

COURSES FOR THE BBA PROGRAM

F-101: BUSINESS ENGLISH AND COMMUNICATION

Learning Objective: To provide students with basic written and verbal business communication skill for effective relationship management with stakeholders.

Learning Outcome: Upon completion of this course students will be able to

- Understand and prepare different type of business messages and formal reports
- Provide verbal presentation both as individual and part of a group
- Appreciate and adjust with cultural diversity in business communication

Meaning of Communication and business communication: scope, purpose, process, principles, functions, importance and models of communication; Communication Process: Meaning-elements-feedback, two-way and one-way communication, difference between models and process; Communication Barriers: List of barriers, ways to overcome barriers, communication problems in Bangladesh; Major media of written communication; Major media of oral communication; Internal Communication: Communication within organization and small groups; Technology in modern Communication: Electronic media in oral and written Communication, business related software; Employment Communication: Application and resumes, employment letters, interviews and joining; Basics of Report Writing: Types, characteristics, purpose, scope, preparation of reports; Letter writing: Different types of business letters; Techniques of Cross-Cultural Communication; Non-verbal Communication: symbols, gesture, body language.

Texts:

1. Raymond V. Lesikar, John D. Pettit and Marie E. Flatley, *Basic Business Communication*- 9th Edition, Irwin- McGraw Hill, USA, 2001.
2. Louis E. Boone, David L. Kurtz and Judy R. Block, *Contemporary Business Communication*- 2nd Edition, Prentice-Hall Inc., New Jersey, 1997.

F-102: COMPUTER APPLICATIONS IN BUSINESS

Learning Objective: To provide students with basic computer operating skill in order to utilize bulk data for effective decisions making, formal reporting and presentation

Learning Outcome: Upon completion of this course students will be able to

- Use basic business applications tools in Microsoft Windows
- Acquaint themselves with real life business decision making by interpreting the data outcomes of those application tools

Computer; Computer Hardware and Computer Software; Role of Information in Business: Historical Review, Current Trends; Use of IT in Different Functional Area: Management, Finance and Accounting, Production, Marketing; Introduction to Windows; MS-Word; Excel; MS-Powerpoint; MS-Access; Financial Accounting Application in MS-Excel; CRM Application in MS-Access; Financial Analysis and Planning Templates in MS-Excel; Bulk Mailing Application in MS-Word; Building Business Presentation in MS-PowerPoint.

Texts:

1. Leary, O. and Leary, O. *Computing Essentials*- 19th Edition, Irwin-McGraw Hill, Boston, 2007.
2. Norton, Peter. *Introduction to Computers*- 6th Edition, McGraw-Hill Publishers, USA, 2004.

F-103: PRINCIPLES OF ACCOUNTING

Learning Objective: To provide students with basic accounting knowledge for preparing and interpreting annual financial statements for company and partnership business.

Learning Outcome: Upon completion of this course students will be able to

- Learn basic operational accounting guideline GAAP
- Acquaint themselves with accounting cycle-from transaction posting in journal, ledger, trial balance to income statement and balance sheet
- Prepare profit and equity accounts for partnership business

Accounting- an information system; The Accounting Cycle- Journalisation, Posting in Ledger, Preparation of Trial Balance; Accounting Equation; Concepts and Principles: Operational Guide Lines - GAAP; Basic Assumptions; Basic Principles and Constraints; Work sheet- Unadjusted Trial Balance, Adjustments, Closing Entries, Post-Closing Trial Balance, Reversing Entries; Worksheet; Preparation of Financial Statements- Income Statement, Balance Sheet; Partnership Accounts- Nature of Partnership Earnings; Division of Earnings; Hire Purchase and Installment System Accounting- Hire Purchase: Accounting treatment in the books of buyer and seller; Installment: Hire purchase vs. Installment; Determination of Installments; Accounting treatment for installment both in purchaser's and seller's books.

Texts:

1. Kermit D. Larson, *Essentials of Financial Accounting* – 7th Edition, Irwin McGraw-Hill, Boston, 2003.
2. Weygandt, Kieso and Kimmel, *Accounting Principles* - 12th Edition, John Wiley & Sons Inc., Hoboken, New Jersey, 2015.
3. Harmenson, *Accounting Principles* – 5th Edition, Business Publications Inc., 1992.

F-104: BUSINESS FINANCE

Learning Objective: To provide students with an understanding of basic level business finance along with different type, length and risk of financing options.

Learning Outcome: Upon completion of this course students will be able to

- Acquire and exhibit an understanding of finance and the role that finance plays within an organization
- Acquaint with the sources of financing with pros and cons
- Acquire and exhibit an understanding of how to calculate different computations that provide valuable financial information such as the time value of money
- Acquire and exhibit an understanding of the different types of risks and financial instruments that are available such as bonds, stocks and etc.

Finance ; Business Finance - Conceptual Framework, Functions of Finance; Goals of Firm; Sources of finance; Concepts of Risk and Return; Time value of money and its applications – Present Value and Future Value, Annuity Due, Annuity Immediate and Perpetuity, Loan Amortization; Sources of Financing; Short-term Financing; Intermediate term Financing; Long term Financing; Common Stock, Preferred Stock, and Issuance of Securities; Bonds and Convertibles; Lease Financing and Term Loan; Introductory Concepts on Working Capital.

Texts:

1. L. J. Gitman, *Principles of Managerial Finance* – 11th Edition, 2006.
2. Charles P. Jones, *Introduction to Financial Management* – 9th Edition, Richard D. Irwin Inc., USA, 2009.
3. Van Horne, J.C. et.al., *Fundamentals of Financial Management* – 12th Edition, Prentice Hall Inc. 2005.

F-105: BANGLADESH STUDIES

Learning Objective: To provide students with an understanding of history of Bangladesh, economy and culture as national identity which influences the business environment.

Learning Outcome: Upon completion of this course students will be able to

- understand the environment and development issues of Bangladesh along with the challenges and opportunities where and how Bangladeshis live
- recognize history, economy, culture, literature, environment, rituals and tradition in the business environment in Bangladesh

Political History: Suba Bangla - government and politics, Nawab Sirajuddaula and Battle of Palashi, Colonial State Formation 1757-1793, Partition of Bengal 1905, Social and Institutional Bases of Politics 1906-1947, Bengal Ministries 1937-1947, Bengal Legislative Assembly and Constitutional Development 1947-1965, Language Movement, Quest for Autonomy, Military of Pakistan Politics 1947-1971, Prelude to war of Liberation; War of Liberation: Civil and Military Resistance.

Economic History: General Economic Conditions under the Nawabs, East India Company and Raj, General Economic Conditions During Pakistan Period; Golden Bengal: Myth and Reality, European Companies and Export Trade in Eighteenth Century, State of Indigenous Industries, Industrial Entrepreneurship.

Social and Cultural History: Bengal Literature in Eighteenth and Twentieth Century, Folk Literature, Music, Drama, Theater, Art, Crafts and Architecture.

Texts:

1. Salauddin Ahmed and B M Chowdhury, *Bangladesh-National Culture and Heritage, Independent University, Bangladesh, 2004*;
2. Sirajul Islam, *Bengal in Pre British Rule (Bangla 1757)*, Banglapedia: National Encyclopedia of Bangladesh, 2006.
3. Sirajul Islam, *History of Bangladesh, An Introductory Reader*.
4. Sirajul Islam (Editor), *History of Bangladesh 1704-1971*, Asiatic Society of Bangladesh.

F-106: PRINCIPLES OF MANAGEMENT

Learning Objective: To provide students scope to internalize the process of management's four functions- planning, organizing, leading and controlling with a view to improve business conditions.

Learning Outcome: Upon completion of this course students will be able to

- Explain how organization adapts to environment with managerial techniques
- Acquaint with four major functions in the managerial decision cycle
- Analyze qualitative and quantitative information from feedback to enhance managerial decision and business process

Introduction to management; Schools of Management; Planning; The planning process; Organizing; Organizational structures, Managing change, Managing Strategy, Motivation and Leadership, Human Resource Management; Controlling; The control process

Texts:

1. Griffin, R.W. *Management* – 11th Edition, A.I.T.B.S. Publishers and Distributors, New Delhi, 2012
2. Robbins, P. S. and Coulter. M, *Management* – 14th Edition, Pearson, 2015

F-107: BUSINESS STATISTICS

Learning Objective: To understand different types of data and organize them and provide students with understanding statistical concepts including measures of central tendency and dispersion, multivariate regression and indexing in order process business data for effective decision.

Learning Outcome: Upon completion of this course students will be able to

- calculate and apply measures of location and measures of dispersion -- grouped and ungrouped data
- Compute and interpret the results of Bivariate and Multivariate Regression and Correlation Analysis
- Compute index

Statistics Defined; Statistical Data; Statistical Methods: Collection of Data, Designing a Questionnaire, Pre-testing a Questionnaire, Processing and Presentation of Data; Measures of Central Tendency- Arithmetic Mean, Weighted Arithmetic Mean, Median, Mode, Geometric Mean, Harmonic Mean; Measures of Variation: Properties of a Good Measure of Variation, Range, The Interquartile Range or Quartile Deviation, The Average Deviation, The Standard Deviation; Correlation Analysis: Correlation and Causation, Karl Pearson's Coefficient of Correlation, Rank Correlation Coefficient, Method of Least Squares; Regression- Regression Equation, Regression Coefficients; Index Numbers- Methods of Constructing Index Numbers, Unweighted Index Numbers, Quantity Index Numbers, Volume Index Numbers, The Chain Index Numbers, Consumer Price Index Numbers.

Texts:

1. Mason, Robert. D., Lind, Douglas A. Marshal, William G., *Statistical Techniques in Business and Economics* – 13th Edition, Irwin McGraw-Hill, 2006.
2. Levine, R. Rubin. S, Rastogi, S. and Siddiqui, M., *Statistics for Management-* 7th Edition, Pearson, 2016.
3. Spiegel, M.R., *Statistics-Schaum's Outline Series* – 4th Edition, Tata McGraw-Hill Publishing Company, New Delhi, 2007.

F-108: MATHEMATICS FOR BUSINESS

Learning Objective: To provide students with an understanding of mathematical concepts of variables and equations, logarithm, geometry and matrix algebra that will help develop functional pattern in business.

Learning Outcome: Upon completion of this course students will be able to

- Apply the definition of limit to evaluate limits by multiple methods and use it to derive the definition and rules for differentiation and integration
- Use derivatives to analyze and graph algebraic and transcendental functions
- Select and apply appropriate models to solve problems involving algebraic functions and real life operational problems

Variables and Functions; Graphs and Graphical representation of equations; Set theory; Surds and Indices; Co-ordinate Geometry; Equations: Linear, Quadratic and Simultaneous and their applications; Logarithm; Arithmetic and Geometric Progression; Compounding and Discounting; Present value calculation and Annuity; Matrix Algebra.

Texts:

1. Sancheti, D. C. and Kapoor, V.K., *Business Mathematics-* 11th Edition, Sultan Chand & Sons, New Delhi, 2008.
2. Bowen, E. K., *Mathematics With Application For Business and Economics* – 5th Edition, Richard D. Irwin Inc., Homewood, Illinois, 1980.

F-109: LEGAL ENVIRONMENT OF BUSINESS

Learning Objective: To provide students with an understanding of business laws and the ability to recognize legal issues in regular business deals to resolve in befitting way.

Learning Outcome: Upon completion of this course students will be able to

- Develop a basic understanding of the legal principles, concepts and business laws with emphasis on those of Bangladesh
- Understand the legal principles surrounding formation of contract, terms, breach of contract and remedies
- Understand the partnership and company law
- Acquaint with the laws for ensuring the standard environment for stakeholders.

Definition and sources of law; Nature & kind of Contracts; Types of contracts; Essential elements of valid contract; Offer & Acceptance; Consideration: Essentials of valid consideration; Capacity of the Parties: Minor & Minor's agreement, Person of unsound mind, Disqualified persons; Free Consent: Definition & effect of coercion, Effect of undue influence, Unconscionable transactions; Effect of misrepresentation, Effect of fraud; Legality of Object & Consideration; Agency: agent & principal; Contract of Sale of Goods: essentials of sales contract; Law of Carriage of Goods: Contract of carriage & carrier defined, Classification of carriers; Contract of Bailment: types of bailment; Law of Partnership: Formation & Dissolution of partnership; Company Act: Formation & Features of company, Memorandum and Articles, Winding up of company; The Law of Workplace: Factory Act, Labor law, Employee benefit & safety law; Laws Relating to Consumer Protection.

Texts:

1. Kuchhal, M and Kuchal, V. *Mercantile Law* – 8th Edition, Vikas Publishing House Pvt. Ltd. New Delhi, 2012.

F-110: PRINCIPLES OF MARKETING

Learning Objective: To provide students with an understanding of marketing concept and how to identify, understand and satisfy the needs of customers and markets.

Learning Outcome: Upon completion of this course students will be able to

- Understand the customer and their satisfaction to build brand and customer equity.
- Understand the integrated marketing process

Introduction to marketing; Strategic planning and the marketing management process; The marketing environment; Consumer markets and consumer buying behavior; Organizational markets and organizational buyer behavior; Market segmentation; Designing products: New product development and product life-cycle strategies; Pricing considerations and approaches; Pricing strategies; Placing products Promoting products: advertising, sales promotion and public relations, Integrated Marketing Communications.

Texts:

1. Kotler et al., *Principles of Marketing- A south Asian perspective* –13th Edition, Pearson, 2013.
2. Kotler, Philip and Gary Armstrong, *Introduction to Marketing* –9th Edition, Prentice-Hall Inc., New Jersey, 2008.

F-201: FINANCIAL ACCOUNTING AND REPORTING

Learning Objective: To provide students with intermediate level knowledge of financial accounting and reporting standards.

Learning Outcome: Upon completion of this course students will be able to

- Apply conceptual principles when selecting appropriate accounting policies
- Classify and account for various financial instruments using Financial Accounting
- Explain the concept of business combinations and the main theories and methods of accounting for business combinations

Company Accounts; Issue of Corporate Stock; Dividends and Stock Splits; Retained earnings statement; Company Accounts- Issue, Forfeiture and Re-Issue of Forfeited Shares; Issue and Redemption of Preference Shares and Debentures; Issue of Bonus and Right Shares; Business Combination- Accounting for parent-sub subsidiary affiliations; Consolidated balance sheet at date of acquisition and subsequent to acquisition - purchase method; Consolidated balance sheet under pulling of interest Method; Consolidated Income Statement and other statements; Lease Accounting- Accounting by Lessor and Lessee; Bank Accounts- Bank Reconciliation Statement; Holding Company Accounts- Associated Companies Vs. Holding Company Accounts; Accounting for Price Level Changes- Current cost statements; Constant dollar statements.

Texts:

1. Financial Accounting and Reporting- Study Manual. CA Knowledge Level, ICAB & ICAEW
2. Welsch, Zlatkovich and Harrison, *Intermediate Accounting* – 5th Edition, Richard D. Irwin Inc., Homewood, 1979.
3. Joe, H., *Advanced Accounting* – 11th Edition, McGraw-Hill/Irwin, 2012.
4. Mosich and Larsen, *Modern Advanced Accounting* – 5th Edition, 1975.

F-202: MICROECONOMICS

Learning Objective: To provide students with concept of economic operation by various economic agents, individual and firm, in order to solve the allocation of society's scarce resources in best possible way.

Learning Outcome: Upon completion of this course students will be able to

- Understand consumption and production decision through demand- supply theory and functions
- Recognize various production cost theories
- Understand various market structure that control the distribution of products

Nature and Scope of Economics-Positive and Normative Economics; Functions of Markets; Consumer Demand Theory and Marginal Utility Analysis- Basic assumptions of Utility Approach, Marginal Utility and Price; Some Fundamentals of Supply and Demand Analysis-The Law of Demand; The Supply Side; Derivation of Demand Curves; Income and Substitution Effects; Equilibrium; Equilibrium and the Interaction of Supply and Demand; Elasticity; The Cobweb Theorem; A problem involving Supply and Demand Analysis; Consumer Demand Theory - Indifference Curve Analysis; Consumer's Surplus; Complementary and Substitutability; Modern Utility Theory; Theory of Production- Factors of Production, Production Function, Law of Diminishing Returns, The Nature of Isoquants and Isocost; Price Factoring- Wage, Rent, Interest, Profit, Role of Trade Unions in Wage Determination; Competition: Pure Competition, Oligopoly, Monopolistic Competition.

Texts:

1. Krugman P. and Wells R., *Microeconomics* – 3rd Edition, Worth Publishers, New York, 2012
2. Salvatore D. - *Microeconomics: Theory and Applications* – 5th Edition, Oxford University Press, 2009
3. Pindyck, Robert S. and Daniel L., *Microeconomics* – 7th Edition, Prentice Hall of India Pvt. Ltd., New Delhi, 2009.

F-203: FINANCIAL MANAGEMENT

Learning Objective: To provide students with basic concepts, theories and techniques of corporate finance covering risk, capital structure, dividend policy and market efficiency.

Learning Outcome: Upon completion of this course students will be able to

- Understand both the theoretical and practical role of financial management in business corporations
- Understand the importance of risk within the context of financial decision making

Financial Manager, Controller and Treasurer; Functions of management; The firm and its financial environment; Accounting and cash flow measurement; Accounting Information and Agency Costs; Risk and Return: Measuring Risk of Individual Security and Portfolio, Capital Market Theory, CAPM and the SML; Financial Leverage; Capital Structure Theory – MM Propositions and Policy; Firm Value and Capital Structure; Optimum Capital Structure - Corporate Taxes, Personal and Corporate Taxes; Cost of Financial Distress and Agency; Pecking Order Theory; Cost of Capital – weighted average cost of capital; Investment Schedule; Marginal cost of capital; Dividend Theory and Policy - Dividend and Firm value, Dividend Irrelevance Argument, Market Imperfection and Taxes; Dividend Signaling, Agency Explanation of Dividend; Clientele Effects; Market Efficiency - Forms and Implications.

Texts:

1. Brigham, Eugene F. and Ehrhardt, Michael C. *Financial Management – Theory and Practice* – 12th Edition, The Dryden Press, Harcourt, New York, 2007.
2. L. J. Gitman, *Principles of Managerial Finance* – 11th Edition, 2006.

F-204: LAW AND PRACTICE OF BANKING

Learning Objective: To provide students with basic concepts on the principles of law relating to the business of banking and how these principles might apply in practical situations.

Learning Outcome: Upon completion of this course students will be able to

- Explain the basis of the banker/customer relationship which gives rise to contractual rights and obligations and the consequences of any breach of these rights as well as termination
- Understand the characteristics of negotiable instruments and the law applicable to the banker and customer

Banker-Customer relationship; Banker and Customer; Types of deposit accounts; Insurance of bank deposits; Classification of deposits; Negotiable Instrument Act: Negotiable instrument and their essential features; Holder and holder in due course; Payment in due course; Holder for value; Endorsements; Crossing of Cheques; Types of crossing; Payment of Cheques; Collection of Cheques; Bill of Exchange and Promissory notes; Kinds of bill of exchange; Loans and advances; Types of advances; Types of loans; Principles of sound lending; Credit worthiness of borrowers; Factors limiting the level of a bank's advances; Secured Advances: Lien, Pledge, Hypothecation, Mortgage; Forms of mortgages; Letters of credit; Travelers L/C; Letters of commercial credit; Types of letters of commercial credit; Uniform customs and practice for documentary credits (UCPDC); Electronic banking: ATM, Debit card, Credit card, E-banking, SWIFT; BASEL Accord, The Bank Company Act, Money Laundering Act.

Texts:

1. P.N. Varsheny, *Banking Law and Practice* - 19th revised edition
2. Ajjur Rahman Khan, *Bank Management - A Fund Approach*, Rubi Publications, Dhaka.
3. Hempel and Simonson, *Bank Management: Text and Cases* – 5th Edition, 1998.

F-205: CALCULUS FOR BUSINESS

Learning Objective: To provide students with an understanding of basic terms in the areas of business calculus and financial mathematics.

Learning Outcome: Upon completion of this course students will be able to

- explain basic methods of business calculus, types and methods
- connect acquired knowledge and skills with practical problems

Functions, Limit and continuity; Introduction to Calculus; Concept of Derivative; Rules of Differentiation and their use in Business; Integral Equations; Use of Integral Calculus in business and economics.

Texts:

1. Bowen, E. K., *Mathematics With Application For Business and Economics* – 5th Edition, Richard D. Irwin Inc., Homewood, Illinois, 1980.
2. Sancheti, D.C. and Kapoor, V.K., *Business Mathematics* – 11th Edition, S. Chand & Sons, New Delhi, India, 2011.
3. Chiang, Alpha. C., *Fundamental Methods of Mathematical Economics*- 4th Edition, McGraw-Hill Book Company, New York, USA, 2004.

F-206: BUSINESS TAXATION

Learning Objective: To provide students with basic concepts on tax accounting rules and regulations and analyze and resolve tax reporting problems.

Learning Outcome: Upon completion of this course students will be able to

- Identify, define, and resolve tax issues through their understanding, knowledge, and application of research methods and databases.
- Recognize and apply relevant ethical standards as required in tax practice.

Income Tax and Other Types of Business Taxes; Tax Systems: Nature, Role and Nature of Tax in Economic Development; Tax Structure in Bangladesh; Income; Basis of Taxation; Heads of income: salary, income from house/property, profit from business or profession, capital gains and income from other sources; Set-off Loss and Carry Forward of Loss; Return of Income; Avoidance of Tax; Recovery of Tax; Assessment of Tax for individual and Company; Advance payment of tax; VAT - Procedures of Collection and Computation; Impact of Taxation on Business.

Texts:

1. Taxation II, Study Manual (Covering Finance Act of the respective year), CA Professional Level, ICAB
2. Myron, S, Shcoles - Taxes and Business Study- A Planning Approach
3. Marvin, A., *Federal Income Taxation* – 8th Edition, Foundation Pr. 1997.

F-207: APPLIED STATISTICS

Learning Objective: To provide students with basic concepts on probability distributions, Sampling, Estimation, Hypothesis testing, Multiple Regression and Statistical Forecasting

Learning Outcome: Upon completion of this course students will be able to

- Understand discrete and continuous probability distributions to various business problems.
- Perform test of Hypothesis as well as calculate confidence interval for a population parameter for single sample and two sample cases
- Learn non-parametric tests such as the Chi-Square test for Independence as well as Goodness of Fit

Probability concept; Permutation and Combination; Probability Distribution; Sampling and Sample Surveys; Estimation of Parameters and Test of Hypothesis: T-test, Z-test, F-test and Chi- Square tests; Analysis of

Variance; Business Forecasting and Time Series Analysis; Multiple Correlation and Regression Analysis; Partial Correlation Analysis; Assumptions, Violations and Consequences.

Texts:

1. Lind, Marchal and Wathen, *Statistical Techniques in Business & Economics*, - 16th Edition, McGraw-Hill/Irwin Inc., New York, 2015
2. Levin and Rubin, *Modern Business Statistics* – 6th Edition, Prentice-Hall of India Private Ltd., New Delhi, 2002.

F-208: MACROECONOMICS

Learning Objective: To provide students with basic macroeconomic principles to appreciate the workings of real and money markets and the nature of equilibrium in each market; to emphasize the role of macroeconomic policies that affect internal and external deficits, inflation and growth of per capita income.

Learning Outcome: Upon completion of this course students will be able to

- Understand National Income Accounting as well as aggregate demand and aggregate supply analysis
- Understand the causes and effects of inflation and unemployment
- Demonstrate an understanding of monetary and fiscal policy options as they relate to economic stabilization in the short run and in the long run

Importance and Relevance of Macro-Economics; National Income Accounting; National Income Concepts - GNP, GDP, NNP, NI, PI, Real NI and Nominal NI; Equilibrium Income and Output; Aggregate Demand Curve; Consumption and Savings- Budgetary Expenditure Patterns; The Consumption Function; The Saving Function; The Marginal Propensity to Save; National Consumption Behavior; Determinants of Consumption; The National Consumption Function; Alternative Measures of Saving; Investment-Determinants of Investment; Interest Rate and Equilibrium Level of Investment; Money, Demand and Supply- The Demand for Money; The Cost of Holding Money; Principles of Currency issue; Narrow Money and Broad Money; Quantity Theories of Money; Cash Balance Approach; Keynesian Approach to Demand for Money; Monetary Policy- Importance of Monetary Policy as an Instrument of Economic Management; Issue of Currency; Credit Policy and Instruments; Monetary Policy during Inflation, Deflation, Stagflation and Different Phases of Business Cycle; Causes and Types of Inflation; Inflation, Output and Unemployment; The Phillips Curve; Demand-Pull and Cost-Pull Inflation.

Texts:

1. N. Gregory Mankiw, *Macroeconomics*, 6th Edition, Worth Publication
2. Samuelson and W. Nordhaus, *Economics* – 19th Edition, McGraw-Hill Inc, New York, 2009.
3. Dornbusch, Rudiger and Stanely Fischer, *Macroeconomics* – 11th Edition, McGraw-Hill Book Company, New York, 2010.

F-209: FINANCIAL MARKETS AND INSTITUTIONS

Learning Objective: To provide students with fundamental understanding on financial instruments, financial market participant & market mechanism

Learning Outcome: Upon completion of this course students will be able to

- Understand the characteristics of different financial institutions, their activities and contributions to the overall financial process
- Understand different financial markets, its mechanisms and different market participants
- Learn about characteristics of different financial instruments, their creation and trading in different financial markets

An overview of the financial system; The role of financial markets: Saving, investment and financial intermediation; Determination of interest rates; Term structure of interest rate; The regulatory environment: The role of government in the financial system; Money and the financial system; Risk, return, and efficiency of financial markets; Money markets; Bond markets; Mortgage markets; Stock markets; Futures and Options markets; Foreign exchange markets; The Capital market; Financial markets and institutions in Bangladesh.

Texts:

1. Jeff Madura, *Financial Markets and Institutions* – 5th Edition, South-Western College publishing, Australia, 2000.
2. Fabozzi, Modigliani and Ferri, *Foundations of Financial Markets and Institutions* – 2nd Edition, Prentice-Hall International Inc., New Jersey, 1997.

F-210: INSURANCE AND RISK MANAGEMENT

Learning Objective: To provide students with basic concepts on risk management strategies of insurance along with the principles and categories.

Learning Outcome: Upon completion of this course students will be able to

- Demonstrate knowledge of insurance contracts and provisions, and the features of property-liability insurance, life and health insurance, and employee benefit plans.
- Demonstrate knowledge of the operation and management of insurance entities, and its economic implications in risk management.

Insurance; Identification and management of risk; Pooling arrangement and diversification of risks; The scope of insurance; Origin, history and development of insurance; Nature and functions of insurance; Different types of insurance – fire, marine, accident and liability; Principles of insurance- Insurable interest, Indemnity, Subrogation, Contribution, Utmost Good Faith, Proximate cause; Reinsurance; Insurance Marketing; Insurance Pricing; Insurance in Bangladesh.

Texts:

1. AzizulHuqChaudhuri, *Elements of Insurance*, Bangladesh Insurance Academy, Dhaka.
2. Scott R. Harrington and Gregory R. Niehaus (2004) *Risk Management & Insurance*, 2nd Edition, Boston, McGraw-Hill/Irwin Publishing.

F-301: AUDITING

Learning Objective: To provide students with an intermediate level knowledge of audit and auditing standards, their applications and practices.

Learning Outcome: Upon completion of this course students will be able to

- Understand International Standards of Auditing (ISA), auditing practices and process
- Explain the key rights, duties and responsibilities of auditing and types of audits
- Plan the audit, develop audit program and understand audit report and their implication.

Auditing; International Standards of Auditing (ISA) and International Auditing Guidelines (IAG); Qualifications; rights and duties of auditors; Internal Audit: Types of Evidence and Documentation; Audit Planning and Analytical Review; Materiality and Risk; Internal Control; Cost Audit; Audit Reports – Unqualified and Qualified Reports.

Texts:

1. Assurance- Study Manual. CA certificate Level, ICAB & ICAEW
2. Tandon, B.N., *A Handbook of Practical Auditing*. S. Chand and Company ltd. New Delhi, 2007.
3. David, R., *Auditing* – 8th Edition, South-Western College Pub., 2005.

F-302: MANAGERIAL ACCOUNTING

Learning Objective: To help students develop the ability to collect, analyze and communicate quantitative and non-quantitative information to assist management in making more effective planning and control decisions

Learning Outcome: Upon completion of this course students will be able to

- Prepare various costing schedules where an analysis of cost classification, behavior and type is completed, apply and analyze different types of activity-based management tools through the preparation of estimates.
- Analyze cost-volume-profit techniques to determine optimal managerial decisions.
- Prepare a master budget and demonstrate an understanding of the relationship between the components.
- Perform cost variance analysis and demonstrate the use of standard costs in flexible budgeting and outline and apply management tools and techniques such as the balanced scorecard, operational performance measures, quality, and environmental cost management.

The management concept and the function of the Controller; Cost concepts and Cost Accounting Information System; Concept of Cost; Classification of Costs; Cost Accounting Cycle; Factory Cost Flow; Materials- Inventory Control Methods; Fixation of Stock Level: Minimum, and maximum Re-Order Level, ABC Analysis, Periodical Inventory System; Cost Methods: Specific Price, FIFO, Simple Average, Weighted Average Price; Labor- Labor Control and Remuneration Methods; Individual and Group Incentive Plan; Cost behavior analysis; Job vs. Process costing; Historical vs. Standard costing; Direct vs. Absorption Costing; Full Costing vs. Partial Costing; Standard costing System- Meaning and fixation of standard, Difference with Budget; Calculation of Variances: Material Price and Usage; C-V-P and Break-even analysis; Profit planning; Responsibility accounting and Segment reporting.

Texts:

1. Horngren, Datar and Foster, *Cost Accounting: A Managerial Emphasis*, 15th edition Prentice-Hall Inc, New Jersey, 2015
2. Garrison, Noreen & Brower, *Managerial Accounting* – 15th Edition, McGraw-Hill Inc, New York, 2014.
3. Kurt, H., *Essentials of Managerial Accounting* – 1st Edition, South-Western College Pub, 2009.

F-303: CAPITAL INVESTMENT DECISIONS

Learning Objective: To help students develop the ability to assess the long term investment and get familiarized with various capital budgeting techniques that can be applied to assess and undertake effective value maximizing long term investment decisions

Learning Outcome: Upon completion of this course students will be able to

- Apply different capital budgeting tools to assess the long-term investment
- Understand different relevant concepts of capital budgeting and their implications
- Conduct risk analysis, decision tree analysis in capital budgeting

Capital budgeting and cash flow principles; Capital budgeting techniques – ARR, PBP, NPV, IRR, MIRR, PI; Special issues in Capital Budgeting Decisions—NPV profile, Problems with IRR and the Profitability Index as decision criteria; Cash Flow Estimation: Accounting Income vs. Cash Flow, Incremental Cash Flow, Bias in Cash Flow Estimation, Inflation Adjustment; Special capital budgeting Situations: Different Lives, Capital Rationing, Optimal replacement decisions for existing assets; Financial Structure and Cost of capital; Risk in

Capital Budgeting – Sensitivity, Scenario, Simulation, Decision Tree Analysis; Risk Adjusted Discount Rate and Certainty Equivalent; Interaction of Investment and Financing Decision.

Texts:

1. Neil, S. and Mitch, E., *Capital Budgeting and Long-Term Financing Decisions* – 4th Edition, South-Western College Pub., 2004.
2. Ross, Westerfield and Jaffe, *Corporate Finance*- 13th Edition, McGraw Hill Inc., Boston, 2015.
3. Ross, Westerfield and Jordan, *Fundamentals of Corporate Finance*- 12th Edition, McGraw Hill Inc., Boston, 2019

F-304: ORGANIZATIONAL BEHAVIOR

Learning Objective: To help students develop the ability to comprehend advanced behavioral science theories and applications in management.

Learning Outcome: Upon completion of this course students will be able to

- Understand the human interactions in an organization
- Find what is driving it and influence it for getting better results for attaining business goals.
- Become familiarized with various motivation theories and leadership theories that can be applied in workplace contexts.

Organizational Behavior: Historical development and concepts; OB system and models; Social system and culture; Motivation and Reward system; Incentives system: Means and methods; Employee attitude and job satisfaction; Leadership: Nature and styles; Managing change; Organizational development; Informal organization; Job enrichment; The concept of corporate strategy; The company and its strategies: Relating corporate strategy to personal values; Relating corporate strategy to ethical values; Strategy and organization; Organizational processes and behavior.

Texts:

1. Keith Davis and J. W. Newstorm, *Human Behavior At Work: Organizational Behavior* – 11th Edition, McGraw-Hill Book Company, New York, 2002.
2. Colquitt et al, *Organizational Behaviour* – 2nd Edition, McGraw-Hill/Irwin, 2010.

F-305: INTERNATIONAL TRADE AND FINANCE

Learning Objective: To help students develop the ability to comprehend motive and operation of international trade and finance and their implication at national and global level.

Learning Outcome: Upon completion of this course students will be able to

- Explain different trade theories and their implications
- Explain patterns of world production and trade and ask if international trade is beneficial
- Analyze and compare instruments of trade policy and evaluate their impact on domestic and international welfare

Introduction; The basic trade model: The international exchange of commodity, Production response and demand for imports, Application of the basic trade model; Technology; Factor Endowment, and the pattern of trade; Technology and the Ricardian trade model; Specific factors and trade; Factor Endowments and Heckscher-Ohlin theory; National income and the Balance of Payments; Policies of internal balance; Regional trade integration: SAPTA, European Common Market, ASEAN and OPEC; Introduction to Foreign Exchange; International trade flows; Country risk analysis; Multinational capital budgeting; Short-term financing and Long-term financing.

Texts:

1. Krugman and Melitz, *International economics: Theory and Policy*, 9th edition, Pearson Publication
2. Jeff Madura, *International Financial Management* – 9th Edition, Thomson Publication, USA, 2009.

F-306: FINANCIAL STATEMENT ANALYSIS AND VALUATION

Learning Objective: To help students develop the ability to analyze financial statements and estimate the forecasted financial statements to find out the intrinsic value of a firm.

Learning Outcome: Upon completion of this course students will be able to

- Understand different tools common to financial statement analysis and how to use them in practical applications.
- Understand how reported financial statement information can be reformulated to better understand the underlying business
- Apply different valuation methods to estimate the intrinsic value of company stocks

Demand for and Supply of Financial Statement Information; Accounting Information; IAS; Financial Equilibrium; Cash Flow and Sustainable Growth; Financial Statement Analysis (FSA): Cross-Sectional and Time Series Techniques; Ratio Analysis; DuPont Analysis; Assumptions and Properties of Financial Ratios; Analysis of Financial Statements: A Synthesis; Cross - Sectional Analysis of FSA; Time-Series Analysis of FSA - Issues and Approaches; Firm - oriented factors affecting reported financial statement numbers; Earnings Management and Smoothing; Statistical Tools for Time - Series Analysis; Capital Markets and Corporate Information Releases; Distress Analysis and Financial Information; Loan Decision/Credit Analysis and Financial Information.

Texts:

1. Penman, S., *Financial statement analysis and security valuation*- 5th edition, McGraw-Hill, 2013
2. Palepu, Healy and Bernard, *Business Analysis and Valuation*, Thomson
3. White, Sondhi, and Fried, *The Analysis and Use of Financial Statement* – 3rd Edition, Wiley 2003.
- 4.

F-307: ANALYSIS OF FINANCIAL INVESTMENT

Learning Objective: To help students develop the ability to estimate the value of different financial assets and to construct and manage investment portfolio.

Learning Outcome: Upon completion of this course students will be able to

- Describe the investment environment, key market players and the market trading and pricing mechanism
- Understand the estimation of reward and risk in investments, asset allocation and security analysis, optimal portfolio choice, factor models of returns,
- Describe the transaction costs, short selling, statistical analysis of investment opportunities
- Estimate the value of bonds, construct bond portfolio and determine the risk of the bond portfolio

Investment; Securities – primary and secondary securities; Securities market: types, margin buying, short selling, index construction, index vs. average, price and value weighted indexes; Statistical Concepts; Expected returns and risk – measuring returns and risks of individual securities and portfolio; Bonds and its valuation; Stock valuation; Analysis of economy; Industry analysis; Company analysis; Technical analysis; Investment companies; Warrants; Introduction to options and future

Texts:

1. Reilly and Brown, *Investment Analysis and Portfolio Management* – 10th Edition, The Dryden Press Inc., New York, 2011.
2. Jones, Charles P., *Investment-Analysis and Management* – 10th Edition, The McGraw-Hill Companies Inc., Boston, 2006.

F-308: HUMAN RESOURCE MANAGEMENT

Learning Objective:

- To help students develop the ability to grasp the basic principles, practices and challenges of human resource management in corporate environment.

Learning Outcome: Upon completion of this course students will be able to

- Develop the knowledge, skills and concepts needed to resolve actual human resource management problems or issues.
- Investigate how HRM is responding to current business trends, opportunities, and challenges.
- Evaluate the procedures and practices used for recruiting and selecting suitable employees.
- understand how systematic training programs are developed

Human Resource Development – Human Resource Planning, Personnel Planning and talent management, Recruitment and Selection; Training and Development; Job Evaluation; Performance Evaluation; Productivity through Motivation; Compensation; Employee Discipline; Career Development and Management

Texts:

1. Keith Davis and J. W. Newstrom, *Human Behavior At Work: Organizational Behavior* – 11th Edition, McGraw-Hill Book Company, New York, 2002.
2. Dessler, *Human Resource Management* – 15th Edition, Pearson, 2019
3. Robbins and Decenzo, *Human Resource Management* – 9th Edition, John Wiley & Sons Inc., Singapore, 2006.

F-309: MONETARY ECONOMICS

Learning Objective:To help students develop an understanding of the links between monetary policy, financial markets and the real economy

Learning Outcome: Upon completion of this course students will be able to

- Explain and discuss why people hold money and why it is used in the trading process
- Solve macroeconomic models and assess the role and efficacy of monetary policy for various types of models in both the Classical and Keynesian set-ups
- Describe and explain the main channels of the monetary transmission mechanism, through which monetary policy can have real effects on the economy
- Discuss the merits and disadvantages of different monetary policies used by Central Banks

Money; Money in a barter economy; Money and credit creation; Money markets in the LDCs; Money, inflation and growth - Debt, credit and financial instruments; Interest rates; Monetary institutions; Central bank; Instruments of monetary management; Commercial banks; The creation of bank deposit; Deposits and portfolio of commercial banks' funds; Banking structure and competition; Economies of scale of bank operations.

Texts:

1. Mishkin, S. F. The *Economics of Money, Banking and Financial Markets*– 12^h Edition, Pearson, 2019.

F-310: FINANCE AND DEVELOPMENT

Learning Objective: To help students develop a sound knowledge of how finance is related to the real sector, critically discuss models that explain the roles of finance, and assemble data to study contemporary issues related to financial development

Learning Outcome: Upon completion of this course students will be able to

- Explain the role that various types of financial institutions play in facilitating economic development

- Identify the challenges they face, and evaluate the effectiveness of institutions in facilitating this role in light of the challenges.
- Explain and compare the policies implemented by LDC governments in relation to the financial sector, and assess the past and potential effectiveness of the policies in a developing country context.
- Analyze the causes of financial sector crises, assess the past and possible consequences of such crises on economic development, and critique and evaluate governments' responses to the crises in their countries.
- Identify volatile sources of finance available to developing countries, and evaluate their impact on economic development.

Role of finance in growth and development: Theories and empirical evidence; Financial repression and under-development of developing countries - selective credit policy, subsidized interest rate policy, development banks, budgetary provision; Finance as wealth; Financial development - Financial intermediation approach; Complimentary hypothesis; Indicators of measuring degree of financial development; Deposit mobilization, interest rate and transaction cost; Efficient allocation of credit and financial liberalization; Preferential credit policy and development; Access to credit and poverty alleviation approach; Financial liberalization and market structure and competition.

Text:

Fry, M. J., *Money, Interest and Banking in Economic Development* – 2nd Edition, The John Hopkins University Press, Baltimore and London, 1995.

F-401: CORPORATE FINANCE

Learning Objective: To help students develop a sound knowledge of different aspects of corporate decisions and their implications on firm value

Learning Outcome: Upon completion of this course students will be able to

- Understand the key functions and objectives of corporate finance
- Assess the long-term investment process
- Understand the capital structure decisions and implications for firm value
- Understand the working capital and dividend policy of the firm
- Corporate Merger and Acquisition Activities

Corporate Finance: Corporate Firm and Goals of Corporate Firm, Agency Costs and Set of Contract Perspective, Managerial Goals, Separation of Ownership and Control; Capital Market - Investment and Consumption Model; Review of Capital Structure; Issue of Corporate Securities - Stocks and Bonds, IPO Under pricing; Long Run Performance of IPOs; Financial Planning - Strategic Plans, Operating Plans, Financial Plans, Sales Forecast, Forecasting Financial Statements; Percentage of Sales Forecasting; Other Forecasting Methods; Mergers and Acquisitions: Forms of Acquisitions, Tax Forms of Acquisitions, Synergy from Acquisitions, Value of the Firm after Acquisitions, Reduction in Risk, Bad Reasons for Mergers, NPV of a Merger; Financial Distress: Bankruptcy, Liquidation and Reorganization; Corporate Restructuring - Corporate Alliance, Divesture, Equity Carve out, LBO.

Texts:

1. Ross, Westerfield and Jaffe, *Corporate Finance*- 7th Edition, McGraw Hill Inc., Boston, 2005.
2. Brigham, Gapensky and Ehrhardt, *Financial Management – Theory and Practice* – 9th Edition, The Dryden Press, New York, 1998.
3. Van Horne, *Financial Management and Policy* – 12th Edition, Prentice-Hall Inc., New Delhi, 2001.

F-402: COMMERCIAL BANK MANAGEMENT

Learning Objective: To help students develop a sound knowledge of operation, and management aspects of commercial banks.

Learning Outcome: Upon completion of this course students will be able to

- Understand unique nature of business of commercial banks
- Understand the Asset and Liability Management (ALM) of commercial banks
- Understand the risk management process of commercial banks and apply different quantitative risk management tools
- Capital Management such as Basel-III of commercial banks

Bank organization and regulation; Analyzing performance of banks; Managing interest rate risk; Financial futures, Forward rate agreements and interest rate swaps; Options, caps, floors and more complex swaps; Managing liabilities and cost of funds; Overview of credit and loan characteristics; Evaluating commercial loan requests; Evaluating consumer loans; The investment portfolio and policy guidelines; Capital management; Reserve management; Liquidity management; Stress Testing; Commercial Bank Management in Bangladesh.

Texts:

1. Koch, Timothy W and S. Scot McDonald, *Bank Management* - 5th Edition, Thomson, Ohio, 2003.
2. Saunders, Anthony and MarciaMillon Cornett, *Financial Institutions Management* - 4th Edition, Irwin McGraw Hill, USA, 2003.

F-403: INVESTMENT BANKING AND LEASE FINANCING

Learning Objective: To help students develop a sound knowledge of activities of investment banker and accounting of lease financing.

Learning Outcome: Upon completion of this course students will be able to

- Understand key investment activities such as issue management, underwriting, portfolio management, corporate advisory of an investment banks.
- Describe the IPO process, relevant rules and regulations
- Pricing mechanism of new issue
- Describe the lease financing process, types, accounting of lease financing

Leasing; Types, Comparison with Ownership; Economics of Leasing; Economic Rationale of Leasing, Evaluating the Cost of Leasing; Accounting Aspects of Lease Financing; Tax Aspects of Leasing; Factors indicating a Sale, Comparative analysis, Leveraged Leases, Equipment Lease Financing; Project Lease Financing; Sale and Lease Back in Real Estate; Investment Banking – Functions, Types, Industry Structure; Primary Market Making - Corporate Finance; Underwriting and Syndication; Secondary Market Making; Dealer-Broker Activity; Trading - Speculation and Arbitrage; Financial Engineering; Other Activities of Investment Bank - Advisory Investment Management and Merchant Banking; Funding and Risk Management; Laws Governing Investment Banking - Securities and Exchange Regulations (Merchant Banker and Portfolio Manager)1995; Investment Banking Process & IPOs - Under pricing, Long Run Performance of IPOs, Hot Issue Market; Securitization and Factoring: Asset Securitization, Debt Securitization, Factoring; Stock Price Indexing and Credit Rating.

Texts:

1. Baker and Hayes, *Lease Financing*, John Wiley & Sons, New York, 1981.
2. Marshall and Ellis, *Investment Banking and Brokerage* – 1st Edition, McGraw Hill Inc., New York, 1995.
3. Joshua et al, *Investment Banking: Valuation, Leveraged Buyouts, and Mergers and Acquisitions* – 1st Edition, Wiley, 2009.

F-404: OPERATIONS RESEARCH

Learning Objective: To help students develop a sound knowledge of quantitative and qualitative operational research techniques and to apply them in practice.

Learning Outcome: Upon completion of this course students will be able to

- Define and formulate linear programming problems and appreciate their limitations
- Solve linear programming problems using appropriate techniques and optimization solvers, interpret the results obtained and translate solutions into directives for action.
- Conduct and interpret post-optimal and sensitivity analysis and explain the primal-dual relationship.
- Develop mathematical skills to analyses and solve integer programming and network models arising from a wide range of applications.

Introduction to Operations Research; Modeling with Linear Programming, The Simplex Method and Sensitivity Analysis, Duality and Post-Optimal Analysis; Transportation Model; Network Models; Advanced Linear Programming; Goal Programming, Integer Linear Programming; Deterministic Dynamic Programming; Decision Analysis and Games; Queuing Systems; Simulation Modeling; Markov Chains; Classical Optimization Theory.

Texts:

1. Hamdy, A. Taha, *Operations Research: An Introduction* – 9th Edition, Prentice Hall, 2010.
2. Malhotra, *Operations Research*.

F-405: WORKING CAPITAL MANAGEMENT

Learning Objective: To help students develop a sound knowledge various component of working capital, how they interact with one another, and how they affect firm liquidity, default risk and shareholder wealth.

Learning Outcome: Upon completion of this course students will be able to

- Evaluate comparative working capital management policies and their impact on the firm's profitability, liquidity, risk and operating flexibility.
- Investigate funds flow cycles and their impact on working capital management objectives and plan analytical skills, tools and techniques to enhance the decision-making process.
- Compare the relative merits of alternative working capital policies and the likely short-term and long-term impact on the firm and formulate appropriate working capital management policies to achieve corporate objectives.
- Apply corporate cash management, accounts receivable management, bank relations, and inventory management techniques to maximize the share holders' value.

Working Capital; Relationships between Current Assets and Current Liabilities; Short term and Long run view of Working Capital; Kinds of working capital; Determinants of Working Capital; Measuring working capital; Working capital cycle; Planning and forecasting working capital needs; Management of cash flows; Management of cash and marketable securities; Management of Accounts Receivables; Valuation of various types of Inventories; Inventory Management; Current assets for working capital; Bank as a source of working capital needs; Working Capital Management practices in Bangladesh: Case Studies

Texts:

1. Scherr, F.C., *Modern Working Capital Management*, Prentice-Hall Inc., New York, 1989.
2. Maness, Terry S. and Zietlow, John T., *Short-term Financial Management* - 3rd Edition, Thompson South-Western, 2004.
3. Hampton John J. and Cecilia L., *Working Capital Management* – 1st Edition, 1989.

F-406: ENTREPRENEURSHIP AND PROJECT DEVELOPMENT

Learning Objective: To help students develop a sound knowledge of entrepreneurship and entrepreneurship environment, what takes it to be a successful entrepreneur.

Learning Outcome: Upon completion of this course students will be able to

- Develop an understanding of the nature of entrepreneurship
- Understand how to identify opportunities (problems), develop creative solutions and build a viable business model around these
- Identify and understand the driving forces of new venture success
- Understand the ethical and legitimacy challenges that face entrepreneurs with new ventures

Concept and Meaning of Entrepreneurship; Theories of Entrepreneurship; Characteristics of Entrepreneurs; Entrepreneurial Motivation; Environment of Entrepreneurship; History of Entrepreneurship Development - Japan, USA, UK, India, Pakistan, Philippines, Bangladesh; Sources and Procedures of Government and Private assistance; Government Regulations Concerning Entrepreneurship Development; Problems of Entrepreneurship Development in Bangladesh; Preparation of Business Plan; Case studies.

Texts:

1. Barringer, Bruce R. Ireland, R. Duane., *Entrepreneurship Training – 4th Edition*, New York: Pearson, 2011
2. Hisrich, Robert D., Peters, Michael P., Shepherd, Dean A., *Entrepreneurship - 7th Edition*, New York: McGraw-Hill/Irwin, 2006.

F-407: PORTFOLIO MANAGEMENT

Learning Objective: To help students develop a sound knowledge of portfolio management strategies and apply them in practice.

Learning Outcome: Upon completion of this course students will be able to

- Understand the modern portfolio theory of risk-return analysis
- Apply the portfolio theory to construct portfolio
- Understand different asset allocation and securities selections strategies
- Measure, evaluate and attribute the portfolio performance

Modern investment theory; Securities and markets; Combining individual stocks into portfolio; Finding efficient set; Index models; The Capital Asset Pricing Model; Factor Models and the APT: Performance Measurement, Performance Analysis, and Performance Attribution; Market Inefficiencies or Market Anomalies; Equity Valuation and Strategies; Bond Portfolio Management – Valuation and Risk, Pricing, Measuring Yield, Bond Price Volatility, Duration, Active and Passive Strategies, Immunization and Cash Flow Matching; Options and Futures: Black-Scholes and Beyond, Portfolio Insurance, Program Trading; Stock Market in Bangladesh; Investor Behavioral Biases and Behavioral Finance & Investment Process.

Texts:

1. Elton and Gruber, *Modern Portfolio Theory – 6th Edition*, John Wiley & Sons, Singapore, 2003.
2. Reilly and Brown, *Investment Analysis and Portfolio Management – 10th Edition*, Harcourt Inc., New York, 2011.

F-408: STRATEGIC MANAGEMENT

Learning Objective: To help students develop a sound knowledge of Strategic management process and concepts, value of vision, mission and corporate objectives, the role of corporate governance and stakeholder management, coherence in strategic direction.

Learning Outcome: Upon completion of this course students will be able to

- Understand the strategic decisions that organizations make and have an ability to engage in strategic planning.
- Explain the basic concepts, principles and practices associated with strategy formulation and implementation.
- Integrate and apply knowledge gained in basic courses to the formulation and implementation of strategy from holistic and multi-functional perspectives.
- Analyze and evaluate critically real life company situations and develop creative solutions, using a strategic management perspective.

Leadership; Strategy and Competitive Advantage; Strategic leadership; Strategic managers; The strategy making process; Strategic decision making; strategic leadership; Industry; Porter's five forces model; Competencies and Profitability; Strategy at the Functional Level; Strategy at the Business Level; Industry Environment and Business Level Strategy; Global Strategy; Strategy at the Corporate Level; Corporate level strategy and the multi business model; horizontal integration: single industry strategy; vertical integration: entering new industries to strengthen the core business model; alternatives to vertical integration: co-operative relationships; strategic outsourcing; Performance and Governance.

Texts:

1. Hill and Jones, *Theory of Strategic Management- with Cases* - 8th Edition, Houghton Mifflin Company, Boston, USA, 2008.
2. Hubbard, G., *Strategic Management: Thinking Analysis and Action* – 2nd Edition, Prentice Hall, Australia, 2004.

F-409: INTRODUCTION TO FINANCIAL DERIVATIVES

Learning Objective: To help students develop a sound knowledge of different derivative instruments, their valuation, and their uses in risk management, speculation and other investment purposes.

Learning Outcome: Upon completion of this course students will be able to

- Understand the different types of derivatives instruments and
- Use Various theories on valuations of financial derivatives
- Understand the relationships of financial derivatives with other financial instruments
- Understand uses and market functions of financial derivatives
- Apply the Concepts of hedging, arbitrage, and management of financial risks

Derivatives: Forward and Futures Contract, Option, Swap and other derivatives; Forward Contract: Forward Market, Participants, Quotation, Premium or Discount, Relationship between Forward and Spot Price, Arbitrage Arguments; Futures Contract: Futures Market, Clearing Houses, Positions, Taxation, Open Interest, Marking to Market, Basis, Spreads, Regulations; Swaps and the Evaluation of Credit Risk: Interest Rate Swap, Currency Swaps, Credit Risk, Regulation, Credit Conversion Factor; Options: Characteristics and Principles, Pricing Relationship and graphical presentation of Option's Payoff, Factor affecting Prices of Options, Early Exercise, Equity as a Call Option, Put-Call Parity and Synthetic Construction of Options, Effects of Dividends; Trading Strategies involving Options; Model of the Behavior of Stock Prices, The Process for

Stock Prices and the Process for Derivative Securities; Option Theory and pricing; Pricing Models: Risk Neutral Argument, Valuation – Mimicking Strategy (Synthetic Construction), Analytical Pricing Formula- Ito's Lemma, Derivation of the Black-Scholes Formula, Implied Volatilities, Dividend correction; Numerical Pricing Models: Binomial-Lattice Approach; Pricing Corporate Securities, Options on Currencies Indices, Currencies and Futures Contracts; Hedging Positions in Option and other Derivative Securities; Managing Equity Risk: Strategies, Return enhancement Strategy, Value Protection Strategy, Stock Index Future, Portfolio Insurance using Put Options, Portfolio Insurance using Replication Strategy.

Text:

1. John C Hull, *Fundamentals of Futures and Options Markets*– 8th Edition, Prentice- Hall International Inc., 2006.
2. John C Hull, *Options, Futures and Other Derivative Securities* – 6th Edition, Prentice- Hall International Inc., 2006.

F-410: ALTERNATE INVESTMENTS

Learning Objective: To help students develop a sound knowledge of different alternative investment opportunities, their valuation and due diligence, entry and exit strategies.

Learning Outcome: Upon completion of this course students will be able to

- Understand the different types of alternative investment such as real estate, private equity, venture capital, hedge funds, managed futures and commodities investment.
- Understand risk-return contribution of alternative investment when included to conventional portfolio.
- Estimate the fair value of different alternative investment opportunities and conduct due diligence in alternative investment.

Legal Nature of real estate mortgages; Kinds and special forms of mortgages; Mortgage default and adjustments; The interest factor in real estate financing; Mortgage loans: Payment patterns and effective borrowing costs; Financing residential properties; Alternative mortgage adjustments; Sale and leaseback financing and subordinated ground leases; Real estate syndication; Mortgage market; Financing of real estate by saving and loan life insurance companies and real estate investment trust; Mortgage banking; Real estate finance in Bangladesh - The Role of HBFC and other financial institutions' operations in Real Estate development of Bangladesh.

Alternative investment, characteristics and categories of alternative investment, Integration of alternative investment with the traditional investment in portfolio, context, alternative investment structure, Bangladesh alternative investment rule 2015, Hedge funds, types and different strategies of hedge funds, Hedge funds fees, diversification benefits and other consideration, Hedge Fund Valuation Issues, Private Equity Structure and Fees, Private Equity Strategies: Leveraged buyouts, Characteristics of Attractive Target Companies for LBOs, Venture Capital, Other Private Equity Strategies, Exit Strategies, Managed future funds, different strategies, valuation of managed future funds,

Text:

1. Brueggeman and Fisher, *Real Estate Finance and Investments* – 10th Edition, McGraw-Hill Inc., Boston, 1996.
2. Wiedemer and Baker, *Real Estate Finance* – 9th Edition, South-Western Educational Pub., 2012.

F-411: PROJECT APPRAISAL AND MANAGEMENT

Learning Objective: To help students develop a sound knowledge of overview of project management and the essential tools needed to deliver successful projects on time and on budget.

Learning Outcome: Upon completion of this course students will be able to

- Describe project management and its key elements, including: project stakeholders, project management knowledge areas, tools and techniques, and success factors.

- Create a work breakdown structure with the related organizational and cost control structures.
- Use Critical Path Method (CPM), Programme Evaluation Review Techniques (PERT) and Gantt project control tools.
- Understand risk and risk management techniques and develop a project implementation plan for a simple project

Concept of project and project appraisal; Aspects of appraisal; Macro and Micro perspective of projects; Merit and demerits of project appraisal; Appraisal of different critical factors of project preparation; Importance of cost benefit analysis; Project management system; Methodology of project management.

Texts:

1. George Irvin, *Modern Cost Benefit Methods*, 1978.
2. *A Guide to Preparation of Pre- Feasibility Studies For Industrial*, Project by UNIDO.
3. Little and Mirrlees, *Project Appraisal Technique for the Underdeveloped Countries*, 1974.
4. Timothy, J., *Contemporary Project Management – 2nd Edition*, South-Western Publishing Co., 2012.

F-412: E-BUSINESS

Learning Objective: To help students develop a sound knowledge of key concepts, strategies, business models and technologies behind E-business along with opportunities and challenges of doing business on the internet and the challenges of introducing e-business techniques in existing organization

Learning Outcome: Upon completion of this course students will be able to

- Understand the different concepts and tools of modern information system in business
- Apply different information system and e-business tools to improve decision making in business
- Demonstrate advanced knowledge of technical and business issues related to E-Business and E-Commerce
- Describe the key features of web server architecture

Information Systems: Nature, Type, Key Characteristics; Organization and its IS; Decision Making Process: Popular Models; Defining the Organization's Need for IS; IS Design Alternatives; Outsourcing vs. In-house Development; Building a CBIS; Cost, Benefit, Nature of IS investment; Value of IS investment; Risks in IS projects; Managing the Transformation; Ethical and Legal Aspects of IT: Information Rights and Obligations, Piracy and Other Legal Issues, EU Fair Information Practice. Understanding Internet; Internet opportunities-Communication, Recourse Sharing; Understanding World Wide Web, Web Technologies, Recent Trends; Internet - The new Business Frontier; Introduction to E – Commerce; E-Commerce Models; E-Business; E-Business Transformation Models; Opportunities and Challenges; E-Banking: Opportunities, Legal Framework; Recent Trends: World Stage, Asian Scenario, Bangladesh Perspective; Taking part in the E-Commerce: Building Web pages, Lab projects: Using Microsoft FrontPage.

Texts:

1. Richard McLeod, Jr. and George Schell, *Management Information Systems – 10th Edition*, Prentice Hall, NJ, USA, 2006.
2. Kenneth C. Laudon and Jane P. Laudon, *Management Information Systems: Managing the Digital Firm- 8th Edition*, Pearson Education(Singapore) Pte, 2003.
3. James O'Brien and George Markas, *Management Information Systems – 10th Edition*, McGraw-Hill/Irwin, 2010.
4. Greenstein and Feinman, *Electronic Commerce: Security, Risk Management and Control*, Tata McGraw-Hill, Boston.

F-413: GOVERNMENT FINANCE

Learning Objective: To help students develop a sound knowledge of different approaches and consideration to public finance

Learning Outcome: Upon completion of this course students will be able to

- Analyze the functioning of modern public finance
- Identify the types of public needs and the mechanisms of their financing
- Argue the theoretical basis of public expenditures and to analyze their types and economic effects
- Classify public revenues and integrate them into the fiscal and tax system
- Classify public revenues and expenditures through the budget and to analyze the instruments and objectives of budgetary policy

Modern state and government finance; Distinction among government finance; Business finance and personal finance; Public goods vs. private goods; Normative and subjective approach; Principles and canons of taxation; Allocation of resources in the government sector: Pareto optimality, Maximum social advantage and the LDCs; Externalities and the role of government; Taxes & Efficiency; Efficiency & Equitable Taxation; Principles and theories on sources and uses of government budget and program; Budgetary systems and cost-benefit analysis; Economic growth vs. income distribution and government finance; Budgetary system of Bangladesh.

Text:

1. Due and Friedlaender, *Government Finance* – 5th Edition, Richard D. Irwin Inc., Illinois, 1973.
2. Rosen, Harvey S., Gayer, Ted., *Public Finance*, 9th Edition, McGraw Hill, New York, 2004

F-414: Business Forecasting

Learning Objective: To help students develop a sound knowledge of quantitative and qualitative forecasting processes

Learning Outcome: Upon completion of this course students will be able to

- Detect trend, seasonal, and cyclical patterns in time series data.
- Identify moving averages and various smoothing methods.
- Estimate and interpret causal models including bivariate and multivariate regression models and ARIMA
- Estimate and interpret ARCH and GARCH models to forecast volatility in financial data. Estimate vector autoregressive models, impulse response functions, and forecast error variance decompositions.

Qualitative Forecasting Methods, Quantitative and qualitative forecasting, Forecast Process, Data Considerations, and Model Selection Trend, seasonal, and cyclical patterns Statistical review Correlograms, Moving Average and Exponential Smoothing Moving average, Holt's and winters' exponential smoothing, Forecasting with Regression Methods Bivariate regression model, Forecasting with simple linear trend, Serial correlation and heteroscedasticity, Applications, Forecasting with Multiple Regression Multiple regression model, Selecting independent variables, Statistical evaluation of multiple regression models, Serial correlation and omitted-variable problem Applications, Time-Series Decomposition Basic time series decomposition model, Depersonalizing and seasonal indices, Time series decomposition forecast Applications,. Box-Jenkins Methodology- ARIMA Philosophy of Box-Jenkins, Moving average models, Autoregressive models, Mixed autoregressive and moving average models, Box-Jenkins identification process, Forecasting seasonal time series, Applications, Stationary and Non-stationary time series data and cointegration, Vector autoregressive

(VAR) models, Impulse response function Forecast error variance decompositions, ARCH and GARCH models

Textbook:

1. J. Holton Wilson and Barry Keating. **Business Forecasting, *Sixth Edition*** (McGraw-Hill/Irwin, 2009) ISBN 978-0073373645

F-415: BUSINESS ETHICS

Learning Objective: To help students develop a sound knowledge of code of ethics and standard of professional conduct.

Learning Outcome: Upon completion of this course students will be able to

- Understand the key code of ethics in business transaction
- Understand the Standard of Professional Conduct in dealing with different stakeholders of the organization
- Apply the code of ethics and standard of professional conduct in different professional dealings.

The course contents teaches students on code of ethics: Act with integrity, competence, diligence, respect and in an ethical manner with the public, clients, prospective clients, employers, employees, colleagues in the investment profession, and other participants in the global capital markets, Place the integrity of the investment profession and the interests of clients above their own personal interests, Use reasonable care and exercise independent professional judgment when conducting investment analysis, making investment recommendations, taking investment actions, and engaging in other professional activities, Practice and encourage others to practice in a professional and ethical manner that will reflect credit on themselves and the profession, Promote the integrity and viability of the global capital markets for the ultimate benefit of society, Maintain and improve their professional competence and strive to maintain and improve the competence of other investment professionals. The course also teaches on standard of professional conduct: Professionalism, Integrity to Capital Market, Duties to Clients, Duties to Employers, Conduct during Investment Analysis, Recommendation and Actions, and Conflict of Interest.

Text

1. Finance Ethics: critical issues in theory and practice by John Raymond Boatright, 2010
2. CFA Official handbook for Code of Ethics and Standards of Professional Standard, 2018