Extranet, Network Equipment
9. Business Applications of Telecommunications, Competitive Advantage: EDI, ATM, Teleconferencing, Telecommuting, etc.
10. Bandwidth & its Management for Office,
11. BTRC Policy & Regulations, Legal & Ethical Issues of Telecommunications
12. Telecommunication Financial Management, Sales & Marketing Management of Telecommunication
13. Program & Audience Analysis of Telecommunications Services, The Future & Managing Change in Telecommunications.

Recommended Textbook(s):

- Carr & Snyder: **Management of Telecommunications**, McGraw-Hill, International Student Version
- Barry L. Sherman, **Telecommunications Management**, McGraw-Hill, international edition
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MIS - 521: INFORMATION SYSTEMS: LEGAL AND ETHICAL ASPECTS

The course includes different mercantile and labor laws regulating operations of the business and other legal issues that determine the environment for business activities. Topics included are: a brief introduction to Law of contract, the law relating sale of goods, employment of labor Act 1965, Factories

Act 1965, Industrial Relations Ordinance 1969, Payment of Wages, the laws relating to Negotiable Instrument Carriage Arbitration, and shops and establishment act of 1965. The second part of this course focuses on issues that involve computer impact and related societal concerns. Topics include transitional data flow; copyright protection; information as a source of economic power; rights to access to computer systems; computer crime; data privacy; establishing national priorities in the technical social aspects of computing; current and anticipated uses of computer prediction and protection of personal ethical concerns. National computer policies of Japan, France, Great Britain, the EEC and status of regulation and emerging standards will be studied.

Recommended Textbook(s) :

- *Roy Dejoie, George Fowler and David Paradise, Ethical Issues in Information Systems, Boyd & Fraser*

MIS - 522: DECISION TECHNOLOGIES

The purpose of this course is to empower students to successfully apply computer-based decision technologies to practical problems faced by business organizations. After learning about the theory and application of mathematical programming, decision analysis, and simulation, student teams will then conduct self-directed projects that are often implemented within their own organizations. Software packages, including Lingo, Expert Choice, Excel, Stat:: Fit, Extend, and web-based courseware such as Web CT, support learning, and project activities.

Recommended Textbook(s) :

- *Matthew J. Liberatore Decision Technologies, Wiley*

MIS - 523: BUSINESS PROCESS MANAGEMENT

- 1: Current Directions in Business Process Mapping
- 2: Enterprise Architectures and Processes
- 3: Processes and their Business Context
- 4: Analytic Flows
- 5: E-Flows and Their Technology
- 6: Legacy Integration Flows
- 7: Process Integration
- 8: Business Transformation
- 9: Process Transformation
- 10: Process Simulation
- 11: Process Change Management
- 12: Process Risk Management and Processes
- 13: Advanced Process Tools
- 14: Enterprise Process Management
- 15: Issues, Trends and Hot Topics

Recommended Textbook(s) :

- *Martyn A Ould, Business Process Management*, BCS, The Chartered Institute

MIS - 524: VIRTUAL ORGANIZATION AND TECHNOLOGY

A virtual organization is linked to a variety of seemingly disparate phenomena, including virtual memory, virtual reality, virtual classrooms, virtual teams, and virtual offices. Virtual memory enables programmers to write code referring to storage not available on the computer. Virtual reality enables a user to experience visual, auditory, and tactile sensations that do not exist in the normal human environment. Virtual classrooms offer students possibilities for learning not available in a given classroom. Virtual teams allow managers to assemble groups of employees to meet transient, unanticipated needs. Virtual offices allow employees to operate in dynamically changing work environments. These phenomena exemplify virtual constructs, sharing a common organizational principle much like the defining characteristics of an algebraic system. A group, for example, serves as a model for a disparate collection of structures, including number systems, permutations, linear transformations, some binary codes, the automorphisms of a graph, and a host of other systems consisting of a set of elements together with a binary operation satisfying certain conditions. The principle common to virtual constructs is expressed in the notion I call the virtual organization. This introduction has three aims: Show that virtual organization captures the essential features of the disparate virtual constructs; describe its potential advantages, limitations, and prerequisites in business organizations; and indicate the types and range of problems that can be solved through the virtual organization.

Recommended Textbook(s):

- *John Harrington, Virtual Organization, and Technology*, Prentice Hall
- *Goran D. Putnik and Maria Manuela Cunha, Virtual Organization and Technology*.
- *Alea M. Fairchild, Virtual Organization, and Technology*.

MIS - 525: COMPUTER GRAPHICS

Presents computer graphics as an aid to information managers who need to clear means of presenting the analysis of information. Topics include basic graphic techniques (e.g., histograms bar charts, pie charts), the theory of graphic presentation of information, desktop publishing software, presentation software, graphics monitors (EGA, CGA, VGA, RGB, composite), laser, printers, computer-screen projection systems and standards, 3-D animations, etc.

Recommended Textbook(s):

- Dr. Alan Watt, *Computer Graphics*, Addison Wesley
- James D. Foley, Andries van Dam, Steven K. Feiner and John F. Hughes, *Computer Graphics*, Pearson Education

MIS - 526: DATA MINING AND WAREHOUSE

This course includes the various factors involved in developing data warehouses and data marts; planning designing, implementation, and evaluation; review of vendor data warehouse products; cases involving contemporary implementations in business, government, and industry; unique of maximizing effectiveness through OLAP and data mining. The software, hardware and design factors influencing performance characteristics of the data warehouse will be emphasized.

Recommended Textbook(s):

- Dirk Hiestermann, *Data Mining, and Warehouse*, Südwestdeutscher Verlag für Hochschulschriften
- Bon K. Sy and Arjun K. Gupta, *Data Mining and Warehouse*, Springer

MIS - 527: ELECTRONIC CUSTOMER RELATIONSHIP MANAGEMENT (eCRM)

CRM is defined as the overall process of building and maintaining profitable customer relationships by delivering value and satisfaction to the customer. This course examines customer relationship management (CRM) as a key strategic process within all organizations

and serves as a foundation course in the Service Management Program. It will explain what the CRM, the benefits it provides is, how it works, and how to implement. It will show how CRM practices and technologies are used to increase the efficiency of marketing, sales, service objectives throughout the customer life cycle stages of customer acquisition, development and termination. Students learn how to find the most valuable customers and how to increase the efficiency in customer acquisition, and churn management. It will cover various recent findings in scientific research in quantitative marketing, economics, and consulting cases. This course relies on the quantitative methods, especially on the logistic regression. Students are expected to have taken basic Statistics courses

Recommended Textbook(s):

- Francis Buttle , Stan Maklan , *Customer Relationship Management: Concepts and Technologies*, Routledge
- John A. Goodman , *Customer Experience 3.0: High-Profit Strategies in the Age of Techno Service*, AMACOM
- V. Kumar , Werner Reinartz , *Customer Relationship Management: Concept, Strategy, and Tools*, Springer

MIS - 528: IT AND CORPORATE TRANSFORMATION

Successful corporate transformations share a few fundamental attributes. First, they are vision led. Transformational change, as contrasted with incremental change, requires a projection into a dimly lit future. It involves the creation of goals that "stretch" the organization beyond its current comprehension and capabilities. Therefore, the transformation process requires the creation of a clear but compelling vision of a desirable future state, one that can only be fully defined if the organization makes a sustained movement to it. Individuals who are accustomed to incremental change as a way of life find this feature of corporate transformation difficult to understand. By necessity, then, visionary leadership is the essence of successful corporate transformation.

The second essential ingredient of successful corporate transformations is that they are based on a total-system perspective. They seek to boldly move the organization from an initial state to a vision state, not piecemeal but by simultaneously articulating all the major elements of the whole organization.

This need for holism leads to the third essential attribute of successful corporate transformations: they are embedded in a comprehensive implementation process. The total-system approach to change and the large magnitude of change implied by visionary aspiration require a sustained process of organizational learning and an orderly orchestration of all of the pieces in order to reach the vision state.

The four major tasks that a leader—indeed, that leaders at all levels in the organization—must perform to achieve successful transformation are as follows:

- Generate energy to launch and sustain the process of corporate transformation
- Develop a vision of the future
- Align the organization to the vision
- Create a transformation process architecture to navigate the passage from current to vision state

Any attempt at the corporate transformation that falls short on one or more of these leadership tasks will fail.

Recommended Textbook(s):

- Robert H. Miles, Michael T. Kanazawa, *BIG Ideas to BIG Results: Leading Corporate Transformation in a Disruptive World*, Pearson FT Press
- David L. Rogers, *The Digital Transformation Playbook: Rethink Your Business for the Digital Age*, Columbia University Press

MIS - 529: MANAGEMENT OF INFORMATION TECHNOLOGY

In today's ever-changing technology environment, it is critical that organizations understand how to identify, acquire and implement new technology applications to sustain competitive advantage. This course will be divided into three modules to address each of these stages, even though some of the discussion on these may overlap the entire semester, depending on the availability of the resources (external speakers, research material, etc.)

Recommended Textbook(s):

- Carol V. Brown , Daniel W. DeHayes , Jeffrey Slater , Wainright E. Martin , William C. Perkins , *Managing Information Technology*, Pearson

MIS - 530: EMERGING TOPICS IN MIS

- Cloud Computing
- Internet of Things (IoT)
- Cross-Border E-Commerce
- Big Data Mining
- E-Health Information Systems
- ICT for Development (ICT4D)

- Smart City and Smart Network
- other time relevant emerging topics

3.0 Rules and Regulations

3.1 BBA Program

3.1.1 Admission

Students are admitted into the first Year of the BBA Program as per university rules. Students from all disciplines are eligible to be admitted into the BBA program. After the announcement of admission, intending students should apply in the prescribed form. A rigorous written test is conducted for the applicants. A combined score is developed based on marks in the written test, SSC and HSC examinations. Selections are made based on the combined score. After taking admission students may apply for a change of department within three weeks after the admission. BBA degree is a terminal degree.

3.1.2 Program Duration and Course Distribution

The duration of BBA program is four years divided into eight semesters. A total of 126 credit hours have to be completed by the students in 40 taught courses (120 credit hours), viva-voce examinations (3 credit hours) and an internship program (3 credit hours). For each course unit, there will be two lectures of one and half hours each in every week, and each course unit will be given a weight of 3 credit hours. The total 126 credit hours in the BBA program are distributed as follows:

Class Year	Number of Courses		Total Course Units	Credit Hours	Class Year
	1 st Semester	2 nd Semester			
Course Works					
First Year	5	5	10	30	First Year
Second Year	5	5	10	30	Second Year
Third Year	5	5	10	30	Third Year
Fourth Year	5	5	10	30	Fourth Year
Viva-voce and Internship					
Viva-Voce	-	-	-	3	Viva-Voce
Internship	-	-	-	3	Internship
Total	-	-	-	126	Total

Students must appear before viva-voce exams at the end of each class year (i.e., second semester, fourth semester, sixth semester and eighth semester). In addition, students have to undergo an internship of one and half months at the end of the eighth semester. The internship and project paper carries the weight of 3 credit hours, and the viva-voce carries three credit hours.

3.1.3 Evaluation and Grading

The performance of students in a course will be evaluated as under:

First Mid-term Test	15% percent
Second Mid-term Test	15% percent
Term Paper, Quiz & Class Attendance	10% percent
Final Exam	60% percent
Total	100%

Two examiners evaluate the scripts of the final exams and the average is taken for grading. If the difference between the marks of two examiners is more than twenty percent, **the script is graded by a third examiner and the average mark is taken into account**. The total marks in a course will be converted into letter-grade as under:

Mark Range	Letter-Grade	Grade Point
80+	A+	4.00
75-79	A	3.75
70-74	A-	3.50
65-69	B+	3.25
60-64	B	3.00
55-59	B-	2.75
50-54	C+	2.50
45-49	C	2.25
40-44	D	2.00
Below-40	F	0.00

For the viva-voce examinations, a student is awarded only one grade after the end of the fourth year. The internship program and the project paper is supervised and examined by the supervisor. However, the project paper will be examined jointly by the supervisor and examination committee. The Chairman of the Department keeps the evaluated scripts in his custody for at least two months after the announcement of the results, and after that, the scripts are handed over to appropriate custody according to the university rule.

3.1.4 Class Attendance

Each student is required to attend at least 75 percent of classes held in a course. Otherwise, the student will not be allowed to sit for the exams.

3.1.5 Promotion

1. For promoting from 1st Year to 2nd year, a student will be required to earn a minimum yearly **CGPA of 2.00** (except viva-voce grades).

2. For promotion from 2nd year to 3rd year, a student will be required to earn **CGPA of 2.25** (except viva-voce grade) taking into consideration all the grade points earned in a total number of courses of 1st year and 2nd year and the improved grade, if any.
3. For promotion from 3rd year to 4th year, a student will be required to earn **CGPA of 2.50** (except viva-voce grade) taking into consideration all the grade points earned in all courses of 1st, 2nd and 3rd year including the improved grade, if any.
4. A student failing to clear-up the University/Departmental dues of the year of study shall not be promoted to the next.

3.1.6 Degree Requirements

For the degree of BBA student of the program will be required to

- i. Earn 126 credit hours including viva-voce (3 credit hours) and internship (3 credit hours) weighted 6 credit hours without an F grade;
- ii. Earn a minimum CGPA of 2.50; and
- iii. Complete the program in a maximum of seven consecutive academic years including the year of the first admission into the program.

3.1.7 Credit Transfer

No credit transfer from any other programs or institutions is allowed for the BBA degree.

3.1.8 Improvement of Grades (Supplementary Examinations)

1. A Student earning 'B' grade or Less than 'B' grade or 'F' grade in any course in any semester shall be allowed to improve the grade with the supplementary examination.
2. A student, who has earned 'B' grade or Less than 'B' grade or 'F' grade, shall be allowed to improve the grade of a course one time only, except through readmission. If student attendant the supplementary examination in any course, that course earning previous final mark will be automatically canceled.
3. No improvement shall be allowed in the in-course test marks and the grades earned in viva-voce, as well as in course(s) in which a student did not attend classes or appear at the course test.
4. For improvement of the grade in a course, the student shall apply to the Departmental Chairman after seven days of publishing the semester final result.
5. If a student likes to improve the grade point earned in a course/ courses of 4th year, he must apply for such improvement examination before the award of the degree. Improvement shall not be allowed once the degree is awarded.

3.1.9 Readmission

1. A student failing to get the mandatory grade points for promotion from a year to the next year may seek readmission with the following batches. For re-admission, a student shall have to apply for this within one month after the announcement of the result of the concerned year.
2. On readmission, grades earlier earned by a student in the class year of readmission shall cease to exist, and the student shall have to retake all the course-works and examinations.

3. A student can take readmission two times throughout the BBA Program. If required, a student may take readmission two times in a class. In both the cases, he/she must complete the BBA program within seven years' time from the date of original admission. His/her application after the 7th year will not be entertained at all.

3.1.10 Drop out

1. A student failing to earn the yearly GPA for promotion from one year to next year after taking readmission in any year shall be dropped out of the program.
2. A student earning 'F' grade in any course after taking improvement examinations or readmission in any class shall be dropped out of the program.

3.1.11 Adoption of Unfair Means

Students are adopting unfair means in exams, assignments, term papers, reports and thesis shall be expelled from the university.

3.1.12 Dean's Honor list and Dean's Merit list

1. A list of meritorious students who have been awarded the BBA degree with CGPA of at least 3.85 shall be included in the Dean's Honors List of the year.
2. Students who have earned GPA of 4.0 in any semester shall be included in the Dean's merit list of the semester.

3.1.13 Administration

1. Respective statutory authorities of the university shall design syllabus, allocate courses for teaching, constitute examination committees and the panel of examiners as per rules of the university.
2. At the beginning of a semester –
 - a. A course teacher shall provide the students a course outline indicating the text book to be followed, probable dates of in-course tests.
 - b. The Chairman of the department shall provide the Dean of the faculty and the students a schedule indicating 15 weeks of class teaching, 1 week break, 3 weeks of examinations and the following 4 weeks for the publication of the result of the batch.
 - c. The Academic Committee of the department shall constitute an examination committee for each year of the program. The examination committee shall be composed of 4 members, one of which shall be externally appointed from outside of the department. In the case of any vacancy or inability on the part of a member/examiner, the examination work shall not be invalidated.
3. The Examination Committee shall appoint two question-setters and examiners including the course teacher for each course and moderate and print question, hold semester final and viva-voce examinations, appoint tabulators, announce semester results and recommend students promotions to the next year.
4. The Chairman of the Examination Committee concerned shall submit the semester examination result and the relevant scripts to the Chairman of the department including:
 - a. A grade sheet and all the connected working papers.
 - b. A list of students recommended for promotion to the next year class.

- c. A list of teachers showing their involvements in the examination works.
 - d. Copies of the grade sheet and the average in-course marks of all courses of the semester/year for the program coordinator of the batch.
 - e. The Chairman of the examination committee shall also submit a copy of the tabulated result of each semester to the Controller of Examinations immediately after the announcement of the semester-final results.
5. The course teacher shall announce the result of the in-course tests within two weeks of the date of holding and submit the average in-course marks to the Chairman of the examination committee before the semester final examination starts. Tabulation works will be started after the marks of term final are received by the Chairman. Modification of submitted marks shall not be allowable.
 6. For smooth administration of the BBA program, the Academic committee shall nominate one of its member to act as the BBA Program Coordinator for each batch. The Co-coordinator will assist the Chairman of the department in matters relating to improvement of grade, readmission, promotion, preparation of Dean's Honors and Merit Lists, semester scheduling and monitoring the results of the batch.
 7. Within the framework of these rules and the rules of the university, the Academic Committee of the department may adopt policies for strengthening the academic and co-academic activities of the department.
 8. For appearing at the 8th semester final examination, every student shall have to fill in examination entry form supplied by the Controller of Examinations on payment of dues.
 9. The Chairman of the Department shall hold the evaluated scripts in his custody for at least two months after the announcement of the results, and after that, the scripts will be disposed-off per the university practice.
 10. Any deviation from the rules of the program will require.
 - a. Recommendation of the Departmental Academic Committee
 - b. Consent of the Deans and
 - c. Approval of the Academic Council of the university.



PICNIC – 2010 at Meghna Village

3.1.14 Computation of Grade Point Average

The Grade Point Average (GPA) will be computed as under:

$$GPA = (\text{Grade Points} / \text{No. of Courses})$$

Example:

FIRST SEMESTER

Course	Grade Awarded	Corresponding Grade Point
	Col.1	Col.2
MIS-101	B	3.00
MIS-102	A+	4.00
MIS-103	D	2.00
MIS-104	B	3.00
MIS-105	A+	4.00
Total		16.00

Earned Total Grade Point = 16

Total number of courses of 1st Semester = 5

Semester Grade Point Average (SGPA) = Total Grade Point / Total No. of Course

$$SGPA = 16 / 5 = 3.20$$

SECOND SEMESTER

Course	Grade Awarded	Corresponding Grade Point
	Col.1	Col.2
MIS-106	B	3.00
MIS-107	A+	4.00
MIS-108	A+	4.00
MIS-109	B	3.00
MIS-110	A+	4.00
Total		18.00

Earned Total Grade Point = 18

Total number of courses of 2nd Semester = 5

Semester Grade Point Average (SGPA) = Total Grade Point / Total No. of Course

$$SGPA = 18 / 5 = 3.60$$

Cumulative Grade Point Average of 1st Year (CGPA) = $16+18/10 = 3.40$

3.2 MBA Program

3.2.1 Admission

Only 4-year BBA graduates of the University of Dhaka are eligible to get admission into the MBA Program in MIS. Section size in the MBA program will be determined by the Department concerned.

3.2.2 Degree requirement

The MBA Program requires a student to undertake a total of 48 credit hours of course work which includes an internship program followed by a Project Paper and defense on internship.

The credit hours are distributed as follows:

- (a) Completion of 14 courses = $14 \times 3 = 42$ credit hours
- (b) Project paper and defense on internship = 6 credit hours

Total = 48 credit hours

A student should have a CGPA of at least 2.50, for the award of MBA degree along with the successful completion of project paper and defense. No student will be awarded MBA degree with 'F' grade. In such situation, the student will have to retake the course. Departmental BBA graduates may get a waiver of a maximum of 4 courses (12 credit hours) with a GPA of at least 3.00 in respective courses to be determined by the MBA Supervision Committee of the Department. The nature and number of Core and Elective courses will be determined by the Academic Committee of the Department.

3.2.3 Administration of the program

A 4-member Examination Committee for MBA Program will act as the Supervision Committee of the program headed by a Program Director (PD) who will also act as the Chairman of Examination Committee, will administer the program. The PD will be supported by appropriate logistics from the Department. The tenure of office of the PD and the Members last for be 1 (one) academic year.

In addition to performing the normal functions of the examination committee, this committee will have the responsibility of:

- (i) Looking after the development of course outline prepared by the course teacher/instructor and suggesting required changes to fulfill the objectives of offering the course.
- (ii) Planning and coordinating the activities of the MBA Program.
- (iii) Monitoring the progress of the program.
- (iv) Reporting to the Academic Committee at least once in each semester regarding the progress of the program.
- (v) Arranging for the defense of the project papers.
- (vi) Preparing any other activities for smooth functioning and development of the program as determined by the departmental Academic Committee.
- (vii) In the case of any grievances expressed by any student within one week of Provisional Results regarding the grade he/she received in any course, the Committee reserves the right to arrange for

Reexamining the scripts of the said student and accordingly report it to the Academic Committee.

3.2.4 Duration of the program

The program consists of 2 semesters spread over one academic year. Duration of each semester will be 19 weeks of which 15 weeks shall be devoted to class teaching, 1 week of break and 3 weeks for holding the final examination. For each course there will be 2 lectures of 90 minutes each in every week and thus a total of 45 hours of class work (lectures) in a 15-week period.

In each semester a student shall have to take 5 courses (covering a total 15 credit hours). Thus a regular student is expected to fulfill the course requirement in two semesters, i.e., in one academic year. At the end of the 1st semester, each student will select a topic in consultation with the Guide/Supervisor approved by the Supervision Committee toward fulfillment of the internship program. Throughout the 2nd semester, the student will build up the theoretical framework in consultation with the supervisor along with carrying out the normal course load. After completion of the final examination of the 2nd semester, the student will undertake field work and submit the report within 12 weeks. However, a student admitted into the MBA program must earn the degree within three academic years.

3.2.5 Evaluation

The performance in a course will be evaluated as under:

Two Mid-term Tests (1 hour each) (15+15)	-	30%
Term Paper	-	15%
Class attendance, Case analysis, and presentation	-	15%
Course Final Test	-	40%
		Total = 100%

All tests, term papers, and class performance will be evaluated by the course teacher. Course teacher will make available the scripts, term papers to the students in the class room in the following week except those of final exams. Before final examination course teacher is required to submit all the scripts, term papers with results to the Program Director. Duration of the course final test will be 3 hours and scripts will be evaluated by a single examiner. In the case of any grievances expressed by any student within one week of Provisional Results regarding the grade he/she received in any course, the Committee reserves the right to arrange for re-examining the scripts of the said student and accordingly report it to the Academic Committee. Examination Committee will organize and supervise the final examination. The Examination Committee shall be responsible for publishing semester results within 15 days of the last examination.

3.2.6 Dismissal

A student must maintain a minimum CGPA of 2.5 to remain in good academic standing at all levels of the program. Any student failing to earn SGPA (Semester Grade Point Average) of 2.00 in the first semester will be dismissed from the Program. In this case, the student may seek for fresh admission with the next batch.

3.2.7 Academic Probation

At the end of the first semester, if a student fails to maintain an SGPA of 2.5 but possesses an SGPA of 2.00 or more will be placed on academic probation. In this case, the student must improve his/her SGPA in the second semester to earn the required CGPA for the Degree.

3.2.8 Retake (R)

A student earning F grade in a course shall be required to improve the grade by retaking the course on payment of requisite fees offered in the subsequent available semester. A student earning a grade of A- or worse may also elect to improve the grade by retaking the course when available in the next semester on payment of retaking fees as determined by the University. However, a candidate cannot retake any course after graduation. In this case, the concerned student shall have to apply to withhold his/her graduation to the Supervision Committee.

In the above situations, the transcripts will show credit, grade, and R (Retake) against the retaking course. Students will be allowed to retake a course only once. In order to retake a course, the student must apply to the MBA Supervision Committee at least four weeks before the commencement of the semester. Any application for retaking a course will automatically lead to cancellation of his/her earlier grade.

3.2.9 Withdrawal

Withdrawal from the program for a definite period may be considered if permission is sought from the MBA Supervision Committee keeping his/her earlier semester grades intact. However, he/she will have to complete the program in three academic years from his/her date of admission.



Study Tour of MIS First Batch in India and Nepal

3.2.10 Class Attendance

It is mandatory for all students to attend all classes held in a course to sit for the final examination. However, students will be required to take leave of absence from the class on the ground of sickness or any exceptional circumstances subject to the approval of the course teacher. Course teacher shall submit the class attendance register to the Supervision Committee during the class break week. The Supervision Committee of the department will evaluate the attendance of students to determine his/her eligibility to sit for the final examination.

3.2.11 Adoption of Unfair Means

Students adopting unfair means in all kinds of tests, assignments, and examinations shall be treated as per the University rules.

3.2.12 Dean's Honor List and Dean's Merit List

1. A list of regular meritorious students who have been awarded MBA degree with a CGPA of at least 3.90 shall be included in the Dean's Honor List of the year of Graduation.
2. Regulars Students who have earned an SGPA of 4.00 in any semester shall be included in the Dean's Merit List of the semester.

Numerical Marks	Letter Grade	Grade Point
80 and Above	A+	4.00
75 to less than 80	A	3.75
70 to less than 75	A-	3.50
65 to less than 70	B+	3.25
60 to less than 65	B	3.00
55 to less than 60	B-	2.75
50 to less than 55	C+	2.50
45 to less than 50	C	2.25
40 to less than 45	D	2.00
<40	F	0.00
.....	I	Incomplete
.....	W	Withdrawn

The Semester Grade Point Average (SGPA) is determined as

Computation of SGPA

$$\text{SGPA} = \frac{\text{Total Number of Grade Points Earned}}{\text{Total Number of Credit in all Courses Taken}}$$

As an instance consider the following example:

Course No	No. of Credits	Grade Awarded	Corresponding Grade Points	Points Secured
	Col. 1	Col. 2	Col. 3	Col. 4 = (Col. 1 x Col. 3)
MIS - 501	3	A	4	12
MIS - 502	3	C	2	6
MIS - 503	3	F	0	0
MIS - 504	3	B	2	6
MIS - 505	3	D	1	3
Total	12			26

$$SGPA = 26/12 = 2.17$$

Computation of CGPA

The Cumulative Grade Point Average (CGPA) is determined as:

$$CGPA = \frac{\text{Total Number of Grade Points Earned}}{\text{Total Number of Credit in all Courses Taken}}$$

As an instance consider the following example:

Course No	No. of Credits	Grade Awarded	Corresponding Grade Points	Points Secured
	Col. 1	Col. 2	Col. 3	Col. 4 = (Col. 1 x Col. 3)
MIS - 511	3	A	4	12
MIS - 512	3	C	2	6
MIS - 513	3	F	0	0
MIS - 514	3	B	2	6
MIS - 515	3	A	4	12
Total	12			36

$$CGPA = 36/12 = 3.00$$

Student's Personal Record of Marks and Grades (BBA)

Batch:....., Academic Session:, Class Roll:

Name:, Hall Name:

Registration No. :, Registration Session :

SL	Course Code & Name	Class Att./ Term paper/ Quizzes (10)	1st Mid- Term (15)	2nd Mid-Term (15)	Total (40)	Final Exam. (60)	Total 100	Letter Grade	Grade Point	Improvement Grade (If any)
1	MIS - 101: Introduction to Business									
2	MIS- 102: Financial Accounting									
3	MIS- 103: Principles of Management									
4	MIS- 104: Computing Fundamentals									
5	MIS- 105: Bangladesh Studies									
6	MIS- 106: Business Mathematics									
7	MIS- 107: Microeconomics									
8	MIS- 108: Business Communication									
9	MIS- 109: Fundamentals of									
10	MIS- 110: General Science									
	VIVA VOCE 1st Year (Out of 25 marks)									
11	MIS- 201: Macroeconomics									
12	MIS- 202: Principles of Finance									
13	MIS- 203: Legal Environment of									
14	MIS- 204: Principles of Marketing									
15	MIS- 205: Advanced Business									
16	MIS- 206: Advanced Information									
17	MIS- 207: Organizational Behavior									

18	MIS- 208: Operations Management									
19	MIS- 209: Auditing, Taxation & IT									
20	MIS- 210: Programming									
VIVA VOCE 2nd Year (Out of 25 marks)										
21	MIS- 301: Human Resource									
22	MIS- 302: International Business									
23	MIS-303: Entrepreneurship & Small									
24	MIS- 304: Statistics for Business									
25	MIS- 305: Programming for IS									
26	MIS- 306: Total Quality									
27	MIS- 307: Management Accounting									
28	MIS- 308: Management Science									
29	MIS- 309: Bank & Insurance									
30	MIS- 310: Data Communication									
VIVA VOCE 3rd Year (Out of 25 marks)										
31	MIS- 401: Database Management									
32	MIS- 402: IT Investment									
33	MIS- 403: Project Management									
34	MIS- 404: Supply Chain									
35	MIS- 405: Business Research									
36	MIS- 406: Knowledge Management									
37	MIS- 407: Management of									
38	MIS- 408: E-Business									
39	MIS- 409: Decision Support System									
40	MIS- 410: Strategic Management &									
VIVA VOCE 4th Year (Out of 25 marks)										
41	VIVA VOCE 1st Year To 4th Year (Total 100 marks)									
42	Internship									
CGPA										

Student's Personal Record of Marks and Grades (MBA)

Batch:....., Academic Session:, Class Roll:

Name:, Hall Name:

Registration No. :, Registration Session :

SL	Course Code & Name	Class Att/ Term paper/ Quizzes (15)	1st Mid-Term (15)	2nd Mid-Term (15)	Term Paper (15)	Total (60)	Final Exam. (40)	Total 100	Letter Grade	Grade Point	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11	Internship Program (Thesis Marks)										
12	VIVA VOCE										
CGPA											



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