



Bangladesh University of Professionals

Faculty of Business Studies

**Department of Business Administration in Finance and
Banking**

ACADEMIC GUIDELINE

January, 2016

ID No:.....
Name:.....
Sec:.....

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PART-TWO

FACULTY OF BUSINESS STUDIES (FBS)

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PART ONE: GENERAL

1. Introduction:

Bangladesh University of Professionals (BUP), which is one of the public universities of Bangladesh, was established on June 5, 2008. The aim was to facilitate professional degrees and to run undergraduate, graduate and post graduate degrees through its faculties, affiliated and embodied colleges, institutes, academies or organizations. BUP, with its own unique features, is set up in a green landscape of Mirpur Cantonment located in Dhaka Metropolitan City. The university provides a tranquil, pollution free and secured campus life and above all, a congenial academic atmosphere.

BUP deals with not only the education of the Armed Forces personnel but also the students of civilian community from home and abroad. It welcomes those students who intend to dedicate their total attention and devotion to serious academic pursuits to build up better tomorrow for the nation. BUP is dedicated to provide high quality education that delivers real benefits for the students. Thus, BUP is the unique academic entity in the country, where blending between the civilian and the Armed Forces students of diverse skills, experience, exposure and attitude is possible.

2. Student Services

2.1 Guidance and Counseling

The guidance and counseling service is available to students on academic and other matters of interest. A faculty member is assigned as Faculty Adviser for each section of a batch, who, as a routine matter, meets the students at least once a week and also attends them whenever the students feel necessary. The faculty adviser keeps close contact with the students in understanding and solving the problems relating to their academic program, facilities and other issues, if any.

2.2 Scholarship

Each year scholarships and stipend are granted to a large number of students based on criteria set by the university. The aim of the scholarships is rewarding the best performing students and also supporting the students who need financial assistance. The students are granted scholarships and stipends duly scrutinized by a committee.

2.3 Internship/Placement

There is a committee to provide required assistance to the students for placement in the organizations as part of internship program. The committee is comprised of Faculty Dean, Department Head/Chairman, Batch Faculty Adviser and Placement Officer.

2.4 Extra-Curricular and Club Activities

From the inception of FBS, the students of this faculty voluntarily participate in extra-curricular and club activities in order to enhance their physical, intellectual, moral and ethical development. The clubs are active and contribute successfully in arranging different events in the university. They organize inter-batch/department competitions, teams for inter-university and other competitions etc. They also organize different important events like cultural, sports, debate etc and participate in different events and competitions. The students of BUP are also connected with other universities through different clubs. The clubs that are functional in BUP are:

- Cultural Club (Sponsor: Department of Disaster & Human Security Management, FASS)
 - Career Club (Sponsor: Department of Business Administration (General), FBS)
 - Sports Club (Sponsor: Department of Management Studies, FBS)
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- Business and Communication Club (Sponsor: Department of Marketing, FBS)
- Literature and Debating Club (Sponsor: Department of English, FASS)
- Global Affairs Council (Sponsor: Department of International Affairs, FSSS)

In coming days, the number of clubs will be more covering other important and interesting matters.

2.5 Study Tour/Excursion and Industrial/Organizational Visits

FBS organizes visits to different industries and organizations for all the programs of FBS and Study Tour/Excursion for the students of BBA/MBA final year as part of their academic curriculum.

2.6 Guest Lectures/Seminars

Seminars/workshops on important academic/business issues and lectures/presentations by eminent academician/professionals/experts are organized throughout the academic year for the students.

2.7 Business Alumni Association

BUP Business Graduates Association (BUPBGA) provides significant support to the faculty and the students. It is believed that this nascent association will soon turn into a strong network to support the current student of the faculty.

2.8 Tuition and other Fees

1st Year (1st Semester), Total Courses: 5 (Credits: 3 × 5 = 15)

1st Semester

Serial	Category of Fees / Charges	Amount (Tk.)
1	Admission Fee	10,000.00
2	Registration Fee	1,000.00
3	Security Money/Caution Money (Refundable)	20,000.00
4	Tuition Fee	2,000.00
5	Examination Fee/Course Registration Fee (5 x Courses)	7,500.00
6	Library Fee	500.00
7	Grade Sheet Fee	500.00
8	Medical Fee	600.00
9	Sports Fee	600.00
10	Computer Lab and Training Aid Fee	600.00
11	Student Welfare Fee	2,000.00
12	Education Enhancement Fee	600.00
13	Cultural/Magazine Fee	300.00
14	Center Fee	500.00
15	Transport Fee	500.00
16	Recreation Fee	300.00
17	MT Development Fee	2,000.00
18	ID Card Fee	100.00
19	BUP Tie/Scarf Fee	500.00
Grand Total =		50,100.00
In Word: Fifty Thousand One Hundred Only		

First Year 2nd Semester - 4th Year 1st Semester: Each semester Total Courses

Serial	Category of Fees / Charges	Amount (Tk.)
1	Tuition Fee	2,000.00
2	Examination Fee/Course Registration Fee (5 x Courses)	7,500.00
3	Library Fee	500.00
4	Grade Sheet Fee	500.00
5	Medical Fee	600.00
6	Sports Fee	600.00
7	Computer Lab and Training Aid Fee	600.00
8	Student Welfare Fee	2,000.00
9	Education Enhancement Fee	600.00
10	Cultural/Magazine Fee	300.00
11	Center Fee	500.00
12	Transport Fee	500.00
13	Recreation Fee	300.00
Grand Total =		16,500.00
In Words: Sixteen Thousand Five Hundred Only		

4th Year (2nd Semester)

Total Courses: 5 (Credits: 3 × 5 = 15)

Internship: 3, Viva Voce: 3

Total Credit = 15 + 3 + 3 = 21

8th Semester

Serial	Category of Fees / Charges	Amount (Tk.)
1	Tuition Fee	2,000.00
2	Examination Fee/Course Registration Fee (5 x Courses)	7,500.00
3	Library Fee	500.00
4	Internship Fee	2,000.00
5	Provisional Certificate Fee	500.00
6	Grade Sheet Fee	500.00
7	Medical Fee	600.00
8	Sports Fee	600.00
9	Computer Lab and Training Aid Fee	600.00
10	Student Welfare Fee	2,000.00
11	Education Enhancement Fee	600.00
12	Cultural/Magazine Fee	300.00
13	Center Fee	500.00
14	Transport Fee	500.00
15	Recreation Fee	300.00
16	Viva-Voce	2,000.00
Grand Total =		21,000.00
In Words: Twenty One Thousand Only		

Summary

SERIAL	YEAR	SEMESTER	COURSE	INTERNSHIP	VIVA-VOCE	CREDIT	AMOUNT (TK.)
1	First	1 st	5	-	-	15	50,100.00
2		2 nd	5	-	-	15	16,500.00
3	Second	3 rd	5	-	-	15	16,500.00
4		4 th	5	-	-	15	16,500.00
5	Third	5 th	5	-	-	15	16,500.00
6		6 th	5	-	-	15	16,500.00
7	Forth	7 th	5	-	-	15	16,500.00
8		8 th	5	3 Credits	3 Credits	21	21,000.00
Total =						126	1,70,100.00
In Words: One Lac Seventy One Thousand One Hundred Only							
						Refundable =	20,000.00
						Total Cost =	1,50,100.00
In Words: One Lac Fifty One Thousand One Hundred Only							

Additional Fees/Payments (As Required):

SER	CATEGORIES OF FEES/CHARGES	AMOUNT (TK)
1.	Re-admission Fee	5000.00
2.	Migration Certificate Fee	500.00
3.	Supplementary Final Exam Fee	4000.00

2.9 Security Money

The students must pay specific amount as security money, which is refundable on completion of last semester. The following rules will apply for refund of security money:

- There will be no forfeiture, if a student opts to withdraw before the closing of admission activities allowing another candidate to avail the seat.
- 25% of the security money will be forfeited, if a student opts to withdraw before completion of one year after admission. However, rest of the money will be refunded on completion of 1st year.
- For withdrawal after 1st year of study, there will be no forfeiture of security money. But all other fees/charges (case by case basis) may be refunded to the student, and in such case the security money will be converted into caution money and the same may be refunded excluding any claim from BUP, if any.

2.10 Review of Fee Structure

All fees mentioned in the above table will be reviewed as and when necessary by the university authority and the students will be liable to pay the fees as per changed/reviewed fees.

2.11 Deadline for Submission of Fees/Dues

The 1st year students will have to clear all the fees during the admission process after publication of result. For subsequent semesters, the payment of all fees/dues must be maintained semester wise and the following rules will apply in this regard:

- The semester fees can be paid within 15 days after commencement of each semester without any penalty.
- The students may pay their fees after 1st 15 days within one month time by paying a penalty of Tk. 500.00 for each 15 days.
- If a student fails to pay the semester fees within one and a half month, his/her name will be dropped and the student will have to apply for re-admission, should he/she desires to continue his/her study. If approved, he/she may take re-admission paying required re-admission fee.

2.12 Course Load to Student

The students must enroll for **5** courses in each semester. Generally, in the **1st** semester there are **5 GED** courses in every department. As a general rule, students are not given more than 5 courses in a semester. However, maximum six courses will be allowed, when a student is repeating a course for obtaining 'F' grade or they want to improve their previous grade. This will be allowed only once for a particular course and if the course is offered in the particular semester.

2.13 Conduct of Courses

Generally a single teacher is assigned to plan and teach a particular course in a semester. The following guidelines will be followed for conduct of courses:

- At the beginning of the semester, the course teacher will prepare a course outline incorporating the course syllabus, performance evaluation and grading system (as laid down in the policy), list of suggested text books/references, and a tentative schedule of classes, examinations and events. He/she will distribute a copy of the same to each student registered for the course and will submit a copy to the Department Office.
 - At least 2 (two) classes of 90 minutes each per week for each batch should be planned. Of 90 minutes, 30 minutes may be catered for individual Presentation/ consultation as per the course outline.
 - The students must appear 1 (one) Mid Term examinations in a semester as per given schedule. As a rule, retake of Mid Term Examination is not allowed, except for sickness, hospitalization or other unavoidable circumstances, provided the student has valid supporting documents and he/she has been permitted by the course teacher and the program office before the examination commences. In such cases, 25% of total weight assigned against midterm exam may be deducted.
 - The course teachers are expected to ensure conduct of minimum 6 (six) quizzes/weekly tests in a semester for each course.
 - An individual term paper will be assigned to the students that will be followed by presentation.
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- Minimum two individual and group assignments, case studies etc should be assigned to students will be assigned followed by presentations, as per the course requirements. The presentations must be short. For that miscellaneous periods or 15-30 minutes in each day's class may be utilized for the purpose.
- One analytical team assignment and individual presentation should be included in a course. As per requirement, field trips may be organized.
- Any fraction in the marks obtained is to be rounded up to the advantage of student i.e. any fraction to be rounded up to the next number.
- Attendance in all classes is mandatory. A certain percentage of marks are allotted for class attendance.

2.14 Examination and Assessment System

BUP follows a single examiner system and continuous assessment is done to evaluate a student in a semester. The following rules will apply for all tests and examinations:

- All tests, assignments, term papers, presentations, class performance will be evaluated by the course teacher. He/she will show the scripts, assignments, term papers, etc to the students in the classroom in the following week. However, the scripts of final examination will not be shown to them.
- The course teacher is required to submit all scripts, assignments, etc with a compiled up-to-date result summary for all the tests/performance evaluated prior to semester final examination to the Controller of Examination of BUP.
- The questions for the semester final examination will be set by the course teacher, who will submit the same to the Controller of Examination. More than one teacher can take a single course in different section of a batch. In that case, a combined set of question/s will have to be prepared. The Controller of Examination may moderate the question through Moderation Committee, if necessary.
- The course teacher alone will evaluate the scripts and submit marks obtained to the Controller of Examination.

2.15 Supplementary Final Examination

As a general rule, supplementary examinations of any kind are not allowed. However, if a student fails to appear scheduled semester final examination for extremely unavoidable and valid reasons, he/she may be allowed to appear this examination on case by case basis under the following guidelines:

- He/she must appear the supplementary within four weeks from date on which the particular examination was held.
 - Students should apply to Dean FBS (through respective department) within seven days after final examination with required supporting documents describing the reasons for his/her inability to appear scheduled semester final examination. The Dean, if convinced, will forward the same to the office of the Controller of Examination duly recommended for approval and making arrangements to conduct the subject examination.
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- Student will have to pay the required fees as per the university policy for appearing supplementary examination and complete other examination formalities for the course(s) so appeared.
- Not more than 'B' grading will be awarded to the students for supplementary examinations. However, special cases may be considered with prior approval of the VC.
- The existing rules of semester final examination will apply to the conduct of supplementary examinations e.g. question setting, moderation, evaluation, and result publication etc.

3. Performance Evaluation System

3.1 Distribution of Marks for Evaluation

Letter grades are used to evaluate the performance of a student in a course. The following grading system is currently followed for performance evaluation of the students:

Remarks	Distribution
Final Exam	35%
One Mid-term	15%
Six Class Tests	12%
Term Paper (Individual) including Presentation	10%
Assignments and Case Studies (Individual/Group) including Presentation	10%
Regular Class Participation and Presentation	5%
Class attendance	10%
Attitude/Conduct/Manner	3%
Total:	100%

The BUP authority reserves the right to review/revise the above grading system. However, depending on the nature of course, minor modifications can be made by respective course teacher, provided it is incorporated in the course outline.

3.2 Grading System

Numerical Grade	Letter Grade		Grade Point
80% and above	A+	(A Plus)	4.00
75% to < 80%	A	(A Regular)	3.75
70% to < 75%	A-	(A Minus)	3.50
65% to < 70%	B+	(B Plus)	3.25
60% to < 65%	B	(B Regular)	3.00
55% to < 60%	B-	(B Minus)	2.75
50% to < 55%	C+	(C Plus)	2.50
45% to < 50%	C	(C Regular)	2.25
40% to < 45%	D	-	2.00
< 40%	F	-	0.00
-----	I	-	Incomplete
-----	W	-	Withdrawal/Withdrawn

3.3 Calculation of GPA (Grade Point Average) and CGPA (Cumulative Grade Point Average)

Grade Point Average (GPA) is the weighted average of the grade points obtained in all the courses passed/completed by a student. CGPA will be computed after each semester to determine the academic standing of the student in the program. GPA is calculated for specific semester whereas CGPA is calculated considering all past records. GPA and CGPA is calculated using following simple formula:

$$\text{GPA} = \frac{\text{Total Grade Point earned in a particular Semester}}{\text{Number of Courses in that particular Semester}}$$

$$\text{CGPA} = \frac{\text{Total Grade Point so far earned}}{\text{Number of Total Courses Taken}}$$

- When a course is repeated for improvement, better grade shall be counted for calculation of GPA and CGPA
- Performance in all the subjects including all the 'F' grades shall be reflected in the transcript.

3.5 Promotion Policy

For getting promotion to the next semester students should maintain their result according to the following table:

SL	Undergraduate Program		REMARKS
	Semester	CGPA	
1	1st -2nd	2.00	
2	2nd - 3rd	2.25	
3	3rd -4th	2.50	
4	4th - 5th	2.50	
5	5th -6th	2.50	
6	6th -7th	2.50	
7	7th -8th	2.50	

3.6 Incomplete Grades

A student will be assigned '**Incomplete**' grade for incomplete course work, provided he/she is permitted by Department Academic Committee. This will be recorded as 'I' with an alternative grade based on the work completed at that point in time. The alternative grade will come into effect if the student fails to complete the course requirement within 2 weeks from the publication of the provisional results in a semester.

3.7 Retaking/Improvement of Grade(s)

Improvement of grade(s) will be guided by the following rules:

- A student earning an ‘**F**’ grade in any course shall be required to improve the grade by retaking the course offered in the subsequent semester(s), since achieving a passing grade in all courses individually is a degree requirement.
- A student earning a ‘**Below B grade**’ may chose to improve the grade by repeating a course, when offered in the subsequent semester(s). The following rules will apply for in this regard:
 - In order to repeat a course, the student must apply to the Dean of the Faculty at least 4 (four) weeks through respective departments before the commencement of a semester. A student desiring to repeat a course in final semester shall have to apply to the Dean through respective department to withhold his/her graduation too.
 - The grade earned on the repeated course will be shown in the transcript by ‘**R**’ symbol meaning ‘**Repeat**’. The grade earned on such course(s) would be used for computing the final CGPA.
- If any student gets grade ‘**less than B**’ she/he can give improvement exam with the next batch but in that ease previous result of that course will not be considered. Improvement exam result will be the final one for that particular course. Such scope for a specific course will be given once for a specific course.
- He/she will be allowed to repeat/retake/improve a course only once with the next batch when offered.
- Failing in a course twice will warrant a student to be permanently withdrawn from the program/university.
- Repeating a course is not allowed after the graduation.

3.7 Rules for Withdrawal and Dismissal

3.8 The rules on withdrawal

- **Withdrawal on Poor Performances:** Students may be withdrawn from the program because of their poor performance. A student is advised to always maintain a minimum CGPA of 2.50 in a 4.00 point rating scale in the program. However, a student may be promoted to next semester or year as per promotion policy as indicated in earlier paragraph. Any students having a CGPA less than 2.00 will be withdrawn from the program. Any student failing to maintain corresponding CGPA mentioned in promotion policy will be relegated to the next batch. Such relegation is permitted once only. Otherwise the student will be withdrawn permanently from the program.
 - **Temporary Withdrawal:** The term Temporary Withdrawal means that the student has been allowed by the Academic Council, BUP to discontinue temporarily. The student, so withdrawn, may re-enter the course as per terms and conditions set by the authority.
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- **Permanent Withdrawal:** The term 'permanent withdrawal' means a permanent, voluntary discontinuity from the program. The implication of permanent withdrawal includes cancellation of admission and expiry of registration. Once a student is permanently withdrawn, he/she will require a readmission and fresh registration to re-enter in the program.

4. Students' Grievance Procedure

The Controller of Examination reserves the right to arrange re-scrutiny of a student's script or re-evaluation of grading, if a student submits a grievance application to Controller of Examination within one week of publication of provisional results.

PART-TWO

DEPARTMENT OF BUSINESS ADMINISTRATION IN FINANCE AND BANKING

1. Introduction - Faculty of Business Studies (FBS)

The Faculty of Business Studies (FBS) inherited the curriculum on business administration from the Military Institute of Science and Technology (MIST). It started journey by running MBA program in 2001. MIST was one of the affiliated institutions of University of Dhaka. The certificate of the students was given by University of Dhaka. With the passage of time, after the establishment of Bangladesh University of Professionals (BUP) in 2008, the program of FBS was shifted in BUP. This business school is the pioneer and foremost in-house faculty of the university, which started its academic activity from the early 2009 with renewed curriculum on MBA and Executive MBA. In 2010, the FBS expanded its academic offer to undergraduate level and enrolled the 1st batch of BBA program. In the year 2015, FBS has opened five departments for BBA programs. Since then the student force of the faculty has increased gradually and now it hosts an extremely brilliant, agile, creative and intelligent group of young students, who are destined to provide leadership in the business world.

To achieve the desired level of excellence, the FBS emphasizes on the followings:

A meticulous admission and selection process for best possible screening.

- Interactive sessions in the classroom and uninterrupted curriculum.
- Effective teaching through innovative methods blended with latest trends and developments in the world and with its state of the art facilities.
- Competent internal faculties with flexibility to outsourcing expert resource persons.
- Regular guest lectures and visits to organizations.
- Well thought-out and continuous feedback and assessment system.
- A culture of discipline, punctuality and commitment.
- Emphasis on Code of Conduct and Dress Code.
- Focus to develop students as a good human being with all possible attributes of a successful business leader.
- A tranquil, external turbulence free secured campus life.

2. Departments under the Faculty of Business Studies

There are **five (05)** departments under Faculty of Business Studies:

- Department of Marketing (MKT)
- Department of Finance & Banking (F&B)
- Department of Accounting and Information Systems (AIS)
- Department of Management (MGT)
- Department of Business Administration – General (Gen)

2. Dean:

Brigadier General Md. Shamsur Rahman, ndc, psc, MBA, IBA (DU)
Dean
Faculty of Business Studies

4. Mailing Address:

Faculty of Business Studies (FBS)
Mirpur Cantonment Dhaka-1216. Phone: 02-8000440, Fax: 88-02-8000443
E-mail: dean.fbs@bup.edu.bd, Website: www.bup.edu.bd

5. Department of Finance and Banking:

The vision of the Department of Finance & Banking is to develop skilled human resource with specialized education and training particularly in Financial & Banking services. The Department is committed to serve the needs of modern business world and has vision in producing executives and trained manpower with strong skills in finance and businesses. The Department is presently offering BBA program and has plan to introduce MBA program in due course of time. Faculty members are highly qualified and committed to their noble duties of imparting knowledge to students and they are actively engaged in contemporary academic research. The purpose of the catalog is to acquaint our prospective and present students and other stakeholders with the programs of the Department.

6. General Education Courses (5x3 =15 Credits):

The courses of general education have been designed to enhance students' knowledge on general arts and science subjects. These will be compulsory courses which will entail the overall knowledge other than Core Courses of Finance and other Allied Courses.

Ser	Course Code	Course Title	Credit
1.	GED-1101	Functional English	3
2.	GED-1102	Presentation Skill Development	3
3.	GED-1103	Bangladesh and International Studies	3
4.	GED-1104	Computer and Its Application in Business	3
5.	GED-2103	3 rd Language Course	3
Total Credits			15

7. Allied Courses (15x3=45 Credits):

These courses are designed to instill knowledge on the subjects for application in major courses. Allied Courses will involve courses from other major concentrations which a Finance graduate will need while working in Finance fields. The list of allied courses along with credit hours has been stated in the following table:

No.	Course Code	Course Title	Credit
1	ALD-1105	Principles of Management	3
2	ALD-1201	Organizational Behavior	3
3	ALD-1202	Business Communication	3
4	ALD-1203	Business Mathematics	3
5	ALD-1204	Microeconomics	3
6	ALD-1205	Principles of Marketing	3
7	ALD-2101	Business Statistics	3

8	ALD -2102	Macroeconomics	3
9	ALD -2104	Principles of Accounting	3
10	ALD -2201	Supply Chain Management	3
11	ALD -2202	Legal and Ethical Environment of Business	3
12	ALD -2203	Entrepreneurship Development	3
13	ALD -2204	Management Accounting	3
14	ALD -3101	Human Resource Management	3
15	ALD -3102	Business Research Methodology	3
Total Credits			45

8. Major Courses (20x3=60 Credits):

Major courses will provide the expertise on the field of study i.e., in finance and banking to the students. Students will develop the best understanding of Finance and Banking after successful completion of these courses. The list of major courses along with corresponding credits hours have been given in the following table:

SL No.	Course Code	Course Title	Credit
1	FIN-2105	Principles of Finance	3
2	FIN-2205	Principles of Insurance	3
3	FIN-3103	Audit and Taxation	3
4	FIN-3104	Financial Management	3
5	FIN-3105	Project Management	3
6	FIN-3201	Financial Institutions & Markets	3
7	FIN-3202	Working Capital Management	3
8	FIN-3203	Investment and Portfolio Management	3
9	FIN-3204	Money and Banking	3
10	FIN-3205	Public Finance	3
11	FIN-4101	Corporate Finance	3
12	FIN-4102	International Financial Management	3
13	FIN-4103	Investment Banking and Lease Finance	3
14	FIN-4104	E-Commerce and E-Banking	3
15	FIN-4105	Corporate Governance	3
16.	FIN-4201	Financial Planning and Control	3
17.	FIN-4202	Behavioral Finance	3
18.	FIN-4203	Real Estate Finance	3
19.	FIN-4204	Bank Management	3
20.	FIN-4205	Strategic Financial Management	3
Total Credits			60

9. Semester wise Distribution of Courses

Semester	Ser	Course Code	Title	Credit
Year-1 Semester-1	1	GED-1101	Functional English	3
	2	GED-1102	Presentation Skill Development	3
	3	GED-1103	Bangladesh and International Studies	3
	4	GED-1104	Computer and its Application in Business	3
	5	ALD-1105	Principles of Management	3
Year-1 Semester-2	1	ALD-1201	Organizational Behavior	3
	2	ALD-1202	Business Communication	3
	3	ALD-1203	Business Mathematics	3
	4	ALD-1204	Microeconomics	3
	5	ALD-1205	Principles of Marketing	3
Year-2 Semester-1	1	ALD-2101	Business Statistics	3
	2	ALD-2102	Macro Economics	3
	3	GED-2103	3rd Language Course	3
	4	ALD-2104	Principles of Accounting	3
	5	FIN-2105	Principles of Finance	3
Year-2 Semester-2	1	ALD-2201	Supply Chain Management	3
	2	ALD-2202	Legal Environment of Business	3
	3	ALD-2203	Entrepreneurship Development	3
	4	ALD-2204	Management Accounting	3
	5	FIN-2205	Principles of Insurance	3
Year-3 Semester-1	1	ALD-3101	Human Resource Management	3
	2	ALD-3102	Business Research Methodology	3
	3	FIN-3103	Audit and Taxation	3
	4	FIN-3104	Financial Management	3
	5	FIN-3105	Project Management	3
Year-3, Semester-2	1	FIN-3201	Financial Institutions & Markets	3
	2	FIN-3202	Working Capital Management	3
	3	FIN-3203	Investment and Portfolio Management	3
	4	FIN-3204	Money and Banking	3
	5	FIN-3205	Public Finance	3
Year-4 Semester-1	1	FIN-4101	Corporate Finance	3
	2	FIN-4102	International Financial Management	3
	3	FIN-4103	Investment Banking and Lease Finance	3
	4	FIN-4104	E-Commerce and E-Banking	3
	5	FIN-4105	Corporate Governance	3
Year-4 Semester-2	1	FIN-4201	Financial Planning and Control	3
	2	FIN-4202	Behavioral Finance	3
	3	FIN-4203	Real Estate Finance	3
	4	FIN-4204	Bank Management	3
	5	FIN-4205	Strategic Financial Management	3

10. Course Description:

10.1 GENERAL EDUCATION (GED) COURSES

GED 1101: Functional English

This course is designed to develop skills and competence in writing prose compositions, reading, and listening. Problems in logical thoughts, organization of ideas, and comprehension in reading will receive special attention.

GED 1102: Presentation Skill Development

The objective of this course is to enhance presentation skill through a systematically designed outline. This course provides lucid idea about how to make PowerPoint slides and demonstrate them in front of an audience. Students will be able to make good presentation relating to their course materials.

GED 1103: Bangladesh and International Studies

The course introduces the socio-economic profile of Bangladesh and other countries. Agriculture, industry, service sector, demographic patterns, social aid and physical infrastructures are studied in this course from both Bangladesh and international perspective. Social stratification and power structures, government and NGO activities in socio-economic development, national issues and policies and changing society of Bangladesh are included in this course.

GED 1104: Computer and Its Application in Business

Understanding computer basics and the applications of packages is a must for dealing with modern office environment and for achieving a better career. The course introduces students with the basic knowledge of computer, some important packages i.e. Microsoft Word, Excel, Power Point, Internet applications, Access and basic programming language.

GED 2103: 3rd Language Course

Knowing an additional language other than English and Bengali might come in handy in professional life. For a better career overseas one can benefit from speaking a 3rd language. The objective of this course is to let the student choose a 3rd language and help him learn it.

10.2 ALLIED COURSES

ALD-1105: Principles of Management

The major objective of the course is to provide students with an opportunity to enhance their understanding of large and small organizational systems. This course includes the topics of meaning and importance of management; evolution of management thought; managerial decision making; environmental impact on management; corporate social responsibility; planning; setting objectives; implementing plans; organizing; organization design; managing change; human resource

management: directing; motivation; leadership; managing work groups; controlling; control principles, processes and problems; managing in a changing environment.

ALD-1201: Organizational Behavior

The course deals with individual and group behavior models in the context of different organizations and social systems. It deals with the basic concepts of motivation, perception, learning and analysis of human behavior, individual difference and job satisfaction attitude changes, group process, team work, role theory, power and authority along with the analysis of small group behavior, group dynamics, leadership, decision, development of organizations and the influence of groups.

ALD-1202: Business Communication

The course provides a thorough understanding of the communication process and dynamics in business setting and emphasizes written as well as verbal communication. The course is designed to help the students in learning the techniques and acquiring the skills needed to communicate effectively in management. The course deals with the following:

ALD-1203: Business Mathematics

The course is designed to equip the students with mathematical tools and concepts to be used in the business decision processes. It includes business application of functions, sets, analytical geometry, logarithm limit, differential and integral calculus, matrix and linear programming. Elements of probability are also covered. The teacher is at liberty to include any suitable and required topics/issues of elementary mathematics in designing the course.

ALD-1204: Microeconomics

The purpose of microeconomics is to develop the students' skill in the systematic analysis of the economic aspects of business decisions and to acquaint them with some relevant analytical methods and concepts.

ALD-1205: Principles of Marketing

This course focuses mainly on the topics like Introduction to marketing: the marketing philosophy; the marketing concepts; marketing environment; elements of marketing Mix; market segmentation and positioning; product decisions; pricing decisions; marketing ethics etc.

ALD-2101: Business Statistics

The course is designed to equip the students with statistical tools and concepts to be used in the business decision processes. Methods of descriptive and inferential statistics are covered including measures of central tendency and dispersion, probability distributions, hypothesis testing and their application in the management decision process, correlation and regression analysis and basics of

non-parametric statistics. Survey methods, sample design and sources of business statistics in Bangladesh are also discussed.

ALD-2102: Macroeconomics

This course introduces students to fundamental economic concepts such as scarcity and opportunity costs. The course includes Importance and Relevance of Macro-Economics; National Income Accounting-National Income Concepts-GNP, GDP, NNP, NI, PI, Real NI and Nominal NI, Equilibrium Income and Output-Aggregate Demand Curve; Consumption and Savings- Budgetary Expenditure Patterns etc.

ALD-2104: Principles of Accounting

This course will incorporate the accounting issues like- Accounting in Action - Definition of Accounting, Activities of Accounting, Users of Accounting Data, Different Types of Accounts, Different Form of Business Organizations, Basic Accounting Equation, Financial Statements, Ethics in Financial Reporting, Accounting Principles & Assumptions, Accounting Standard Setting Bodies, etc.

ALD-2201: Supply Chain Management

Supply chain management deals with the management of materials, information and financial flows in a network consisting of suppliers, manufacturers, distributors, and customers. The coordination and integration of these flows within and across companies is important for effective management. Supply Chain becomes critical with the trend of outsourcing, globalization, and fast technological evolution and dispersion of value chain activities. This course will deal with the following issues:

ALD-2202: Legal and Ethical Environment of Business

The course includes Definition and sources of law; Nature & kind of contracts; Types of contracts, Essential elements of valid contract; Offer & Acceptance; consideration: Essentials of valid consideration; Capacity of the Parties: Minor & Minor's agreement, person of unsound mind, Disqualified persons; Free Consent: Definition & effect of coercion, Effect of undue influence, unconscionable transactions, etc.

ALD-2203: Entrepreneurship Development

This course will contain the issues of entrepreneurship like- Characteristics of an entrepreneur – Entrepreneurial career - Role of entrepreneurship in the economic development – Ethical and legal issues related to entrepreneurship – Social responsibilities of entrepreneur; Factors Affecting Entrepreneurial Growth: Environment for entrepreneurship development – Economic factors – Non-economic factors – Government actions; Entrepreneurial Entrepreneurship etc.

ALD-2204: Management Accounting

This course deals with the techniques of costing and the use of cost information for managerial planning and control. It covers: introduction to cost Accounting; objectives and importance of cost accounting; cost concepts and cost classification; material costing; store-keeping and inventory control; valuation of inventory; labor cost accounting; chargeable expenses; manufacturing and non-manufacturing overheads; job order and batch costing; process costing; activity based costing, standard costs; variance analysis; statement of cost of production etc.

ALD-3101: Human Resource Management

This course deals with management of human resources in organization viz. the basic functions of human resource management, sources of personnel, methods of selection, recruitment, developing and motivating the work force, procedures of primary record keeping, compensation, salary and wage administration, promotion, training appraisal, health safety, moral discipline, employee benefits etc. under the following broad heads:

ALD-3102: Business Research Methodology

This course aims to expose participants to Introduction to The Process of Conducting Research, Research Design Introduction, Introduction to Qualitative Research, Interpreting Qualitative Data, Introduction to Quantitative Research, Sampling Concepts, Quantitative Data Collection Instruments, Introduction to Applied Statistics, Descriptive Statistics, Inferential Statistics, Introduction to Mixed Methods Research, Data Mining. These lessons will make the students learn how research is conducted.

MAJOR COURSES

10.3 MAJOR COURESES

FIN-2105: Principles of Finance

The aim of this course is to introduce the students to the basic concepts in finance and the analytical tools used in business finance. The course focuses on basic principles of corporate finance, analysis of risk & return, cost of capital, analysis of time value of money, various sources of finance available to business enterprise, capital structure & financial statement analysis and essentially Capital Budgeting. This course would facilitate the easy conceptualization of the basic areas of finance. This will also encourage the students to proceed towards the advanced issues in financial management.

FIN-2205: Principles of Insurance

This course will provide an examination of the risk management and insurance decisions of individuals and firms that are exposed to risk; it will explore the impact of risk on individuals and companies, and investigate the motivations for the costly control of risk. Some discussion will also be provided on the various mechanisms available for risk transfer and risk control including the purchase of insurance.

FIN-3103: Audit and Taxation

The course deals with principles of auditing, auditors' duties and responsibilities, basic auditing techniques, verification and valuation of assets and liabilities, internal checks, internal control and auditors' reports. Auditing standards are also covered in this course. Major parts of this course are: financial audit, cost audit and management audit.

FIN-3104: Financial Management

This course is a core course for the students of Finance. This course will orient the students with understanding Finance, Financial Management, Important decisions in Finance, Goal of the firm, Financial Environment, Time Value of Money, Risk and Return-Measuring Risk of Individual Security and Portfolio, Cost of Capital, CAPM model, APT, Capital Budgeting Techniques, Short and Long term securities, Valuation of Long terms securities- bond valuation, stock valuation, Working capital management, Dividend policies.

FIN-3105: Project Management

Organizations are turning to project management to help them plan and control their businesses. As a result, Project Management is recognized as one of the fastest growing professions today. This course provides the basics for project managers by introducing essential project management concepts and methods.

FIN-3201 Financial Institutions & Markets

This course provides students with an understanding of the mechanisms of various financial markets, and institutions such as banks, stock exchanges and brokers. It will also develop a critical awareness of the theoretical and practical problems associated with regulating financial markets. It investigates how the market structures potentially cause and mitigate financial risk to market participants and end users.

FIN-3202: Working Capital Management

This course focuses on the management of various components of current assets and current liabilities. Special emphasis is given on integration of the concepts into a total systems approach to short-term financial management.

FIN-3203: Investment and Portfolio Management

This course provides a comprehensive coverage of basic concepts, theories, applications and decision-making rules in financial investment. Topics to be covered include fundamental security analysis of stocks, bonds, options and futures as well as modern portfolio management. On completion, students should be conversant in investment management in preparation for careers in financial analysis and financial planning, investment banking, and corporate finance.

FIN-3204: Money and Banking

Money; Money in a barter economy; Money and credit creation; Money markets in the LDCs; Money, inflation and growth – Debt, credit and financial instruments; - Interest rates;- Monetary institutions; Central bank; Instruments of monetary management; Commercial banks; The creation of bank deposit; Deposits and portfolio of commercial banks' funds; Banking structure and competition; Economics of scale of bank operations, Role of central banks, independence of central banks, the circulations of money, monetary policies, different kinds of monies- M1, M2, M3; Treasury Management

FIN-3205: Public Finance

Modern state and government finance: Distinction among government finance; business finance and personal finance; Public goods vs, private goods; Normative and subjective approach; Principles and cannons of taxation; Allocation of resources in the government sector: Pareto optimality, Maximum social advantage and the LDCs; Externalities and the role of government; Principles and theories on sources and uses of government budget and program; Budgetary systems and cost-benefit analysis; etc.

FIN-4101: Corporate Finance

The purpose of this course is to introduce techniques of financial analysis, with emphasis on financing and capital budgeting decision. The main issues include (1) the time value of money and the net present value; (2) valuation of bonds and stocks; (3) capital budgeting decisions; (4) uncertainty and the tradeoff between risk and return; and (5) corporate financing and dividend policy decisions. These will be covered through following topics:

FIN-4102: International Financial Management

The course focuses on international financial management and international trade. Topics in financial management, viewed primarily from the perspective of managers doing business overseas, include export/import financing, the management of foreign exchange exposure, foreign direct investment decisions, and multinational capital budgeting.

FIN-4103: Investment Banking and Lease Finance

Leasing; Types, Comparison with Ownership; Economies of Leasing: Economic Rationale of Leasing, Evaluating the Cost of Leasing; Accounting Aspects of Lease Financing; Tax Aspects of Leasing: Factors indicating a Sale, Comparative analysis, Leveraged Leases, Equipment Lease Financing; Project Lease Financing; Sale and Lease Back in Real Estate, etc.

FIN-4104: E-Commerce and E-Banking

Understanding Internet; Internet opportunities-Communication, Recourse Sharing; understanding World Wide Web, Web Technologies, Recent Trends; Internet – The new Business Frontier; Introduction to E – Commerce, E-Commerce Models; E-Business; E-Business Transformation Models, Opportunities and Challenges; E-Banking: Opportunities, etc.

FIN-4105: Corporate Governance

This course will teach the fundamental theories and practice of corporate governance. This course covers the history of the corporation, boards of directors, the division of profit sharing and various forms of employee ownership and equity ownership among insiders, regulation, shareholder activism, the impact of takeovers and mergers and acquisitions on governance, ethical issues such as conflicts of interest and insider trading, international corporate governance, and policy developments likely to impact the corporation. Class will be a mix of lecture, case and topic discussion.

FIN-4201: Financial Planning and Control

At the end of the course the students are expected to acquaint with various tools and techniques of financial analysis and to provide them with opportunities to apply these tools and techniques in analyzing financial statements necessary for practical business decisions.

FIN-4202: Behavioral Finance

There is abundant evidence suggesting that the standard economic paradigm of rational investors does not adequately describe behavior in financial markets. Behavioral Finance examines how individuals' attitudes and behavior affect their financial decisions.

FIN-4203: Real Estate Finance

This course introduces the student to the theory and practice in the field of real estate. The course is aimed at providing a broad structure of knowledge. Topics include basic economics of urban growth, structure, location analysis, market analysis, as well as, the technical aspects of appraising, financing, taxation and investment analysis.

FIN-4204: Bank Management

The objectives of this course are to provide students with an introduction to the financial management of the commercial banking enterprise, afford students with an understanding of the basic issues involved in value creation and risk management for banking firms, and equip students with the technical and analytical tools, and strategic abilities necessary to understand the evolution and workings of the commercial banking industry.

FIN-4205: Strategic Financial Management

The theory and practice of financial management offers a variety of metrics to measure corporate performance. However, most of companies use the system of the operational control based on the comparison of planned and actual results. Application of this approach provides limited possibilities to estimate the success of long-term strategic tasks implementation.

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