



Bangladesh University of Professionals

Faculty of Business Studies

Department of Business Administration in Management Studies

SEMESTER OUTLINE-2017

BBA (Management Studies)-2017, Section-A & B

1stYear 1st Semester

ID No:

Name:.....

Sec:.....

BANGLADESH UNIVERSITY OF PROFESSIONALS (BUP)
Faculty of Business Studies
Department of Business Administration in Management Studies
SEMESTER OUTLINE
PREFACE

1. **General:** This tentative semester outline is the overall pen picture of the academic curriculum blended with series of learning events from social activities and numerous enjoyable events for an effective learning to be fit in the competitive world. Its core theme is to provide a panoramic view of the course curriculum for the initial mental set up of the students and to give guidelines for teachers for innovative and research oriented learning. This comprehensive semester outline includes a column each for the Day/Date, Class Timing, Name of the Section Location (Classroom Number), Course Code, Topic/Event, Teacher/Faculty Member and Remarks/Discussion Points. The semester outline is also a basic guideline indicating the modes of conduct of the course curriculum. It accommodates all relevant information required for the whole semester including all central events (e.g. sports, games or cultural competitions, National Day(s) celebrations, seminars, cultural programs, etc.). In a nutshell, this semester outline is the ready reckoner to all your questions regarding the program.
2. **Semester Starting and Finishing Dates:** The semester starts on **04 Jan 2017** and finishes on **25 May 2017**.
3. **Timing and Conduct of Classes:** The academic week starts on Sunday and finishes on Thursday, making it a five-day working week. Each Section shall have about two classes per day. So, there will be total ten classes per week for each section. Each class shall be of 90 minutes duration, of which 60 minutes shall be dedicated for lecture, and the rest 30 minutes shall be spent for discussions by the students. The mode and conduct of discussions shall be designed by the class-teacher as per the 'Remarks/Discussion' column given in the following pages. Apart from the planned classes, makeup classes and industrial visits will be conducted on Saturday and Sundays as per plan of the Department.
4. **Names of Courses with Codes:** The names of courses with course code have been stated below:

Serial	Name of Course	Code	Teacher's Name
1.	Functional English	GED-1101	Professor Md. Fazlur Rahman
2.	Bangladesh and International Studies	GED-1102	Professor Dr. Mohammad Mozahidul Islam
3.	Computer and Its Application in Business	GED-1103	Lecturer Sanzida Farhana Oishe
4.	Presentation Skill Development	GED-1104	Lecturer Sanjida Farhana Oishe
			Lecturer Farhana Ferdousi Aziz
5.	Principles of Management	MGT-1101	Lecturer Sanjana Hossain

5. **Assessment System.** The assessment system is as under:

Remarks	Distribution
Semester Final Exam	40%
Mid Term Exam	20%
Class Test (Four)	12%
Term Paper including Presentation (Individual/Group)	10%
Assignments and Case Studies including Presentation (Individual/Group)	05%
Regular Class Participation	05%
Class Attendance	05%
Attitude/Conduct/Manner	03%
Total:	100%

6. **Conclusion.** This semester outline, with its all information and instructions, welcomes the students to be a proud member of BUP. It sets the tone and describes the general academic environment of the University for the **1nd Semester of the year 2017**. In fact, it is a complete guideline for the students for the Semester, so that there is no room for any confusion on anyone's part. It also gives a clear picture of what BUP wants to impart to the students as well as what is expected out of the students. Disciplinary aspects are also mentioned enabling the students to have a prior understanding of the culture and discipline of BUP. It is expected that students shall take all instructions and information by heart and follow the same with utmost sincerity. It is worth mentioning that curriculum of BUP is not only a bundle of strict routines and their observances, but also a place where students shall learn to be a good and knowledgeable citizen with excellent presentation skill. The semester is full of fun and frolics apart from the pure academic curriculum, which the students shall come across as the semester unfolds with passage of time. We hope, gradually, all students shall successfully complete the semester with praiseworthy results. Welcome to BUP once again.

Date/ Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
01 Jan 2017 Sunday	New Year 2017						
02 Jan 2017 Monday	Opening Convocation 2017						
03 Jan 2017 Tuesday	Nobin Boron						
04 Jan 2017 Wednesday	1015-1145	Sec-B	CR-802	Presentation Skill Dev.	Lec Farhana F. Aziz	Introducing with Students, self-assessment, overview of the course, reference books and materials	1. Students will introduce themselves. 2. How to start a presentation or speech? 3. Expectation from the course. 4. Importance of presentation skill.
	1400-1530	Sec-A	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe	Computer System, parts of a computer, Computer generations	Generations of computer
	1545-1715	Sec-B	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe		
05 Jan 2017 Thursday	Weekend						
06 Jan 2017 Friday	Weekend						
07 Jan 2017 Saturday	0830-1000	Sec-A	CR-603	Functional English	Prof. Md. Fazlur Rahman	Orientation with students, importance of studying functional English	1. Syntax. 2. Syntactic categories. 3. Lexicon. 4. Transformational rules.
	1015-1145	Sec-B	CR-603	Functional English	Prof. Md. Fazlur Rahman		
		Sec-A	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe	Classification of computer based on size, based on capacity Assign Term Paper	Computer for Organizations and Society Issue: Recent computers in the market
	1200-1330	Sec-B	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe		
2ndWeek							
08 Jan 2017 Sunday	0830-1000	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Orientation with students, introduction / overview of the course	1. Expectations from this course. 2. Difference between your previous education and university education. 3. Why is this course for Management students? 4. Your knowledge on birth of Bangladesh.
	1015-1145	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam		
	1400-1530	Sec-A	Aud North	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Introducing with Students, self-assessment, overview of the course, reference books and materials	1. Students will introduce themselves. 2. How to start a presentation or speech? 3. Expectation from the course. 4. Importance of presentation skill.

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
09 Jan 2017 Monday	0830-1000	Sec-A	CR-802	Principles of Management	Lec Sanjana Hossain	The concept of management – Importance of management – Management process – Environmental context of management	1. Historical emergence of Management 2. Summary of the concepts, 3. Environmental context of management, 4. Management condition of Bangladesh.
		Sec-B	CR-603	Presentation Skill Dev.	Lec Farhana F. Aziz	Importance of effective presentation skill in business and life	1. Importance of presentation in corporate life. 2. Importance of presentation in social life. 3. Importance of presentation in personal life. 4. Experience of first presentation.
	1015-1145	Sec-B	CR-802	Principles of Management	Lec Sanjana Hossain	The concept of management – Importance of management – Management process – Environmental context of management	1. Historical emergence of Management 2. Summary of the concepts, 3. Environmental context of management, 4. Management condition of Bangladesh.
		Sec-A	CR-603	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Importance of effective presentation skill in business and life	1. Importance of presentation in corporate life. 2. Importance of presentation in social life. 3. Importance of presentation in personal life. 4. Experience of first presentation.
10 Jan 2017 Tuesday	0830-1000	Sec-A	CR-802	Functional English	Prof. Md. Fazlur Rahman	Common mistakes in academic writing	1. Right form of verbs. 2. Sentences and clauses. 3. Formal academic language. 4. Homonyms.
	1015-1145	Sec-B	CR-802	Functional English	Prof. Md. Fazlur Rahman		
	1400-1530	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Introduction to history: definition, importance of history, geographical location of Bangladesh	1. Definition of history. 2. Historiography. 3. Historical methods. 4. Sources for historical research for constructing/ re-constructing the history of Bengal.
		Sec-B	CR-1002	Principles of Management	Lec Sanjana Hossain	The concept of management – Importance of management – Management process – Environmental context of management	1. The scope of management, 2. Skills of Manager, 3. Managing in different areas of the organization, 4. Discuss the science and the art of management.
	1545-1715	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Introduction to history: definition, importance of history, geographical location of Bangladesh	1. Definition of history. 2. Historiography. 3. Historical methods. 4. Sources for historical research for

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
							constructing/ re-constructing the history of Bengal.
		Sec-A	CR-1002	Principles of Management	Lec Sanjana Hossain	The concept of management – Importance of management – Management process – Environmental context of management	1.The scope of management, 2.Skills of Manager, 3Managing in different areas of the organization, 5. Discuss the science and the art of management.
11 Jan 2017 Wednesday	1015-1145	Sec-B	CR-802	Presentation Skill Dev.	Lec Farhana F. Aziz	Discussion/ video on great presenters/ orators	1. Finding out strength. 2. Finding out weakness. 3. Importance of video in skill development. 4. Use of mentors.
	1400-1530	Sec-A	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe	input output devices, ergonomics and input devices	Modern Input –output devices
	1545-1715	Sec-B	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe	Class Test 1	
12 Jan 2017 Thursday	Weekend						
13 Jan 2017 Friday	Weekend						
14 Jan 2017 Saturday	0830-1000	Sec-A	CR-603	Functional English	Prof. Md. Fazlur Rahman	Common errors while writing Assign Term Paper	1. Formal and informal styles of writing. 2. Commonly misused words. 3. Confusingly related words. 4. Stylistic problems.
	1015-1145	Sec-B	CR-603	Functional English	Prof. Md. Fazlur Rahman		
		Sec-A	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe	Transforming Data Into Information, data representation,	Issue: Unicode characters
	1200-1330	Sec-B	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe		
3rdWeek							
15 Jan 2017 Sunday	0830-1000	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Bengal in ancient time: up to 1204 AD, contributions of some dynasty and development Assign Term Paper	1. Periodization of the History of Bengal. 2. Janapadas or principalities. 3. First independent king of Gaur. 4. Achievements of Palas.
	1015-1145	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam		
	1400-1530	Sec-A	Aud North	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Discussion/ video on great presenters/ orators	1. Finding out strength. 2. Finding out weakness. 3. Importance of video in skill development.

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
							4. Use of mentors.
16 Jan 2017 Monday	0830-1000	Sec-A	CR-802	Principles of Management	Lec Sanjana Hossain	Social responsibility of management – Evolution of management – Scientific management school, Classical management theory,	1.Contribution of the behavioral management, 2.The quantitative management perspective, 3.Contemporary management challenges, 4. Characterize the new workplace that is emerging in organizations today.
		Sec-B	CR-603	Presentation Skill Dev.	Lec Farhana F. Aziz	Discussion/ video on great presenters/ orators	1. Finding out strength. 2. Finding out weakness. 3. Importance of video in skill development. 4. Use of mentors.
	1015-1145	Sec-B	CR-802	Principles of Management	Lec Sanjana Hossain	Social responsibility of management – Evolution of management – Scientific management school, Classical management theory,	1.Contribution of the behavioral management, 2.The quantitative management perspective, 3.Contemporary management challenges, 4. Characterize the new workplace that is emerging in organizations today.
		Sec-A	CR-603	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Discussion/ video on great presenters/ orators	1. Finding out strength. 2. Finding out weakness. 3. Importance of video in skill development. 4. Use of mentors.
17 Jan 2017 Tuesday	0830-1000	Sec-A	CR-802	Functional English	Prof. Md. Fazlur Rahman	Developing good vocabulary	1. Importance of use of right vocabulary in writing. 2. Importance of use of right vocabulary in speaking. 3. Common mistakes in choosing right vocabularies. 4. Techniques to improve and expand vocabulary.
	1015-1145	Sec-B	CR-802	Functional English	Prof. Md. Fazlur Rahman		
	1400-1530	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Bengal in medieval time (contributions in history)	1. Conquest of Nadia and its importance in history of Bengal. 2. Bulghakpur or city of rebellion. 3. Contribution of Iliyas Shahi dynasty in Bengal. 4. Contribution of Hossain Shahi dynasty.
		Sec-B	CR-1002	Principles of Management	Lec Sanjana Hossain	Overview of planning – Importance, Types and Steps of planning – Planning strategy – Decision making	1.Contingency planning, 2.Barriers in goal setting, planning, 3.Initiative to overcome the barrier, 4. Crisis management.

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
						Class Test1	
	1545-1715	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Bengal in medieval time (contributions in history)	<ol style="list-style-type: none"> 1. Conquest of Nadia and its importance in history of Bengal. 2. Bulghakpur or city of rebellion. 3. Contribution of Iliyas Shahi dynasty in Bengal. 4. Contribution of Hossain Shahi dynasty.
		Sec-A	CR-1002	Principles of Management	Lec Sanjana Hossain	Overview of planning – Importance, Types and Steps of planning – Planning strategy – Decision making Class Test1	<ol style="list-style-type: none"> 1. Contingency planning, 2. Barriers in goal setting, planning, 3. Initiative to overcome the barrier, 4. Crisis management.
18 Jan 2017 Wednesday	1015-1145	Sec-B	CR-802	Presentation Skill Dev.	Lec Farhana F. Aziz	Building essential vocabularies for effective written and oral presentation, describing an event Class Test 1/Assign Term Paper	<ol style="list-style-type: none"> 1. Importance of vocabularies. 2. Describing any memorable/ significant event/ achievement. 3. Making oral presentation on impromptu topic. 4. Describing a situation.
	1400-1530	Sec-A	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe	Computer Codes and Arithmetic- number system in computer, different codes in computer, conversion of computer words and numbers, binary arithmetic, octal numbers, hexadecimal number, BCD, EBCDIC and ASCIL codes, How computer process data	Issue: Modern CPUs Assign Case study
	1545-1715	Sec-B	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe		
	Handball Final						
19 Jan 2017 Thursday	Weekend						
20 Jan 2017 Friday	Weekend						
21 Jan 2017 Saturday	0830-1000	Sec-A	CR-603	Functional English	Prof. Md. Fazlur Rahman	Introductory discussion on writing Class Test 1	<ol style="list-style-type: none"> 1. Process writing. 2. Product writing. 3. Prewriting. 4. Drafting and revising.
	1015-1145	Sec-B	CR-603	Functional English	Prof. Md. Fazlur Rahman		

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
		Sec-A	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe	Factors affecting processing speed	Issue: Storage and transfer speed available in recent market
	1200-1330	Sec-B	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe		
4thWeek							
22 Jan 2017 Sunday	0830-1000	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Bengal in modern times: british rule: 1757-1947 AD, battles of plassey and boxer, diwani (1765), british policy and reforms Class Test 1	1. Causes of European exploration and colonization. 2. Reasons of the failure of South Asian's resistance. 3. Consequence of the battle of Polasy. 4. Consequence of the battle of Boxer.
	1015-1145	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam		
	1400-1530	Sec-A	Aud North	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Building essential vocabularies for effective written and oral presentation, describing an event Class Test 1/Assign Term Paper	1. Importance of vocabularies. 2. Describing any memorable/ significant event/ achievement. 3. Making oral presentation on impromptu topic. 4. Describing a situation.
23 Jan 2017 Monday	0830-1000	Sec-A	CR-802	Principles of Management	Lec Sanjana Hossain	Overview of planning – Importance, Types and Steps of planning – Planning strategy – Decision making	1. Describe the various types of operational plans, 2. Describe scope of planning, 3. Responsible personnel for organizational plan, 4. Time frames for each kind of organizational plan.
		Sec-B	CR-603	Presentation Skill Dev.	Lec Farhana F. Aziz	Video analysis on world championship on public speaking	1. SWOT analysis on presenters. 2. Presentation by students. 3. Background of competition. 4. Presentation on Toastmasters.
	1015-1145	Sec-B	CR-802	Principles of Management	Lec Sanjana Hossain	Overview of planning – Importance, Types and Steps of planning – Planning strategy – Decision making	1. Describe the various types of operational plans, 2. Describe scope of planning, 3. Responsible personnel for organizational plan, 4. Time frames for each kind of organizational plan.
		Sec-A	CR-603	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Video analysis on world championship on public speaking	1. SWOT analysis on presenters. 2. Presentation by students. 3. Background of competition. 4. Presentation on Toastmasters.

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
24 Jan 2017 Tuesday	0830-1000	Sec-A	CR-802	Functional English	Prof. Md. Fazlur Rahman	Writing a good biography & autobiography	<ol style="list-style-type: none"> Selecting the subject. Doing research on the subject. Customizing what to include in the Biography. Writing for an unknown audience.
	1015-1145	Sec-B	CR-802	Functional English	Prof. Md. Fazlur Rahman		
	1400-1530	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Renaissance in Bengal	<ol style="list-style-type: none"> Comparison with European renaissance. Bengal's renaissance. Raja Ram Mohan Roy. Literature and science.
		Sec-B	CR-1002	Principles of Management	Lec Sanjana Hossain	Time and human relationships in decision-making – Problem and opportunity finding – The nature of managerial decision making – The rational model of decision-making.	<ol style="list-style-type: none"> Decision making conditions, Which strategy should a firm develop first, Business level or corporate level strategy, Relationship between business and corporate level strategy.
	1545-1715	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Renaissance in Bengal	<ol style="list-style-type: none"> Comparison with European renaissance. Bengal's renaissance. Raja Ram Mohan Roy. Literature and science.
		Sec-A	CR-1002	Principles of Management	Lec Sanjana Hossain	Time and human relationships in decision-making – Problem and opportunity finding – The nature of managerial decision-making – The rational model of decision-making.	<ol style="list-style-type: none"> Decision making conditions, Which strategy should a firm develop first, Business level or corporate level strategy, Relationship between business and corporate level strategy.
25 Jan 2017 Wednesday	1015-1145	Sec-B	CR-802	Presentation Skill Dev.	Lec Farhana F. Aziz	Understanding different presentation situations (classroom, presenting in competitions, presenting in front of subordinates etc.)	<ol style="list-style-type: none"> Need for adaptation. Presentation on assessment of the situation. Discussion on different competition. Preparation for public speaking.
	1400-1530	Sec-A	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe	Types of Storage Devices Class Test 2	Issue: Recent Storage devices and their capacity
	1545-1715	Sec-B	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe		
26 Jan 2017 Thursday	Weekend						

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
27 Jan 2017 Friday	Weekend						
28 Jan 2017 Saturday	0830-1000	Sec-A	CR-603	Functional English	Prof. Md. Fazlur Rahman	Writing e-mail etiquettes	<ol style="list-style-type: none"> Quality criteria of memorandum. Guidelines to write memorandum, circulars, notices etc. Standard format of job application. Differences between resume and CV.
	1015-1145	Sec-B	CR-603	Functional English	Prof. Md. Fazlur Rahman		
		Sec-A	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe	Optimizing disk performance	Issue: Optimizing disk performance practically
	1200-1330	Sec-B	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe		
5thWeek							
29 Jan 2017 Sunday	0830-1000	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Partition of Bengal (1905) and its result, All India Muslim League (1906) Assign Case study	<ol style="list-style-type: none"> Reason of partition of Bengal in (1905). Results of partition. Hindu-Muslim reaction. Causes of foundation of Muslim League.
	1015-1145	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam		
	1400-1530	Sec-A	Aud North	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Understanding different presentation situations (classroom, presenting in competitions, presenting in front of subordinates etc.)	<ol style="list-style-type: none"> Need for adaptation. Presentation on assessment of the situation. Discussion on different competition. Preparation for public speaking.
30 Jan 2017 Monday	0830-1000	Sec-A	CR-802	Principles of Management	Lec Sanjana Hossain	Time and human relationships in decision-making – Problem and opportunity finding – The nature of managerial decision making – The rational model of decision-making.	<ol style="list-style-type: none"> Discuss group and team decision making, Advantages of group and team decision making, How decision making can be managed effectively Negative aspects of group decision making.
		Sec-B	CR-603	Presentation Skill Dev.	Lec Farhana F. Aziz	Presentations on impromptu topic Assign Case Study	<ol style="list-style-type: none"> Topic will be given five minutes before commencement through lottery.
	1015-1145	Sec-B	CR-802	Principles of Management	Lec Sanjana Hossain	Time and human relationships in decision-making – Problem and opportunity finding – The nature of managerial decision-making – The	<ol style="list-style-type: none"> Discuss group and team decision making, Advantages of group and team decision making, How decision making can be managed effectively Negative aspects of group decision

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
						rational model of decision-making.	making.
		Sec-A	CR-603	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Presentations on impromptu topic Assign Case Study	1. Topic will be given five minutes before commencement through lottery.
31 Jan 2017 Tuesday	0830-1000	Sec-A	CR-802	Functional English	Prof. Md. Fazlur Rahman	Improving writing skill	1. Difficulty in getting started on writing assignments. 2. Mental fatigue while writing. 3. Inconsistent legibility in writing. 4. Uneven writing tempo and poorly planned papers.
	1015-1145	Sec-B	CR-802	Functional English	Prof. Md. Fazlur Rahman		
	1400-1530	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Lahore resolution and partition of India (1947), partition of Bengal (1947)	1. Reason of partition of India. 2. Results of partition. 3. Hindu-Muslim reaction. 4. Lahore Resolution and Partition of India (1947).
		Sec-B	CR-1002	Principles of Management	Lec Sanjana Hossain	Definition of organization – Organization structure – Type of organization structure – Functional organization – Product/market organization – Matrix organization – Power & the distribution of authority	1. Benefits of job specialization 2. Limitations of specialization, 3. Alternatives of specialization, 4. How authority is distributed in organization
	1545-1715	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Lahore resolution and partition of India (1947), partition of Bengal (1947)	1. Reason of partition of India. 2. Results of partition. 3. Hindu-Muslim reaction. 4. Lahore Resolution and Partition of India (1947).
		Sec-A	CR-1002	Principles of Management	Lec Sanjana Hossain	Definition of organization – Organization structure – Type of organization structure – Functional organization – Product/market organization – Matrix organization – Power & the distribution of authority	1. Benefits of job specialization 2. Limitations of specialization, 3. Alternatives of specialization, 4. How authority is distributed in organization
01 Feb 2017	1015-1145	Sec-B	CR-802	Presentation Skill Dev.	Lec Farhana F. Aziz	Presentation on physical appearance, outfit/ attire including shoe/ belt/ perfume	1. Importance of physical appearance. 2. Importance of appropriate attire for particular presentation.

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
Wednesday						selection (both male and female)	3. Describing one's idol. 4. Challenges in following an idol.
	1400-1530	Sec-A	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe	operating systems (OS): concept, types and functions	Issue: Chronological development of OS
	1545-1715	Sec-B	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe		
02 Feb 2017 Thursday	Weekend						
03 Feb 2017 Friday	Weekend						
04 Feb 2017 Saturday	0830-1000	Sec-A	CR-603	Functional English	Prof. Md. Fazlur Rahman	Writing project proposals Class Test 2	1. Techniques to develop a successful project proposal. 2. Different parts of a project proposal. 3. Dissertation. 4. Thesis.
	1015-1145	Sec-B	CR-603	Functional English	Prof. Md. Fazlur Rahman		
		Sec-A	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe	various category of software, Running programs and utility software Team Assignment	Issue: Types of software and their uses
	1200-1330	Sec-B	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe		
6thWeek							
05 Feb 2017 Sunday	0830-1000	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Pakistan period and history of Bangladesh : 1948-1970 AD language movement, foundation of Awami League, military rule in Pakistan Class Test 2	1. Language movement and its significance. 2. 1954 Provincial election and its importance in the growth of Bengali nationalism. 3. Reason and success of the foundation of Awami League. 4. Military rule in Pakistan and the failure of national integration.
	1015-1145	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam		
	1400-1530	Sec-A	Aud North	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Presentation on physical appearance, outfit/ attire including shoe/ belt/ perfume selection (both male and female)	1. Importance of physical appearance. 2. Importance of appropriate attire for particular presentation. 3. Describing one's idol. 4. Challenges in following an idol.
06 Feb 2017	0830-1000	Sec-A	CR-802	Principles of Management	Lec Sanjana Hossain	Product/market organization – Matrix organization – Power & the distribution of	1.Situational influences on organization design, 2.Changes that occur as an organization

Date/ Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
Monday						authority	grows in size, 3.Changes that occur as an organization grows ages over time, 4. Explain the differences of change over time and size.
		Sec-B	CR-603	Presentation Skill Dev.	Lec Farhana F. Aziz	Barriers/ challenges of effective presentation and use of different aids and supporting medias including audio visuals required for presentation	1. Different challenges of effective presentation. 2. Presentations on use of different medias. 3. Handling different aids. 4. Need for effective presentation.
	1015-1145	Sec-B	CR-802	Principles of Management	Lec Sanjana Hossain	Product/market organization – Matrix organization – Power & the distribution of authority	1.Situational influences on organization design, 2.Changes that occur as an organization grows in size, 3.Changes that occur as an organization grows ages over time, 4. Explain the differences of change over time and size.
		Sec-A	CR-603	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Barriers/ challenges of effective presentation and use of different aids and supporting medias including audio visuals required for presentation	1. Different challenges of effective presentation. 2. Presentations on use of different medias. 3. Handling different aids. 4. Need for effective presentation.
07 Feb 2017 Tuesday	0830-1000	Sec-A	CR-802	Functional English	Prof. Md. Fazlur Rahman	Writing book reviews	1. ISBN. 2. Fiction and non-fiction books. 3. Journal entries. 4. Publishing companies.
	1015-1145	Sec-B	CR-802	Functional English	Prof. Md. Fazlur Rahman		
	1400-1530	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	6 points and 11 points program, mass upsurge in 1969, election of 1970	1. Key features of the six-point Program. 2. Key features of 11 points program. 3. The outcome of 1970 election. 4. Pakistan's final solution and the Bangladeshi response.
		Sec-B	CR-1002	Principles of Management	Lec Sanjana Hossain	Definition of organization – Organization structure – Type of organization structure – Functional organization – Product/market organization – Matrix organization – Power & the distribution of authority Class test2	1.Emerging issues in organization design, 2.Team organization, 3.Virtual organization, 4.Learning organization,

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
	1545-1715	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	6 points and 11 points program, mass upsurge in 1969, election of 1970	<ol style="list-style-type: none"> Key features of the six-point Program. Key features of 11 points program. The outcome of 1970 election. Pakistan's final solution and the Bangladeshi response.
		Sec-A	CR-1002	Principles of Management	Lec Sanjana Hossain	Definition of organization – Organization structure – Type of organization structure – Functional organization – Product/market organization – Matrix organization – Power & the distribution of authority Class test2	<ol style="list-style-type: none"> Emerging issues in organization design, Team organization, Virtual organization, Learning organization,
08 Feb 2017 Wednesday	1015-1145	Sec-B	CR-802	Presentation Skill Dev.	Lec Farhana F. Aziz	How to prepare efficient PPT slides?	<ol style="list-style-type: none"> Practice: PPT preparation and Presentation. PPT designing. PPT presentation. Common mistakes in PPT preparation.
	1400-1530	Sec-A	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe	History of internet, understanding the World Wide Web (www)	Use of Internet in different aspect of life
	1545-1715	Sec-B	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe		
	Volleyball Final						
09 Feb 2017 Thursday	Weekend						
10 Feb 2017 Friday	Weekend						
11 Feb 2017 Saturday	0830-1000	Sec-A	CR-603	Functional English	Prof. Md. Fazlur Rahman	Instructions & general information for listening practices	<ol style="list-style-type: none"> Listening comprehension script. Analysis-scoring sheet. Necessity of listening practice. Listening practice activities.
	1015-1145	Sec-B	CR-603	Functional English	Prof. Md. Fazlur Rahman		
		Sec-A	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe	Basics of networking, understanding networking devices	Networking devices and their specifications
	1200-1330	Sec-B	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe		

Date/ Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
6th Week							
12 Feb 2017 Sunday	0830-1000	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Bangladesh Liberation war 1971: socio-economic, political condition of Bengal	<ol style="list-style-type: none"> 1. Widening disparity between the East and the West. 2. The 25th of March 1971. 3. Role of sector commanders 4. Role played by Rajakars
	1015-1145	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam		
	1400-1530	Sec-A	Aud North	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	How to prepare efficient PPT slides?	<ol style="list-style-type: none"> 1. Practice: PPT preparation and Presentation. 2. PPT designing. 3. PPT presentation. 4. Common mistakes in PPT preparation.
13 Feb 2017 Monday	0830-1000	Sec-A	CR-802	Principles of Management	Lec Sanjana Hossain	Types of authority – Definition and sources of power – Line and staff authority – Delegation of authority – Decentralization and centralization – Job design – Grouping of activities – Departmentalization	<ol style="list-style-type: none"> 1. International business organization's characteristics 2. Describe the forms of core technology, 3. Organizational structure that occur in firms with each of the three types, 4. Tell about the differences in organizational structure that occur in firms.
		Sec-B	CR-603	Presentation Skill Dev.	Lec Farhana F. Aziz	Story telling, right humor, figures, diagrams for presentations Class Test 2	<ol style="list-style-type: none"> 1. Students will be asked to tell story of their choice. 2. Describing an interesting experience. 3. Describing a figure/ diagram. 4. Describing a data set/ table.
	1015-1145	Sec-B	CR-802	Principles of Management	Lec Sanjana Hossain	Types of authority – Definition and sources of power – Line and staff authority – Delegation of authority – Decentralization and centralization – Job design – Grouping of activities – Departmentalization	<ol style="list-style-type: none"> 1. International business organization's characteristics 2. Describe the forms of core technology, 3. Organizational structure that occur in firms with each of the three types, 4. Tell about the differences in organizational structure that occur in firms.
		Sec-A	CR-603	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Story telling, right humor, figures, diagrams for presentations Class Test 2	<ol style="list-style-type: none"> 1. Students will be asked to tell story of their choice. 2. Describing an interesting experience. 3. Describing a figure/ diagram. 4. Describing a data set/ table.

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points	
Pohela Falgun								
14 Feb 2017 Tuesday	0830-1000	Sec-A	CR-802	Functional English	Prof. Md. Fazlur Rahman	Listening from IELTS resources & British Council resources Team Assignment	1. How to access various resources? Techniques for developing listening skill. 3. Common mistakes in listening tests. How to avoid the mistakes in listening tests?	
	1015-1145	Sec-B	CR-802	Functional English	Prof. Md. Fazlur Rahman			
	1400-1530	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Role of big powers Team Assignment	1. The United Nations and Bangladesh issue. 2. Role of USA. 3. Role of USSR. 4. Role of India in liberation war of Bangladesh.	
		Sec-B	CR-1002	Principles of Management	Lec Sanjana Hossain	Types of authority – Definition and sources of power – Line and staff authority – Delegation of authority – Decentralization and centralization – Job design – Grouping of activities – Departmentalization	1. Characteristics of Organic organization, 2. What are some of the outcomes that company will experience as they become more organic, 3. What are some of the outcomes that company will experience as they become less mechanistic? 4. Positive and negative outcomes of organic organization.	
	1545-1715	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Role of big powers Team Assignment	1. The United Nations and Bangladesh issue. 2. Role of USA. 3. Role of USSR. 4. Role of India in liberation war of Bangladesh.	
		Sec-A	CR-1002	Principles of Management	Lec Sanjana Hossain	Types of authority – Definition and sources of power – Line and staff authority – Delegation of authority – Decentralization and centralization – Job design – Grouping of activities – Departmentalization	1. Characteristics of Organic organization, 2. What are some of the outcomes that company will experience as they become more organic, 3. What are some of the outcomes that company will experience as they become less mechanistic? 4. Positive and negative outcomes of organic organization.	
	15 Feb 2017 Wednesday	1015-1145	Sec-B	CR-802	Presentation Skill Dev.	Lec Farhana F. Aziz	Developing and Organizing information for presentation	1. Importance of research. 2. How to organize information. 3. Use of Brain storming. 4. Need for effective delivery.
		1400-1530	Sec-A	CR-603	Com & It's	Lec Sanjida	types of networks, Structure	Necessity of Networks

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
				Application	Farhana Oishe	of networks Class Test: 02	
	1545-1715	Sec-B	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe		
Volleyball Final							
16 Feb 2017 Thursday	Weekend Seminar-1						
17 Feb 2017 Friday	Weekend						
18 Feb 2017 Saturday	0830-1000	Sec-A	CR-603	Functional English	Prof. Md. Fazlur Rahman	How to compile bibliographies	1. Bibliography. 2. References. Differences between bibliography and references. 4. Referencing styles.
	1015-1145	Sec-B	CR-603	Functional English	Prof. Md. Fazlur Rahman		
		Sec-A	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe	MS Word – preparing tables, creating graphs and charts	Issue: MS Word practical
	1200-1330	Sec-B	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe		
7th Week							
19 Feb 2017 Sunday	0830-1000	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Midterm Examination	
	1015-1145	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam		
	1400-1530	Sec-A	Aud North	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Developing and Organizing information for presentation	1. Importance of research. 2. How to organize information. 3. Use of Brain storming. 4. Need for effective delivery.
20 Feb 2017 Monday	0830-1000	Sec-A	CR-802	Principles of Management	Lec Sanjana Hossain		
		Sec-B	CR-603	Presentation Skill Dev.	Lec Farhana F. Aziz	Some special tips for smart speech, business presentation, practicing through examples	1. Use/ criticism of different tips. 2. Use/ criticism of different tools. 3. Tips on great opening. 4. How to close effectively.

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
	1015-1145	Sec-B	CR-802	Principles of Management	Lec Sanjana Hossain	Midterm Examination	
		Sec-A	CR-603	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Midterm Examination	
21 Feb 2017 Tuesday	International Mother Language Day						
22 Feb 2017 Wednesday	1015-1145	Sec-B	CR-802	Presentation Skill Dev.	Lec Farhana F. Aziz	Midterm Examination	
	1400-1530	Sec-A	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe	MS Word – Sorting data, doing calculations, restricting the documents, page layout and decoration, printing the documents Case Study Submission	Assign Analytical-1 Issue: MS Word practical
	1545-1715	Sec-B	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe		
23 Feb 2017 Thursday	Weekend Seminar-2						
24 Feb 2017 Friday	Weekend						
25 Feb 2017 Saturday	0830-1000	Sec-A	CR-603	Functional English	Prof. Md. Fazlur Rahman	Midterm Examination	
	1015-1145	Sec-B	CR-603	Functional English	Prof. Md. Fazlur Rahman		
		Sec-A	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe	Midterm Examination	
		Sec-B	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe		
8th Week							
26 Feb 2017 To 03 Mar 2017	Mid-Term Break						
04 Mar	0830-1000	Sec-A	CR-603	Functional	Prof. Md. Fazlur	Writing research report	1. Basics of report writing.

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
2017 Saturday				English	Rahman		2. Different parts of a research report. 3. Data collection, organization and presentation of the collected data. 4. Common mistakes in report writing.
	1015-1145	Sec-B	CR-603	Functional English	Prof. Md. Fazlur Rahman	MS Word – referencing and reviewing, MS Excel – excel basics, its characteristics, Team Assignment	Submission of Analytical-1 Issue: MS Word practical
		Sec-A	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe		
1200-1330	Sec-B	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe			
9th Week							
05 Mar 2017 Sunday	0830-1000	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	An overview of Bangladesh: (1971 – up to today), resources of Bangladesh (Agriculture, Forest, RMG, MDG, SDG)	1. Political development of Bangladesh. 2. Economic development of Bangladesh. 3. Trends of agricultural development. 4. Achievements in RMG.
	1015-1145	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam		
	1400-1530	Sec-A	Aud North	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Some special tips for smart speech, business presentation, practicing through examples	1. Use/ criticism of different tips. 2. Use/ criticism of different tools. 3. Tips on great opening. 4. How to close effectively.
06 Mar 2017 Monday	0830-1000	Sec-A	CR-802	Principles of Management	Lec Sanjana Hossain	Decentralization and centralization – Job design – Grouping of activities – Departmentalization	1. Basic alternative approaches to designing jobs, 2. Rationale of job groupings 3. Most common bases of for grouping jobs into departments, 4. Basic elements for establishing reporting relationships.
		Sec-B	CR-603	Presentation Skill Dev.	Lec Farhana F. Aziz	Ways to reduce shyness, stage frightens, stress and speaker's anxiety	1. Different techniques used for reducing shyness. 2. Different techniques used for reducing stage phobia. 3. Different techniques used for reducing stress. 4. Speaker's anxiety.
	1015-1145	Sec-B	CR-802	Principles of Management	Lec Sanjana Hossain	Decentralization and centralization – Job design – Grouping of activities – Departmentalization	1. Basic alternative approaches to designing jobs, 2. Rationale of job groupings 3. Most common bases of for grouping jobs into departments, 4. Basic elements for establishing reporting relationships.

Date/ Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
		Sec-A	CR-603	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Ways to reduce shyness, stage frightens, stress and speaker's anxiety	<ol style="list-style-type: none"> 1. Different techniques used for reducing shyness. 2. Different techniques used for reducing stage phobia. 3. Different techniques used for reducing stress. 4. Speaker's anxiety.
07 Mar 2017 Tuesday	0830-1000	Sec-A	CR-802	Functional English	Prof. Md. Fazlur Rahman	Research reports (Practice)	<ol style="list-style-type: none"> 1. Different types of reports. 2. Techniques of report writing. 3. Outlines of the report. 4. Ethics in report writing.
	1015-1145	Sec-B	CR-802	Functional English	Prof. Md. Fazlur Rahman		
	1400-1530	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Rural development, culture and ethnicity, historical places and tourism, bengal famine	<ol style="list-style-type: none"> 1. Change of a village of Bangladesh between 1970 and 2015. 2. Religious festivals in Bangladesh. 3. The USA and making of a famine in 1974. 4. Main historical places of Bangladesh.
		Sec-B	CR-1002	Principles of Management	Lec Sanjana Hossain	Span of supervision – Optimum span of supervision and factors influencing optimum span	<ol style="list-style-type: none"> 1. The need for coordination, 2. Structural coordination techniques, 3. Differentiating between positions, 4. Administrative intensity.
	1545-1715	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Rural development, culture and ethnicity, historical places and tourism, bengal famine	<ol style="list-style-type: none"> 1. Change of a village of Bangladesh between 1970 and 2015. 2. Religious festivals in Bangladesh. 3. The USA and making of a famine in 1974. 4. Main historical places of Bangladesh.
		Sec-A	CR-1002	Principles of Management	Lec Sanjana Hossain	Span of supervision – Optimum span of supervision and factors influencing optimum span	<ol style="list-style-type: none"> 1. The need for coordination, 2. Structural coordination techniques, 3. Differentiating between positions, 4. Administrative intensity.
08 Mar 2017 Wednesday	1015-1145	Sec-B	CR-802	Presentation Skill Dev.	Lec Farhana F. Aziz	Breathing, eye contact, body language, applying gesture and posture Class Test 3	<ol style="list-style-type: none"> 1. Eye contact. 2. Body language. 3. Use of right gesture. 4. Use of right posture.
	1400-1530	Sec-A	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe	MS Excel - understanding types of charts; creating, formatting and labeling the charts	MS Excel practical
	1545-1715	Sec-B	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe		

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
09 Mar 2017 Thursday	Weekend						
10 Mar 2017 Friday	Weekend						
11 Mar 2017 Saturday	0830-1000	Sec-A	CR-603	Functional English	Prof. Md. Fazlur Rahman	Creative writing on any given topic	<ol style="list-style-type: none"> 1. Creative writing forums. 2. Word mechanics. 3. General writing. 4. The art of critique.
	1015-1145	Sec-B	CR-603	Functional English	Prof. Md. Fazlur Rahman		
		Sec-A	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe	MS Excel - applications of its various functions.	MS Excel practical
	1200-1330	Sec-B	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe		
10th Week							
12 Mar 2017 Sunday	0830-1000	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Governance of Bangladesh, education system of Bangladesh	<ol style="list-style-type: none"> 1. What is governance? 2. Key features of good governance. 3. Good governance in Bangladesh. 4. Trends of development in education sector of Bangladesh.
	1015-1145	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam		
	1400-1530	Sec-A	Aud North	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Breathing, eye contact, body language, applying gesture and posture Class Test 3	<ol style="list-style-type: none"> 1. Eye contact. 2. Body language. 3. Use of right gesture. 4. Use of right posture.
13 Mar 2017 Monday	0830-1000	Sec-A	CR-802	Principles of Management	Lec Sanjana Hossain	Recruitment – Selection – Training & development – Performance appraisal & compensation	<ol style="list-style-type: none"> 1. Emergence of HRM, 2. Potential sources of recruitment, 3. Three sixty degree performance appraisal system, 4. External environment and HRM
		Sec-B	CR-603	Presentation Skill Dev.	Lec Farhana F. Aziz	Pronunciation, pace, voice, modulation, art of rhetoric Submission of Case Study	<ol style="list-style-type: none"> 1. Importance of correct pronunciation in presentation. 2. Importance of voice. 3. Importance modulation. 4. Importance of art or rhetoric.
	1015-1145	Sec-B	CR-802	Principles of Management	Lec Sanjana Hossain	Recruitment – Selection – Training & development –	<ol style="list-style-type: none"> 1. Emergence of HRM, 2. Potential sources of recruitment,

Date/ Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
						Performance appraisal & compensation	3.Three sixty degree performance appraisal system, 4.External environment and HRM
		Sec-A	CR-603	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Pronunciation, pace, voice, modulation, art of rhetoric Submission of Case Study	1. Importance of correct pronunciation in presentation. 2. Importance of voice. 3. Importance modulation. 4. Importance of art or rhetoric.
14 Mar 2017 Tuesday	0830-1000	Sec-A	CR-802	Functional English	Prof. Md. Fazlur Rahman	Planning of paragraph writing, brain storming & practice Class Test: 03	1. Different parts of a paragraph. 2. Structuring a paragraph. 3. Linking ideas. 4. Guidelines to write a good paragraph.
	1015-1145	Sec-B	CR-802	Functional English	Prof. Md. Fazlur Rahman		
	1400-1530	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Towards a Digital Bangladesh: problems and possibilities Class Test: 03	1. Digital revolution. 2. The vision of digital Bangladesh. 3. Achievements of the Bangladesh government. 4. The challenges of digital Bangladesh.
		Sec-B	CR-1002	Principles of Management	Lec Sanjana Hossain	Recruitment – Selection – Training & development – Performance appraisal & compensation Class test3	1.How succession planning helps an organization to sustain, 2.Necessity of human resource management in an organization, 3. Social elements of HRM 4. Cultural elements of human resource environment.
	1545-1715	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Towards a Digital Bangladesh: problems and possibilities	1. Digital revolution. 2. The vision of digital Bangladesh. 3. Achievements of the Bangladesh government. 4. The challenges of digital Bangladesh.
		Sec-A	CR-1002	Principles of Management	Lec Sanjana Hossain	Recruitment – Selection – Training & development – Performance appraisal & compensation Class test3	1.How succession planning helps an organization to sustain, 2.Necessity of human resource management in an organization, 3. Social elements of HRM 4. Cultural elements of human resource environment.
15 Mar 2017 Wednesday	1015-1145	Sec-B	CR-802	Presentation Skill Dev.	Lec Farhana F. Aziz	Use of voice/ vocal variety and correct English	1. Use of voice. 2. Use of correct English. 3. Potential misunderstanding of wrong English. 4. Impact of bad voice on presentation.

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
	1400-1530	Sec-A	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe	MS Excel - applications of its various functions. Class Test: 03	Assign Analytical Work-2 Issue: MS Excel practical
	1545-1715	Sec-B	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe		
16 Mar 2017 Thursday	Weekend Novice Debate						
17 Mar 2017 Friday	Weekend Birthday of Bongabondhu Sheikh Mozibur Rahman Novice Debate						
18 Mar 2017 Saturday	0830-1000	Sec-A	CR-603	Functional English	Prof. Md. Fazlur Rahman	How to write a letter	1. Formal letter. 2. Informal letter. 3. Letter of complaints and enquiries. 4. Letter of requests.
	1015-1145	Sec-B	CR-603	Functional English	Prof. Md. Fazlur Rahman		
		Sec-A	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe	Designing Effective Power-Point Presentation	Issue: MS Power Point practical
	1200-1330	Sec-B	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe		
11th Week							
19 Mar 2017 Sunday	0830-1000	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	International studies: civilization, neolithic revolution Case Study Submission	1. What is civilization? 2. Hunting and gathering society. 3. Domestication of plants. 4. Domestication of animals.
	1015-1145	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam		
	1400-1530	Sec-A	Aud North	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Use of voice/ vocal variety and correct English	1. Use of voice. 2. Use of correct English. 3. Potential misunderstanding of wrong English. 4. Impact of bad voice on presentation.
20 Mar 2017 Monday	0830-1000	Sec-A	CR-802	Principles of Management	Lec Sanjana Hossain	Transfer, promotion, demotion, separations and evaluation of Human resources – Organizational change.	1.Types of placements, 2.Merits and demerits of different types of placements, 3.Barriers to change , 4. How to manage the change in an organization.

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
		Sec-B	CR-603	Presentation Skill Dev.	Lec Farhana F. Aziz	Audience analysis, how to keep audience involved including selecting right mode of presentation	1. Need for audience analysis. 2. Fitting message to audiences' expectation.
	1015-1145	Sec-B	CR-802	Principles of Management	Lec Sanjana Hossain	Transfer, promotion, demotion, separations and evaluation of Human resources – Organizational change.	1.Types of placements, 2.Merits and demerits of different types of placements, 3.Barriers to change , 4. How to manage the change in an organization.
		Sec-A	CR-603	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Audience analysis, how to keep audience involved including selecting right mode of presentation	1. Need for audience analysis. 2. Fitting message to audiences' expectation.
21 Mar 2017 Tuesday	0830-1000	Sec-A	CR-802	Functional English	Prof. Md. Fazlur Rahman	Reading comprehension and writing letter for business purposes	1. Standard outline. 2. Techniques of reading comprehension. 3. How to design agenda for a business proposal? 4. Techniques of writing successful business proposals.
	1015-1145	Sec-B	CR-802	Functional English	Prof. Md. Fazlur Rahman		
	1400-1530	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Mesopotamian civilizations, Indus valley civilization and contributions in history	1. Contribution in language and writing. 2. Contribution in agriculture. 3. Religion and philosophy. 4. Mesopotamian Administration.
		Sec-B	CR-1002	Principles of Management	Lec Sanjana Hossain	Concept of motivation – Basic assumptions about motivation – Motivation process – Importance of motivation in organizations	1.Historical perspectives on Motivation, 2. The traditional approach of motivation. 3.The human relations approach, 4. The human resource approach.
	1545-1715	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Mesopotamian civilizations, Indus valley civilization and contributions in history	1. Contribution in language and writing. 2. Contribution in agriculture. 3. Religion and philosophy. 4. Mesopotamian Administration.
		Sec-A	CR-1002	Principles of Management	Lec Sanjana Hossain	Concept of motivation – Basic assumptions about motivation – Motivation process – Importance of motivation in organizations	1.Historical perspectives on Motivation, 2. The traditional approach of motivation. 3.The human relations approach, 4. The human resource approach.
22 Mar 2017 Wednesday	1015-1145	Sec-B	CR-802	Presentation Skill Dev.	Lec Farhana F. Aziz	Different style of presentation Class Test 4	1. Mode of presentation. 2. Techniques of keeping audience involved. 3. Presentation by students on selected

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
							topic following different style covered.
	1400-1530	Sec-A	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe	MS Power Point- using animations, linking objects like audio and videos	Issue: MS Power Point practical
	1545-1715	Sec-B	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe		
23 Mar 2017 Thursday	Weekend Seminar-3						
24 Mar 2017 Friday	Weekend						
25 Mar 2017 Saturday	0830-1000	Sec-A	CR-603	Functional English	Prof. Md. Fazlur Rahman	Taking notes from books (literature)	<ol style="list-style-type: none"> 1. Importance of taking notes. 2. Notes writing. 3. Minutes writing. 4. Note taking techniques.
	1015-1145	Sec-B	CR-603	Functional English	Prof. Md. Fazlur Rahman		
		Sec-A	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe	Different types of Information Systems Term Paper Submission	Issue: Use and Importance of Information Systems
	1200-1330	Sec-B	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe		
12th Week							
26 Mar 2017 Sunday	Independence Day						
27 Mar 2017 Monday	0830-1000	Sec-A	CR-802	Principles of Management	Lec Sanjana Hossain	Concept of motivation – Basic assumptions about motivation – Motivation process – Importance of motivation in organizations	<ol style="list-style-type: none"> 1. Historical perspectives on Motivation, 2. The traditional approach of motivation. 3. The human relations approach, 4. The human resource approach.
		Sec-B	CR-603	Presentation Skill Dev.	Lec Farhana F. Aziz	Use/effects of mentoring in developing presentation skill	<ol style="list-style-type: none"> 1. Students will present on their mentors with rationale for their selection. 2. Personality development Skill. 3. Weakness of mentor. 4. Qualities of mentor.
	1015-1145	Sec-B	CR-802	Principles of Management	Lec Sanjana Hossain	Concept of motivation – Basic assumptions about motivation – Motivation process – Importance of motivation in organizations	<ol style="list-style-type: none"> 1. Historical perspectives on Motivation, 2. The traditional approach of motivation. 3. The human relations approach, 4. The human resource approach.

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
		Sec-A	CR-603	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Different style of presentation Class Test 4	<ol style="list-style-type: none"> 1. Mode of presentation. 2. Techniques of keeping audience involved. 3. Presentation by students on selected topic following different style covered.
28 Mar 2017 Tuesday	0830-1000	Sec-A	CR-802	Functional English	Prof. Md. Fazlur Rahman	Writing summary Team Assignment Submission	<ol style="list-style-type: none"> 1. Abstract. 2. Executive summary. 3. Guidelines for writing abstract. 4. Guidelines for writing summary of the reports.
	1015-1145	Sec-B	CR-802	Functional English	Prof. Md. Fazlur Rahman		
	1400-1530	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Egyptian civilization, Greece civilization and achievements Team Assignment Submission	<ol style="list-style-type: none"> 1. Contribution in language and writing. 2. Contribution in agriculture. 3. Religion and philosophy. 4. Egyptian/ Greece Administration.
		Sec-B	CR-1002	Principles of Management	Lec Sanjana Hossain	Motivational theories – Maslow's need hierarchy – REG and two-factor theory – Motivation techniques – Job satisfaction	<ol style="list-style-type: none"> 1. Theories of Motivation 2. Relationship between different theories 3. Implications of motivational theories in different organizations, 4. Relationship among different theories
	1545-1715	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Egyptian civilization, Greece civilization and achievements	<ol style="list-style-type: none"> 1. Contribution in language and writing. 2. Contribution in agriculture. 3. Religion and philosophy. 4. Egyptian/ Greece Administration. Team Assignment Submission
		Sec-A	CR-1002	Principles of Management	Lec Sanjana Hossain	Motivational theories – Maslow's need hierarchy – REG and two-factor theory – Motivation techniques – Job satisfaction	<ol style="list-style-type: none"> 1. Theories of Motivation 2. Relationship between different theories 3. Implications of motivational theories in different organizations, 4. Relationship among different theories
29 Mar 2017 Wednesday	1015-1145	Sec-B	CR-802	Presentation Skill Dev.	Lec Farhana F. Aziz	Use of vibrant videos and amazing audio Submission of Term Paper	<ol style="list-style-type: none"> 1. Students will be asked to criticize the video shown. 2. Use of video in presentation. 3. Use of sound in effective presentation. 4. Challenges in using audio/video.
	1400-1530	Sec-A	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe	Types of Threats, encrypting data Class Test- 04	Issue: Recent treats to Computer system
	1545-1715	Sec-B	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe		
30 Mar 2017	Weekend						

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
Thursday	Seminar-4						
31 Mar 2017 Friday	Weekend						
01 April 2017 Saturday	0830-1000	Sec-A	CR-603	Functional English	Prof. Md. Fazlur Rahman	Writing a resume/ CV Class Test 04	<ol style="list-style-type: none"> Standard format of the CV. Writing your own CV. Mind mapping. Creating a resume.
	1015-1145	Sec-B	CR-603	Functional English	Prof. Md. Fazlur Rahman		
		Sec-A	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe	System Vulnerability and Abuses, Establishing a Framework for Security and Control	Submission Analytical-2 Issue: Mentionable Hacking world wide
1200-1330	Sec-B	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe			
13th Week							
02 April 2017 Sunday	0830-1000	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Roman Civilization and contributions	<ol style="list-style-type: none"> Formation of the city of Rome. Roman republic. Education and Government. Roman civilization.
	1015-1145	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam		
	1400-1530	Sec-A	Aud North	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Use/effects of mentoring in developing presentation skill	<ol style="list-style-type: none"> Students will present on their mentors with rationale for their selection. Personality development Skill. Weakness of mentor. Qualities of mentor.
03 April 2017 Monday	0830-1000	Sec-A	CR-802	Principles of Management	Lec Sanjana Hossain	Motivational theories – Maslow's need hierarchy – REG and two-factor theory – Motivation techniques – Job satisfaction	<ol style="list-style-type: none"> Alternative forms of work arrangements, Behavioral theories, Motivational strategies, 4.Implication of motivation theories.
		Sec-B	CR-603	Presentation Skill Dev.	Lec Farhana F. Aziz	Non-verbal signals: use of hands, smile, standing still vs. moving around, position, and mannerism, coughing, confidence	<ol style="list-style-type: none"> Presentation on use of hands. Use of smile in presentation.
	1015-1145	Sec-B	CR-802	Principles of Management	Lec Sanjana Hossain	Motivational theories – Maslow's need hierarchy – REG and two-factor theory – Motivation techniques – Job satisfaction	<ol style="list-style-type: none"> Alternative forms of work arrangements, Behavioral theories, Motivational strategies, 4.Implication of motivation theories.

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
		Sec-A	CR-603	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Use of vibrant videos and amazing audio Submission of Term Paper	<ol style="list-style-type: none"> Students will be asked to criticize the video shown. Use of video in presentation. Use of sound in effective presentation. Challenges in using audio/video.
04 April 2017 Tuesday	0830-1000	Sec-A	CR-802	Functional English	Prof. Md. Fazlur Rahman	Writing a standard script & its necessity	<ol style="list-style-type: none"> Writing process. Appendix writing. Index writing. Writing TV news scripts.
	1015-1145	Sec-B	CR-802	Functional English	Prof. Md. Fazlur Rahman		
	1400-1530	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Renaissance in Europe and its influences Class Test 4	<ol style="list-style-type: none"> Key features of renaissance. Humanism. Art and renaissance. Religion and renaissance.
		Sec-B	CR-1002	Principles of Management	Lec Sanjana Hossain	Defining leadership – The trait approach to leadership Class test4	<ol style="list-style-type: none"> Nature of leadership, Leadership Vs. Manager ship, Ingredients of leadership, Trait approach to leadership.
	1545-1715	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Renaissance in Europe and its influences Class Test 4	<ol style="list-style-type: none"> Key features of renaissance. Humanism. Art and renaissance. Religion and renaissance.
		Sec-A	CR-1002	Principles of Management	Lec Sanjana Hossain	Defining leadership – The trait approach to leadership Class test4	<ol style="list-style-type: none"> Nature of leadership, Leadership Vs. Manager ship, Ingredients of leadership, Trait approach to leadership.
05 April 2017 Wednesday	1015-1145	Sec-B	CR-802	Presentation Skill Dev.	Lec Farhana F. Aziz	Non-verbal signals: use of hands, smile, standing still vs. moving around, position, and mannerism, coughing, confidence	<ol style="list-style-type: none"> Use of mannerism, confidence. Importance of non-verbal signals.
	1400-1530	Sec-A	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe	Computer in Bank and insurance, Commercial enterprises, Industrial enterprises, Retailers, Reservations systems, Offices, Private sector education, Private sector health services	Issue: mostly used software
	1545-1715	Sec-B	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe		

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
06 April 2017 Thursday	Weekend						
07 April 2017 Friday	Weekend						
08 April 2017 Saturday	0830-1000	Sec-A	CR-603	Functional English	Prof. Md. Fazlur Rahman	Improving the writing skill	1. Features of technical writing. 2. Ways of critically engaging oneself with methodological projects. 3. Writing scientific projects. 4. Various writing exercises. Issue: "Speech to Text"
	1015-1145	Sec-B	CR-603	Functional English	Prof. Md. Fazlur Rahman		
		Sec-A	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe	Applications that talk, Printing industry, Physical security of a computer installation-Introduction	
	1200-1330	Sec-B	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe		
14th Week							
09 April 2017 Sunday	0830-1000	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Revolutions: industrial revolution in England and French revolution	1. Background of industrial revolution. 2. Impacts of industrial revolution. 3. Reasons of the French revolution. 4. Impacts of French revolution. 1. Presentation on use of hands. 2. Use of smile in presentation.
	1015-1145	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam		
	1400-1530	Sec-A	Aud North	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Non-verbal signals: use of hands, smile, standing still vs. moving around, position, and mannerism, coughing, confidence	
10 April 2017 Monday	0830-1000	Sec-A	CR-802	Principles of Management	Lec Sanjana Hossain	Defining leadership – The trait approach to leadership	1. Different situational approaches to leadership, 2. Favorableness and leadership style 3. Leadership theories, 4. Implications of theories.
		Sec-B	CR-603	Presentation Skill Dev.	Lec Farhana F. Aziz	Cross cultural presentation	1. Presentation on cultural barriers. 2. Values and thought pattern.
	1015-1145	Sec-B	CR-802	Principles of Management	Lec Sanjana Hossain	Defining leadership – The trait approach to leadership	1. Different situational approaches to leadership, 2. Favorableness and leadership style 3. Leadership theories, 4. Implications of theories.

Date/ Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
		Sec-A	CR-603	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Non-verbal signals: use of hands, smile, standing still vs. moving around, position, and mannerism, coughing, confidence	<ol style="list-style-type: none"> 1. Use of mannerism, confidence. 2. Importance of non-verbal signals.
11 April 2017 Tuesday	0830-1000	Sec-A	CR-802	Functional English	Prof. Md. Fazlur Rahman	English In Situations	<ol style="list-style-type: none"> 1. Greetings in different countries of the world. 2. Gift giving and taking culture. 3. Time culture. 4. Language culture and negotiation culture.
	1015-1145	Sec-B	CR-802	Functional English	Prof. Md. Fazlur Rahman		
	1400-1530	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Different dimensions of international relations and rise of big powers	<ol style="list-style-type: none"> 1. Main tenets of realism. 2. Key features of liberalism. 3. Marxism. 4. Big powers in historical context.
		Sec-B	CR-1002	Principles of Management	Lec Sanjana Hossain	Leadership styles	<ol style="list-style-type: none"> 1. Leadership styles based on authority, 2. Managerial grid, 3. Likert's four styles of managerial leadership, 4. Leadership continuum.
	1545-1715	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	Different dimensions of international relations and rise of big powers	<ol style="list-style-type: none"> 1. Main tenets of realism. 2. Key features of liberalism. 3. Marxism. 4. Big powers in historical context.
		Sec-A	CR-1002	Principles of Management	Lec Sanjana Hossain	Leadership styles	<ol style="list-style-type: none"> 1. Leadership styles based on authority, 2. Managerial grid, 3. Likert's four styles of managerial leadership, 4. Leadership continuum.
12 April 2017 Wednesday	1015-1145	Sec-B	CR-802	Presentation Skill Dev.	Lec Farhana F. Aziz	Cross cultural presentation	<ol style="list-style-type: none"> 1. Perceptions and misperceptions. 2. Cultural shock.
	1400-1530	Sec-A	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe	Protective measures, How to prevent unauthorized physical access, Controlling and auditing security system, Backup and recovery plans,	Issue: breach of security
	1545-1715	Sec-B	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe		
13 April 2017 Thursday	Weekend						

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
14 April 2017 Friday	Weekend Pahela Boishak						
15 April 2017 Saturday	0830-1000	Sec-A	CR-603	Functional English	Prof. Md. Fazlur Rahman	Writing essay, IEEE format for referencing & bibliography	<ol style="list-style-type: none"> Different types of essays. Structuring an essay. Standard format for writing an essay. Sample of a good essay. Differences between in text citation and referencing. APA referencing style. Additional bibliography writing style. Standard format of writing bibliography in research papers. Term Paper Submission
	1015-1145	Sec-B	CR-603	Functional English	Prof. Md. Fazlur Rahman		
		Sec-A	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe	Introduction to e-commerce, tools of e-commerce, status of e-commerce in Bangladesh, application of e-commerce in Bangladesh, ISO open system model	
	1200-1330	Sec-B	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe		Issue: E-commerce and E-governance in Bangladesh
15th Week							
16 April 2017 Sunday	0830-1000	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	World War I (1914-1918): causes and results	<ol style="list-style-type: none"> Causes of WWI. Political and Military alliance. The rise of Nationalism and its impact. Impacts of war 1.
	1015-1145	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam		
	1400-1530	Sec-A	Aud North	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Cross cultural presentation	<ol style="list-style-type: none"> Presentation on cultural barriers. Values and thought pattern.
17 April 2017 Monday	0830-1000	Sec-A	CR-802	Principles of Management	Lec Sanjana Hossain	Leadership styles	<ol style="list-style-type: none"> Charismatic leadership, Transformational leadership, Transactional leadership, Situational and contingency of leadership.
		Sec-B	CR-603	Presentation Skill Dev.	Lec Farhana F. Aziz	Presentation	
	1015-1145	Sec-B	CR-802	Principles of Management	Lec Sanjana Hossain	Leadership styles	<ol style="list-style-type: none"> Charismatic leadership, Transformational leadership, Transactional leadership, Situational and contingency of leadership.

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
		Sec-A	CR-603	Presentation Skill Dev.	Lec Sanjida Farhana Oishe	Cross cultural presentation	<ol style="list-style-type: none"> 1. Perceptions and misperceptions. 2. Cultural shock.
18 April 2017 Tuesday	0830-1000	Sec-A	CR-802	Functional English	Prof. Md. Fazlur Rahman	Practice and drilling of IPA symbols, Analytical comprehension (fictional & non-fictional)	<ol style="list-style-type: none"> 1. Visual illustrations in English. 2. ELT. 3. Importance of ELT in language. Scopes of ELT education in Bangladesh. Differences between fictional and non fictional analytical comprehensions. 6. Open ended discussion questions. Developing reading comprehension questions. 8. Changes in reading comprehensions across the world.
	1015-1145	Sec-B	CR-802	Functional English	Prof. Md. Fazlur Rahman		
	1400-1530	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	World War II (1939-1945): causes and aftermath	<ol style="list-style-type: none"> 1. Causes of WWII. 2. Political and Military alliance. 3. The rise of Hitler and its impact. 4. Impacts World War II.
		Sec-B	CR-1002	Principles of Management	Lec Sanjana Hossain	concept, types, Importance	<ol style="list-style-type: none"> 1.Role of communication in management , 2.Outcomes of interpersonal behavior, 3.Merits of better communication, 4.Communication as a strength to development
	1545-1715	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam	World War II (1939-1945): causes and aftermath	<ol style="list-style-type: none"> 1. Causes of WWII. 2. Political and Military alliance. 3. The rise of Hitler and its impact. 4. Impacts World War II.
		Sec-A	CR-1002	Principles of Management	Lec Sanjana Hossain	concept, types, Importance	<ol style="list-style-type: none"> 1.Role of communication in management , 2.Outcomes of interpersonal behavior, 3.Merits of better communication, 4.Communication as a strength to development
19 April 2017 Wednesday	1015-1145	Sec-B	CR-802	Presentation Skill Dev.	Lec Farhana F. Aziz	Presentation	
	1400-1530	Sec-A	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe	Presentation	
	1545-1715	Sec-B	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe		
20 April 2017 Thursday	Weekend Seminar-5						

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
21 April 2017 Friday	Weekend						
22 April 2017 Saturday	0830-1000	Sec-A	CR-603	Functional English	Prof. Md. Fazlur Rahman	Phonetics & its application	<ol style="list-style-type: none"> 1. Phonetics and phonology. 2. Symbols. 3. Pronunciation chart of phonetic symbols. 4. Guidelines for making correct pronunciation in phonetic symbols.
	1015-1145	Sec-B	CR-603	Functional English	Prof. Md. Fazlur Rahman		
		Sec-A	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe	Presentation	
	1200-1330	Sec-B	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe		
16th Week							
23 April 2017 Sunday	0830-1000	Sec-A	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam		Presentation
	1015-1145	Sec-B	CR-603	Ban & Int'l Studies	Prof. Dr. Mohammad Mozahidul Islam		Presentation
	1400-1530	Sec-A	Aud North	Presentation Skill Dev.	Lec Sanjida Farhana Oishe		Presentation
24 April 2017 Monday	0830-1000	Sec-A	CR-802	Principles of Management	Lec Sanjana Hossain		Presentation
		Sec-B	CR-603	Presentation Skill Dev.	Lec Farhana F. Aziz		Presentation
	1015-1145	Sec-B	CR-802	Principles of Management	Lec Sanjana Hossain		Presentation
		Sec-A	CR-603	Presentation Skill Dev.	Lec Sanjida Farhana Oishe		Presentation
25 April 2017 Tuesday	Shob-e-Miraz						
	1015-1145	Sec-B	CR-802	Presentation Skill Dev.	Lec Farhana F. Aziz		Presentation
	1400-1530	Sec-A	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe		Presentation

Date/Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
	1545-1715	Sec-B	CR-603	Com & It's Application	Lec Sanjida Farhana Oishe		Presentation
27 April 2017 Thursday	Weekend Seminar-6						
28 April 2017 Friday	Weekend						
29 April 2017 Saturday	0830-1000	Sec-A	CR-603	Functional English	Prof. Md. Fazlur Rahman		Presentation
	1015-1145	Sec-B	CR-603	Functional English	Prof. Md. Fazlur Rahman		Presentation
		Sec-A	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe		Presentation
	1200-1330	Sec-B	CR-604	Com & It's Application	Lec Sanjida Farhana Oishe		Presentation
17th Week							
30 April 2017 Sunday	Preparatory Leave Starts Question Setting & Moderation						
01 May 2017 Monday	Preparatory Leave May Day						
02 May 2017 Tuesday	Preparatory Leave Question Setting & Moderation						
03 May 2017 Wednesday	Preparatory Leave Question Setting & Moderation Indoor Final						
04 May 2017 Thursday	Weekend						
05 May 2017 Friday	Weekend						
06 May	Preparatory Leave						

Date/ Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
2017 Saturday							
18th Week							
07 May 2017 Sunday						Preparatory Leave Question Setting & Moderation	
08 May 2017 Monday						Preparatory Leave Question Setting & Moderation	
09 May 2017 Tuesday						Preparatory Leave Question Setting & Moderation	
10 May 2017 Wednesday						Preparatory Leave Question Setting & Moderation Bhouddho Purnima	
11 May 2017 Thursday						Weekend	
12 May 2017 Friday						Weekend Shob-E-Barat	
13 May 2017 Saturday						Preparatory Leave	
19th Week							
14 May 2017 To 20 May 2017						1 st Semester Final Examination	
20th Week							
21 May 2017 To 27 May 2017						1 st Semester Final Examination	
21th Week							
28 May 2017 To 03 Jun 2017						Viva Voce	

Date/ Day	Time	Section	Location	Course Name	Name of Faculty	Topics/Events	Discussion Points
22th Week							
04 June 2017 To 10 Jun 2017						Summer Vacation	
23th Week							
11 June 2017 To 17 Jun 2017						Summer Vacation	
24th Week							
18 Jun 2017 To 22 Jun 2017						Summer Vacation Result Publication	
23 Jun 2017 Friday						Weekend Shob-E-Kadar	
24 Jun 2017 Saturday						Weekend	
25th Week							
25 Jun 2017 To 30 Jun 2017						Eid ul Fitr Holiday	