

Dhaka University

Affiliated 7 Colleges

Syllabus for Four Years' BBA Honours Course

Subject: Accounting

Effective from the Session: 2017-2018

Dhaka University/ 7 Colleges /Subject: Accounting
Syllabus for Four Years' BBA Honours Course
Effective from the Session: 2017-2018
Year-wise Papers and marks distribution

Brief summary of Faculty (FBS) rules for Affiliated 7 Colleges:

(i) Year-wise Papers and marks distribution

Year	First Year	Second Year	Third Year	Fourth Year	Total
Courses	7 courses	7 courses	7 courses	7 courses	7 x 4 = 28
Credits	7 x 4 = 28	7 x 4 = 28	7 x 4 = 28	7 x 4 = 28	[28 (x 4)] =112
Marks	7 x 100 = 700	7 x 100 = 700	7 x 100 = 700	7 x 100 = 700	28 x 100 = 2800
Viva	1	1	1	1	1 x 4 = 4
Project paper & Defence	-	-	-	2 + 2	4
Total					120 credits

(ii) National Grading System is Applicable.

(iii) 80% weight (marks) is for final examination and 20% for a mid-term test.

(iv) Five questions are to be attempted from 8 questions in Final Examination.

Course-Titles:

First Year

- 1001 Principles of Accounting
- 1002 Introduction to Business
- 1003 Principles of Management
- 1004 Principles of Marketing
- 1005 Mathematics for Business Decision
- 1006 Micro Economics
- 1007 History of the Emergence of Independent Bangladesh

Second Year

- 2001 Financial Accounting
- 2002 Business Communication and Report Writing
- 2003 Business Statistics
- 2004 Principles of Finance
- 2005 Taxation – Theory & Practice
- 2006 Macro Economics
- 2007 Computer Concepts and Applications

Third Year

- 3001 Advanced Financial Accounting
- 3002 Audit & Assurance
- 3003 Cost Accounting
- 3004 Corporate Finance and Financial Management
- 3005 Theory and Practice of Banking and Bank Accounting
- 3006 Business & Commercial Laws
- 3007 Research Methodology

Fourth Year

- 4001 Accounting Theory
- 4002 Accounting Information Systems
- 4003 Management Accounting
- 4004 Organizational Behaviour
- 4005 Working Capital Management and Financial Statement Analysis
- 4006 Security Analysis & Portfolio Management
- 4007 Theory and Practice of Insurance and Insurance Accounting

Course Descriptions:

First Year:

Act - 1001: Principles of Accounting

Course Objectives:

This course is designed:

- (i) to develop students' understanding of basic concepts of accounting, accounting process, and the application of the conceptual framework in such process.
- (ii) to develop their abilities to complete the accounting cycle ending with preparation and presentation of financial statements.
- (iii) to equip the students with the knowledge and ability to understand and analyse the information communicated through the Financial Statements.

1. Accounting - The Language of Business: Definition and Scope of Accounting, Its role and Functions, History of Accounting, Purpose and Nature of Accounting Information; Users of Accounting Information; Branches of Accounting- Nature of Business and Accounting.

2. Conceptual Framework for Financial Accounting: FASB Conceptual Frame for Financial Accounting-First Level: Basic Objectives (SFAC-1); Second Level: Qualitative Characteristics of Accounting Information (SFAC-2); Third Level: Operational Guidelines.

3. The Accounting Process: Double-Entry Accounting System (vis-à-vis Incomplete System; Accounting Equation - Effects of Transactions on the Accounting Equation; The Account-Classification of Accounts, Selection of Account titles, Chart of Accounts, Coding-Rules of Debit and Credit, Balancing and Normal Balance, Recording (Bookkeeping) Aspect of Accounting Cycle.

4. Preparation of Voucher: Documentary Evidence and Identification, Analysis, and Recording of Transactions and Other Events; Journalizing-Posting to the Ledger; Preparation of Trial Balance; Limitations of Trial Balance; Errors and their Rectification.

5. The Adjustment Process and Completing the Accounting Process: Key aspects of the Accrual basis of accounting; Adjustments- Adjusted Trial Balance; Preparation of Work Sheet; Closing Entries; Post-Closing Trial Balance; Special Journal Entries – Adjusting, Closing, Opening, Transferring, Rectifying Entries; Reversing Entries.

6. Preparation of Financial Statements: Different Types of Financial Statements used for Financial Reporting.

(a) Income Statement/ Statement of Comprehensive Income, Preparation of Comprehensive Income Statement: Single-step and Multiple-step Income Statement, Common size and Comparative Income Statements.

(b) Balance Sheet / Statement of Financial Position; Common size & Comparative forms, etc.

(c) Owners' Equity Statement.

(d) Statement of Cash Flows.

(e) Notes to Accounts and Accounting Policies.

7. Merchandising Operations and Accounting system: Merchandising Operations and Classifying Inventory; Purchases, Sales, Other Use or Loss and Returns of Merchandise Inventory; Periodic

and Perpetual Inventory Systems and Journal Entries; Preparation of Multiple-Step Income Statement and Classified Balance Sheet for Merchandising Organizations.

8. Accounting Systems and Special Ledgers: Manual and Computerized Accounting Systems and their effectiveness; The Voucher System-General Ledgers and Subsidiary Ledgers: General Ledger Control Accounts and Subsidiary Ledger Individual Accounts; Special Journals: Advantages of Special Journals, Cash Receipts Journal, Sales Journals, Purchase Journal, Cash Payments Journal and General Journal.

9. Accounting for Incomplete Records: Preparation of Financial Statements from Incomplete Records.

10. Accounting for current liabilities:

Account Payable; Notes Payable; Current Maturities of Long-Term Debt; Short-Term Obligation Expected to be Refinanced; Dividends Payable; Customer Advances and Deposits; Unearned Revenues; Sales and Value-Added Taxes Payable; Employee-Related Liabilities.

11. Basic Ideas on Financial Statement Analysis:

Analysis helps to develop accurate information, Ratio analysis – Basic Group of Ratios: Liquidity, Activity, Profitability and Solvency; Cash-flowsanalysis, Horizontal analysis and vertical analysis of comparative financial statements; Preparation and use of common-size financial statements.

Recommended Text Books:

1. Jerry J. Weygandt, Paul D. Kimmel and Donald E. Kieso. Financial Accounting, IFRS Edition (John Wiley & Sons, Inc.).
2. Donald E. Kieso, Jerry J. Weygandt, and Terry D. Warfield. Intermediate Accounting, IFRS Edition (John Wiley & Sons, Inc.).
3. Belverd E. Needles, Marian Powers and Susan V. Crosson. Principles of Accounting (Houghton Mifflin Company).
4. Prof. Shanti Narayan Ghosh et al. Principles of Accounting, Nadi Publications, Dhaka, Bangladesh.
5. Dipak Kumar Biswas. Principles of Accounting, Millennium Publications, Dhaka, Bangladesh.

Act - 1002: Introduction to Business

Course objectives:

This course is designed to:

- (i) provide a basic understanding of the different forms of businesses, industries, and services;
- (ii) explain the nature of business and its environment;
- (iii) discuss various forms of business ownership and the general methods of financing;
- (iv) describe commonly found securities markets;
- (v) explain the common ethical challenges faced by businesses;
- (vi) develop the students' understanding of the governmental policies regulating business and various institutions for furtherance of trade and commerce; and

(vii) demonstrate awareness in global aspects by identifying and analysing international trade issues.

1. Introduction:

Definition of business; History of business: the Colonial Period, the Industrial Revolution, the Age of Industrial Entrepreneurs; the Production Era, the Marketing Era, the Relationship Era; Characteristics and Benefits of Business.

2. Business Developments:

Business and its Ramifications: Industry, Commerce, and Direct Services; Types of Industries: Extractive, Manufacturing, Animal husbandry, and Service Industry; Commerce and its Ramifications: Trade-Banking; Insurance Transportation, Warehousing; Trade: Meaning, and importance; Types of Trade: Wholesale Trade, Retail Trade, Hawking, Store, Departmental Store, Chain Store, Super Market, Commodity Market, Futures, Barter System. History and Importance of Banking; Types of Bank: Central Bank, Commercial Bank, Branch Bank, Unit Bank, Specialized Bank, Investment Bank, Merchant Bank, Offshore Banking, Grameen Bank; Insurance: Importance and Management, Risk Financing Houses, Life Insurance, General Insurance, Re-insurance, Actuarial Valuation; Transportation: Types, Principles of Rate Fixation; Importance of Warehousing; Warehousing Systems: CSD, LSD, SILO, etc.; Different Businesses in Bangladesh.

3. Business Environment and Economic Systems:

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

4. Business Ownership and Forms:

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

5. The Activities of Business:

Major Activities of Business; Financial, Operating and Investing Activities of Business; Operating Activities – Procurement and Supply Chain Management, Operations or Productions or Manufacturing, Technical and IT Support, Marketing and Distribution, Accounting and Control, Administration and Management, Research and Development, etc., Other Routine Activities of Business.

6. The Financial System and Markets:

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

7. Social and Ethical Aspects of Business:

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

8. Governmental Regulation on Business:

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

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

Trade Associations, Chambers of Commerce & Industry: Dhaka Chamber of Commerce & Industry (DCCI), CCCI, SCCI, etc., Federation of Bangladesh Chambers of Commerce and Industry (FBCCI), Metropolitan Chambers of Commerce & Industry (MCCI); Japan-Bangladesh Chambers of Commerce & Industry (JBCCI); BGMEA; BKMEA; etc., Governmental Support Organizations, like, Export Promotion Bureau (EPB); Trading Corporation of Bangladesh (TCB); Board of Investment (BOI); Privatization Board (PB); Bangladesh Small & Cottage Industries Corporation (BSCIC); Bangladesh Development Bank Ltd. (BDBL); Export Processing Zones (EPZs) & BEPZA; Economic Zones (EZs) & BEZA; Exclusive Economic Zones (EEZs), etc.

10. International Business:

Basic Economics of International Trade; Scope, Concepts, and Barriers of International Trade; Reasons for and Against Trade Restrictions; Trade Protection and Free Trade, Attempts Reducing International Trade Barriers; Terms Used in International Trade: Invoice, L/C, Back to Back L/C, FOB, Clearing & Forwarding, etc., International Economic Organizations Fostering Trade: The European Union, European Economic Area, International Trade Agreements like GATT, WTO; NAFTA, CAFTA, ASEAN, The Pacific Rim, CIS, CBI, MERCOSUR, OPEC, OECD, SAFTA, TPP, etc.

Recommended Text Books:

1. Jeff Madura. Introduction to Business (South-Western College Publishing).
2. W. M. Pride, J. R. Hughes and R. J. Kapoor. Foundations of Business (South-Western College Publishing).
3. L. E. Boone and D. L. Kurtz. Contemporary Business (John Wiley & Sons).
4. Attner Straub, Raymond F Attner and Joseph T Straub. Introduction to Business (Wadsworth Publishing Company).
5. Prof. Md. Nazim Uddin Bhuiyan. Introduction to Business & Business Administration, NaSyPeC Publications, Dhaka.

Act - 1003: Principles of Management

Course Objective:

This course is designed:

- (i) to provide basic understanding of the different forms of businesses, industries and services.
- (ii) to give the students a basic understanding of the role and functions of managers, principles, concepts and techniques used by managers.
- (iii) to acquaint students with the complexity and wide variety of issues managers face in day to day business operations.

1. Introduction to Management: Meaning; Scope; Importance; History of Management, Principles; Rules of Management; Is Management Science or Art? Is Management a Profession? Management vs. Administration, Areas of Management, Functions of Management: Planning, Organizing, Staffing, Leading, Motivating and Controlling; Management as a Career; Global Management.

2. Schools of Management: History of Management; Early Contributions to Management; Various Approaches to Management: Taylor's Scientific Management; Functional or Process Approach; Fayol's Principles of Management; Human Relations; Behavioral Science Approach; Quantitative Approach; Systems Approach; Contingency Approach; Other Contemporary Approaches to Management.

3. Planning: Meaning; Importance; Nature; Types; Steps; Factors Affecting Planning; Planning Techniques; Limits of Planning; Making Planning Effective.

4. Organizing: Meaning; Nature; Importance; Span of Management; Departmentation, Authority and Responsibility; Types of Organization at Structure; Delegation of Authority; Departmentalization of Authority; Problems in Organizing.

5. Staffing: Meaning; Purpose; Importance; Recruitment; Selection; Training; Promotion; Developing Managers; Using Manager Inventory Chart.

6. Leading: Meaning; Importance; Ingredients of Leadership; Styles of Leadership; Autocratic; Democratic and Free-reign-Likers' system; Managerial Grid Approach; Theories of Leadership.

7. Motivating: Meaning; Motivation and Motivator; Importance; The Need-want-satisfaction-Chain; Theory of Motivation; McGregor's Theory X and Theory Y; Maslow's Need Hierarchy Theory; Herzberg's Two factor Theory; Vroom's Expectancy Theory; McClelland's Achievement; Motivation Theory; Various Motivation Techniques.

8. Controlling: Meaning, Nature; Importance; Controlling process; Requirements of an Effective Control System; Controlling Techniques.

9. Specialized Areas of Management: Personnel or Human Resource Management (HRM), Strategic and International Management (SIM), Small Business (SBM), Project Management, Marketing Management, Financial Management, etc.

10. Management in Bangladesh: Private and Public Sectors' Managements, Efficiencies and Effectiveness', Public Corporations' Management, etc.

Recommended Text Books:

- 1. Jeff Madura. Introduction to Business (South-Western College Publishing).
- 2. W. M. Pride, J. R. Hughes and R. J. Kapoor. Foundation of Business (South-Western College Publishing).
- 3. L. E. Boone and D.L. Kurtz. Contemporary Business (John Wiley and Sons).
- 4. Harold Koontz and Heinz : Management A global perspective.
- 5. W. Ricky Griffin: Management (Houghton Mifflin Company).
- 6. Richard L. Daft. Management (Thomson South Western).

Act - 1004: Principles of Marketing

Course Objectives:

This course is designed:

- (i) to give an insight into the various aspects of marketing essential for students of accounting.
- (ii) to expose the students of accounting to the concepts, principles, and fundamentals of marketing.

1. Understanding Marketing and the Marketing Process:

- a) Assessing marketing's Critical Role in Organizational Performance: What is marketing; Core Concepts; Marketing Management; Marketing Orientations.
- b) Building customer Satisfaction through Quality, Service and Value: Define Customer Value and Satisfaction; Customer Relationship Management (CRM); Delivering Customer Value & Satisfaction; Attracting & Retaining customers.
- c) Winning Markets through Market Oriented Strategic Planning: Corporate and Division Planning; Business Strategic Planning; The Marketing Process.

2. Analysing Marketing Opportunities:

- a) Scanning the Marketing Environment: Analysing the Macro and Micro Environment; Responding to the Marketing Environment.
- b) Analysing Consumer Markets and Buying Behavior: Model of Consumer Behavior; Characteristics affecting Consumer; Types of Buying Decision Behavior; The buyer Decision Process; The Buyer Decision Process for New Products.

3. Designing a Customer Driven Strategy and Mix:

- a) Market Segmentation: Segmenting Consumer Markets Requirements for Effective Segmentation.
- b) Market Targeting: Evaluating Market segments; Selecting Target Market Segments.
- c) Differentiating and Positioning the Market Offering: Tools for Competitive Differentiation; Developing a Positioning Strategy; Communicating the Chosen Position.
- d) Building Customer Value: Products, Services and Brands: Products, Services and Experiences: Levels of a Product; Product Classifications; Individual Product and Service Decisions; Product Line Decisions; Product Mix Decisions; Brands: Brand Equity; Building Strong Brands; Managing Brands.
- e) Services Marketing: Nature and Characteristics of Services and Their Marketing Implications; Marketing Strategies for Service Firms.
- f) Developing New Products: Process of New Product Development.
- g) Managing Life Cycle Strategies: The product life cycle (PLC); Marketing Strategies throughout the PLC.
- h) Capturing Customer Value: Pricing and its Strategies: What is Price; Factors to Consider when Setting Prices; Pricing Approaches; New Product Pricing Strategies; Product Mix Pricing Strategies; Price Adjustment Pricing Strategies; Initiating & responding to Price Changes.

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

j) Managing Retailing and Wholesaling: Retailing- Wholesaling.

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

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

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

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

4. De-Marketing: De-Marketing and its use in reducing use detrimental products.

5. Social Marketing: Social Marketing and its position in Bangladesh.

6. Marketing in Bangladesh: Position Marketing in Bangladesh, Efficiencies of marketing in Bangladesh, Marketing media used in Bangladesh.

7. Sustainable Marketing: Social Responsibility and Ethics; Sustainable Marketing; Social criticisms of marketing; Consumers' actions toward sustainable Marketing; Business actions toward sustainable marketing.

8. International Marketing: The Global Market Place and Global marketing today. Deciding whether to go global. Deciding which markets to enter. Deciding how to enter the market. Deciding on the global marketing program. Deciding on the global marketing organization, MNCs' operations and Marketing.

Recommended Text Books:

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

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

Act - 1005: Mathematics For Business Decision

Course Objectives:

This course is designed:

- (i) to develop understanding of basic concepts & principles of mathematics used in area of business & economics.
- (ii) to equip students of Accounting with mathematical tools used in the analysis of business and accounting problems and develop an understanding of theories and practices of mathematical approach to decision making.
- (iii) to stimulate interest of students in accounting and business regarding implications of mathematics.

1. Number System: Introduction, Prime, Rational and Irrational number, even and odd numbers and their properties, Imaginary and complex numbers, sequence, series, Divergence of a sequence, sigma notation, sum of natural numbers.

2. Indices and Logarithms: Indices, laws of Indices, positive and fractional indices, operation with power functions, Introduction, Laws of operations, use of logarithm tables, Anti-logarithm, exceptional series, logarithm series.

3. Theory of sets: Different types of sets, union, difference intersection, Cartesian products, Venn Diagram, Application business problems.

4. The Straight Lines & Linear Equations: Different forms of Equations-Parallel and perpendicular form of Equation-point of intersection of lines-Interpretation of slope of different business problems and Marginal Concept analysis, Solution of Linear equations, Solution of simultaneous linear equations.

5. Quadratic Equations: Relationship between roots and co-efficient of a quadratic equation, Nature of roots, Solution of quadratic equations, Formation of quadratic equation with given roots, Curve sketching of different linear and nonlinear equations.

6. Permutation and Combinations: Fundamental principles of permutations, permutations of things, all different and things, not all different, repeated and circular permutations. Combinations, relationship between permutation and combinations.

7. Progression: Introduction, Sum of Series in AP and GP, Use of concept of progression to find the present value and future value, Business problem solution.

8. Mathematics of Finance: Introduction, Annuities, Sinking fund, Discount, Compound Interest, Simple Interest, Amortization.

9. Vectors: Introduction to vectors; Types of vectors; properties; Scalar and vector product; Magnitude of a vector; Angle between two vectors.

10. Matrices & Determinants: Introduction, Types of matrices, operation on matrices, Solution of simultaneous linear equation, Introduction, Properties of Determinants, operation determinants, Expansions of determinants, Sarrus diagram and Cramm's rule and use in business, Leontiff input-output model analysis, Application of business problems.

11. Differentiations, Integrations & use in Business: Differentiation of Algebraic functions, transcendental function, definition of transcendental functions-Geometric interpretation of dy/dx and marginal concept analysis, Introduction, Different rules of integration, Indefinite and definite integral, Determination of maxima and minima of different functions using differentiations rules, Business problem solution, Conditions of maxima and minima, Test for maxima and minima, Point of inflexion.

12. Trigonometry: Introduction, Measurement of Angles, Circular Functions, Trigonometric Ratios, Relation between Trigonometric Functions, Trigonometric Functions of standard Angles.

13. Coordinate Geometry of Two Dimensions: Introduction, Cartesian and Polar Co-ordinate systems; Distance between Two Given Points, Identification of Two Dimensional Geometric Figures using Distance Formula, Internal and External Divisions, Locus of a point, Area of Triangle; Quadrilateral, Collinearity of Three points.

Recommended Text Books:

1. Earl K. Bowen. Mathematics with Application in Management & Economics (R. D. Irwin).
2. Robert L. Brown, Steve Kopp and P. Zima. Mathematics for Finance (McGraw Hill Ryerson).
3. D. C. Sancheti and V. K. Kapoor. Business Mathematics (Sultan Chand & sons)
4. Qazi Zameeruddin, Vijay K. Khanna and S. K. Bhambori. Business Mathematics (Vikas Publishing House Pvt. Ltd.).
5. Richard Anderson and Cecil L. Smith. Calculus for Business (The IEP Series in Mathematics).
6. P. N. Arora and P. C. Bogga. Business Mathematics for Commerce and Economics (John Wiley & Sons).
7. Raymond A. Barnett and Michael R. Ziegler, Applied Business Mathematics (Prentice Hall).
8. Hakim, M. A., Dr. Firozzaman and Md. Nazim Uddin Bhuiyan, Business Mathematics – A Practical Approach (NaSyPec Publications).
9. Goutam Kumar Saha. Mathematics for Business Decision, Nadi Publications, Dhaka, Bangladesh.
10. Dipak Kumar Biswas. Mathematics for Business Decision, Millennium Publications, Dhaka, Bangladesh.

Act - 1006: Micro Economics

Course Objectives:

This course is designed:

- (i) to provide students with an understanding of the basic concepts of microeconomics, specifically those related to consumer choice and firm's behavior.
- (ii) to teach students knowledge about the determination of demand, supply and production functions and on how equilibrium is reached in different markets and the incomes distributed among different factors.

1. Basic Concepts and Ideas:

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

2. Demand, Supply and Equilibrium Analysis:

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

3. Market Regulation:

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

4. Elasticity:

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

5. Utility Theory:

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

6. Theory of Production and Cost:

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

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

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

8. Theory of Distribution: Factors of Production and Factor Pricing: Wage, Rent, Interest, Profit-Theories of Factor Pricing: Wage Determination According to Neoclassical Theory.

Recommended Text Books:

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

References:

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

Act - 1007: History of the Emergence of Independent Bangladesh

Course Objectives:

This course is designed:

- (i) to provide students with an understanding of the basic history of Bangladesh;
- (ii) to teach students the cultural, economic and geographical features of Bangladesh.

1. Description of the country and its people:

- a. Introduction to the emergence of Independent Bangladesh.
- b. Geographical features of Bangladesh and their influences.
- c. Ethnic composition.
- d. Language.
- e. Cultural syncretism and religious tolerance.
- f. Distinctive identity of Bangladesh in the context of undivided Bangladesh.

2. Proposal for undivided sovereign Bengal and the partition of the Sub Continent, 1947:

- a. Rise of communalism under the colonial rule, Lahore Resolution 1940.
- b. The proposal of Suhrawardi and Sarat Bose for undivided Bengal: consequences.
- c. The creation of Pakistan 1947.

3. Pakistan - Structure of the state and disparity:

- a. Central and provincial structure.
- b. Influence of Military and Civil bureaucracy.
- c. Economic, social and cultural disparity.

4. Language Movement and quest for Bengali identity:

- a. Misrule by Muslim League and Struggle for democratic politics.
- b. The Language Movement: context and phases.
- c. United front of Haque – Vasani – Suhrawardi: election of 1954, consequences.

5. Military rule - the regimes of Ayub Khan and Yahia Khan (1958-1971):

- a. Definition of military rules and its characteristics.
- b. Ayub Khan's rise to power and characteristics of his rule (Political repression, Basic democracy, Islamisation).
- c. Fall of Ayub Khan and Yahia Khan's rule (Abolition of one unit, universal suffrage, the Legal Framework Order).

6. Rise of nationalism and the Movement for self-determination:

- a. Resistance against cultural aggression and resurgence of Bengali culture.
- b. Sheikh MujiburRahman and the six point movement.
- c. Reactions: Importance and significance.
- d. The Agortola Case 1968.
- e. The mass-upsurge of 1969 and 11 points movement - background, programmed and significance.

8. Election of 1970 and the Declaration of Independence by Bangobondhu:

- a. Election result and centre's refusal to comply.
- b. The non co-operation movement, the 7th March, Address, Operation Searchlight.
- c. Declaration of Independence by Bangobondhu and his arrest.

9. The war of Liberation 1971:

- a. Genocide, repression of women, refugees.
- b. Formation of Bangladesh government and proclamation of Independence.
- c. The spontaneous early resistance and subsequent organized resistance (MuktiFouz, MuktiBahini, guerillas and the frontal warfare).
- d. Publicity Campaign in the war of Liberation
(Shadhin Bangla Betar Kendra, the Campaigns abroad and formation of public opinion).
- e. Contribution of students, women and the masses (Peoples war).
- f. The role of super powers and the Muslim states in the Liberation war.
- g. The Anti-liberation activities of the occupation army, the Peace Committee, Al-Badar, Al-Shams, Rajakars, Pro-Pakistan political parties and Collaborators, killing of the intellectuals.
- h. Trial of Bangabondhu and reaction of the World Community.
- i. The contribution of India in the Liberation War.
- j. Formation of joint command and the Victory.
- k. The overall contribution of Bangabondhu in the Independence struggle.

10. The Bangabondhu Regime 1972-1975:

- a. Homecoming.
- b. Making of the constitution.
- c. Reconstruction of the war ravaged country.
- d. The murder of Bangabondhu and his family and the ideological turn-around.

11. Political, Administrative and Legal Environment of Bangladesh:

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

12. Society and Economic Structure of Bangladesh:

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

Recommended Text Books:

1. Harun-or-Roshid, The Foreshadowing of Bangladesh: Bengal Muslim League and Muslim Politics, 1906-1947, The University Press Limited, Dhaka 2012.
2. RounaqJahan, Pakistan: Failure in National Integration, The UPL, Dhaka 1977.
3. TalukderManiruzzaman, Radical Politics and the Emergence of Bangladesh, Mowla, Brothers, Dhaka 2003.

SECOND YEAR

Act - 2001: Financial Accounting

Course Objectives:

This course is designed:

- (i) to provide students with an understanding of the basic issues of Financial Accounting;
- (ii) to provide students with an understanding of the basic policies of Accounting;
- (iii) to teach students the special issues of Accounting.

A. Accounting Recognition:

1. Revenue and Expense Recognition and Measurement:

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

B. Accounting for Current Assets:

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

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

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

C. Accounting for Liabilities:

5. Liabilities-Current:

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

6. Provisions, Contingent liabilities and Contingent Assets:

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

7. Liabilities-Long term (Bonds):

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

D. Accounting for Noncurrent Assets:

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

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

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

E. Accounting for Special Assets:

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

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

F. Accounting for Special Business Transactions:

13. Accounting for Royalty: Definition of Royalty; Mining activities, Accounting for Royalty; Dead Rent, Gross Rent, etc.

14. Accounting for Hire-purchase: Definition of Hire-purchase; Accounting for Hire-purchase; etc.

15. Accounting for Instalment Sales: Definition of Instalment Sales; Sales vs. Instalment Sales Accounting for Instalment Sales; etc.

G. Accounting for Policy Changes:

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

Recommended Text Books:

1. Floyd A. Beams, Joseph H. Anthony, Bruce Bettinghaus and Kenneth Smith. Advanced Accounting (Prentice Hall).
2. Donald E. Kieso, Jerry W. Waygandt and Terry D. Warfield. Intermediate Accounting (IFRS Edition) (John Wiley & Sons).
3. Ruth Picker, Ken Leo, Jennie Radford, Keith Alfredson, Paul Pactor and Victoria Wise. Australian Accounting Standards (John Wiley & Sons Australia, Ltd.).
4. Craig Deegan. Australian Financial Accounting (McGraw-Hill Australia).
5. Prof. Shanti Narayan Ghosh et al. Intermediate Accounting, NadiPubli., Dhaka, Bangladesh.
6. IASB, International Financial Reporting Standards.
7. Dipak Kumar Biswas et al. Financial Accounting, Millennium Publication, Dhaka, Bangladesh.

Reference Books:

1. R. E. Baker, V. C. Lembke and T. E. King. Advanced Financial Accounting (McGraw-Hill Irwin).
2. Ken, J. Leo, John Hoggett and John Sweeting. Company Accounting (Wiley & Sons Australia Ltd).

Act - 2002: Business Communication and Report Writing

Course Objectives:

This course is designed:

- (i) to provide students a comprehensive view of communication;
- (ii) to provide students with an understanding of effective internal communications program;
- (iii) to teach students the techniques of preparation of reports on business matters and the art of presenting it.

1. The Basics of Communication:

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

2. The Role of Communication in the Business Organization:

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

3. Principles of Effective Communication:

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

4. Communication Across Cultures:

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

5. Types of Communication:

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

6. Media of Communication:

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

7. Written Communication:

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

(b) Formats for Letter and Memos.

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

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

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

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

8. Fundamentals of Report Writing:

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

9. Oral Communication:

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

10. Audio-Visual Communication:

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

11. Non-Verbal Communication:

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

12. Technology-Enabled Communication:

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

13. Handling of Mail, Filing and Indexing:

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

Recommended Text Books:

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

Reference Books:

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

2. Kitty O. Locker and Stephen KyoKaczmarek. Business Communication-Building Critical Skills (Tata McGraw-Hill).

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

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

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

Act - 2003: Business Statistics

Course Objectives:

This course is designed to:

- (i) develop a general understanding of the basic concepts of statistics and business statistics;
- (ii) apply statistical methods to describe, analyse and interpret data in economics, business and management;
- (iii) give an idea relating to survey design and analysis of survey data in the area of business, economics, finance, and banking.

1. Introduction to Statistics:

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

2. Collection of Data:

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

3. Organization and Presentation of Statistical Data:

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

4. Measures of Central Tendency:

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

5. Measures of Dispersion:

Concept of Dispersion; Absolute Measures of Dispersion: Range, Quartile Deviation, Mean Deviation, Standard Deviation; Relative Measures of Dispersion: Coefficient of Variation, Coefficient of Mean Deviation Coefficient of Quartile Deviation, Coefficient of Range, Tchebysheff's Theorem.

6. Measures of Moments, Skewness and Kurtosis:

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

7. Correlation Analysis:

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

8. Regression Analysis:

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

9. Probability Theory:

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

10. Sampling and Socio-Economic Surveys:

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

11. Index Number:

Definition of Index Number; Notations Used in the Construction of Index Numbers; Price, Quantity and Value Relatives; Factors affecting Index Number, Problems Involved in the Construction of an Index Number; Uses of Index Numbers; Methods for Constructing Unweighted Index Numbers; Methods for Constructing Weighted Index Numbers; Tests for Consistency of Index Numbers; Cost of Living Index Numbers; Different Steps Involved in the Construction of Cost of Living Index Numbers; Methods of Constructing Cost of Living Index Numbers; Uses of Cost of Living Index Numbers; Chain Base Index Numbers: Link Relatives, Important Properties of Index Numbers; Application of Numerical Problems.

12. Business Forecasting and Time Series Analysis:

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

13. Interpolation and Extrapolation:

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

14. Statistical Quality Control:

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

15. Official Statistics of Bangladesh:

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

Recommended Text Books:

1. Richard I. Levin and David S. Rubin. Statistics for Management (Prentice Hall).
2. James T. McClave & P. George Berenson. Statistics for Business & Economics (Prentice Hall).
3. S. P. Gupta and M. P. Gupta. Business Statistics (Sultan Chand & Sons).
4. Prof. Nipul Kanti Bala et al. Business Statistics, Nadi Publications, Dhaka, Bangladesh.
5. Dipak Kumar Biswas et al. Business Statistics, Millennium Publications, Dhaka, Bangladesh.

Reference Books:

1. Edwin Mansfield. Statistics for Business and Economics (W. W. Norton & Company).
2. R. Mason and D. Lind. Statistical Techniques in Business and Economics (McGraw-Hill).
3. S. P. Gupta. Statistical Methods (Sultan Chand & Sons).

Act - 2004: Principles of Finance

Course Objectives:

This course is designed:

- (i) to provide students with a sound theoretical knowledge on principles and practices of business finance,
- (ii) to teach students the techniques of use of finance.

1. Introduction:

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

2. Financial Environment:

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

3. Concepts in Valuation:

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

4. Concepts of Return and Risk:

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

5. Introduction to Security Valuation:

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

6. Cost of Capital:

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

7. Financing Decision - Sources of Financing and Instruments Used Therein:

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

8. Investment Decision – Considerable Factors and Methods:

Considerable Factors in investment decision or Capital Budgeting; Ways of evaluating investment proposal or Project Appraisal, Methods used for Capital Budgeting, etc.

9. Dividend Decision – Considerable Factors and Methods:

Considerable Factors in Dividend Decision or Redistribution Decision; Ways of Dividend Payment, Payout or Retention ratios, etc.

10. Financial institutions:

Functions and performances of financial institutions in Bangladesh and in the world.

Recommended Text Books:

1. J. F. Weston and E. F. Brigham. Essentials of Managerial Finance (Thomson South-Western).
2. Eugene F. Brigham and Joel F. Houston. Fundamentals of Financial Management (Thomson South-Western).
3. James Van Horne & John M. Wachowicz, Jr. Fundamentals of Financial Management (Prentice Hall).
4. Prof. Nipul Kanti Bala et al. Principles of Finance, Nadi Publications, Dhaka, Bangladesh.
5. Prof. Md. Nazim Uddin Bhuiyan et al. Principles of Finance, NaSyPeC Publications, Dhaka.

Act - 2005: Taxation – Theory & Practice

Course Objectives:

This course is designed:

- (i) to give ideas about concepts and principles of public finance and taxation;
- (ii) Part A deals with budget, revenue and expenditure and basic concepts of taxation.
- (iii) Part B focuses on issues that relate to computation of income tax for individuals, partnerships, and companies.
- (iv) Part C covers VAT, Customs duties, Gift tax, and Property related tax such as Wealth tax and Capital gain tax.

Part-A: Principles of Public Finance (20%)

1. Introduction:

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

2. Public Revenue

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

3. Classification and Choice of Taxes:

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

4. Tax Burden:

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

5. Impact and Incidence of Taxes:

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

6. Effects of Taxes:

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

7. Public Expenditure:

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

8. The Public Budget and Fiscal Policy:

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

Part-B: Income Tax Law in Bangladesh (60%)

(a) Personal Income Tax

1. Introduction to Bangladesh Income Tax:

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

2. Administration and Tribunal:

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

3. Heads of Income and Classification of Income:

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

4. Computation of Head-wise Income:

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

5. Exemptions, Allowances, and Tax Holidays:

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

6. Payment of Tax before Assessment:

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

7. Return of Income and Statements:

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

8. Assessments:

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

9. Assessment of Individuals:

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

(b) Business Income (Profit) Tax

(i) Adjustment of business income for tax computation, admissible expenses, etc.

(ii) Assessment of Partnership Firms:

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

(c) Corporate Income (Profit) Tax

(i) Income-characteristics of Companies:

Definition of Company and Types of Companies; Computation of Total Income and Tax Payable; Tax Rebate on Higher Productivity; Higher Dividend; CSR (Corporate Social Responsibility) and others; Procedure of Assessment; Assessment of Banks and other Financial Institutions; Liability of Directors for Unrecoverable Tax of Private Companies; Liability of Liquidators for Tax of Private Companies under Liquidation; Liability to Tax in case of Shipping and Air Transport Business of Non-residents.

(ii) Assessment of Companies:

Adjustment of corporate income for tax computation, admissible expenses, corporate tax rate for manufacturing, banking and other types of corporations, etc.

(iii) Set-off and Carry-Forward of Corporate Business Losses:

Provisions on Set-off of Losses in the Year of First Incurrence and its Procedure; Carry-forward and Set-off of Losses under specific Heads: Business Loss, Loss in Speculation Business, Loss under the Head Capital Gains, Loss under the Head Agricultural Income; Carry-forward of Loss of Firm and Partner; Carry-forward of Loss of Succeeded Business or Profession; Carry-forward of Loss of Unabsorbed Depreciation; Carry-forward of Loss of Tax Holiday Units.

(iv) Tax Planning Aspects:

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

Part-C: Other Tax Laws in Bangladesh (20%)

1. Value Added Tax (VAT):

Introduction; Statutory Definitions as per the VAT Act; Evolution and Economic Rationality of VAT; VAT Registration; Imposition of VAT; Application of Tax Rate; Determination of Cost for Calculation of VAT; Method and Time of Payment of VAT; Books and Documents Required to be Maintained for VAT Purpose; Truncated Value (Truncated Rate of VAT, VAT on certain services on Estimated Value Addition); VAT Deduction/Collection at Sources; VAT Authorities.

Turnover Tax: Concept of Turnover Tax; Enlistment for Turnover Tax; Payment of Turnover Tax; Books and Documents to be Maintained for Turnover Tax; Penalty for False Declaration for Turnover Tax; Differences between VAT and Turnover Tax; Input Tax; Supplementary Duty; Consequences of Non-compliance; VAT Administration; Appointment; Delegation of Authorities and Powers; Appeal; Revisions and Recovery of Claims.

2. Property-related Tax:

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

3. Customs Duty:

Nature; Scope and Importance; Goods Dutiable; Goods Prohibited; Various Duties under the Customs Act; Rates of Duties; Tax Points and Valuation Bases for Customs Duty; Duty-Drawback and Exemptions; Pre-Shipment Inspection Agencies; Assessment; Penalties and Offences; Schedules.

4. Excise Duty:

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

5. Gift Tax:

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

6. Other Taxes and Duties:

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

Text book.

1. H. L. Bhatia. Public Finance (Vikas Publishing House Pvt. Ltd.).
2. R. A. Musgrave and P. B. Musgrave. Public Finance in Theory and Practice (McGraw-Hill Book Company).
3. Dhiman Chowdhury. Advanced Issues in Taxation: Theory and Practice; Dhaka: Grantha Kutir, 2018.
4. Prof. Mamtaz Uddin Ahmed et al. Taxation in Bangladesh.
5. Dipak Kumar Biswas. Business Taxation, Millennium Publications, Dhaka, Bangladesh.

Reference Books:

1. The Income Tax Ordinance 1984 and the Income Tax Rules 1984 (updated).
2. Summary of Taxation Rules in Bangladesh (MCCI, Dhaka).
3. Related Acts on Taxes:
(i) Customs Act 1969. (ii) Value Added Tax Act and Rules 1991.
(iii) Excise and Salt Act 1944. (iv) Gift-Tax Act 1990.
(v) Narcotics Control Act 1990. (vi) Motor Vehicles Tax Act 1932.
(vii) Land Development Tax Ordinance 1976. (viii) Stamp Act 1899. (ix) Finance Acts.

Act - 2006: Macro Economics

Course Objectives:

This course is designed:

- (i) to give students a background of basic macro-economic theories, concepts and indicators and their relevance to different policy actions.
- (ii) to provide students the tools to analyse how macroeconomic indicators like national income, consumption, savings and investments are determined and how macro policies such as fiscal, financial and trade policies are related to economic management.

1. Introduction to Macroeconomics:

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

2. National Income:

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

3. Theory of Money:

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

4. Monetary Policy:

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

5. Unemployment:

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

6. Business Cycle Theory:

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

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

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

8. The Open Economy:

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

9. The Socialistic or Planned Economy:

Close or Socialistic Economy or Mixed or Planned Economy, Communistic Economic Policies, etc. Former Russian (USSR), Chinese, Cuban, or Vietnamese Economy.

10. Macroeconomic characteristics of Bangladesh Economy:

Foreign currency reserves and other macroeconomic variables of Bangladesh Economy; GDP position of Bangladesh Economy.

Recommended Text Book:

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

References Books:

1. P. Samuelson and W. Nordhaus. Economics (McGraw-Hill/Irwin).
2. Rudiger Dornbusch, Stanley Fischer and Richard Startz. Macroeconomics (McGraw-Hill/Irwin).
3. Olivier Blanchard. Macroeconomics (Prentice Hall).
4. Edward Shapiro. Macroeconomic Analysis (Thomson Learning).

Act - 2007: Computer Concepts and Applications

Course Objectives:

This course is designed:

- (i) to introduce the basic concepts of computer and information systems.
- (ii) to orient to the students with operating systems and most commonly used office software.
- (iii) to teach students the fundamental concepts, theories, practices, and management of information system in organizations.

1. Introduction:

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

2. Fundamentals of Computer Hardware:

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

3. Introduction to System Software and Application Software:

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

4. Introduction to Database Management System (DBMS):

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

5. Computer Network:

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

6. Internet and Ecommerce:

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

7. Information System in Business:

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

8. Managing IT:

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

9. Practice of Computing

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

10. Concept and Use of Programming:

Orientation and use of Programming, Different ways of Programming, Programming Languages.

Recommended Text Books:

1. Sarah E. Hutchinson and Stacey C. Sawyer. Computer & Information Systems (Irwin).
2. Kenneth C. Laudon and Jane P. Laudon. Management Information Systems: Managing the Digital Firm (Pearson Education).

Reference Books:

1. G. J. Bologna and A. M. Anthony. The Accountant's Handbook of Information Technology (John Wiley & Sons, Inc.).
2. A. S. Hollander, E. L. Deena and J. O. Cherrington. Accounting, Information Technology and Business Solutions (McGraw-Hill/Irwin).
3. G. N. Smith. Excel Applications for Accounting Principles (South-Western College Publishing).
4. James A. O'Brien. Management Information Systems: Managing Information Technology in the E-Business Enterprise (McGraw-Hill).

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THIRD YEAR

Act - 3001: Advanced Financial Accounting

Course Objectives:

The objectives of this course are:

- (i) to introduce Partnership Accounting to students;
- (ii) to give idea about issues of Corporate Accounting;
- (iii) to give idea about advanced issues of Corporate Accounting;
- (iv) to give elementary knowledge about Double Accounting, Insolvency Accounting, etc.

1. Accounting for Partnership:

- (a) Partnership Business and its Characteristics; Preparing Partnership accounts; Form and Contents of Financial Statements.
- (b) Allocation of Earnings Among Partners – Treatment of Salaries – Interest on Capital – Drawings & Loans of Partners – Preparation of Financial statements.
- (c) Admission of a Partner – Sale of a partnership interest – Investment of an existing partnership – Treatment of Goodwill – Revaluation of assets – Preparation of Balance Sheet after admission.
- (d) Retirement and Death of a Partner: Determining and payment of the amount due, Treatment of Goodwill – Admission-cum-Retirement – Accounting treatment for death of a partner.
- e) Dissolution of a Partnership firm – Accounting treatment of Gain on Realization, Loss on realization - in 'No capital deficiencies', & in 'capital deficiencies'; Piecemeal Distribution.

2. Accounting for Joint Venture:

Joint Venture Business and its Characteristics; Preparing accounts for Joint Venture.

3. Accounting for Consignment Business:

Consignment Business and its Characteristics; Preparing accounts for Consignment.

4. Accounting for Owner's Equity /Corporate Capital Collection:

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

5. Preparation of Complete Set of Corporate Financial Statements:

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

6. Ideas on Accounting for Operating Segments (Branch and Departments).

7. Accounting for an Entity's Interests in Other Entities—An Introductory Idea:

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

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

(i) Group Accounts–Basic Principles: Context for Group Accounts; Single Entity Concept; Control and Ownership; Nature of Business Combinations (/ Amalgamation and Absorption); Identifying the Acquirer; Measuring the Cost of a Business Combination; Allocating the Cost of Business Combination; Goodwill Calculation; Minority Interest; Disclosure Requirements, etc.

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

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

8. Accounting for Public Sector: Double Accounts, accounting for public sector corporations.

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

Recommended Text Books:

1. Floyd A. Beams, Joseph H. Anthony, Bruce Bettinghaus and Kenneth Smith. Advanced Accounting (Prentice Hall).
2. Donald E. Kieso, Jerry W. Weygandt and Terry D. Warfield. Intermediate Accounting (IFRS Edition) (John Wiley & Sons).
3. Ruth Picker, Ken Leo, Jennie Radford, Keith Alfredson, Paul Pactor and Victoria Wise. Australian Accounting Standards (John Wiley & Sons Australia, Ltd.).
4. Craig Deegan. Australian Financial Accounting (McGraw-Hill Australia).
5. IASB, International Financial Reporting Standards.

References:

1. R. E. Baker, V. C. Lembke and T. E. King. Advanced Financial Accounting (McGraw-Hill Irwin).
2. Ken J. Leo, John Hoggett and John Sweeting. Company Accounting (Wiley & Sons Australia Ltd).
3. Prof. Shanti Narayan Ghosh et al. Advanced Accounting-I, Nadi Publications, Dhaka, Bangladesh.
4. Prof. Shanti Narayan Ghosh et al. Advanced Accounting-II, Nadi Publications, Dhaka, Bangladesh.

Act - 3002 : Audit and Assurance

Course Objectives:

The objectives of this course are:

- (i) to introduce the concept of auditing and assurance services as a demand driven discipline necessitated by the economic imperative and guided by social justification.
- (ii) to give an idea use and process of Public Accounting, etc.

1. Introduction to Auditing:

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

the Assurance Function; Structure of Assurance Standards and Pronouncements; the Personal Qualities of an Assurance Provider.

2. Accounting Profession, Professional Ethics and Rules of Professional Conduct:

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

3. Regulatory Framework for Auditing or Accounting Profession:

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

4. Basic Auditing Concepts and Corporate Business Activity:

The Need for Corporate Audit Theory; Corporate Audit Theory and Audit Issues; Corporate Auditing Concepts; the Corporate Accounting Process and the Auditor; Reality

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

5. The Elements of Auditing:

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

6. The Auditor and Errors & Fraud:

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

7. Understanding the Client and General Audit Planning:

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

8. Understanding Internal Control and Assessing Control Risk:

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

9. The True and Fair View:

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

10. Auditing Standards and Guidelines:

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

Recommended Text Books:

1. A. Arens and J. K. Loebbecke. Auditing: An Integrated Approach (Prentice Hall).
2. D. R. Carmichael, J. J. Willingham; C. A. Schaller. Auditing Concepts & Methods (McGraw-Hill).
3. Grant Gay and R. Simnet. Auditing and Assurance Services (McGraw-Hill Irwin).
4. Iain Gray and S. Manson. The Audit Process (Chapman & Hall).
5. T. Lee. Corporate Audit Theory (Chapman & Hall).
6. A. H. Millichamp. Auditing (DP Publications).
7. C. Robertson. Auditing (Irwin).
8. E. Woolf. Auditing Today (Prentice Hall).
9. Shah Alam & Kazi Zahidul Haque. Auditing. The Angel Publications. Dhaka.

Act - 3003: Cost Accounting

Course Objectives:

The objectives of this course are:

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

1. Introduction:

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

2. Cost Accounting as a Discipline:

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

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

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

4. Costing and Control of Materials:

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

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

5. Costing and Control of Labor:

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

6. Costing, Allocation, Planning and Control of Manufacturing Overhead:

Definition; Classification of Overheads; Actual and Predetermined Factory Overhead; Actual vs. Normal Costing; Predetermined Overhead Rates; Departmental vs. Plant Wide Overhead Rates; Production Capacity; Analysis and Disposition of Under Applied and Over Applied Overhead; Spending and Idle Capacity Variance; Allocation of Service Department Cost; Need for Cost Allocation; Guidelines for Cost Allocation; Cost Allocation Methods: Direct Method, Step Method, Reciprocal Method, Single and Dual Rate Methods.

7. Job Order and Batch Costing:

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

8. Process Costing:

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

9. Cost Allocation: Joint Products and By-Products:

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

10. Standard Costing and Variance Analysis:

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

11. Service Costing (Operational Costing):

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

12. Variable Costing and Absorption Costing:

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

13. Accounting for a Construction Company (Contract Costing):

Basic Features; Costing Procedure: Materials, Labor, Overhead; Contract Account, Profit/Loss on Incomplete Contracts; Escalation Clause; IAS 11: Construction Contracts: Combining and

Segmenting Construction Contracts; Contract Revenue; Contract Costs; Recognition of Contract Revenue and Expenses; Recognition of Expected Losses; Changes in Estimates; Disclosure.

14. Quality Costing:

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

15. Integral Accounting System:

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

Recommended Text Books:

1. Milton F. Usry and Lawrence H. Hammer. Cost Accounting: Planning & Control (South - Western Publishing Co.).
2. C. T. Horngren, G. Foster and S. M. Datar. Cost Accounting: A Managerial Emphasis (Prentice Hall).

References:

1. J. T. Barfield, C. A. Raiborn and M. R. Kinney. Cost Accounting: Traditions and Innovations (South-Western Publishing Co.).
2. D. R. Hansen and M. M. Mowen. Cost Management: Accounting & Control (South-Western Publishing Co.).
3. S. P. Iyengar. Cost Accounting: Principles and Practice (Sultan Chand & Sons).
4. Jawahar Lal. Cost Accounting (Tata McGraw-Hill).
5. Ralph S. Polimeni, Frank J. Fabozzi and Arthur H. Adelberg.
Cost Accounting: Concepts and Applications for Managerial Decision Making (McGraw-Hill Inc.).
6. Prof. Shanti Narayan Ghosh et al. Cost Accounting, Nadi Publications, Dhaka, Bangladesh.

Act - 3004: Corporate Finance & Financial Management

Course Objectives:

The objectives of this course are:

- (i) to make the students conversant with capital budgeting/investment decisions;
- (ii) to provide students with sound theoretical and practical knowledge on capital structure theories, dividend policies, and the concept of financial derivatives; and
- (iii) to give the students sound idea about financial management in an international perspective.

1. Introduction:

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

2. Financial Planning and Growth:

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

3. Making Capital Investment Decision:

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

4. Risk Analysis, Real Options and Capital Budgeting:

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

5. Capital Structure Theory & Policy:

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

6. Dividend Policy and Other Payouts:

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

7. Valuation and Capital Budgeting for the Levered Firm:

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

8. Corporate Restructuring and Financial Distress:

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

9. International Financial Management:

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

Recommended Text Books:

1. Stephen A. Ross, Randolph Westerfield and Jeffrey Jaffe. Corporate Finance (McGraw-Hill).
2. Richard A. Brealey and Stewart C. Myers. Principle of Corporate Finance (McGraw-Hill).
3. Prof. Shanti Narayan Ghosh et al. Financial Management, Nadi Publications, Dhaka, Bangladesh.
4. Md. NazimUddinBhuiyan&Shabbir Ahmad. Corporate Finance and Financial Management, NaSyPeC Publications, Dhaka.

Act - 3005: Theory and Practice of Banking and Bank Accounting

Course Objectives:

The objectives of this course are:

- (i) to make the students conversant with Theory and Concepts of Banking;
- (ii) to provide students with sound practical knowledge on Practice of Banking;
- (iii) to give the students sound idea about Bank Accounting.

1. Evolution, Importance and Classification of Banks:

Bank and Banking- Evolution of Bank and Banking Institutions; Importance of Banking; Classification of Banks-Commercial banks-Investment banks-Industrial banks- Exchange banks- Co-operative banks- Land Mortgage banks- Savings banks- Branch Banking versus Mixed banking; Central Bank and its activities.

2. Theories of Commercial Banking:

Doctrine of Real Bills- The Shiftability Theory – the Anticipated Income Theory.

3. Functions of Commercial Banks and the Services rendered:

Current deposits- Saving Deposits- Fixed deposits- Agency Service – Agency Service – general ability service- Overseas trading services-Information and other services-Bank and Economic Development.

4. General Structure and Methods of Commercial Banking:

Certain sound commercial banking principles – Employment of fund by commercial bankers, Carrying assets of a bank, self-liquidating paper theory versus Anticipated income theory.

5. Credit Management Policies:

Demand deposits as money-Primary and derivative deposits – The process of multiple credit expansion: Monopoly bank, The banking system as a whole – Practical limits of deposit expansion. Do banks really create credit? Recent theoretical development.

6. Banking Structure and Bank Management:

Introduction-Group Banking and Chain Banking; Unit Banking and Branch Banking; Investment Banking and Mixed Banking, Merchant Banking structure in Bangladesh- Development, Commercial and Specialised banks. Bank Management - Bank Management in Bangladesh in the Public and Private sectors.

7. Management of Bank Portfolio:

Investment analysis- Fund management- Banks Profitability Analysis- Competition among Banks.

8. Central Banking Theory:

Nature and functions: Characteristics of a Central Bank. Nature of Central Banking, Comparison between central banking and commercial banking.Growth of Growth of central banking.Functions of a central bank. The Clearing House System for inter-bank transactions. The Universal Necessity of Central Bank.

9. Credit Control by Central Bank:

Credit control and its significance, Methods of General credit control – Quantitative and Qualitative methods; Quantitative Methods - Bank rate, Reserve ratio, Open Market Operation

(OMO); Qualitative Methods – Rationing of credit, Regulation of consumer's credit, Direct action, Publicity, Moral persuasion, Change of Margin Requirement of Letter of Credit, etc.; Effectiveness of the methods.

10. Bank Accounting:

Provisions of Bank Companies Act, 1991 relating to Accounts and Audit-Book-Keeping: Principal and subsidiary Books-Ledgers: General and Subsidiary- Internal Control and Check-Designing a system of Accounting for a Bank-Important items of Balance Sheet-Full Particulars of Book Debts-Auditors Reports- prescribed Forms of profit & loss Account and Balance sheet of a Bank-Financial powers of the managing Director & Directors – Reserve Fund and Cash Reserve – Restrictions on loans and Advances – Maintenance of Liquid Assets – assets and Liabilities of Banks in Bangladesh – Reporting and Financial Statements of Banks – Specimen of the statement of the Statement of Assets & Liabilities; IAS –30.

Recommended Text Books:

1. Shekhar Banking Theory and Practice;
2. Radhaswami A Textbook on Banking (Law, Practice and Theory);
3. Sethi Money, Banking and International Trade;
4. Cross, H. D. & G. H. Hempt Management Policies for Commercial Banks;
5. Robinson, Ronald I. The Management of Bank Funds;
6. Khan, Md. Muinuddin Advanced Accounting- Vol. II.

Act - 3006: Business and Commercial Laws

Course objectives:

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

1. The Contract Act, 1872:

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

2. The Sale of Goods Act, 1930:

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

3. The Negotiable Instruments Act, 1881:

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

4. The Arbitration Act, 2001:

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

5. The Trade Marks Act, 2009:

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

6. The Competition Act, 2012:

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

7. The Partnership Act, 1932:

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

8. The Bangladesh Labor Act, 2006:

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

9. The Bank Company Act, 1991:

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

10. The Insurance Act, 2010:

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

11. The Financial Institutions Act, 1993:

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

12. The Securities and Exchange Commission Ordinance, 1969:

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

13. The Securities and Exchange Rules, 1987:

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

14. The Exchanges Demutualisation Act, 2013:

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

Recommended Text Books:

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

References:

Arbitration Act, 2001
Bankruptcy Act, 1997
Bangladesh Labor Act, 2006
The Bank Companies Act, 1991
Contract Act, 1872
Financial Institutions Act 1993
Insurance Act, 2010
Negotiable Instruments Act, 1881
Partnership Act, 1932
Sale of Goods Act, 1930
Stamp Act, 1899
Securities and Exchange Commission Ordinance, 1969
Securities and Exchange Rules, 1987
Trade Marks Act, 2009
Exchanges Demutualisation Act, 2013
<http://bdlaws.minlaw.gov.bd/>

Act - 3007: Research Methodology

Course Objectives:

This course is designed to achieve the following objectives:

- (i) to build the foundation of scientific thinking;
- (ii) to understand the framework of the business research process;
- (iii) to develop an understanding of research design and techniques;
- (iv) to conduct basic qualitative and quantitative research; and
- (v) to equip the students for scholarly writing and evaluate the report.

1. The Role of Business Research:

Definition of Business Research; Nature of Business Research; Basic and Applied Business Research; the Scientific Method; Managerial Value of Business Research; Identifying Problems and Opportunities; Selecting and Implementing a Course of Action; Evaluating the Course of Action.

2. Theory Building:

Theory Building; Definition of Theory; Goals of Theory; Research Concepts, Constructs, Propositions, Variables, and Hypotheses; Tactical Value of Theories; Deductive and Inductive Reasoning.

3. The Business Research Process: An Overview:

Decision Making in Certainty; Uncertainty and Ambiguity; Types of Business Research: Descriptive, Exploratory, and Casual Research; Stages in the Research Process; Alternatives in the Research Process; Defining the Research Objectives; Sampling; Gathering Data; Processing and Analysing Data; Drawing Conclusion and Preparing a Report.

4. Organizational and Ethical Issues in Business Research:

Sources of Conflict between Management and Researchers; Ethical issues in Business Research; General Rights and Obligations of Concerned Parties; Rights and Obligations of the Researcher to Participant; Rights and Obligations of the Client; Sponsor Privacy.

5. Problem Definition: The Foundation of Business Research:

Importance of Starting with a Good Research Problem; Definition of Research Problem; Selecting the Problem; Techniques in Defining a Problem; the Research Proposal; Types of Research Proposal; Contents of Research Proposal.

6. Research Design:

Meaning of Research Design; Need for Research Design; Features of a Good Design; Concepts relating to Research Design.

7. Qualitative and Quantitative Research:

Definition of Qualitative Research; Uses of Qualitative Research; Qualitative vs. Quantitative Research; Contrasting Qualitative and Quantitative Methods; Contrasting Exploratory and Confirmatory Research; Categories of Qualitative Research.

8. Overview of Research Methods:

Survey Research: Advantages, Potential Errors, Classifying Survey Research Methods; Observation Methods: Observation in Business Research, Observation of Human Behaviour, Complementary Evidence, Direct Observation, Ethical Issues in the Observation of Humans; Experimental Research: Creating an Experiment, Designing an Experiment to Minimize Experimental Error, Classification of Experimental Design, Ethical Issues in Experimentation, Practical Experimental Design Issues; Secondary Data Research: Advantages and Disadvantages, Objective for Secondary Data Research Design, Internal and External Sources of Secondary Data.

9. Measurement and Scaling Techniques:

Concepts; Operational Definitions; Levels of Scale Measurement; Criteria for Good Measurement; Importance of Measuring Attitudes; Techniques for Measuring Attitudes; Attitude Rating Scales: Simple Attitude Scales and Category Scales; Method of Summated Ratings: the Likert Scale, Semantic Differential; Measuring Behavioral Intention; Behavioral Differential, Ranking, Paired Comparisons and Sorting.

10. Questionnaire Design:

Questionnaire Quality and Design: Basic Considerations, Questionnaire Relevancy, Questionnaire Accuracy, Wording Questions, Guidelines for Constructing Questions.

11. Sampling Design:

Census and Sample Survey; Process of Identifying a Target Population and Selecting a Sampling Frame; Sampling Techniques: Probability Sampling, Non-Probability Sampling; Categories of Probability and Non-Probability Sampling; Comparing Random Sampling and Systematic (non sampling) Errors; Choosing an Appropriate Sample Design; Major Issues in Specifying Sample Size.

12. Field Work:

Role and Job Requirements of Fieldworkers; Skills to Cover when Training Inexperienced Interviewers; Principles of Good Interviewing; Management of Fieldworkers; Minimizing Errors in the Field.

13. Hypothesis Testing and Analysis of Data:

Basic Concepts of Hypothesis Testing; Procedure for Hypotheses Testing; Flow Diagram for Hypotheses Testing; Tests of Hypotheses: t-test, Chi Square Test, Z-Test, F-Test etc.; Editing and Coding: Transforming Raw Data into Information; Basic Data Analysis: Descriptive Statistics, Univariate Statistical Analysis; Bivariate Statistical Analysis: Differences between Two Variables, Measures of Association; Multivariate Statistical Analysis.

14. Interpretation and Report Writing:

Meaning of Interpretation; Why Interpretation; Techniques of Interpretation; Precautions in Interpretation; Significance of Report Writing; Different steps in Writing Report; Layout of the Research Report; Types of Reports; Oral Presentations; Mechanics of Writing Reports; Precautions for Writing a Research Reports.

Recommended Text Books:

1. William G. Zikmund. Business Research Methods (Thomson/South-Western).
2. C. R. Kothari. Research Methodology: Methods and Techniques (New Age Publications).
3. B. N. Gosh. Scientific Method and Social Research (APT Books).
4. Uma Sekaran and Roger Bougie. Methods for Business: A Skill Building Approach (John Wiley & Sons).

References:

1. T .S. Wilkinson and P. L. Bhandarkar. Methodology and Techniques of Social Research (Himalaya Publishing House).
2. Fred N. Kerlinger and Howard B. Lee. Foundations of Behavioral Research (Cengage Learning).
3. C. William Emory and Donald R. Cooper. Business Research Methods (IRWIN).
4. N. K. Malhotra. Marketing Research (Prentice Hall).

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FOURTH YEAR

Act - 4001: Accounting Theory

Course Objectives:

This course is designed to:

- (i) get students familiar with concepts of theory development and theories of accounting policy choice, measurement of economic income and the value relevance of accounting information and with the process of development of accounting and reporting regulations.;
- (ii) help students of accounting to critically examine the connection between accounting theories and the regulatory framework of financial accounting;
- (iii) equip students with the ability to critically evaluate conceptual frameworks for the preparation and presentation of financial statements of both the International Accounting Standard Board (IASB) and the Financial Accounting Standard Board (FASB); and
- (iv) delve into financial disclosure regulations and practices in Bangladesh. The issue of both disclosure adequacy and quality in the corporate annual reports will be highlighted.

1. Introduction to Accounting Theory:

1. Definition of Theory; Importance for Accounting Students to Study Accounting Theory; An Overview of Theories of Accounting: Pragmatic Theories, Normative Theories, Positive Theories; The Fundamental Problem of Financial Accounting Theory; Regulations as a Reaction to the Fundamental Problem.

2. The Theories of Regulation Relevant to Accounting: Theory of Efficient Markets, Agency Theory, Theories of Regulation: Public Interest Theory, Regulatory Captures Theory, Private Interest Theory; How Theories of Regulation Apply to Accounting Practice; Regulatory Framework for Financial Reporting.

3. Conceptual Framework for the Preparation and Presentation of Financial Statements:

a) Conceptual Framework of Accounting and its Importance; Brief Overview of the History of the Development of Conceptual Frameworks.

b) Building Blocks of IASB's Conceptual Framework.

c) Conceptual Framework to Legitimize Standard-Setting Bodies; Normative vs. Positive Approaches and the Development of Conceptual Framework.

4. Theory and Concepts of Measurements in Accounting:

a) Concepts of Measurement; Importance of Measurement; Reliability and Accuracy in Measurement; Issue of Measurements in Accounting; Rationale Behind Double-Entry Accounting; Measurement of Accounting and Economic Income; Accounting Policy and Changes; Earnings Smoothing, Earning Management, Big Bath Accounting vs. Creative Accounting; Fraud in Accounting.

b) Capital Maintenance Concepts and Earnings Measurement; Historical Cost Accounting (HCA) vs. Fair Value Accounting (FVA); Information conveyed by HCA and FVA; Meaning of Price-To-Book Ratio and Price-Earnings Multiple under HCA And FVA; and Fair Valuation and Market Capitalization.

c) Approaches to Fair Value Measurement (Statement of Financial Accounting Standard (SFAS) 157 and IAS 39; Arguments for and against FVA, Pro-Cyclical and FVA.

d) The Present System of Accounting Recognition and Measurement (A Mixed System Involving both HCA and FVA); Measurement of Assets, Liabilities and Owner's Equity; Revenues and Gains: Definition, Recognition, and Measurement; Expenses and Losses: Definition, Recognition and Measurement; Fair Valuation of Non-Current Assets and Intangibles; Problems and Prospects.

5. Accounting and Capital Markets:

a) Efficient Market Hypothesis and Tests of Market Efficiency with respect to Accounting Information; Effects of Earnings Announcements on the Level and Variability of Stock Prices; Association between Accounting Performance Measures and Stock Returns.

b) Earnings Response Coefficients and Value Relevance of Accounting Information; A Brief Review of Models of Equity Valuation; Relationship between Fundamental Value and Earnings and/or Free Cash Flows; Financial Statement Analysis and Prediction of Earnings and Growth in Earnings and hence the Fundamental Value of Equities; Review of Research on Earnings Response Coefficients and on the Value Relevance of Accounting Information.

c) Positive Accounting Theory; Agency Problem between a Firm's Shareholders (Principal) and its Management (Agent); Managerial Incentives and Accounting Numbers; Role of Accounting in Contracts and in the Political Process; Capital Market Effects of Accounting Method Changes and Stock Market Reactions to New Accounting Standards.

6. Financial Disclosure Concepts and Disclosure Regulation in Bangladesh:

a) Financial Disclosure: Costs and Benefits of Disclosure; Arguments for and against Regulation of Financial Disclosure; Mandatory vs. Voluntary Disclosure; Information Needs of Diverse Users; Theories of Financial Disclosures.

b) Financial Reporting Regulations in Bangladesh; A Critical Review of Disclosure Requirements as per the Companies Act, 1994, the Banking Companies Act, 1991; the Securities and Exchange Rules, 1987, Listing Rules of the Stock Exchanges, and International Financial Reporting Standards (IFRSs) as adopted by the Institute of Chartered Accountants of Bangladesh and other Acts and Pronouncements that require Financial Disclosure.

7. Accounting Standards:

a) Perspectives for Setting Accounting Standards; Standards Setting Process; Institutional Structure for Setting Accounting Standards; Role of the IASB to Harmonize Accounting and Reporting Practices across Countries.

b) International Financial Reporting Standards (IFRS) Issued by IASB; First-Time Adoption of International Financial Reporting Standards (IFRS-1).

8. Accounting Standards Adopted in Bangladesh; BASs adopted IASs and renamed by ICAB.

Recommended Text Books:

1. Ahmed RiahiBelkaoui. Accounting Theory (Harcourt).

2. C. Deegan. Financial Accounting Theory (McGraw-Hill Australia Pty Ltd.).
3. J. Godfrey, A. Hodgson, A. Tarca, J. Hamilton and S. Holmes. Accounting Theory (John Wiley & Sons Australia, Ltd.).

References:

- Ball, R., and Brown, P., 1968. An empirical evaluation of accounting income numbers. *Journal of Accounting Research*: 159-177.
- Barker, R., 2001. *Determining value: valuation models and financial statements*, Prentice Hall.
- Beaver, W. 1968. The information content of annual earnings announcements. *Journal of Accounting Research*: 67-92.
- Beaver, W. H., 1998. *Financial Reporting: an accounting revolution*, Third edition, Prentice Hall
- Bernard, V. L., Thomas, J. K., and Abarbanell, J. S (1993) 'How sophisticated is the market in interpreting earnings news' reprinted in *Readings and Notes on Financial Accounting*, (1997) (eds) Zeff, S. A. and Dharan, B. A., 5th edition: 220-234.
- Brown, P., and Howieson, B., 1998. Capital markets research and accounting standard setting. *Accounting & Finance*, 38:5-28.
- Easton, P. D., and Sommers, G. A., 2003. Scale and the Scale Effect in Market-based Accounting Research. *Journal of Business Finance & Accounting*, 30:25-56.
- Geoffrey Whittington, 1996. Accounting Standards: a mixed blessing? In *Essays in accounting thought: a tribute to W T Baxter* edited by I Lapsley, ICAS.
- Geoffrey Whittington, 2005. The adoption of International Accounting Standards in the European Union. *European Accounting Review*, 14(1):127-153.
- Healy, P. M., and Wahlen, J. M., 1999. A review of the earnings management literature and its implications for standard setting. *Accounting Horizons*, 13(4):365-383.
- Ijiri, Yuji, 1975. Theory of accounting measurement. *studies in accounting research* no. 10. American Accounting Association (AAA).
- Schipper, K., and Vincent, L., 2003. Earnings quality. *Accounting Horizons*, 17:97-110.
- Schipper, K., 2005. The introduction of International Accounting Standards in Europe: Implications for international convergence. *European Accounting Review*, 14(1):101-126.
- Kothari, S. P., 2001. Capital markets research in accounting. *Journal of Accounting and Economics*, 31:105-231.
- Lev, B., 1988. Toward a theory of equitable and efficient accounting policy. *The Accounting Review*, LX111(1):1-22.
- Lev, B., and Ohlson, J.A., 1982. Market-based empirical research in accounting: A Review, interpretation, and extension. *Journal of Accounting Research*, 20:249-322.

Act - 4002: Accounting Information Systems

Course Objectives:

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

- (i) to work in a team situation, where they will be able to design accounting information systems;
- (ii) to understand the primary information flows within business environment;
- (iii) to understand various transactions cycles and basic accounting records in computer-based system;
- (iv) to have a basic understanding of ethical issues related to the use of information technology; and
- (v) to recognize the implications of computer technology on the internal control structure.

1. The Information System:

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

2. Introduction to Transaction Processing:

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

3. Documenting AIS:

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

4. Ethics, Fraud and Internal Control:

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

5. Revenue and Expenditure Cycles:

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

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

Data Coding Systems; Financial Reporting Systems; Management Reporting Systems; Threats; Exposures and Control Procedures in the Revenue and Expenditure Cycles.

7. AIS in Management Control:

AIS Characteristics and Criteria for Management Control; AIS Data Support for Management Control; AIS, MIS use Mix in Management Control; Accountants and Management Control Interface; Management Control Decision Using AIS.

8. Strategic Decisions:

DSS; AIS and AI/ES: AIS in Corporate Planning; Decision Support System (DSS); Artificial Intelligence (AI) and Expert Systems Operation and Evaluation.

9. Systems Organizations, Development, and Management:

Approaches to System Development; AIS Development Strategies; System Development Life Cycle (SDLC).

10. Information Technology Strategy:

Enterprise Strategy and Vision; Assessment of Current and Future IT Environment; Financial Statement and Business Implications of Electronic Commerce; IT Strategic Planning; Ongoing Governance and Outcome Monitoring Process; Current Status of IT in Bangladesh.

11. Designing and Implementing Systems:

System Acquisition Methodology; Investigation and Feasibility Study; Requirements Analysis and Initial Design; System Design; Selection; Acquisition and Development; Systems Implementation; System Maintenance and Program Changes; Project Management: Planning, Control Methods and Standards.

12. Evaluating Computer-Based Business Systems:

Planning of System Evaluation; Evaluating the System; Communicating Results of Evaluations and Following Up.

13. Controls and Standards:

Control Environment; System Acquisition Process and Controls; Risk Assessment Processes and Activities; Information System Processing Operations and Controls; Monitoring Processes and Activities; Controls Over Personal Systems.

14. Information Security:

Importance of Security; Security of Computer Hardware and Software; Data Security; Network and Web Security; Malicious Software; Hackers and Cyber Vandalism; Computer Crime and Cyber Terrorism.

15. Introduction to Accounting Packages:

Practical Demonstration on Contemporary Accounting and Business Software Like “TALLY”; “ACCPAC”, “QUICKBOOK”; “ERP Software” and Others; Features of an Accounting Package; Making Chart of Accounts; General Ledger; Payables: Vendors, Purchase, Payments; Receivables: Customers, Sales Receivables; Payroll: Employees Payroll; Inventory: Inventory Transfer, Adjustment.

Recommended Text Book:

Marshall B. Romney and Paul J. Steinbart. Accounting Information Systems (Prentice Hall).

References:

1. J. W. Wilkinson, M. J. Cerullo, V. Raval and B. Wong-On-Wing. Accounting Information Systems (John Wiley & Sons).
2. Stephen Moscovice, Mark Simkin and Nancy Bagranoff. Core Concepts of Accounting Information Systems (John Wiley & Sons, Inc.).
3. Ulric J. Gelinas, Jr. and Richard B. Dull. Accounting Information Systems (Thomson South-Western).
4. James A. Hall. Accounting Information Systems (South-Western Cengage Learning).
5. M. Rahman and M. Halladay. Accounting Information Systems: Principles: Applications and Future Directions (Prentice Hall Inc.).
6. K. C. Laudon and J. P. Laudon. Management Information Systems: Managing the Digital Firm (Prentice Hall).

Act - 4003 Management Accounting

Course Objectives:

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

- (i) to describe what managers do and why they need accounting information;
- (ii) to give ideas about cost terms, concepts and classifications;
- (iii) to explain the importance of cost behaviour and their relationship with managerial decision making;
- (iv) to give elementary idea about budgets and budgetary control;
- (v) to discuss various methods of segment performance measurement; and
- (vi) to introduce techniques of generating relevant information for decision making.

1. Introduction:

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

2. Cost Classification and Cost Behavior Analysis:

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

3. Cost-Volume-Profit Analysis:

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

4. Activity Based Costing:

Traditional Costing System; Application and Limitation; Definition of ABC; Treatment of Cost under Activity Based Costing; Designing an Activity Based Costing System; Identifying Activities that Use Resources; Cost Drivers and Choosing Cost Drivers; Assigning Cost using Activity Based Costing; Benefits of ABC; Comparison of Traditional and ABC Product Costs; Criticism of ABC.

5. Budgeting and Budgetary Control:

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

6. Flexible Budgeting:

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

7. Relevant Information for Decision Making:

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

8. Pricing Policy and Decisions:

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

9. Responsibility Accounting:

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

10. Performance Measurement:

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

Recommended Text Books:

1. C. T. Horngren, G. Sundem & W. O. Stratton. Introduction to Management Accounting (Prentice Hall).
2. R. H. Garrison and E. W. Noreen. Managerial Accounting (Irwin).
3. Prof. Shanti Narayan Ghosh et al. Management Accounting, Nadi Publications, Dhaka, Bangladesh.

References:

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

Act - 4004: Organizational Behaviour

Course Objectives:

- (i) to introduce various human and organizational behavioural issues.
- (ii) to help students to understand the functionality of human and organization.

1. Organizational Behaviour (OB) Today:

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

2. Individuals in Organization:

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

3. Values, Attitudes, Moods, and Emotions:

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

4. Perception, Attribution, and Management of Diversity:

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

5. The Nature of Work Motivation:

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

6. Managing Stress and Work Life Balance:

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

7. The Nature of Work Groups and Teams:

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

8. Power, Politics, Conflict and Negotiation:

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

9. Organizational Culture and Ethical Behaviour:

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

10. Organizational Change and Development:

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

Recommended Text Books:

1. J. M. George & G. R. Jones. Understanding & Managing Organizational Behaviour (Prentice Hall).
2. S. D. Robbins and T. A. Judge. Organizational Behavior (Prentice Hall).

References:

1. Laurie J. Mullins. Essentials of Organizational Behavior (Prentice Hall).
2. K. Davis. Organization Behavior: Human behavior at work (McGraw-Hill).
3. Laurie J. Mullins. Essential of Organizational Behavior (Prentice Hall).
4. D. Hellriegel, J. W. Slocum & R. W. Woodman. Organizational Behavior (SW College Publishing).
5. Fred Luthans. Organizational Behavior (McGraw-Hill).

Act - 4005: Working Capital Management and Financial Statement Analysis

Course Objectives:

This course includes two parts: (i) Working Capital Management; and (ii) Financial Statement Analysis.

Part – I is aimed at:

- (i) To impart an in-depth knowledge of management techniques of various elements of working capital.

Part –II is aimed at:

- (i) To give exposure to various analytical techniques of providing financial information for both internal and external users.

Part – I : WORKING CAPITAL MANAGEMENT (60%):

1. Introduction to Working Capital Management:

Definition of Working Capital, Current Working Capital; Importance of Working Capital; Components of Working Capital; etc.

2. Management of Cash and Marketable Securities :

a) Managing Cash Inflows and Outflows: Motives for Holding Cash and Marketable Securities - The Money Market - The Lockbox Location Problem - Cash Concentration Strategies - Disbursement Management.

b) Cash Forecasting : Need for Forecasting Cash - Types of Cash Forecasts - Items to be forecast - Methods of Financial Forecast - Sources of Uncertainties in Cash Forecasts - Hedging Cash Balance Uncertainties - Hedging via Interest Rate Futures and Option on Futures - Cash Budget.

c) Models for the Management of Cash and Temporary Investments: Determining the Optimum Cash Balance - Baumol's EOQ Model - Miller - Orr Model - Beranek Model - Stone Model -

Management of Cash and Temporary Investments in Practice - marketable Securities: Types and Criteria for Selecting Securities Effects of Inflation.

3. Receivables Management and Credit Policies:

a) Terms of Sales Decisions: Grounds for Granting credit - Costs, Revenue and Credit Decisions - Terms of Sales Decisions - Standard Approach-Assessing Risk in Terms of Sale Decisions.

b) Credit Granting Decisions: Analysing Credit Capacity of Customers - Information Costs and Credit Decisions - Credit Investigation - Credit granting - Credit Analysis - One-period/Multi-period Credit Granting Decisions - uncertainty in Credit Granting Decisions - Credit Limits.

c) Monitoring Accounts Receivables : Need for Monitoring Receivables - Tools for Monitoring Accounts Receivables - Investigating Payment Patterns - The Management of Accounts Receivables : Cost of Maintaining Receivables - Determinants of size of Receivables - Aging Receivables - Risk Class Approach-Risk Class in Receivables - Forecasting Receivables - Collection Policy : Factoring - Credit Insurance - Evaluation of changes in credit Policy.

4. Inventory Management :

a) Objectives of carrying Inventory - Objectives of Inventory Management -Determinants of Inventory size-Alternatives to holding inventory Models-Reorder point-safety Stock Approach to face Uncertainty-Effects of Inflation on Inventory Management - Role of Financial Manager in Inventory Management - Use of EOQ model in production planning.

b) Uncertainty Approach: The Static Inventory Problem - Use of the option pricing Model - Use of NPV and its Co-efficient of variation - NPV with Risk-adjusted Discount Rates - Monitoring Inventory Balance.

5. Management of Short-term Liabilities:

a) Introduction: Need for Short term financing - Sources of Short-term Financing - Calculating the Cost of a Source of Short Term Financing - the Sequential Method of Formulating a Structure of Current debts.

b) The Integer Programming Approach to Structuring Current Debts: Problems with the Sequential Approach - Integer programming and the structuring of Current Liabilities-Integer Programming and the Hedging of Cash Stockouts, etc.

6. Working Capital Management in an International Setting :

Need for International working capital - Sources of Risks - Hedging Risks - Management of International Working Capital Accounts - International Cash, Receivables and Inventory management - Inter-Company Funds flow mechanism.

Part – II : FINANCIAL STATEMENT ANALYSIS (40%):

1. Introduction to Financial Information / Accounting Information and its use:

Financial Statements and their Users; Objectives of Financial Statement Analysis; From Business Activities to Financial Statements; Parts of the Financial Statements; Additional Information Accompanying Financial Statements; Measurement in the Financial Statements; Influences of the Accounting System on Information Quality; Financial Statement Analysis in an Efficient Capital Market; Limitations of Financial Accounting Data for Financial Statement Analysis.

2. Financial Statement Analysis:

- a) What is Analysis; Benefits of Analysis in understanding Financial Statements; etc.
- b) Ratio Analysis: Common Sets of Financial Measures and Groups of Ratios: Liquidity Measures and Ratios, Profitability Measures and Ratios, Activity Measures and Ratios, Solvency Measures and Ratios, Overall Measures and Ratios: Earnings Per Share, Price to Earnings Ratio, Price to Book Ratio, Dividend-Payout Ratio, Sustainable Growth Rate.
- c) The Analysis of Profitability: The Analysis of Return on Common Equity, First-Level Breakdown: Distinguishing Financial and Operating Activities and the Effect of Leverage, Second-Level Breakdown: Drivers of Operating Profitability, Third-Level Breakdown: Profit Margin Drivers, Turnover Drivers, Borrowing Cost Drivers.
- d) Horizontal and Vertical Analyses: Comparative Financial Statement Analysis: Year-To-Year Change Analysis, Index Number Trend Analysis, Common-Size Financial Statement Analysis.

3. Distress Analysis and Financial Information:

Introduction - Problems of Operationalizing Financial Distress-Indicators of Financial Distress, Uni-variate models of Distress Prediction - Multi-variate models of Distress Prediction - Capital Market reaction of Financial Distress.

4. Statement of Changes in Financial Position / Cashflow Statement :

Working Capital Basis and Cash Basis. IAS# 7 / Revised IAS # 7 (Effective from 1994) : Cash Flow Statements - Objectives - Scope - Benefits - Definitions of terms - Presentation of a Cash Flow Statement - Objectives - Scope - Benefits - Definitions of terms - Presentation of a Cash Flow Statement - Cash Flow Statement of Non-financial Institutions - Cash Flow Statement of Financial Institutions.

5. Analysis of the Quality of Earnings:

Earnings Quality; Definition, Measuring Earnings Quality, Balance Sheet Analysis Of Earnings Quality, External Factors and Earnings Quality; Earnings Persistence: Recasting and Adjusting Earnings for Analysis, Determinants of Earnings Persistence, Persistence of Extraordinary Items in Earnings; Determinants of Earnings Quality, Detecting Income Shifting, Detecting Transaction Manipulation, Justifiable Manipulation? Disclosure Quality, Quality Scoring, Abnormal Returns to Quality Analysis.

6. Analysis of Leverage:

Concept of Leverage - Operating Leverage - Financial Leverage - Financial Leverage and Trading on Equity - Combined Total Leverage - Scope and Limitations of Leverage.

Books Recommended :

1. Scherr. F. C. : Modern Working Capital Management - Text & Cases, Prentice-Hall,
2. Hampton : Working Capital Management: John Wiley & Sons.
3. Hale : Credit Analysis - A Complete Guide, John Wiley & Sons.
4. Edwards : Effective Credit Management, Prentice-Hall.
5. Foster : Financial Statement Analysis, Prentice-Hall.
6. Weston & Brigham : Essentials of Managerial Finance, Holt & Dryden.
7. Prof. Md. NazimUddinBhuiyan et al. Working Capital Management, NaSyPeC Publications.
8. Prof. Md. NazimUddinBhuiyan et al. AnalysisOf Financial Statements, NaSyPeC Publications.

Act - 4006: Security Analysis and Portfolio Management

Course Objectives:

The objectives of this course are:

- (i) to make the students conversant with the valuation and use of the major investment vehicles and strategies available in capital markets today;
- (ii) to develop a conceptual and theoretical background upon which the participant can expand his or her knowledge of the field of investment.

1. Overview of the Portfolio Formation Process:

Investment Environment: Investment, Financial Assets; Securities Market and its Characteristics; Investment Management Process; the Asset Allocation Decision: Background and Investment Policy Statements; Investment Style Allocation; Analysis of Exchange Markets: Types of Order, Exchange Membership; Margin: Margin on Long Purchase and Margin on Short Sale.

2. Security Market Indicator Series:

Time Weighted and Value Weighted Index-construction; DGEN; Free Float Index.

3. Risk, Return and Portfolio Construction:

Definition and Measurement of Risk, Probability Distribution and Expected Return; Risk and Diversification; Mean Variance Portfolio Theory and Asset Pricing; Portfolio Theory: Measuring Portfolio's Expected Return and Risk; Two Risky Assets; Many Risky Asset; Delineating Efficient Portfolios; Shape of the Portfolio Possibility Curve; Portfolio Diversification: Markowitz Diversification; Minimum Variance Portfolio; the Efficient Frontier with Riskless Lending and Borrowing.

4. Techniques for Calculating the Efficient Frontier:

Short Sales allowed with Riskless Lending and Borrowing; Short Sale allowed but No Riskless Lending and Borrowing; Riskless Lending and Borrowing with Short Sales not allowed, No Short Selling and No Riskless Lending and Borrowing.

5. The Correlation Structure of Security Returns:

(A) The Single Index Model, (B) Multi-Index Models and Grouping Activities. (C) Models of Equilibrium in the Capital Markets; Capital Market Theory and the CAPM-CAPM Assumptions; Deriving the Capital Market Line; CAPM-Systematic and Unsystematic Risk; SML; Test of CAPM; APT.

6. Security Analysis-Fundamental Analysis:

Market; Industry and Company Analysis; Technical Analysis; Forms of Efficiency.

7. Security Valuation and Equity Portfolio Management:

Overview of the Valuation Process; Theory of Valuation; Valuation of Common Stock; Equity Valuation Analysis; Company Analysis and DCF Techniques; Equity Valuation Analysis; Comparable Firm Techniques; Active Equity Portfolio Management; Evaluation of Prospectus.

8. Fixed Income Securities and Portfolio Management:

(A) Fixed Income Securities; (B) Bond Pricing (Valuation); (C) Bond Price Volatility.

9. Professional Asset Management:

Investment Companies and Mutual Fund.

10. Evaluation of Portfolio Performance:

(A) Composite Portfolio Performance Measures; and (B) Performance Attribution Analysis.

Recommended Text Books:

1. Frank K. Reilly and K. C. Brown. Investment Analysis and Portfolio Management (Thomson, South-Western)
2. ZviBodie, Alex Kane and Alan Marcus. Investments (McGraw-Hill).
3. Edwin J. Elton and Martin J. Gruber. Modern Portfolio Theory and Investment Analysis (John Wiley & Sons, Inc.).

Act - 4007: Theory and Practice of Insurance and Insurance Accounting

Course Objectives:

The objectives of this course are:

- (i) to make the students conversant with Theory and Concepts of Insurance;
- (ii) to provide students with sound practical knowledge on Practice of Insurance;
- (iii) to provide students with sound knowledge on Law(s) related to Insurance;
- (iv) to give the students sound idea about Insurance Accounting.

Part- (i): Theory and Practice of Insurance:

1. Principles of Insurance: Essentials of Principles-Insurance and Wagering -Insurance Contingencies-Reinsurance - Types of reinsurance-Application of reinsurance to various branches of insurance-Double insurance-Brief history of Insurance business-Development of Insurance in Bangladesh-Contribution of Insurance to National development-Causes of Nationalization, Privatization of Insurance Companies-Formation of Contracts-Agent-Agency-Law of Contract – Classifications of insurance: Life, General, Miscellaneous.

2. Life Assurance:

Life assurance contract-Types of policies-Certain Aspects of Life Assurance-Life table and Actuarial Calculation-Premium-Valuation and Surplus Calculation-Surrender Value-Settlement of claims-Creation and Management of Life Fund-Management Problems of Life Insurance business in Bangladesh-Methods of spreading Insurance in rural areas-Policy Assignments-Loan against Life policy-Policy lapsation.

3. General Insurance:

(i) Fire Insurance: History and features, Material Loss Insurance-Consequential Loss insurance-Settlement of claims-Extent of loss by fire-Moral hazard-Management Problems of Fire Insurance.

(ii) Marine Insurance: Marine Insurance Contract-Types of Policies-Maritime Perils-Marine Losses-Settlement of Claims-Act of God.

4. Miscellaneous Insurances:

Crop Insurance-Cattle Insurance - Civil Aviation Insurance-Export Credit Guarantee Insurance-Group Insurance-Self-Insurance's etc. - Fidelity Insurance-Bank Deposit Insurance - Engineering Insurance - Meaning - Significance-Types.

5. Re-insurance:

Re-insurance– definition and context, Methods of business distribution, Re-insurance in Bangladesh, Problem of Promotion of Re-insurance business in Bangladesh.

6. Insurance in Bangladesh:

Public and Private sector corporations and companies in Bangladesh, Postal Life Insurance in Bangladesh - Features and Service quality. Accident Insurance-Workmen's Compensation Insurance-Sickness Insurance. Development of Insurance Manpower - Role of Insurance Academy-Insurance Salesmanship-Art of Selling Insurance Policy.

Part - (ii): Laws Relating to Insurance Business in Bangladesh:

Insurance Act of 2010 (/1938)-

- (i) Provisions applicable to Insurances
- (ii) Investment, Loans & Management
- (iii) Investigations
- (iv) Commission & Rebates and Licensing agents
- (v) Winding up
- (vi) Mutual Insurance Companies and Co-operative Life Insurance Societies.

Part-(iii): Insurance Accounting

1. Life Insurance:

Preparation of Revenue Account, Profit and Loss Account, and Balance Sheet.

2. General Insurance:

Preparation of Revenue Account, Profit & Loss Account & Balance Sheet.

3. Insurance Claims:

Stock Insurance, Loss of Profit Insurance, Loss of properties.

Recommended Text Books:

- 1. Mishra, M. N. : Theory & Practice of Insurance
- 2. Choudhury, A. H. : Elements of Insurance
- 3. Bhuiyan, Abu Taher : Guide to Insurance
- 4. Habibullah, Dr. M. & S. N. Ghosh : Risk Management, BBR.
- 5. Khan, Md. Muinuddin : Advanced Accounting Vol. II
- 6. Mukherjee, Amitabh & Hanif, Mohammed : Modern Accountancy Vol. II.

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