STUDENTS HANDBOOK ON BBA PROGRAM CURRICULUM

SESSION

2020-2021 | 2021-2022 | 2022-2023 | 2023-2024

Department of Accounting and Information Systems

Faculty of Business Studies

Begum Rokeya University, Rangpur

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Overview of the Department

Introduction

The Department of Accounting and Information Systems (AIS) at Begum Rokeya University, Rangpur was established on November 10, 2009, with the objective of expanding knowledge and research in the field of accounting and related disciplines. Since its inception, the department has been committed to producing skilled graduates equipped with contemporary accounting knowledge and information systems competencies. Over the years, graduates from this department have contributed significantly in both national and international arenas. The department is widely recognized for its strong faculty–student relationship, fostering a supportive and collaborative academic environment. This culture enhances student motivation, discipline, and active participation in academic as well as co-curricular activities. The department emphasizes a student-cantered learning approach and is regarded as a dynamic academic unit dedicated to excellence in education, research, and professional development. It continuously strives to produce competent, ethical, and innovative graduates who can contribute meaningfully to society.

Vision and Mission

Vision of the University

To become a globally recognized center of excellence in education and research by fostering innovation, creativity, and sustainable development.

Mission of the University

- To develop critical thinking, technological competence, and global perspectives.
- To address national and global challenges through research and innovation.
- To promote sustainable development and community engagement.
- To produce ethical, skilled, and socially responsible leaders.

Vision of the Department

To establish itself as a center of excellence in accounting and information systems education and research, contributing to business, economic, and societal development.

Mission of the Department

- Develop professional competence in accounting, information systems, AI, and digital technologies.
- Promote a research-oriented and innovation-driven academic environment.
- Strengthen national and international academic and professional collaborations.

Objectives of the Program

- To provide high-quality education in accounting, finance, taxation, auditing, and information systems aligned with global standards.
- To enhance analytical, critical thinking, and decision-making skills.
- To integrate modern technologies, including accounting software and digital tools, into education.
- To promote research, innovation, and knowledge creation.
- To instill ethical values, professional integrity, and social responsibility.
- To prepare graduates for careers in industry, academia, government, and professional bodies.
- To encourage leadership, entrepreneurship, and lifelong learning.
- To build collaborations with academic and professional institutions globally.

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Program Structure (BBA in AIS) and rules and regulations

Introduction to the Program

The Bachelor of Business Administration (BBA) in Accounting and Information Systems is a comprehensive four-year undergraduate program designed to develop expertise in accounting, finance, and business analytics alongside modern information systems. The curriculum integrates multidisciplinary knowledge including:

- Accounting and Information Systems
- Finance and Banking
- Economics
- Business and Tax Laws
- Corporate Governance and Auditing
- Marketing and Management
- Quantitative Techniques
- Information Technology

The program aims to produce graduates capable of addressing real-world business challenges with analytical and technological proficiency.

Duration and Credit Requirements

- **Duration:** 4 years
- **Total Semesters:** 8
- **Total Credit Hours:** 142.5
    - Viva Voce: 6 credits
    - Internship: 3 credits

Semester Structure

- 15 weeks: Class teaching
- 2 weeks: Preparatory leave
- 3 weeks: Final examination
- 6 weeks: Result publication

Academic Requirements

- Minimum CGPA for graduation: **2.50**
- Maximum completion period: **6 years**

Course Distribution (Year/Semester-wise)

The program is structured across eight semesters, gradually progressing from foundational courses to advanced specialization.

- **1st Year:** Basic business, accounting, economics, and communication courses
- **2nd Year:** Intermediate accounting, finance, statistics, and management
- **3rd Year:** Advanced accounting, auditing, taxation, and information systems
- **4th Year:** Specialized courses, corporate governance, internship, and viva voce

Assessment System

The evaluation system consists of continuous assessment and final examination components:

- Class participation and attendance
- Assignments and presentations
- Mid-term examinations
- Final semester examinations
- Practical work, internship, and viva voce

Students must meet attendance and academic performance requirements to be eligible for final examinations.

Grading/Evaluation:

Grading scale and grades

Total pass marks obtained in each theoretical course, oral (viva voce) examination, and practical courses shall be converted into LG (Letter Grade) and GP (Grade Point) as follows:

Numerical Grade	Letter Grade		Grade Point	Interpretation
80% and above	A^+	(A plus)	4.00	Outstanding
75% to less than 80%	A	(A regular)	3.75	Excellent
70% to less than 75%	A^-	(A minus)	3.50	Very Good
65% to less than 70%	B^+	(B plus)	3.25	Good
60% to less than 65%	B	(B regular)	3.00	Satisfactory
55% to less than 60%	B^-	(B minus)	2.75	Below Satisfactory
50% to less than 55%	C^+	(C plus)	2.50	Average
45% to less than 50%	C	(C regular)	2.25	Poor
40% to less than 45%	D	---	2.00	Pass
Less than 40%	F	---	0.00	Fail
	I	Incomplete	-	Didn't complete the degree
	W	Withdrawn	-	Withdrawn

Grade Point Average(GPA) and Cumulative Grade Point Average(CGPA):

The SGPA and CGPA will be computed as under

$$SGPA = \frac{\sum(\text{Credit} \times \text{Grade Points})}{\text{Total Credits}}, \quad CGPA = \frac{\text{Total Grade Points Secured}}{\sum \text{Credit of all Courses Attempted}}$$

Elaboration:
EC = Earned Credit; SGPA = Semester Grade Point Average; CGPA = Cumulative Grade Point Average;
Example: **1st Year 1st Semester (2020-2021)**

Course Code	No. of Credits	Letter Grade	Grade Point	Points Secured (2×4)
1	*2*	*3*	*4*	*5*
AIS 1101	3.0	A	3.75	11.250
AIS 1102	3.0	B^+	3.25	9.750
AIS 1103	3.0	C^+	2.50	7.500
AIS 1104	3.0	A^-	3.50	10.500
Total	12.0			39.000

Credit Points taken = $3+3+3+3$ = 12.00
SGPA (In 1st Year 1st Semester) = $39.000 \div 12$ = 3.25
Result:
Earned Credit Points = 12.00 (out of 12.00)
SGPA = 3.25 (In 1st Year 1st Semester Final Examination 2021)
Result = Promoted

1st Year 2nd Semester (2020-2021)

Course Code	No. of Credits	Letter Grade	Grade Point	Points Secured (2×4)
1	*2*	*3*	*4*	*5*
AIS 1201	3.0	A^+	4.00	12.000
AIS 1202	3.0	B	3.00	9.000
AIS 1203	3.0	C^+	2.50	7.500
AIS 1204	3.0	F	00	0.000
AIS 1205 (Viva Voce)	1.5	A^-	3.50	5.250
Total	**13.5**			**33.750**

Credit Points taken = $3+3+3+3+1.5$ = 13.50
SGPA (In 1st Year 2nd Semester) = $33.750 \div 13.5$ = 2.50

$$\text{Calculation of CGPA} = \frac{39.0 + 33.75}{12.0 + 13.5} = \frac{72.75}{25.5} = 2.85$$

Result:

SGPA = 2.5 (In 1st Year 2nd Semester Final Examination 2021)

CGPA = 2.85 (Up to1st Year 2nd Semester Final Examination 2021)

Result = Promoted

Re-admission

(a) A student of First Year First Semester failing to appear in the Semester Final Examination, unless the clause 3.1(a) is applicable, may be allowed to get re-admission with the immediate next batch (e.g., a student of session 2020-2021 will be re-admitted with session 2021-2022). However, she/he shall always be assigned by the former registration number and ID number.

(b) If a student fails to appear at any Semester Final Examination due to shortage of required percentage of attendance, or failure to pay the dues, or expulsion from the University, or any other reason as the case may be, she/he shall have to get herself/himself re-admitted to the same semester with the next batch (e.g. a student of session 2020-2021 will be re-admitted with session 2021-2022).

(c) If a student fails to get the requisite grade points for promotion (according to clause 15) from one semester to the next, she/he may take re-admission in the same semester with the next batch.

(d) On re-admission, the grade earned by a student in the concerned semester shall be cancelled automatically, and the student shall have to retake all the coursework (such as assignment/ presentation/ class performance, mid-semester examination-1, mid-semester examination-2, practical/ lab/ internship programme/ project/ fieldwork, viva voce, and final examinations) of that semester. The percentage of class attendance of such students shall be counted from the date of her/his re-admission.

(e) A student shall not get chance for re-admission more than twice during the entire programme as she/he requires to complete the program within a maximum period of six academic years from the original admission year.

(f) For re-admission, a student shall have to apply within fifteen working days after the announcement of the result of the concerned semester.

Improvement of Grades

a) A student earning the letter grade of less than 'B' (less than GP 3.00) in any course may also choose to improve the grade by appearing at the Semester Final Examination with the next available batch and maximum three courses in a Semester. If the grade point obtained in improvement is lower than the earlier obtained grade point, the earlier one shall stand (e.g., a student of session 2020-2021 will appear in the improvement examination with session 2021-2022).

b) A student shall have an improvement opportunity 2nd time of a course 'F' grade with the next available batch (e.g., a student of session 2020-2021 will be 2nd time improvement with session 2022-2023).

c) For appearing at the improvement examination, a student shall have to pay fees two times the normal examination fee for each course she/he opts for improvement.

d) No Improvement shall be allowed in Continuous Assessment, internship, fieldwork, report, monograph, thesis, project, project report, practical, lab, case study, term paper, viva voce. In such case, the earlier marks shall stand.

e) If any student remains absent in any course of the Semester Final Examination, she/he will not be given the permission to sit for improvement examination of that course.

f) No Improvement should be allowed in Fourth Year Second Semester.

g) The concerned (current) Examination Committee will take necessary actions to arrange the improvement examinations posting the marks and complete tabulation sheet.

Drop Out

a) If a twice re-admitted student in any semester fails to earn the minimum required SGPA for promotion, she/he shall be dropped out from the programme.

b) If it can be anticipated that it will not be possible for a student to complete the programme within six academic years (twelve semesters), she/he shall be dropped out from the programme.

c) A student earning F grade in any course after taking improvement examinations or re-admission in any semester shall be dropped out of the programme.

Department of Accounting and Information Systems
Begum Rokeya University, Rangpur
BBA Program

Semester wise Courses

1st Year 1st Semester		Credit
AIS 1101 :	Principles of Accounting	3
AIS 1102 :	Introduction to Business	3
AIS 1103 :	Business Communication	3
AIS 1104 :	Introduction to Business Mathematics	3
AIS 1105 :	Introduction to Computer	3
AIS 1106 :	Application of Computer in Business	1.5

1st Year 2nd Semester		
AIS 1201 :	Introduction to Cost Accounting	3
AIS 1202 :	Principles of Management	3
AIS 1203 :	Principles of Finance	3
AIS 1204 :	Introduction to Business Statistics	3
AIS 1205 :	Microeconomics	3
AIS 1206:	Bangladesh Studies	3
AIS 1207 :	Viva Voce	1.5

2nd Year 1st Semester		
AIS 2101 :	Intermediate Accounting	3
AIS 2102 :	Principles of Marketing	3
AIS 2103 :	Business and Labour Laws	3
AIS 2104 :	Theories and Practices of Banking	3
AIS 2105 :	Advanced Business Mathematics	3
AIS 2106:	Soft Skill Development (Practical)	1.5

2nd Year 2nd Semester

AIS 2201 :	Advanced Cost Accounting	3
AIS 2202 :	Introduction to Audit and Assurance	3
AIS 2203 :	Introduction to Taxation	3
AIS 2204 :	Business Statistics for Decision Making	3
AIS 2205 :	Insurance and Risk Management	3
AIS 2206 :	Viva Voce	1.5

3rd Year 1st Semester

AIS 3101 :	Advanced Financial Accounting	3
AIS 3102 :	Organizational Behaviour	3
AIS 3103 :	Macroeconomic	3
AIS 3104 :	Corporate Finance	3
AIS 3105 :	Corporate Governance	3
AIS 3106:	Company Laws	3

3rd Year 2nd Semester

AIS 3201 :	Managerial Accounting	3
AIS 3202 :	Advanced Audit and Assurance	3
AIS 3203 :	Advanced Taxation	3
AIS 3204 :	Corporate Financial Reporting	3
AIS 3205 :	Project Management	3
AIS 3206:	Accounting for Specialized	3
AIS 3207 :	Viva Voce	1.5

4th Year 1st Semester

AIS 4101 :	Corporate Financial Accounting	3
AIS 4102 :	Operations Research	3
AIS 4103 :	Business Ethics	3
AIS 4104 :	Development Economics and Public Policies	3
AIS 4105 :	Accounting Information System	3
AIS 4106 :	Enterprise Resource Planning and Accounting Software	1.5

4th Year 2nd Semester

AIS 4201 :	Accounting Theory	3
AIS 4202 :	Financial Statement Analysis	3
AIS 4203 :	Investment and Portfolio Management	3
AIS 4204 :	Research Methods in Business	3
AIS 4205 :	Strategic Management	3
AIS 4206 :	Viva Voce	1.5
AIS 4207:	**Internship/ Research Project**	3
	Total	**142.5**

DETAILED SYLLABUS
FIRST YEAR
FIRST SEMESTER

AIS 1101: Principles of Accounting

Course Objectives:

The objective of this course is to develop students' understanding of basic concepts of accounting, accounting process, and the application of the conceptual framework in such process in order to develop their abilities to complete the accounting cycle ending with preparation and presentation of financial statements. This course will also try to equip the students with the knowledge and ability to understand and analyse the information communicated through the Financial Statements.

1. **Introduction to Accounting:** Definition of Accounting; Purpose and Nature of Accounting Information; Uses and Users of Accounting Information; Branches of Accounting; Nature of Business and Accounting; Role of Accountancy Profession.

2. **Accounting Process and Accounting Cycle:** Accounting Equation; Effects of Transactions on the Accounting Equation; Double-Entry Accounting System; Accounting Cycle: Documentary Evidence and Identification, Journalization, Posting to the Ledger, Preparation of Trial Balance, Limitations of Trial Balance, Errors and their Rectification, Adjustments, Need for Adjustments, Adjusted Trial Balance, Preparation of Financial Statements, Closing Entries, Post-Closing Trial Balance; Preparation of Work Sheet and Reversing Entries.

   Guideline for Processing in Accounting: The Conceptual Framework of Accounting, The Objective of General Purpose Financial Reporting, The Reporting Entity, Qualitative Characteristics of Useful Financial Information, Underlying Assumptions, The Elements of Financial Statements, Recognition of the Elements of Financial

Statements, Measurement of the Elements of Financial Statements, Concepts of Capital and Capital Maintenance.

3. **Accounting for Merchandising Concern:** Nature of the Inventories; Measurement of Inventories; Accounting for Merchandizing Operation; Using Mark-Up/Margin Percentages to Determine Costs; Writing off Inventories and Inventory Drawings.

   Preparation of Financial Statements: Statement of Comprehensive Income, Importance of Statement of Comprehensive Income, Limitations of Statement of Comprehensive Income, Preparation of Statement of Comprehensive Income, Single-Step and Multiple-Step Statement of Financial Position, Usefulness of Statement of Financial Position, Limitations of Statement of Financial Position, Preparation of Statement of Financial Position, Statement of Changes in Equity.

4. **Accounting System Design:** Charts of Accounts; Coding of Accounts; Control Accounts; the Purposes of Control Accounts; Special Journals: Advantages of Special Journals, Cash Receipt Journal, Cash Payment Journal, Sales Journals, Purchase Journal, General Ledgers and Subsidiary Ledgers.

5. **Incomplete Records:** Preparation of Financial Statements from Incomplete Records.

6. **Basic Ideas on Financial Statement Analysis.**

Books Reference:

1. Jerry J. Weygandt, Paul D. Kimmel and Donald E. Kieso. *Accounting Principles* (John Wiley & Sons, Inc.).

2. Belverd E. Needles, Marian Powers and Susan V. Crosson. *Principles of Accounting* (Houghton Mifflin Company).

AIS 1102: Introduction to Business

Course objectives:

The objectives of this course are to provide students with a fundamental understanding of the different forms of businesses, industries, and services, and to explain the nature of business and its operating environment. It also aims to develop their knowledge of various forms of business ownership and the general methods of business financing, while introducing them to the structure and functions of commonly found securities markets. Furthermore, the course seeks to enhance students' awareness of the ethical challenges commonly faced by businesses and to strengthen their understanding of government policies regulating business activities, as well as the roles of institutions that promote trade and commerce. Finally, the course aims to foster a global perspective by enabling students to identify, examine, and analyse key issues related to international trade.

1. **Introduction:** Definition of business; History of business: the Colonial Period, the Industrial Revolution, the Age of Industrial Entrepreneurs; the Production Era, the Marketing Era, the Relationship Era; Characteristics and Benefits of Business; Business and its Ramifications: Industry, Commerce, and Direct Services; Types of Industries: Extractive, Manufacturing, Animal husbandry, and Service Industry; Commerce and its Ramifications: Trade-Banking; Insurance Transportation, Warehousing; Trade: Meaning, and importance; Types of Trade: Wholesale Trade, Retail Trade, Hawkering, Store, Departmental Store, Chain Store, Super Market, Commodity Market, Futures, Barter System. History and Importance of Banking; Types of Bank: Central Bank, Commercial Bank, Branch Bank, Unit Bank, Specialized Bank, Investment Bank, Merchant Bank, Offshore Bank, Grameen Bank; Insurance: Importance and Management, Risk Financing Houses, Life Insurance, General Insurance, Re-insurance, Actuarial Valuation; Transportation: Types, Principles of Rate Fixation; Importance of Warehousing; Warehousing Systems: CSD, LSD, SILO etc.; Different Businesses in Bangladesh.

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

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

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

5. **Social and Ethical Aspects of Business:** Definition of Business Ethics; Types of Ethical Concerns Facing a Business: Fairness and Honesty, Organizational Relationship, Conflict of Interest, Communications; Factors affecting Ethical Behaviour: Individual Factors, Social Factors, Other Factors; Encouraging the Ethical Behaviour; Guidelines for Making Ethical Decisions; Definition of Social Responsibility of Business; The Evolution of Social Responsibility of Business; Views of Social Responsibility: the Economic Model, the socioeconomic model; the Pros

and Cons of Social Responsibility; Social Responsibility of Business: Responsibility to Customers; Responsibility to Employees, Responsibility to Stockholders; Responsibility to Creditors, Responsibility to the Environment, Responsibility to the Community; Steps in the Implementation of Social Responsibility Program.

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

7. **International Business:** Basic Economics of International Trade; Scope, Concepts, and Barriers of International Trade; Reasons for and Against Trade Restrictions; Reducing International Trade Barriers: International Trade Agreements: GATT, WTO; International Economic Organizations Fostering Trade: The European Union, European Economic Area, NAFTA, CAFTA, ASEAN, The Pacific Rim, CIS, CBI, MERCOSUR, OPEC, OECD, SAFTA.

   Terms Used in International Trade: Invoice, L/C, Back to Back L/C, FOB, Clearing & Forwarding etc.

8. **Institutions for Furtherance of Business, Trade and Commerce in Bangladesh:** Trade Associations, Chambers of Commerce & Industry: Dhaka Chamber of Commerce & Industry (DCCI), Chittagong Chamber of Commerce & Industry (CCCI), Federation of Bangladesh Chambers of Commerce and Industry (FBCCI), Metropolitan Chambers of Commerce & Industry (MCCI); Trade Fairs & Exhibition; Export Promotion Bureau (EPB); BGMEA; Trading Corporation of Bangladesh (TCB); Board of Investment (BOI); Privatization Board (PB); Bangladesh Small & Cottage Industries Corporation (BSCIC); Bangladesh Development Bank Ltd. (BDBL); Export Processing Zones (EPZs) & BEPZA.

Books Reference:

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

AIS 1103: Business Communication

Course Objectives:

This course attempts to give students a comprehensive view of communication, its scope and importance in business, and the role of communication and communication principles in establishing not only an effective internal communications program, but also a favourable outside firm environment. The course covers various communication media. It also focuses on the techniques of preparation of reports on business matters and the art of presenting it.

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

2. **The Role of Communication in the Business Organization:** Importance and Benefits of Effective Communication; Components of Communication; Main Forms of Organizational Communication: Internal-Operational Communication, and External-Operational Communication; Concepts and Problems of Communication.

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

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

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

6. **Media of Communication:** Written Communication: Merits and Limitations; Oral Communication: Merits and limitations; Audio-Visual Communication: Merits and Limitations; Non-verbal Communication: Merits and Limitations.

   a. **Written Communication:** Fundamentals of Business Writing – Adaptation and The Selection of Words, Construction of Clear sentences and Paragraphs, Writing for Effect.
   b. Formats for Letter and Memos.
   c. Positive and Neutral Messages-Organization: Using direct plan, outline of direct plan for positive and neutral message, Forms: Transmittals, Confirmations, Summaries, Adjustments and Responses to Complaints, Thank-you and Congratulatory Notes.
   d. Negative Messages- Choice between direct and indirect plan, Subject Line, Organization, Forms: Rejections and Refusals, Disciplinary Notices & Negative Performance Appraisals, Lay-offs and Firings.

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

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

7. **Fundamentals of Report Writing:** Definition; Characteristics and Types of Reports; Determining the Report Purpose, Determining the Factors, Gathering the Information Needed, Interpreting the Findings, Organizing the Report Information, Writing the Report, Collaborative Report Writing. An Overview of Report structure; Characteristics of the Shorter Reports; Forms of Shorter Reports; Special Reports Forms; Organization and Content of the longer Reports—the Prefatory Parts, the Report Proper, Structural Coherence Helpers, the Long Analytical Report, Planning the Graphics, Placing the Graphics in the Report, Determining the General Mechanics of Construction, Constructing Textual Graphics, Constructing Visual Graphics, Using Computer Graphics.
8. **Oral Communication:** Strategies for Successful Interpersonal Communication; Dyadic Communication; Interviewing, Telephoning; Dictating; Listening; Planning; Conducting and Recording Meetings; Making Oral Presentations.
9. **Audio-Visual Communication:** Types of Aids, How to Make Audio-Visual Communication Effective.
10. **Non-Verbal Communication:** Nature of Non-Verbal Communication; Types of Non-Verbal Communication: Body language, Space, Time, Paralanguage, Other Types of Non-Verbal Communication.
11. **Technology-Enabled Communication:** Tools for Constructing Messages, Tools for Presenting Messages, Tools for Transmitting Messages, Tools for Collaboration.
12. **Handling of Mail, Filing and Indexing:** Handling of Inward and Outward Mail, Filing and Indexing Systems: Essentials, Classification, Methods, Horizontal vs. Vertical Filing, centralized vs. Decentralized Filing, Indexing: Types, Advantages and Disadvantages.

Books Reference:

1. Raymond V. Lesikar, John D. Pettit, Jr. and Marie E. Flatley. *Basic Business Communication* (Irwin and McGraw-Hill).
2. Herta A. Murphy, Herbert W. Hildebrant and Jane P. Thomas. *Effective Business Communication* (Tata McGraw-Hill).
3. Kitty O. Locker and Stephen KyoKaczmarek. *Business Communication-Building Critical Skills* (Tata McGraw-Hill).
4. John V. Thill and Courtland L. Bovee. *Excellence in Business Communication* (McGraw-Hill).
5. Courtland L. Bovee and John V. Thill. *Business Communication Today* (Prentice Hall).
6. Krizan, A.C. "Buddy", Petricia Merrier, Joyce Logan and Karen Williams. *Business Communication* (Thomson South-Western).
7. Rajendra Pal and J.S. Korlahalli. *Essentials of Business Communication* (Sultan Chand & Sons).

AIS 1104: Introduction to Business Mathematics

Course Objectives:

The objectives of this course are to develop students' understanding of the fundamental concepts and principles of mathematics applied in the fields of business and economics. It aims to equip accounting students with the mathematical tools and techniques required for analysing business and accounting problems, while fostering their understanding of mathematical theories and approaches to decision-making. In addition, the course seeks to stimulate students' interest in accounting and business by highlighting the practical applications and implications of mathematics in these disciplines.

1. **Theory of Numbers:** Introduction to Number System; Rational, Irrational, Integer, Decimal, Prime and Composite Numbers and their Basic Properties; Introduction to Complex numbers: Definition, Properties and Operations on Complex Numbers.
2. **Equations and Inequalities:**

   2.1 Definition and Concepts of Equations; Linear Equation; System of Linear Equations; Solving System of Linear Equations; Different Methods for Finding Solution of a System of Linear Equations; Uniqueness and Existence of the Solutions.

   2.2 Definition and Concepts of Quadratic Equation; Finding Solution or Roots of Quadratic Equations; Discussion on the Nature of Roots; Relationship between Roots and Coefficients of a Quadratic Equation; Mathematical Formation of Quadratic and Higher Order Equations with Given Roots.

   2.3 Basic Concepts on Nonlinear Equations; System of Nonlinear Equations and their Solutions; Curve Sketching of Different Linear and Nonlinear Equations; Application in Business and Economics Problems.

   2.4 Definition, Concepts and Properties of Inequality; Linear, Nonlinear and Absolute Value Inequalities; Solution of Inequalities and their Graphical Representation on Real Line.

3. **Theory of Sets:** Definition and Concepts of Sets and its Expression; Definition and Expression of Different Types of Sets; Theory and Properties of Union; Intersection; Difference and Complement of Sets; De-Morgan's Laws on Sets; Venn Diagram; Number of Elements in Sets; Cross Product; Application in Business and Economics Problems.

4. **Mathematical Induction, Series and Sequences:** Definition and Concepts on Sequence, and Series; Convergence and Divergence of a Sequences and Series; Sigma Notation; Introduction and Principle of Mathematical Induction; n^{th} Term and Sum of a Series up to n^{th} Term; Sum of Natural Numbers; Infinite Series.

5. **Progression:** Introduction; Arithmetic Progression (AP); n^{th} Term and Sum of Series in AP; Geometric Progression (GP); n^{th} Term and Sum of a Series in GP; Arithmetic and Geometric Mean; Application in Business Problems.

6. **Indices and Logarithms:** Definition and Laws of Indices; Positive and Fractional Indices; Surds; Operations with Power Functions; Definition and Properties of Logarithm; Common and Natural Logarithms; Mathematical Problem relating to Indices and Surds; Use of Logarithmic Table; Anti-Logarithm; Application Problems in Business and Economics.

7. **Permutations and Combinations:** Definition and Concepts Permutation; Factorial Notation; Fundamental Principles and Theorems of Permutations; Permutations of *n* Different Things; Permutation of Repeated Things; Circular Permutations; Restricted Permutations.

   Concepts of Combinations; Complementary Theorems; Relationship between Permutation and Combinations; Restricted Combinations.

8. **Binomial Theorem:** Introduction; Pascal's Triangle; Binomial Theorem; Expansion of Binomial Terms with Positive Integral Index; Position of Terms; Binomial Coefficients; General Term, Middle Terms and the Terms Independent of any Variable of a Binomial Expansion; Binomial Theorem with any Index; Summation of Series using Binomial Expansion.

9. **Mathematics of Finance:** Introduction; Simple and Compound Interests; Concepts of Present and Future Value; Annuities, Sinking Fund, Discount and Amortization.

10. **Trigonometry:** Introduction; Measurement of Angles; Circular Functions; Trigonometric Ratios; Relation between Trigonometric Functions; Trigonometric Functions of Standard Angles.

Books Reference:

1. Earl K. Bowen. *Mathematics with Applications in Management & Economics* (R. D. Irwin).
2. Jagdish C. Arya and Robin W. Lardner. *Mathematical Analysis for Business and Economics* (Prentice Hall).
3. P. N. Arora and P. C. Bogga. *Business Mathematics for Commerce and Economics* (John Wiley & Sons).
4. D. C. Sanchetti and V. K. Kapoor. *Business Mathematics* (Sultan Chand and Sons).
5. Raymond A. Barnett and Michael R. Ziegler. *Applied Business Mathematics* (Prentice Hall).

AIS 1105: Introduction to Computer

Course Objectives:

The objective of this course is to introduce the basic concepts of computer and information systems. It willintroduce the students with various computer hardware, operating systems, network types and internet. It also covers thefundamental concepts and theories of database management system and E-commerce.

1. **Introduction:** Definition and uses of Computers; Computer Generation and Classifications; Number System; Computer Organization and Architecture; Basic Logic Gates and Truth Tables.

2. **Fundamentals of Computer Hardware:** Input Hardware; Output Hardware; Processing hardware; Peripheral and Storage Devices; Hardware Components; Hardware Components in Action; Processing and Memory Devices (Power, Speed and Capacity): Processing Characteristics

and Functions, Memory Characteristics and Functions, Multiprocessing, Parallel Computing; Secondary Storage: Access Methods, Devices; Input and Output Devices: Characteristics and Functionality, Input Devices, Output Devices, Special-Purpose Input and Output Devices; Computer System Types & Selection and Upgrading; Assembling a computer; Troubleshooting PC hardware.

3. **Introduction to System Software and Application Software:** Introduction to Operating System; Introduction to Software Development and Programming Languages; Compilers, Interpreters and Assembler; Graphical User Interface (GUI): Gaining Proficiency in GUI Operating System; Windows XP/7/8/8.1/10 operating systems; Troubleshooting PC software.
4. **Introduction to Database Management System (**DBMS): File-oriented Approach; Database Approach; Data Dictionary; DBMS Languages; Database Management Systems (DBMS); Data Modeling and Database Design.
5. **Computer Network:** Types of Network Types; Uses of Computer Networks; Network Topologies; Communication Protocol; OSI Model; Network Devices.
6. **Internet and E-commerce:** Introduction to Internet; Telnet; FTP; Web Server; IP Address; Voice Over IP; Electronic, Mobile Commerce and Enterprise Systems: Introduction to Electronic & Mobile Commerce, Threats of Electronic & Mobile Commerce, and Strategies for Successful E-Commerce, Technology Infrastructure required to Support E-Commerce and M-Commerce; Electronic Payment Systems; Privacy and security in E-Commerce; Introduction to Intranet and Extranet.

Books Reference:

1. Sarah E. Hutchinson and Stacey C. Sawyer. Computer & Information Systems.
2. P. K. Sinha. Computer Fundamentals.

AIS 1106: Application of Computer in Business

Course Objectives:

The course will introduce the students with computers, internet and the most commonly used office software i.e. MS Word, MS Excel, MS PowerPoint and MS Access.

1. Introduction: Getting started with Windows operating system and common internet browsers.

2. MS Word:

- identify each of the features in the tool and menu bars of MS Word
- create, save, open, edit, spell-check and grammar-check a Word document
- apply formats such as: font style, size, and color; change margins, tabs, and
  spacing; use indents, numbers, bullets, and borders
- understand and use Word tables for data and formatting
- insert graphics into a document, scale and position graphics on the page
- insert and delete page breaks and footnotes into a document
- create headers, footnotes and endnotes using various styles of numbering
- apply the features of the page setup and print menus.

3. MS Excel:

- create, save, open, and edit a worksheet and embedded chart
- use formulas/functions to calculate sums, averages, percentages, maximums,
- minimums, absolute and relative cell addressing
- format the worksheet
- create pie, column, and line charts from spreadsheet data
- name ranges and worksheets
- email with Excel
- cut and copy adjacent and nonadjacent cells

- create series and use fill handles to copy series
- conduct "what if" analysis including the "if" function, "goal seek", and "now" function
- use print options for print to fit and formulas version of a worksheet

4. MS Access:

- create and use relational and non-relational databases that include tables, queries, forms and reports
- create, save, and run queries and print the results including simple, parameter,
- update, delete, append, make-table, and cross-tab queries
- find, filter, add, change, or delete records (including duplicate and unmatched)
- change the structure of a database and the appearance of a data-sheet
- create relationships, specify referential integrity, and use sub-data-sheets
- create and use a lookup field
- specify and update a table using validation rules including a required field, a range, default values, legal values, and formats
- create single and multiple field indexes

5. MS PowerPoint:

- plan, create, save, and run a Power Point presentation using templates and outline
- incorporate animation schemes into a presentation
- edit, insert, rearrange, and delete slides in a presentation
- change design templates
- select, move, copy, delete, and size objects on a slide
- add animation effects, insert, size, and scale clip art images in a presentation
- add headers and footers to slides and notes and handouts
- sound and video linking

Books Reference:

1. Campbell, J. T., Ciampa, M., Freund, S. M., Sebok, S. L., & Vermaat, M. E. Discovering Computers. Cengage Learning.
2. Lambert, J. Microsoft Word 2021 Step by Step. Microsoft Press.
3. Frye, C. Microsoft Excel 2021 Step by Step. Microsoft Press.
4. Korol, J. Microsoft Access 2021 Programming by Example with VBA, XML, and ASP. Mercury Learning and Information.
5. Lambert, J. Microsoft PowerPoint 2021 Step by Step. Microsoft Press.
6. Sinha, P. K., & Sinha, P. Computer Fundamentals. BPB Publications.

FIRST YEAR

SECOND SEMESTER

AIS 1201: Introduction to Cost Accounting

Course Objectives:

The objectives of this course are to introduce cost accounting as a distinct branch of accounting and to develop students' understanding of the measurement, analysis, accumulation, and control of the various elements of cost. The course also aims to provide students with fundamental knowledge of preparing cost sheets and to equip them with adequate skills for preparing the financial statements of manufacturing entities under both integral and non-integral cost accounting systems.

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

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

3. **Cost Concepts, Classification and Preparation of Cost Sheets:** Concepts of Asset, Cost, Expense, and Loss; Classification of Costs; Cost Center and Cost Unit; Cost Object; Cost Accounting Cycle; Factory Cost Flow; Statement of Cost of Goods Manufactured and Sold; Income Statement.

4. **Costing and Control of Materials:**

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

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

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

6. **Costing and Control of Manufacturing Overhead:** Definition; Classification of Overheads; Actual and Predetermined Factory Overhead; Actual vs. Normal Costing; Predetermined Overhead Rates; Departmental vs. Plant Wide Overhead Rates; Production Capacity; Analysis and Disposition of Under Applied and Over Applied Overhead; Spending and Idle Capacity Variance.

7. **Allocation of Service Department Cost:** Service Department Cost; Need for Cost Allocation; Guidelines for

Cost Allocation; Cost Allocation Methods: Direct Method, Step Method, Reciprocal Method, Single and Dual Rate Methods.

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

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

Books Reference:

1. Milton F. Usry and Lawrence H. Hammer. *Cost Accounting: Planning & Control* (South-Western Publishing Co.).
2. C. T. Horngren, G. Foster and S. M. Datar. *Cost Accounting: A Managerial Emphasis* (Prentice Hall).
3. J. T. Barfield, C. A. Raiborn and M. R. Kinney. *Cost Accounting: Traditions and Innovations* (South-Western Publishing Co.).
4. D. R. Hansen and M. M. Mowen. *Cost Management: Accounting and Control* (South-Western Publishing Co.).
5. S. P. Iyengar. *Cost Accounting: Principles and Practice* (Sultan Chand & Sons).
6. Jawahar Lal. *Cost Accounting* (Tata McGraw-Hill).
7. Ralph S. Polimeni, Frank J. Fabozzi and Arthur H. Adelberg. *Cost Accounting: Concepts and Applications for Managerial Decision Making* (McGraw-Hill Inc.).

AIS 1202: Principles of Management

Course Objectives:

Management is often recognized as the fifth factor of production. The purpose of this course is to give the students a basic understanding of the role and functions of a manager and to explain the principles, concepts, and techniques used by managers in carrying out their work. It also aims at getting the students acquainted with the complexity and wide variety of issues managers face in today's business firms.

1. **Meaning and Significance of Management:**Definition; Scope, Nature, Principle and Technique of management; Administration vs. Management skills; Basic Management Functions; Management Process; Effectiveness and Efficiency of Management; Management Skills; Kinds of Managers.

2. **Traditional and Contemporary Issues and Challenges:** Environmental Forces affecting Management Thought; Schools of Management Thought: the Classical Management Perspective, the Behavioral Management Perspective, the Quantitative Management Perspective, the Systems Management Perspective, the Contingency Perspective; Contemporary Management Challenges.

3. **Planning and Decision Making:** Meaning, Benefits and Costs; Planning perspective: Top-down and Bottom-up Planning; Steps in Planning; Types of Plans; Barriers to Effective Planning; Overcoming the Barriers to Planning; Time Frame for Planning; Managing Goal Settings and Planning Process; Decision Making: Defined; Types of Decision; Rational Perspective on Decision Making; Steps of Decision Making; Behavioral aspects of Decision Making.

4. **The Organizing Process:** Meaning and Importance; Organization Structure; Advantages and Disadvantages of Different Organizational Structure; Departmentation and its Basis; Chain of Command; Span of Control; Delegation

Process; Concentration and Decentralization; Conditions of Decentralization; Committee Systems; Benefits of Committee; Committee Types and Organizing Practices in Bangladesh.

5. **Managing Leadership and Influence Processes:** Nature of Leadership; Meaning of Leadership; Leadership and Management; Leadership Traits; Behavioural Approaches to Leadership; Contingency Approaches to Leadership; Leadership and Power; Leadership Styles of Bangladesh Managers; Managing Political Behaviour.

6. **Managing Employee Motivation and Performance:** Importance of Employee Motivation in the Workplace; Motivation Theories; Popular Motivational Strategies; Using Reward System to Motivate Performance; Application of Maslow Model in the Context of Bangladesh.

7. **Controlling Process:** Nature of Control; Purpose of Control; Type of Control; Steps in the Control Process; Characteristics of Effective Control; Resistance to Control; Budgetary Control System; Management by Objective; Behavioral aspects of Control.

8. **Managing Organization Change and Innovation:** Nature of Organization Change; Forces for Change; Steps in the Change Process; Resistance to Change; Overcoming Resistance to Change; Areas of Organization Change; Approaches to Implement Change; The Innovation Process; Forms of Innovation; Promoting Innovation in Organizations.

9. **Coordination:** Meaning and Significance; Tools of Coordination.

10. **Performance Evaluation of Managers:** Evaluation of Manager's Performance; Necessity, Methods: Graphical Rating Scale, Ranking Method, Critical Incident Technique, Management by Objective, ACR, Feedback, Judgmental Errors.

11. **Manager and Organization Development:** Necessity of Management Development; Training and Organization Development; Benefits on the Job Training; Benefits off the Job Training; Evaluation and Relevance of Training Program.

Books Reference:

1. Richard L. Daft. *Management* (Thomson South-Western).
2. W. Ricky Griffin. *Management* (Hougton Mifflin Company).
3. Pamela S. Lewis, Stephen H. Goodman, Patricia M. Fandt, and Joseph Michlitsch. *Management: Challenges for Tomorrow's Leaders* (Thomson South-Western).
4. Robert Kreitner. *Management* (Hougton Mifflin Company).
5. Harold Koontz and Heinz Weilrich. *Essentials of Management* (Tata McGraw-Hill).

AIS 1203: Principles of Finance

Course objectives:

The basic objective of this course is to provide students with a sound theoretical knowledge on principles and practices of business finance.

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

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

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

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

5. **Introduction to Security Valuation:** Valuation of Bond and Debenture; Valuation of Preferred Stock; Valuation of Common Stock.

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

7. **Sources of Financing and Instruments Used Therein:** Short-term Financing; Intermediate-term Financing; Long-term Financing; Factors affecting a Company's Choice of Finance; Concepts of Warranties, Covenants, Guarantees; Financing Problems of Small Firms.

Books Reference:

1. J. F. Weston and E. F. Brigham. *Essentials of Managerial Finance* (Thomson South-Western).
2. Eugene F. Brigham and Joel F. Houston. *Fundamentals of Financial Management* (Thomson South-Western).
3. James Van Horne and John M. Wachowicz Jr. *Fundamentals of Financial Management* (Prentice Hall).

AIS 1204: Introduction to Business Statistics

Course Objectives:

This course provides students with a comprehensive introduction to the fundamental concepts and techniques of statistical analysis. It covers data collection, data analysis, descriptive statistics, probability theory, simple regression analysis, and correlation analysis, with greater emphasis on developing statistical reasoning and conceptual understanding rather than computational skills. The course is designed to familiarize students with the principal methods of statistics and demonstrate their application in describing, analyzing, and interpreting data in the fields of economics, business, and management. Upon successful completion of the course, students will have a sound understanding of the basic concepts of statistics and business statistics, be able to apply appropriate statistical methods to analyze business and economic data, understand the principles of survey design and survey data analysis in business, economics, finance, and banking, use probability and Bayesian approaches to solve business-related problems, and apply basic econometric techniques in research projects.

1. **Introduction to Statistics:**Concepts of Statistics and Business Statistics; Scope and Importance of Statistics; Limitations of Statistics; Population; Sample.
2. **Collection of Business Data:**Meaning of Data; Types of Data; Classification of Data According to Sources; Sources of Secondary Data; Methods for Collection Data; Questionnaire Design; Requisites of a Good Questionnaire.

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

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

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

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

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

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

9. **Probability Theory:** Various Terms in Probability Theory; Counting Techniques; Law of Probability; Joint Probability; Marginal Probability; Conditional Probability; Dependent and Independent Events; Relationships among Conditional; Joint and Marginal Probabilities; Bayes's Theorem and its Application.

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

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

Books Reference:

7. James T. McClave and P. George Berenson. Statistics for Business and Economics (Prentice Hall).
8. Richard I. Levin and David S. Rubin. Statistics for Management (Prentice Hall).
9. S. P. Gupta and M. P. Gupta. Business Statistics (Sultan Chand & Sons).
10. Edwin Mansfield. Statistics for Business and Economics (W. W. Norton & Company).
11. R. Mason and D. Lind. Statistical Techniques in Business and Economics (McGraw-Hill).
12. S. P. Gupta. Statistical Methods (Sultan Chand & Sons)

AIS 1205: Microeconomics

Course Objectives:

This course is designed to provide students with an understanding of the basic concepts of microeconomics, specifically those related to consumer choice and firm's behaviour. The main focus of the course is on the economic principles behind the determination of demand, supply and production functions and on how equilibrium is reached in different markets and the incomes distributed among different factors.

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

2. **Demand, Supply and Equilibrium Analysis:** Law of Demand; Ceteris Paribus Assumption; Demand Equation; Shift of Demand Curve; Movement along the Demand Curve; Law of Supply; Supply Equation; Shift of Supply Curve; Movement along the Supply Curve; Market Equilibrium.

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

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

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

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

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

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

Books Reference:

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

AIS 1206 Bangladesh Studies

Course Objectives

The objective of this course is to develop an understanding of physical, ecological and geographical aspects as well as the historical background of Bangladesh. The course aims to equip students with the knowledge of political, administrative and legal environment of Bangladesh and help them know about the society, economy and macroeconomic environment of Bangladesh.

1. **The Geography and the Economy of Bangladesh:** Location, physical geography, and climatic conditions, Ethnic groups, languages, and historical development of territory, Structure of the economy: agriculture, mineral resources, and industrial landscape, rivers of Bangladesh, Overview of physical infrastructure in Bangladesh
2. **The History of Bangladesh:** Bangladesh during the Muslim Rule (1704-1755), British Rule (1756-1946) and Pakistani Rule (1947-1971); The Language Movement of 1948-52: The suppression of Bengali Culture and Language; The Six-Point Program, 1966; Mass Upsurge, 1969; The Elections of 1970 and its Aftermath; Pakistan's Strategy and the Liberation War: The Birth of Bangladesh.
3. **Political, Administrative and Legal Environment of Bangladesh:** Different Political Regimes of Bangladesh; Administrative Structure in Bangladesh; Forms of Government and State Mechanism: Executive, Legislature and Judiciary; Main Features of the Constitution and its Amendments, Election commission of Bangladesh(EC) , Anti-corruption commission, Public service commission(PSC)
4. **Macroeconomic Environment and International Relationship**: Social and Economic Structure of Bangladesh; Macroeconomic Environment of Bangladesh; Power, Energy and the Environment of Bangladesh (Impact of Climate Change); Tourism in Bangladesh, Social Problems of Bangladesh; Five Year Plans, Different Mid and Long Term Plans of Bangladesh, Foreign Policy of Bangladesh (Foreign Relation to India, USA, Myanmar, China, Russia, EU, Middle East etc.), Role in SAARC, BIMSTEC, and regional diplomacy

Books Reference:

1. Islam, S. (Ed.). *History of Bangladesh (Economic, Socio-cultural and Political): 1704-1971* (The Asiatic Society of Bangladesh).
2. Rashid, H. A. *The Geography of Bangladesh* (University Press Ltd.).
3. Islam, M. *Constitutional Law of Bangladesh* (Mullick & Brothers).
4. Ministry of Finance, GOB. *Bangladesh Economic Review.*
5. Planning Commission, GOB. *Five-Year Plans of Bangladesh*.

AIS 1207: Viva Voce

SECOND YEAR

FIRST SEMESTER

AIS 2101: Intermediate Accounting

Course Objectives:

This course has been designed with an objective to get the students familiar with the accounting treatments and presentation procedures of the items appearing on the asset side of the Balance Sheet/Statement of Financial Position. This will also provide guidelines for the treatments in case of changes in accounting policies, estimates and errors.

1. **Accounting for Current Assets:**

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

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

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

2. **Accounting for Noncurrent Assets:**

   2.1 **Property, Plant and Equipment (PPE):** Initial Recognition and Measurement of PPE; Subsequent

Measurement of PPE; Cost and Revaluation Model; Nature of Depreciation; Depreciation Methods; Recording of Depreciation; Disposition of Plant Assets; Disclosure Requirements as per IAS 16; Definition, Recognition and Disclosures of Borrowing Costs as per IAS 23.

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

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

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

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

Books Reference:

1. Donald E. Kieso, Jerry W. Waygandt and Terry D. Warfield. *Intermediate Accounting (IFRS Edition)* (John Wiley & Sons).
2. Ruth Picker, Ken Leo, Jennie Radford, Keith Alfredson, Paul Pactor and Victoria Wise. *Australian Accounting Standards* (John Wiley & Sons Australia, Ltd.).
3. Craig Deegan. *Australian Financial Accounting* (McGraw-Hill Australia).

AIS 2102: Principles of Marketing

Course Objectives:

Marketing being the most important aspect of business management, an insight into the various aspects of marketing is essential for students of accounting. The main aim of offering this core course is to expose the students of accounting to the concepts, principles, and fundamentals of marketing.

1. Understanding Marketing and the Marketing Process:

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

2. Analyzing Marketing Opportunities:

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

3. Designing a Customer Driven Strategy and Mix:

- **a)** Market Segmentation: Segmenting Consumer Markets; Requirements for Effective Segmentation.
- **b)** Market Targeting: Evaluating Market Segments; Selecting Target Market Segments.

c) Differentiating and Positioning the Market Offering: Tools for Competitive Differentiation; Developing a Positioning Strategy; Communicating the Chosen Position.

d) Building Customer Value: Products, Services and Brands: Products, Services and Experiences: Levels of a Product; Product Classifications; Individual Product and Service Decisions; Product Line Decisions; Product Mix Decisions; Brands: Brand Equity; Building Strong Brands; Managing Brands.

e) Services Marketing: Nature and Characteristics of Services and Their Marketing Implications; Marketing Strategies for Service Firms.

f) Developing New Products: Process of New Product Development.

g) Managing Life Cycle Strategies: The product life cycle (PLC); Marketing Strategies throughout the PLC.

h) Capturing Customer Value: Pricing and its Strategies: What is Price; Factors to Consider when Setting Prices; Pricing Approaches; New Product Pricing Strategies; Product Mix Pricing Strategies; Price adjustment Pricing Strategies; Initiating & responding to Price Changes.

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

j) Managing Retailing and Wholesaling: Retailing-Wholesaling.

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

Characteristics of Marketing Communication Mix; Factors in Setting the Marketing Communication Mix.

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

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

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

Books Reference:

1. Philip Kotler and Gary Armstrong. *Principles of Marketing* (Prentice Hall).
2. Philip Kotler. *Marketing Management: Analysis, Planning, Implementation and Control* (Prentice Hall).

AIS 2103: Business and Labour Law

Course Objectives:

The course is designed to ensure that students become familiar with the different aspects and provisions of various commercial and labor laws applicable to our country.

1. **The Contract Act, 1872:** Definition of Contract; Essentials of Contract; Communication, Acceptance and Revocation of Proposals and Contracts; Voidable Contracts and Void Agreements; Consignment Contracts; Contracts which must be performed; Time and place of performance; Contracts which need not be performed; Breach of Contract; Indemnity and Guarantee; Bailment; Bailment of Pledges; Agency: Appointment and Authority of Agents, Sub-Agents, Revocation of Authority, Agent‘s Duty to Principal, Principal‘s Duty to Agent.

2. **The Sale of Goods Act, 1930:** Formation of the contract; Effects of the contract; Performance of the contract; Rights of unpaid seller against the goods; Suits for breach of the contract.

3. **The Negotiable Instruments Act, 1881:** Promissory notes, bills of exchange and cheques; Negotiations; Payment and interest; Discharge from liability on notes, bills and cheques; Notice of dishonor; Special provisions relating to cheques; Special provisions relating to bills of exchange; Penalties in case of dishonor of certain cheques for insufficiency of funds in the accounts.

4. **The Arbitration Act, 2001:** Arbitration agreement; Subject matter of arbitration; Different methods of arbitration; Arbitration tribunal; Arbitral proceedings; Arbitral award; Appeals.

5. **The Trade Marks Act, 2009:** Registration procedures and duration; Effects of registration; Use of trademark.

6. **The Carriage of Goods Act, 1815:** Carriage of goods by road, sea and air; Rights and Duties of carriers; Documentation of carriage

7. **The Partnership Act, 1932:** The nature of partnership; Registration of firms; Relations of partners to one another; Relations of partners to third parties; Introduction and Retirement of partners; Expulsion and Insolvency of partners; Dissolution of a partnership firm.

8. **The Bangladesh Labor Act, 2006:** Background of Bangladesh Labor Act; Important definitions; Conditions of employment; Working hours, leave and holidays; Discharge from service; Grievance procedure; Prohibition of employment of children and adolescent; Procedure of maternity benefit; Provisions relating to health, hygiene, welfare and safety; Wages, composition, deductions and payments; Workers‘ profit participation; Provident fund; Wages board; Trade union and industrial relations; Dispute resolution; Labor court; Labor appellate tribunal; Offence and penalty.

Books Reference:

1. Ewan McKendrick. *Contract Law.*
2. A. A. Khan. *Bangladesh labor and Industrial Law*.
3. A. K. Sen, and J. K. Mitra. *Commercial Law & Industrial Law*.
4. Md. Haider Ali. *A Text Book on Law of Contract*.
5. Arbitration Act, 2001
6. Bankruptcy Act, 1997
7. Bangladesh Labor Act, 2006
8. Contract Act, 1872
9. Negotiable Instruments Act, 1881
10. Partnership Act, 1932
11. Sale of Goods Act, 1930
12. Trade Marks Act, 2009

AIS 2104: Theories and Practices of Banking

Course Objectives:

The course is designed to make students familiar with the evolution of banking systems in the world and its present status in Bangladesh. The course will also enable the students to understand current banking principles, practices and financial reporting requirements. The course will also provide an overview of banking laws in the country.

Banking Theories

1. **Evolution of Banking Institutions:** Historical development of banking systems; Banking history of Bangladesh and its present status; Financial structure of an economy; Core principles of money and banking.

2. **Classification of banks:** Role and functions of Commercial banks, Investment banks, Central Banks, Merchant banks, Savings banks, Islamic banks and various specialized banks; Comparison between central bank and commercial bank.

3. **Theories of commercial banking:** Doctrine of real bills; The shiftability theory; The anticipated income theory; Contemporary theories of commercial banking.

4. **Functions of commercial Banking:** Organogram of commercial bank; Typical commercial banking activities and their necessities; Primary services; Secondary services; Agency services; Modern banking services trends.

5. **Central banking theory:** Evolution, nature and functions of central bank; Necessity of central bank; Clearing house; Traditional clearing system; Automated clearing system; Policy instruments of central bank; Task of credit control; Evaluation of different types of credit controlling instruments.

6. **Risk Management in Banks:** Core risk areas for banks; Risks management guidelines for banks; Regulations of Banks by Bangladesh Bank (BB) and the Bangladesh Securities and Exchange Commission (BSEC); BASEL-II Risk based Capital Adequacy; Introduction of BASEL-II in Bangladesh.

7. **Miscellaneous Issues in Banking:** Corporate governance guidelines and practices in Banks; Green banking; SME banking; Corporate social responsibility.

Banking Laws

The Bank Company Act, 1991: Business of and licensing of bank companies; Paid up capital and reserves; Appointment and removal of directors and chief executive officer; Illegal bank transactions by companies etc.; Acquisition of the undertaking of banking companies; Suspension of business and winding up of bank companies; Restriction on loans and advances; Issuance of policy directions; Remission of loans; Operation and management; Inspection and investigation.

Financial Reporting Issues for Banks

Preparation and Presentation of Bank's Financial Statements: Preparation of Financial Statements of Banking Companies as per BB's Guidelines; Specific Presentation and Disclosure requirements in the financial statements of Islamic Banks; Provisions of the IFRS in Preparation of Bank's Financial Statements; Disclosure requirements of banks and challenges; Applicability of IFRS-39 over provisions and circulars issued by Bangladesh Bank.

Books Reference:

1. L. R. Chowdhury. *A Textbook on General Banking*.
2. Syed Ashraf Ali and R. A. Howlader. *Banking Law and Practice.*
3. K. C. Shekhar. *Banking Theory and Practice.*
4. M. Radhaswami and S. V. Vasudevan. *A Text Book on Banking (Laws, Practice and Theory)*.
5. Ronald I. Robinson. *The Management of Bank Funds*.
6. Bank Company Act, 1991
7. Bangladesh Bank Risk Management Guidelines 2012
8. Banking Regulation and Policy Department (BRPD) Circulars
9. Policy Guidelines for Green Banking by Bangladesh Bank
10. Annual Report of Bangladesh Bank
11. Negotiable Instruments Act, 1881
12. Securities and Exchange Rules 1987

AIS 2105: Advanced Business Mathematics

Course Objectives:

This course is designed to provide students with a sound understanding of the basic concepts and principles of mathematics applied in business and economics. It aims to equip accounting students with the mathematical tools necessary for analyzing business and accounting problems and to develop their understanding of mathematical approaches to decision-making. The course also seeks to stimulate students' interest in the applications and significance of mathematics in business and accounting. In addition, it introduces the fundamental concepts of calculus and trains students to apply calculus techniques to solve practical business problems.

1. **Coordinate Geometry of Two Dimensions:** Introduction; Cartesian and Polar Co-Ordinate Systems; Distance between Two given Points; Identification of Two Dimensional Geometric Figures using Distance Formula; Internal and External Divisions; Locus of a Point; Area of Triangle; Quadrilateral; Collinearity of Three Points.

2. **The Straight Lines:**Introduction to Straight Line; Slope or Gradient; Different Forms of Equations of a Straight Line; Equations of Parallel and Perpendicular Line of a Line; Point of Intersection; Line through Point of Intersection; Concurrent Lines; Angle between Two Lines; Application Problems in Business and Economics.

3. **Vectors:** Introduction to Vectors; Types of Vector; Properties; Scalar and Vector Product; Magnitude of a Vector; Angle between Two Vectors.

4. **Matrices and Determinants:**Introduction to Matrices; Types of Matrices; Addition, Subtraction and Multiplication Operations on Matrices; Inverse Matrix; Solution of Simultaneous Linear Equations using Matrix Inversion; Leontiff Input-Output Model Analysis; Application Problems in Business and Economics.

   Introduction to Determinants; Properties of Determinants; Operations on Determinants; Crammer's Rule to Solve a System of Linear Equations; Markov Process; Application Problems in Business and Economics.

5. **Mensuration:**Concepts, Determination of Perimeter and Area of Two Dimensional Figures; Properties of Different Figures; Determination of Different Parts of a Circle and Circular Disc; Surface Area and Volume of Solids figures; Use of Menstruation Concept in Business Problems.

6. **Function, Limit and Continuity:**Introduction to Relation and Function; Domain and Range of a Function; Composite Functions; One-one, Onto and Inverse Functions; Operation on Functions; Concepts and Definition of Limit; Determination of Limit of Different Types of Functions; Definition of Continuity; Determination of Continuity of Different Functions; Application Problems in Business and Economics.

7. **Differentiation:** Definition of Differentiation; Differentiation using Definition; Differentiation of Algebraic, Exponential, Logarithmic, Trigonometric and

Transcendental Functions; Differentiation of Composite Functions, Parametric Functions and Implicit Functions; Successive Differentiation; Taylor's and Machlaurin's Series; Geometric Interpretation of *dy/dx* and Marginal Concept Analysis.

Increasing and Decreasing of a Function; the Stationary/ Critical Points; Maxima and Minima of a Function; Conditions and Determination of Maxima and Minima; Global and Local Maximum or Minimum of a Function; Point of Inflexion; Application Problems in Business and Economics.

8. **Integration:**Introduction; Basic Rules of Integration; Definite and Indefinite Integral; Calculation of Area bounded by Curves and Figures; Analysis of Total Concept by Integration; Application Problems in Business and Economics.

9. **Differential Equation:** Introduction and definition of Differential Equation; Order and Degree of Differential Equations; Solution of First Order and First Degree Differential Equation; Verification of Solutions; Differential Equations of the Second Order with Constant Coefficients; Application of Differential Equations in the Problems of Business and Economics.

Books Reference:

1. Earl K. Bowen. *Mathematics with Applications in Management & Economics* (R. D. Irwin).
2. Robert L. Brown, Steve Kopp and P. Zima. *Mathematics for Finance* (McGraw-Hill Ryerson).
3. D. C. Sancheti and V. K. Kapoor. *Business Mathematics* (Sultan Chand and Sons).
4. QaziZameeruddin, Vijay K. Khanna and S. K. Bhambri. *Business Mathematics* (Vikas Publishing House Pvt Ltd.).
5. Richard Anderson and Cecil L. Smith. *Calculus for Business* (The IEP series in mathematics).

AIS 2106: Soft Skill Development (Practical)

Course Objectives:

The course aims to develop students' communication, interpersonal, critical thinking, professional behavior, and employability skills required for successful performance in real organizational environments.

1 **Communication Skills:** Business communication fundamentals (verbal, non-verbal, written, digital)-public speaking and presentation practice (with PowerPoint/ visual aids)-business email and report writing (focused on accounting/business contexts).

2 **Interpersonal & Teamwork Skills:** Team dynamics and collaboration exercises, leadership styles, and role-play simulations, conflict resolution, and negotiation skills.

3 **Critical Thinking & Problem-Solving:** Case study analysis in accounting/business contexts-brainstorming, decision-making, and creative thinking activities-ethical dilemmas in accounting and role-based discussion.

4 **Professional Etiquette & Emotional Intelligence:** Time management, stress management, and workplace behavior-building emotional intelligence (self-awareness, empathy, resilience)-cross-cultural communication in business settings.

5 **Career Readiness:** CV writing and cover letter development, mock interviews and interview etiquette, networking skills, and professional social media profile building.

6 **Practical Presentations & Workshops:** Group presentation on a business/accounting topic, role-play of client meetings and audit discussions, workshop with industry experts (HR managers/accountants).

Books Reference:

1. Thill, J. V. and Bovee, C. L.: Excellence in Business Communication, (Irwin McGraw-Hill).
2. Locker, K. O. and Kaczmarek, S. K.: Business Communication: Building Critical Skills, (McGraw-Hill).
3. Guffey, M. E., Loewy, D., and Almonte, R.: Essentials of Business Communication, (Nelson Education).

SECOND YEAR
SECOND SEMESTER

AIS 2201: Advanced Cost Accounting

Course Objectives:

This course is designed to provide students with an in-depth understanding of the various approaches to cost accounting. It aims to develop their knowledge of different costing methods and techniques, as well as the maintenance of cost accounting records in different types of business organizations. The course also acquaints students with the preparation of cost of production statements under different costing systems and equips them with the knowledge and skills required to apply cost control and cost reduction techniques in business operations.

1. **Cost Accounting: Traditions and Innovations:** Definition; Historical Development of Cost Accounting; Cost Management Systems; Role of Controller and Cost Accountant; Ethics in Business; Automation and Cost Management Concepts: Flexible Manufacturing Systems, Total Quality Management, Value Added Activities, Just-in-Time Concept, Pull rather than Push System, Activity Based Management, Life-Cycle Costing, Target Costing; Change in Performance Evaluation; Professional Organizations.

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

3. **Cost Allocation: Joint Products and By-Products:** Basic Concepts: Joint Products and By Products, Common Costs and Joint Costs, Split Off Point and Separable

Costs; Allocation of Joint Costs; Assignment of Costs to Joint Products: Market Based Approach and Physical Measurement; Irrelevance of Joint Costs for Decision Making; Accounting for By-Products: Production Method and Sales Method; Journal Entries for By-Products.

4. **Standard Costing and Variance Analysis:** Meaning; Purposes of Standard Costs; Advantages of Standard Cost System; Fixation of Standards; Consideration in Establishing Standard; Types of Standards; Calculation of Variances: Material Price and Usage Variances, Labor Rate and Efficiency Variances, Overhead Volume and Spending Variances; Recording Journal Entries Under the Standard Costing System; Performance Report.
5. **Service Costing (Operational Costing):** Meaning of Service Costing; Basic Principles; Accounting Records; Transport Costing; Canteen Costing; Hotel Costing; Power House Costing; Hospital or Clinic Costing; Educational Institute Costing.
6. **Variable Costing and Absorption Costing:** Meaning; Comparison; Variable Costing and Absorption Costing Income Statement; Reconciliation of Absorption Costing Income with Variable Costing Income; Uses and Limitations of Absorption Costing and Variable Costing.
7. **Accounting for a Construction Company (Contract Costing):** Basic Features; Costing Procedure: Materials, Labor, Overhead; Contract Account, Profit/Loss on Incomplete Contracts; Escalation Clause; IAS 11: Construction Contracts: Combining and Segmenting Construction Contracts; Contract Revenue; Contract Costs; Recognition of Contract Revenue and Expenses; Recognition of Expected Losses; Changes in Estimates; Disclosure.
8. **Quality Costing:** Definition of Quality; Costs of Quality: Prevention Costs, Appraisal Costs, Internal Failure Costs and External Failure Costs; Measuring and Controlling Quality Cost; Distribution of Quality Costs; Quality Cost Reports; Uses of Quality Cost Information; International Aspects of Quality: the ISO Standards.

Books Reference:

1. L. G. Rayburn. *Cost Accounting: Using a Cost Management Approach* (IRWIN).
2. C. T. Horngren, G. Foster and S. M. Datar. *Cost Accounting: A Managerial Emphasis* (Prentice Hall).
3. J. T. Barfield, C. A. Raiborn and M. R. Kinney. *Cost Accounting: Traditions and Innovations* (South- Western Publishing Co.).
4. D. R. Hansen and M. M. Mowen. *Cost Management: Accounting and Control* (South-Western Publishing Co.).
5. S. P. Iyengar.*Cost Accounting: Principles and Practice* (Sultan Chand & Sons).
6. Ralph S. Polimeni, Frank J. Fabozzi and Arthur H. Adelberg. *Cost Accounting: Concepts and Applications for Managerial Decision Making* (McGraw-Hill Inc.).
7. Milton F. Usry and Lawrence H. Hammer. *Cost Accounting: Planning & Control* (South-Western Publishing Co.).

AIS 2202: Introduction of Auditing and Assurance

Course Objectives:

This course is designed to introduce the concept of auditing and assurance services as a demand driven discipline necessitated by the economic imperative and guided by social justification. An attempt has been made to establish the logical order of this highly practice oriented exercise. The students are encouraged to internalize the theoretical underpinnings through qualitative analysis and academic discussions. This would pave the way to a more meaningful approach to understanding the audit process as a whole.

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

Framework; Demand for Assurance; Applications of the Assurance Function; Structure of Assurance Standards and Pronouncements; the Personal Qualities of an Assurance Provider.

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

3. **Basic Auditing Concepts and Corporate Business Activity:** The Need for Corporate Audit Theory; Corporate Audit Theory and Audit Issues; Corporate Auditing Concepts; the Corporate Accounting Process and the Auditor; Reality and the Corporate Accounting Process; Economic Reality and the Auditor; the Recognition Problem and the Corporate Auditor; Users Decisions and the Corporate Auditor; the Corporate Auditor and the Informational Reliability; GAAP and the Corporate Audit Practice; the Meaning of Corporate Reporting Quality Overrides; Corporate Reporting Labels and Professional Power; Images and the Corporate Auditor.

4. **Regulatory Framework of Auditing Profession:** The Legal Environment; the Roles of IAASB and ICAB; Regulations as per Companies Act 1994; Regulations as per Securities

and Exchange Rules 1987; Bangladesh Bank Regulations; Self-Regulatory Status of the Profession; Quality Assurance Board; Civil Liability; Liability to Clients; Liability to Third Parties; Criminal Liability; Self Protection against Liability; Notable Legal Cases.

5. **Auditing Standards and Guidelines and Rules of Professional Conduct:** Bangladesh Auditing and Assurance Standards; Accounting Standards and the Auditor; the Standard Setting Process; the Financial Reporting Council; the Financial Reporting Review Panel; Audit and Assurance Council; Financial Reporting Standards; Relevance of Accounting Standards to Auditing.

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

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

8. **The True and Fair View:** Introduction to the Concept; Accounting Propriety; Adequate Disclosure; Audit Obligation; Expectations of the Users; Relevance to the Informational Needs; Objectivity; Freedom from Bias; Beyond Simple Conformity; Least as Good.

9. **Understanding the Client and General Planning:** Client Acceptance and Continuance; Quality Control Policies and Procedures; Communication with Previous Auditor;

Engagement Letters; Conferences with Client Personnel; Knowledge of the Business; Organization Structure; Operations of Legal Structure; Industry and Economic Conditions; General Planning Decisions to be Made; Knowledge Obtained to Prepare Preliminary Audit Plan; Procedures in Preparing Preliminary Audit Plan; Audit Decisions in Preliminary Planning.

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

Books Reference:

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

AIS 2203: Introduction of Taxation

Course Objectives:

The objective of the first part of this course is to give an idea about concepts and principles of public finance. It will be helpful to understand the nature of public and private finance and its sources along with the areas of public income and expenditure with the practical exposure (Budget). The second part of this course will explain the provisions of various tax statues except the Income Tax Laws.

Part-A: Principles of Public Finance (40%)

1. **Introduction:**Definition of Public Finance; Difference between Public Finance and Private Finance; Public Finance and the Economic Systems; the Principles of Maximum Advantage and its Limitations.
2. **Public Revenue** Revenue Receipts and Capital Receipts; Tax Revenue and Non-tax Revenue; Tax-Base; Principles of Taxation; Characteristics of a Good Tax System.
3. **Classification and Choice of Taxes:** Single and Multiple Tax Systems; Proportional and Progressive Taxes; Direct and Indirect Taxes; VAT and Other Taxes.
4. **Tax Burden:** Approaches in Allocating Tax Burden: the Expediency Approach, the Socio-Political Approach; the Benefit Received Approach, Cost of Service Approach, the Ability-to-Pay Approach; Limitations and Usefulness of the Approaches.
5. **Impact and Incidence of Taxes:** Impact; Incidence; Effect and Burden of Taxes; Theories of Shifting Tax Incidence; Imposition of a Specific Tax; Deficit Financing as a Hidden Tax.
6. **Effects of Taxes:** Effects of Tax on Production and Growth; Effect on Supply of Resources; Effect on Economic Stabilization.
7. **Public Expenditure:** Theories of Public Expenditure; Kinds of Public Expenditure; Canons of Expenditure; Effects of Public Expenditure.

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

Part-B: Tax Laws in Bangladesh (60%)

1. **Value Added Tax (VAT):** Introduction; Statutory Definitions as per the VAT Act; Evolution and Economic Rationality of VAT; VAT Registration; Imposition of VAT; Application of Tax Rate; Determination of Cost for Calculation of VAT; Method and Time of Payment of VAT; Books and Documents Required to be Maintained for VAT Purpose; Truncated Value (Truncated Rate of VAT, VAT on certain services on Estimated Value Addition); VAT Deduction/ Collection at Sources; VAT Authorities; Turnover Tax (Concept of Turnover Tax; Enlistment for Turnover Tax; Payment of Turnover Tax; Books and Documents to be Maintained for Turnover Tax; Penalty for False Declaration for Turnover Tax; Differences between VAT and Turnover Tax); Input Tax; Supplementary Duty; Consequences of Non-compliance; VAT Administration; Appointment; Delegation of Authorities and Powers; Appeal; Revisions and Recovery of Claims.
2. **Property-related Tax under Income Tax Laws:**Wealth Tax as a Surcharge of Income Tax based on Threshold of Net Wealth in Income Tax Return; Tax on Deemed Income on Unrecorded or Under-Recorded or Under-Valued or Undisclosed Assets; Tax on Transfer of Assets.
3. **Customs Duty:**Nature; Scope and Importance; Goods Dutiable; Goods Prohibited; Various Duties under the Customs Act; Rates of Duties; Tax Points and Valuation Bases for Customs Duty; Duty-Drawback and Exemptions; Pre-Shipment Inspection Agencies; Assessment; Penalties and Offences; Schedules.
4. **Excise Duty:** Nature; Scope and Importance; Dutiable Goods/Services; Rates of Duties; Tax Points and Tax-Base Excise Duty; Exemptions; Assessment.

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

6. **Other Taxes and Duties:** Narcotics and Liquor Duty; Stamp Duty (Non-Judicial); Land Development Tax; Taxes on Vehicle.

Books Reference:

1. H. L. Bhatia. *Public Finance* (Vikas Publishing House Pvt. Ltd.).
2. R. A. Musgrave and P. B. Musgrave. *Public Finance in Theory and Practice* (McGraw-Hill Book Company).
3. *Customs Act 1969*.
4. *Value Added Tax Act and Rules 1991*.
5. *Excise and Salt Act 1944*.
6. *Gift-Tax Act 1990*.
7. *Narcotics Control Act 1990*
8. *Motor Vehicles Tax Act 1932*
9. *Land Development Tax Ordinance 1976*
10. *Stamp Act 1899*
11. *Finance Acts*.
12. *Summary of Taxation Rules in Bangladesh (MCCI, Dhaka)*.

AIS 2204: Business Statistics for Decision making

Course Objectives:

This course is designed to provide students with a comprehensive understanding of statistical methods commonly used in solving business and economic problems. Beginning with the fundamental concepts of probability and random variables, it introduces statistical inference, including parameter estimation, confidence intervals, and hypothesis testing. The course further develops students' knowledge of linear regression, econometrics, analysis of variance, index numbers, and time series analysis. It aims to equip students with the theoretical and practical knowledge *required to apply statistical techniques in business forecasting, managerial decision-making, process control, acceptance sampling, inflation measurement through index numbers, and research using econometric methods.*

1. **Random Variables and Probability Distribution:**Concept of a Random Variable; Types of Random Variable; Probability Distributions of a Random Variable; Joint Probability Mass Function; Marginal Probability Function; Conditional Probability Function; Joint Probability Density Function; Marginal Probability Density Function; Conditional Probability Density Function; Cumulative Distribution Function; Different Measures of Central Tendency or Location for a Random Variable; Measures of Dispersion for a Random Variable; Application of Numerical Problems.

2. **Discrete Probability Distributions:**Meaning of Discrete Probability Distribution; Uniform Distribution; Bernoulli Distribution; Binomial Distribution; Negative Binomial Distribution; Geometric Distribution; Multinomial Distribution; Poisson Distribution; Important Properties of these Distributions; Fittings of Binomial, Poisson, and Geometric Distributions; Application of Numerical Problems.

3. **Continuous Probability Distribution:**Meaning of Continuous Probability Distribution; Uniform Distribution; Some Important Properties of Uniform Distribution; Gamma Distribution; Properties of Gamma Distribution; Exponential Distribution; Properties of Exponential Distribution; Normal Distribution; Properties of Normal Distribution; Computation of Probability of a Continuous Random Variable by Use of Area Property of Normal Distribution; Application of Numerical Problems.

4. **Sampling Distribution:**Meaning of Sampling Distribution; Objectives of Sampling; Law of Large Numbers; Central Limit Theorem and its Application in Business; Sampling Distribution of $\overline{x}$; Samples are Drawn with and without

Replacement; Sampling Distribution of Difference between Two Sample Means; Sampling with and without Replacement, Sampling Distribution of Sample Proportion; Samples are drawn with and without Replacement; Sampling Distribution of difference between Two Sample Proportions; Samples are drawn with and without Replacement; Application of Numerical Problems.

5. **Estimation and Confidence Intervals:**Meaning of Estimation; Meaning of Point and Interval Estimation; Confidence Interval; Properties of a Good Estimator; Estimation Methods; Confidence Interval Estimation for the Mean μ (σ is Known, σ is Unknown and n is Large, σ is Unknown and n is Small); Confidence Interval Estimation for the Difference between Two Population Means μ_1-μ_2 (σ_1 and σ_2 are Known; σ_1 and σ_2 are Unknown $n_1>30$ and $n_2>30$; σ_1 and σ_2 are Unknown but Equal, $n_1<30$; σ_1 and σ_2 are Unknown but not Equal; $n_1<30$, $n_2<30$); Confidence Interval Estimation for Population Proportion P; Confidence Interval Estimation of the Difference between Two Population Proportions P_1-P_2; Sample Size Determination for Mean and Proportion, Application of Numerical Problems.

6. **Large-Sample Inferences about Population Parameters:** Statistical Test; One Tailed Test; Two Tailed Test; Concept of Hypothesis; Null Hypothesis; Alternative Hypothesis; Parametric Hypothesis; Nonparametric Hypothesis; Type I Error; Type II Error; Level of Significance; Power of a Test; Meaning of p-value; Different Steps for Calculating the p-value of a Test Statistic for Testing a Null Hypothesis; Decision to Reject H_0 Using Reported p-Value; Different Steps to Perform a Test; Standard Normal Test; Tests for Population Mean and Proportion; Tests of Equality of Two Population Means and Two Populations Proportions in Case of Large Samples (Z-test); Application of Numerical Problems.

7. **Small-Sample Inferences about Population Parameters:** Concept of Student t-Test; Tests of Hypothesis of Population Mean in Case of Small Samples (t-Test); Test of Equality of

Two Means in Case of Independent and Dependent Samples; Test of Zero Correlation Coefficient; Test of Specific Value of Population Correlation Coefficient; Test of Equality of Two Population Correlation Coefficients; Test of Population Variance σ^2 is Equal to a Specified Value; Test of Equality of Two Population Variances σ_1^2 and σ_2^2; Application of Numerical Problems.

8. **Nonparametric Tests:** Meaning of Nonparametric Test; Advantages of Nonparametric test; Tests of Goodness of Fit; Testing the Goodness of Fit of a Binomial Distribution; Testing the Goodness of Fit of a Poisson Distribution; Testing the Goodness of Fit of a Normal Distribution; Contingency Table; Determination of Expected Cell Frequencies of a Contingency Table; χ^2 Test of Independence; One Sample Sign Test for Mean or Median; Two Sample Sign Test of Paired Observations for the Difference of Two Means or Medians; The Mann-Whitney U Test for Independent Samples Test of Randomness; Application of Numerical Problems.

9. **Analysis of Variance:** Meaning of Analysis of Variances; Precision of a Design; Efficiency of a Design; Completely Randomized Design (CRD); One-Way Classification; Test of Significance of Two Treatment Means in a CRD; Advantages and Disadvantages of Completely Randomized Design (CRD); Randomized Block Design (RBD): Two-Way Classification; Test of Significance of Two Treatment Means in RBD; Relative Efficiency of RBD to CRD; Analysis of LSD; Test of Significance of Two Treatment Means in $r \times r$ LSD; Relative Efficiency of LSD to RBD, Application of Numerical Problems.

10. **Index Number:** Definition of Index Number; Notations Used in the Construction of Index Numbers; Price, Quantity and Value Relatives; Factors affecting Index Number, Problems Involved in the Construction of an Index Number; Uses of Index Numbers; Methods for Constructing Unweighted Index Numbers; Methods for Constructing Weighted Index Numbers; Tests for Consistency of Index Numbers; Cost

of Living Index Numbers; Different Steps Involved in the Construction of Cost of Living Index Numbers; Methods of Constructing Cost of Living Index Numbers; Uses of Cost of Living Index Numbers; Chain Base Index Numbers: Link Relatives, Important Properties of Index Numbers; Application of Numerical Problems.

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

12. **Statistical Quality Control:** Concept of Quality; Quality Characteristics; Causes of Variation; Process Control; Control Charts: $\overline{X}$ -chart, R-chart, Pie-chart, C-chart; Setting up of Control Procedure; Single Sampling Plan, Acceptance Plan, Double Sampling Plan, and their Interpretations.

13. **Official Statistics of Bangladesh:** Sources, Characteristics; Limitations; Publishing Agencies; Statistical Publications; Their Contents and Their Reliability; Accuracy and Uses.

Books Reference:

1. J. T. McClave, P. G. Benson and T. Sincich. *Statistics for Business and Economics* (Prentice Hall).
2. D. A. Lind, W. G. Marchar and S.A. Wathen. *Basic Statistics for Business and Economics* (McGraw-Hill).
3. Richard I. Levin and David S. Rubin. *Statistics for Management* (Prentice Hall).
4. M. P. Gupta and S. P. Gupta. *Business Statistics* (Sultan Chand & Sons).
5. S. P. Gupta. *Statistical Methods* (Sultan Chand & Sons).

AIS 2205: Insurance and Risk Management

Course Objectives:

This course is designed to introduce the concept of insurance to the accounting students both as a mean for risk management through risk sharing (property/liability insurance) and a mean for investment (life insurance). The course will enable the students to understand the principles of, and practices in, different insurance businesses and the necessary financial reporting requirements. The course will also provide an overview of insurance laws in the country.

Insurance and Risk Management Concepts

1. **Introduction to Risk Management:** Meaning of risk; Nature of risk; Classification of risk; Cost of risk; Risk Management; Elimination and spreading of risk; Mathematical Value of a risk.
2. **Objectives of Risk Management:** The Need for risk management; Components of cost of risk; Cost tradeoffs; Firm value maximization and the cost of risk; Measuring the cost of risk; Individual risk management and the cost of risk, Risk management and societal welfare.
3. **Introduction to Insurance:** Brief history of Insurance business; Development of Insurance in Bangladesh; Contribution of Insurance to national development; Insurance Contracts,Essentials Principles; Classification of insurance; Formation of Insurance Contracts; Insurance vs. Wagering.
4. **Life Assurance:** Types of policies- Life table and Actuarial Calculation Premium-Valuation and Surplus Calculation-Surrender Value-Settlement of claims
5. **Fire Insurance Contract:** Material Loss Insurance-Consequential Loss insurance-Settlement of claims-Extent of loss by fire in Bangladesh Moral hazard.
6. **Marine Insurance:** Marine Insurance -Types of Policies-Maritime Perils-Marine Losses-Settlement of Claims-Ace of God.

7. **Other Insurances:** Crop Insurance-Cattle Insurance - Civil Aviation Insurance - Export Credit Guarantee Insurance-Group Insurance - Self-Insurances etc. - Fidelity Insurance - Bank Deposit Insurance.

Insurance Laws

The Insurance Act, 2010: Evolution of insurance laws in Bangladesh; Statutory definitions; Classification of business and policies; Registration and renewals; Determination of premium rates; Capital and deposits; Margin of safety; Insurable interests; Investment of assets; Solvency margin; Loans and management; Investigation and power of regulatory authority; Assignment and transfer of policies; Licensing of agents; Survey and surveyors.

Financial Statements of Insurance Company: Life Insurance and Non-LifeInsurance Company

1. **Insurance Company in Bangladesh:** Concept of insurance; Development of insurance company in Bangladesh and present status; Role of insurance; Functions of Insurance; Principles of insurance; Classification of Insurance Business and Policies; Insurance Development and Regulatory Authority (IDRA); Accounts, audit, actuary report and statements (IFRS 4, IAS 19, and IAS 26); Actuary and Actuary Valuation; Commissions, rebates, and management expenses; Distribution of dividend; Bonus and profit; Registers; Submission of Returns; Re-insurance business in Bangladesh; Role of Insurance Academy.

2. **Financial Statements of Insurance Companies:** Computation of Insurance Claims; Preparation of Financial Statements of Insurance Companies as per Guidelines of the IDRA.

Books Reference:

1. Scott E. Harrington and Gregory R, Niehaus, *Risk management and Insurance*.
2. M.N. Mishra. *Insurance: Principles and Practices*.
3. A. H. Chaudhuri. *Risk & Insurance.*
4. Abu Taher Bhuiyan. *Guide to Insurance*.
5. Habibullah an S. N. Ghosh. *Risk Management*.
6. Insurance Act 2010
7. Insurance Development & Regulatory Authority Act 2010
8. Bangladesh Bank Risk Management Guidelines 2012

AIS 2206: Viva Voce

THIRD YEAR

FIRST SEMESTER

AIS 3101: Advanced Financial Accounting

Course Objectives:

This course has been designed with an objective to develop students' understanding of the recognition, measurement and disclosures of various types of liabilities, equities, revenues and expenses that are presented in the financial statements.

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

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

3. **Provisions, Contingent liabilities and Contingent Assets:** Definition and Recognition; Measurement and Subsequent Treatment; Specific Application; Disclosures Requirements as per IAS 37.

4. **Liabilities-Long term (Bonds):** Types of Bonds; Valuation of Bonds Payable-Discount and Premium; Cost of Issuing Bonds; Notes Payables; Notes Issued at Face Value; Notes not Issued at Face Value; Zero Interest Bearing Notes/ Bonds; Interest Bearing Note; Notes Issued for Property, Goods and Services

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

6. **Accounting for Partnership:** Partnership Business and its Characteristics; Preparing Partnership accounts; Form and Contents of Financial Statements; Accounting for Changes in a Partnership Structure: Issues of Valuation of Goodwill and Adjustment of Capital as per New Proportion, Liquidation of Partnership Business, Conversion or Sale of a Partnership to a Company.

7. **Preparation of Complete Set of Corporate Financial Statements:**

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

8. **Ideas on Accounting for Operating Segments.**

Books Reference:

1. J. J. Weygandt, D. E. Kieso and T. D. Warfield. *Intermediate Accounting* (John Wiley & Sons, Inc).
2. Leo Picker, Radford Alfredson and Wise Pacter. *Australian Accounting Standards* (John Wiley & Sons Australia Ltd).
3. Craig Deegan and Grant Samkin. *Fianancial Accounting* (McGraw-Hill Irwin).
4. Relevant academic accounting literature.

AIS 3102: Organizational Behavior

Course Objectives:

The main objective of this course is to introduce various human and organizational behavioural issues. The contents have been meticulously designed to stress the importance and relevance of organizational behaviour theory, research and application in improving the socio-economic order of the society. This introductory course on behaviour will help students to understand that human and organization are not only functional and quantitative subjects but also behavioural and qualitative ones.

1. **Organizational Behaviour (OB) Today:** Definition of OB; Shifting Paradigms of OB; Scientific Foundation of OB; OB and Management; Ethics and OB; Levels and OB; Challenges of OB.

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

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

4. **Perception, Attribution, and Management of Diversity:** Perception: Nature, Characteristics of the Receiver; Characteristics of the Target and Situation; Biases and Problems in Person Perception.

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

6. **Managing Stress and Work Life Balance:** Key Aspects of Stress; Individual Differences and Stress; Consequences of Stress; Sources of Stress; Strategies to Cope with Stress.

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

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

9. **Organizational Culture and Ethical Behaviour:** Definition; Ways of Transmitting Organizational Culture; Factors Shaping Organizational Culture; Values from the National Culture; Creating on Ethical Culture.

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

Books Reference:

1. Jennifer M. George and Gareth R. Jones. *Understanding and Managing Organizational Behviour* (Prentice Hall).
2. S. D. Robbins and T. A. Judge. *Organizational Behavior* (Prentice Hall).
3. Laurie J. Mullins. *Essentials of Organizational Behavior* (Prentice Hall).
4. K. Davis. Organization Behavior: *Human behavior at work* (McGraw-Hill).
5. Laurie J. Mullins. *Essential of Organizational Behavior* (Prentice Hall).
6. D. Hellriegel, J. W. Slocum and R. W. Woodman. *Organizational Behavior* (South-Western College Publishing).
7. Fred Luthans. *Organizational Behavior* (McGraw-Hill).

AIS 3103: Macroeconomics

Course Objectives:

The objective of this course is to give students a background of basic macro-economic theories, concepts and indicators and their relevance to different policy actions. The course is designed to provide students the tools to analyze how macroeconomic indicators like national income, consumption, savings and investments are determined and how macro policies such as fiscal, financial and trade policies are related to economic management.

1. **Introduction to Macroeconomics:** Definition of Macroeconomics; Basic Concepts and Data; Importance and Relevance of Macro-Economics for Business Students.

2. **National Income:** National Income (NI) Concepts: GNP, NNP, Nominal GDP, Real GDP, GDP Deflator; Consumer Price Index; Measuring Income Using Expenditure Approach and Income Approach; Intermediate Goods and Value Added; Theories of Consumption; Savings and Investments-Keynesian Development; Consumption Function;

Autonomous Consumption and Induced Consumption; Marginal Propensity to Consume; Average Propensity to Consume; MPC and APC and Their Relationship; Savings Function-Paradox of Savings; Investment: Autonomous and Induced; Interest Rate and Equilibrium in the Financial Market; The Effect of Fiscal Policy on Interest Rate and Investment.

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

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

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

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

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

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

Books Reference:

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

AIS 3104: Corporate Finance

Course Objectives:

This course is designed to provide students with a comprehensive understanding of advanced financial management. It aims to develop their knowledge of capital budgeting and investment decision-making, while equipping them with sound theoretical and practical insights into capital structure theories, dividend policies, and financial derivatives. The course also introduces students to the principles and practices of financial management from an international perspective, enabling them to analyze and address financial issues in the global business environment.

1. **Introduction:**Definition; the Balance Sheet Model of the Firm; Capital Structure and the Financial Manager; Goals of the Corporate Firm; Agency Costs and Setoff; Contracts Perspectives; Managerial Goals; Separation of Ownership and Control; Financial Markets.
2. **Financial Planning and Growth:**Financial Planning, Financial Planning Model; Ingredients; the Percentage of Sales Method; Determinants of Growth; External Financing and Growth; Some Caveats of Financial Planning Models.
3. **Making Capital Investment Decision:**Incremental Cash Flows; Inflation and Capital Budgeting; Investments of Unequal Lives; Replacement Decisions; Equivalent Annual Cost Method; Investment Decision under Capital Rationing.
4. **Risk Analysis, Real Options and Capital Budgeting:**Sensitivity Analysis; Scenario Analysis and Break Even Analysis; Monte Carlo Simulation; Real Options; Decision Trees; Direct Risk Measurement; Adjusted Discount Rate vs. Certainty Equivalent.
5. **Capital Structure Theory & Policy:**Pie Theory; Can an Optimum Capital Structure be determined? MM Proposition I & II; Firm Value and Financial Leverage; Taxes; Corporate Taxes; Expected Returns and Leverage; Capital Structure and Cost of Capital; Capital Structure; Limits to the use of Debt; Cost of Financial Distress, Personal &

Corporate Taxes; Debt Signalling; Pecking Order Theory Explaining Financial Choices; Option Pricing Implications; the Bondholder Wealth Expropriation Hypothesis; Agency Theory and its Effects on Capital Structure; Checklist.

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

7. **Valuation and Capital Budgeting for the Levered Firm:** APV Approach; Free Cash Flow to Equity (FCFE) Approach; WACC Method; Beta and Leverage.

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

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

Books Reference:

1. Stephen A. Ross, Randolph Westerfield and Jeffrey Jaffe. *Corporate Finance* (McGraw-Hill).
2. Richard A. Brealey and Stewart C. Myers. *Principle of Corporate Finance* (McGraw-Hill).

AIS 3105: Corporate Governance

Course Objectives:

This course is designed to provide students with a comprehensive understanding of the legal framework governing companies under the Companies Act 1994. It aims to familiarize students with the laws relating to the formation, management, and winding up of companies, while also developing their knowledge of the principles and practices of corporate governance to promote effective and ethical corporate management.

Corporate Laws

1. **Introduction:** Background and Evolution of Company Law in Bangladesh; Statutory Definitions under the Companies Act 1994.
2. **Constitution and Incorporation:** Memorandum of Association (MoA); Articles of Association (AoA); Companies Limited by Guarantee.
3. **Share Capital, Registration of Unlimited Company as Limited and Unlimited Liability of Directors:** Distribution of Share Capital; Reduction of Share Capital; Variation of Shareholders' Rights; Registration of Unlimited Company as Limited; Reserve Capital of Limited Company; Unlimited Liability of Directors.
4. **Management and Administration:** Office and Name; Meeting and Proceeding; Directors; Compensation for Loss of Office; Managing Agent; Contracts: Prospectus and Statement in Lieu of Prospectus; Payment of Interest Out of Capital; Certificates of Shares etc.; Information as to Mortgages, Charges, etc.; Debenture and Floating Charges; Balance Sheet; Statements; Books; Board's Report etc.; Right of Members to Copies of Account and Report; Statement to be Published by Banking and Certain other Companies; Investigation by the Registrar; Service and Authentication of Documents; Arbitration and Compromise; Conversion of Private Company into Public Company and Vice-Versa; Protection of Minority Interest.

5. **Winding Up:** Mode of Winding Up; Contributories; Winding Up by Court; Voluntary Winding Up; Winding Up Subject to Supervision of Court; Supplemental Provisions.

6. **Certain Prohibitions:** Prohibition on the Alteration of AoA which Restricts Foreign Interests in Certain Companies; Prohibition on the Registration of Companies for Carrying on Business for Certain Undesirable Purposes and for Dissolution of Such Companies.

Corporate Governance (CG)

1. **Corporate Governance: Frameworks and Mechanisms:** Definition of CG; Importance of CG; Theoretical Frameworks: Agency Theory, Stewardship Theory, Transaction Cost Economics, Stakeholder Theory, Resource Dependence Theory, Theory of Managerial Hegemony; CG Systems: Insider System, Outsider System; CG Elements: Internal Mechanisms, External Mechanisms.

2. **CG Mechanisms:** *Internal Mechanisms:* Board of Directors (BOD): Size, Composition (Executive, Non-Executive, and Independent Directors), Board Leadership; Splitting the Role of Chairman and Chief Executive Officer; Board Committees; Audit Committee, Nomination Committee, Remuneration Committee; Training and Orientation of Board Members; Performance Evaluation of BOD; Internal Control and Corporate Governance: Definition of Internal Control, Constituents of a Sound System of Internal Control, Statement of Internal Control; Assessing the Role of Internal Audit; Ownership Structure.

   External Mechanisms: Monitoring by Blockholders and Analysts, External Auditors; Competition and Takeovers; Regulation and Enforcement.

3. **CG Reforms:** "Shareholder Led" ("Principles Based") or "Regulator Led" ("Rules Based") Approach to CG; Global Best Practices of CG: OECD Principles, SAFA Best Practices, UNCTAD CG Disclosure Requirements;

CG Reforms in Bangladesh; Voluntary Code of BEI; CG Guidelines of the BSEC: Contents and Implementation Status of CG Guidelines.

4. **Corporate Ethics:** Corporate Ethics vs. Corporate Responsibility; Promoting and Reinforcing Corporate Ethical Culture; Ethical Norms; Ethical Behaviour and Internal Governance Mechanisms; Ethical Leadership from BOD; Code of Ethics; Whistle Blowing Policies and Procedures to Support Ethical Behaviour; Ethical Audit.

Books Reference:

1. The Companies Act, 1994 (Act No. 14 of 1994).
2. The Companies (Foreign Interest) Act, 1918 (Act No. XX of 1918).
3. The Undesirable Companies Act, 1958 (Act No. X of 1958).
4. Thomas Clarke. *International Corporate Governance: A Comparative Approach* (Routledge).
5. Erik Banks. *Corporate Governance: Financial Responsibility, Controls and Ethics* (Palgrave Macmillan).
6. Jill Solomon and Eris Solomon. *Corporate Governance and Accountability* (John Wiley & Sons Ltd).
7. Dhiman Chowdhury. *Incentives, Control, and Development: Governance in Private and Public Sectors with Special Reference to Bangladesh* (The University Press Ltd.).

AIS 3106: Company Laws

Course Objectives

The course aims to provide students with a comprehensive understanding of company law principles, company formation and management, corporate governance, and legal issues relating to companies in Bangladesh.

1. **Introduction to Company Law:** Meaning, nature and scope of company law, historical development of company legislation in Bangladesh, sources of company law, types and classifications of companies.

2. **Formation and Incorporation of Companies:** Promotion of a company, promoters and their duties and liabilities, Memorandum of Association, Articles of Association, incorporation procedures, Certificate of Incorporation, Certificate of Commencement of Business.

3. **Share Capital and Membership:** Types of shares and share capital, issue and allotment of shares, transfer and transmission of shares, membership in a company, rights and liabilities of members, share certificates and share warrants.

4. **Management and Administration:** Directors, their appointment, qualification, powers, duties and liabilities, managing director and other managerial personnel, company secretary, meetings of shareholders and directors, notice, quorum, voting and resolutions, minutes and statutory books.

5. **Corporate Governance and Accountability:** Principles of corporate governance, independent directors, audit committee, corporate social responsibility, protection of minority shareholders, prevention of oppression and mismanagement.

6. **Accounts, Audit and Investigation:** Preparation and presentation of financial statements, appointment, powers and duties of auditors, internal and external audit, investigation into company affairs.

7. **Reconstruction, Merger and Winding Up:** Amalgamation and reconstruction, compromise and arrangements, modes of winding up, liquidator, appointment, powers and duties of a liquidator, consequences of winding up.

8. **Emerging Issues in Company Law:** Digital company registration, e-governance in companies, corporate insolvency, environmental and ethical responsibilities of companies, contemporary issues in company law.

Books Reference

1. Mayson, S., French, D., & Ryan, C. Company Law. Oxford University Press.
2. Gower, L. C. B. Principles of Modern Company Law. Sweet & Maxwell.
3. Hannigan, B. Company Law. Oxford University Press.
4. Bangladesh. Companies Act, 1994.
5. Bangladesh. Companies (Amendment) Act (latest version).
6. Relevant rules, notifications, and guidelines issued by the Bangladesh Securities and Exchange Commission.

THIRD YEAR
SECOND SEMESTER

AIS 3201: Managerial Accounting

Course Objectives:

This course is designed to provide graduate students with a comprehensive understanding of managerial accounting as an essential source of relevant information for effective managerial decision-making. It aims to familiarize students with the roles and responsibilities of managers and the importance of accounting information in managerial functions. The course also introduces the fundamental concepts, terminology, and classifications of costs, explains cost behavior and its relationship with managerial decision-making, and provides an elementary understanding of budgeting and budgetary control. In addition, it examines various methods of segment performance measurement and equips students with techniques for generating relevant accounting information to support informed business decisions.

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

2. **Cost Classification and Cost Behavior Analysis:** Cost Classification for Decision Making; Cost Behavior; Analysis and Measurement of Cost Behavior; Methods of Segregating Costs into Fixed and Variable Costs (High-Low

Method; Inspection of Accounts/Accounts Classification Method; Engineering Method; Ordinary Least Square Method); Contribution Format of Income Statement.

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

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

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

6. **Flexible Budgeting:** Flexible Budget vs. Static Budget; Limitation of Static Budget; Characteristics of a Flexible Budget; Advantages of Flexible Budget; Preparation of Flexible Budget; Flexible Budget and Variance Analysis.

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

8. **Pricing Policy and Decisions:** Basic Economic Pricing Concepts; Market Structure and Pricing; Cost Plus Pricing Methods; Variable Cost Pricing; Differential Cost Pricing; Full Cost Pricing; ABC and Pricing; Rate of Return Pricing; Pricing Policies and Strategies.
9. **Responsibility Accounting and Performance Measurement:**
   - **a)** Meaning and Objectives of Responsibility Accounting; Financial Control and its Relationship with Operations Control; Centralization vs. Decentralization; Advantages and Disadvantages of Decentralization; Decentralization and Responsibility Centers: Cost Centers, Revenue Centers, Profit Centers and Investment Centers; Accounting for Responsibility Centers: ROI, RI, EVA and MVA Measures; Comparison between ROI, RI, EVA and MVA; Performance Responsibility Reporting.
   - **b)** Measuring and Managing Performance: Financial Performance Measurement and Non-Financial Performance Measurement; Assessing Performance over the Value Chain; the Balanced Scorecard; Motivating Behavior in Management Accounting and Control Systems.

Books Reference:

1. C. T. Horngren, G. Sundem and W. O. Stratton. *Introduction to Management Accounting* (Prentice Hall).
2. R. H. Garrison and E. W. Noreen. *Managerial Accounting* (Irwin).
3. A. A. Atkinson, R. S. Kaplan and S. M. Young. *Management Accounting* (Prentice Hall).
4. A. Belkaoui. *Advanced Management Accounting* (Quorum Books).
5. M. L. Hirsch. *Advanced Management Accounting* (Kent Publishing Company).
6. L. G. Rayburn. *Cost Accounting: Using a Cost Management Approach* (IRWIN).

AIS 3202: Advanced Audit and Assurance

Course Objectives:

This segment of the advanced auditing and assurance services course concentrates largely on the technical aspects of the discipline. The designing of this course has been influenced by the need to reasonably orient the students with practical necessities as well as the chronological sequencing of the audit process. To this end, particular emphasis has been put on the programming, investigative, and reporting aspects of the audit and assurance services. For effective academic discourse, a number of contemporary and research oriented issues have also been made part of this segment.

1. **The Audit Approach:** The Ethical Clearance; the Letter of Engagement; the Audit Chronology; Discover the Background and Operational Systems; Discover the Systems Strengths and Weaknesses in Details; Evaluate the Relative Effect of Weaknesses in Each Major Operational Areas; Confirm the Reliability of Records as a Basis for Preparation of Final Accounts; Ensure that Draft Financial Statements are in Agreement with Underlying Records; Form an Opinion as to whether the Accounts as Presented Give a True and Fair View;Express an Opinion in the Audit Report to Members.
2. **Planning Tests of Details of Transactions and Balances:** Designing Audit Programmes; Decisions to be Made; Considerations in Deciding on Nature, Timing, and Extent; Efficiency and Effectiveness of Audit Tests; Direct Tests of Balances; Nature of Financial Statement Component and Audit Objectives; Materiality at the Account Balance Level; Audit Risk at the Account Balance Level; Efficiency of Audit Tests; Tests of Transaction Classes; Relation of Tests of Transaction Classes to Direct Test of Balances; Types of Tests of Transaction Classes; Planning the Scope of Tests of Transaction Classes; Revision of Audit Programme as Audit Progresses; Client Expectations; Generalized Materials; Direct Tests of Balances at an Interim Date; Auditing Accounting Estimates.

3. **Audit Sampling and Evidence:** An Introduction to Audit Sampling; Definition and Basic Features of Audit Sampling; Various Means of Gathering Audit Evidence; Non-Statistical vs. Statistical Audit Sampling; Planning and Designing the Sample; Determining the Sample Size; Selection of the Sample; Performing the Audit Procedures and Evaluating the Sampling Results; Sampling for Tests of Controls: In Particular, Attribute Sampling; Sampling for Substantive Tests: In Particular, Monetary Unit Sampling; Other Statistical Sampling Approaches; Audit Evidence and Documentation; Types of Evidence; Methods for Audit Evidence.

4. **Tests of Transaction Classes and Related Balances:** Revenue, Receivables, and Receipts; Functions, Documents, Inputs, and Accounting Systems; Primary Control Related Features; Account Balances and Transactions; Potential Misstatements; Tests of Transaction Classes for Sales; Tests of Transaction Classes for Cash Receipts; Tests for Adjustments to Account Receivables; Expenditures, Payables and Disbursements; Differences from the Sales Cycle; Functions, Documents, Inputs, and Accounting Systems; Primary Control Related Features; Account Balances and Transactions; Potential Misstatements; Tests of Transaction Classes for Purchases of Inventory; Tests of Transaction Classes for Cash Disbursements.

5. **Direct Tests of Balances:** Inventories; Differences from the Sales and Expenditures Cycles; Assertions, Objectives, and Procedures; Observation of the Physical Inventory; Tests of Pricing and Summarization; Materiality; Audit Risk; Long Term Assets and Obligations and Owners' Equity; Property and Equipment; Investments and Intangible Assets; Long Term Obligations; Owners' Equity; the Income Statement; Income Taxes.

6. **Completion of the Audit:** Nature of Completion and Review Procedures; Date of the Audit Report; Audit Procedures After Year End; Subsequent Events Review; Subsequent Events of Audit Interest; Subsequent Events

and the Report Date; Re-issuance of the Audit Report; Legal Representation Letters; Client Representation Letter; Summarization and Evaluation of Audit Results; Evaluation of Going Concern Status; Financial Statement Review and Analytical Procedures; Administrative Completion of the Working Papers; Maintaining Quality of Audit Practice; Subsequent Discovery of Facts; Subsequent Discovery of Omitted Procedures.

7. **The Auditor's Report:** Auditor's Reporting Obligation; Departures from a Standard Report; Financial Statements and Period Covered; Qualifications, Adverse Opinion, and Disclaimers; Limitations on the Scope of Audit; Departure from Generally Accepted Accounting Principles; Explanatory Language Added to the Standard Report; Going Concern Uncertainties; Inconsistent Application of Accounting Principles; Information Outside the Basic Financial Statements; Emphasis of a Matter; Auditor; Client Communications; Communication with Shareholders; Communicating with the Board of Directors; Communication with Audit Committees; Communicating with Management.

8. **Internal Auditing:** The Evolving Nature of Internal Auditing; Current Standards for Internal Auditors; the Current Practice of Internal Audit; the Future of Internal Audit; Internal Audit and External Audit Contrasted; Approaches to Assessing Risk Management, Control, and Governance Process.

9. **Audit and Assurance in the Public Sector:** Framework for Public Sector Auditing; Definition of Public Sector; Public Sector Auditors; Public Sector Audit Clients; Public Sector Audit Objectives; Types of Assignment; Regulatory Audit; Performance; Reporting Obligation.

10. **Cost Audit:** History of Cost Audit; Reasons for Introducing Cost Audit; Definitions of Cost Audit; Objectives of Cost Audit; Cost Records; Advantages and Disadvantages of

Cost Audit; Contrast of Cost Audit and Financial Audit; Stages of Cost Audit; Cost Audit Report; Efficiency Audit; Areas of Efficiency Audit; Cost Auditing Standards.

11. **Advanced Topics in Audit and Assurance Services:** Electronic Commerce Environment; Business Risk Assessment and Control Considerations in Electronic Commerce; Evidence Gathering in an Electronic Commerce Environment; Continuous Assurance; Forensic Auditing; Environmental and Sustainability Assurance; the Audit Expectations Gap.

Books Reference:

1. A. A. Arens and J. K. Loebbecke. *Auditing: An Integrated Approach* (Prentice Hall).
2. D. R. Carmichael, J. J. Willingham and C. A. Schaller. *Auditing Concepts and Methods* (McGraw- Hill).
3. D. D. Chowdhury. *Cost Audit and Management Audit* (Central Educational Enterprises (P) Ltd.).
4. J. A. Edds. *Management Auditing: Concepts and Practices* (Kendall and Hunt).
5. G. Gay and R. Simnet. *Auditing and Assurance Services* (McGraw-Hill Irwin).
6. I. Gray and S. Manson. *The Audit Process* (Chapman & Hall).
7. T. Lee. *Corporate Audit Theory* (Chapman & Hall).
8. A. H. Millichamp. *Auditing* (DP Publications).
9. J. C. Robertson. *Auditing* (Irwin).
10. E. Woolf. *Auditing Today* (Prentice Hall).
11. P. C. Jones. *Public Sector Auditing* (Chapman & Hall).

AIS 3203: Advanced Taxation

Course Objectives:

This course has been designed by fully incorporating the Income Tax Laws. The objective of this course is to provide a sound understanding of Bangladesh income tax principles and practices. This course will provide students a comprehensive knowledge of tax from a managerial perspective, with emphasis on the identification of tax problems and potential tax opportunities. This course will also be helpful in assessing total income and tax liability of individual, corporate and other types of assessee.

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

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

3. **Charge of Tax:** Charge of Income Tax; Charge of Surcharge; Charge of Other Taxes; Scope of Total Income; Income deemed to accrue or arise in Bangladesh; Deemed Income; Special Tax Treatment in respect of some Investments; Disclosure of Undisclosed Income.

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

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

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

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

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

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

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

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

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

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

14. **Refunds and Recovery of Tax:**Notice of Demand; Procedures and Modes of Recovery of Tax; Claim of Refund; Refund on the basis of Appeal Orders; Interest on Delayed Refund; Adjustment of Refund against Tax.

15. **Avoidance of Tax, Transfer Pricing Provisions and Double Taxation Relief:** Special Provisions relating to Avoidance of Tax through Transactions with Non-residents through Transfer of Assets and by Transactions in Securities; Transfer Pricing Provisions for International Transactions; Double Taxation, DTAA (Double Tax Avoidance Agreement), Relief in respect of Income Arising outside Bangladesh; Methods of Avoiding Double Taxation.

16. **Default and Imposition of Penalty, Offences and Prosecution:** Penalty for various Defaults; Punishment for various Offences; Trial by Special Judge.

17. **Revision, Appeal, Reference and Application to ADR:** Revision of the DCT's Order by Inspecting Joint Commissioner; Revision of any Subordinate Authority's Order by the Commissioner on Assessee's Application; First Appeal; Appeal to IJCT against Order of Subordinate Tax Recovery Officer; Second Appeal against the Order of First Appeal; Reference to High Court Division and Reference to Appellate Division; Application by an Assessee to the ADR and Disposal by the ADR.

18. **Tax Planning Aspects:**Concepts of Tax Evasion; Tax Avoidance and Tax Planning; Tax Compliance vs. Tax Planning; Tax Formula and Tax Planning Variables; Tax Planning Techniques.

Books Reference:

1. The Income Tax Ordinance 1984 and the Income Tax Rules 1984 (updated).
2. Finance Act (Latest)
3. Summary of Taxation Rules in Bangladesh (MCCI, Dhaka).

AIS 3204: Corporate Financial Reporting

Course Objectives:

The course aims to develop students' ability to analyze a firm's financial performance by interpreting financial statements and financial ratios. It integrates concepts from accounting, finance, economics, and business strategy to support informed financial decision-making. The course also enables students to apply theoretical knowledge to evaluate business performance and prepares them for careers in accounting, finance, consulting, and general management.

1. **Financial Reporting Fundamentals:** Brief review of Basic Accounting Concepts – Business Entity, Going Concern, Money Measurement, Accounting Period, Consistency, Historical Cost, Realization, Matching Cost and Revenue, Conservatism, Materiality; Application and limitations of the Basic Concepts.

2. **Users and Uses of Financial Reports:** Principal categories of users of Financial Statements – External Users: Shareholders, Prospective Shareholders, Investors, Prospective Investors, Bond/Debenture holders, Creditors of different types, Financiers of different types, securities and Exchange Commission, National Board of Revenue, Government/Public Agencies, A host of other Interest Groups utside the organization and Anybody in the World at large; Internal Users: Different Tiers of Management.

3. **Financial Reporting and Disclosure:** The Nature of Disclosure, Disclosure of Quantitative Information, Disclosure of Non-quantitative Information, Disclosure of Post-Statement Events, Disclosure of Segment Information, Methods of Disclosure, Form and Arrangement of Formal Statements, Terminology and Detailed Presentations, Parenthetical Information, Supplementary Statements-Schedules-Footnotes, The Auditor's Certificate, The Chairperson's Letter.

4. **Fragments of Corporate Reporting:** Income Measurement and Reporting – Revenue Recognition.

Reporting Extraordinary and Unusual items. Reporting Assets – Long-lived Fixed Assets, Intangible Assets, Inventories etc. Reporting Long-term Financial Commitments – Leases, Retirement Benefits etc. Reporting Shareholders' Equity, Reporting Interim Period results and Contingencies.

5. **Special Reporting:** Preparation and Reporting of Consolidated statements – Consolidation Policy, Control and Significant Influence, Similarity of Activities, Reasons for Consolidation, Preparation of Consolidated accounts of subsidiary and associate companies, Minority Interest, Adjustment of Minority Interest, Treatment of Intercompany Transactions: Transfer Pricing Problems, Foreign Activities, Exchange Rates, Foreign Currency Transaction and problems relating thereto.

6. **Reporting the Effects of Price Change:** The Nature of Price Changes – General Price-level Changes, Specific Price-level Changes, Relative Price Changes; The Monetary and Non-monetary Classifications – Gains and Losses on Monetary Items; Price-level Restatement Approaches.

7. **International Financial Reporting Standards:** IFRS#1 – First-time Adoption of IFRS; IFRS#2 – Share-based Payment; IFRS#3 – Business Combinations; IFRS#4 – Insurance Contracts; IFRS#5 – Non-current Assets Held for Sale and Discontinued Operations; IFRS#6 – Exploration for and Evaluation of Mineral Resources; IFRS#7 – Financial Instruments: Disclosures; IFRS#8 – Operating Segments.

Books Reference:

1. D. F. Hawking. *Corporate Financial Reporting & Analysis (Text & Cases)*.
1. Ahmed Riahi Belkaoui. *Accounting Theory*.
2. C. Deegan. *Financial Accounting Theory*.
3. B. J. Epstein and E. K. Jermakowicz. *Interpretation and Application of International Financial Reporting Standards*.
4. Wolfgang Dick and Franck Missonier-Piera. *Financial Reporting under IFRS – A Topic Based Approach*.

AIS 3205: Project Management

Course Objectives:

This course is designed to give the students a sound knowledge of the relevant methodologies and approaches to the planning of industrial and development projects. The course will cover all aspects of the planning process from inception to project implementation. The course will also focus on all aspects of the techniques of social cost-benefit analysis, with a critical appreciation of their purpose, usefulness and shortcomings.

1. **Introduction:** Projects; Types of Projects; Project Life Cycle – Project Identification, Project Selection, Project Organization, Project Planning, Negotiation and Bidding, Conflicts Solving, Project Implementation, Resource Allocation, Project Control, Project Termination; Feasibility study.
2. **Identification of Investment Opportunities and Project Formulation:** Investment Planning of the Government – Five-year Plans and Investment Schedule, Industrial Policy, Investment Board, Foreign Collaboration and Investment Incentives; Public and Private sector projects – Project ideas, Preliminary Screening, Project Identification for an existing company.
3. **Market and Technical Appraisal:** Market and Demand Analysis – Information Requirement for such analysis, Secondary Source of Information, Market Survey, Demand Forecasting, Uncertainties in Demand Forecasting; Technical analysis – Materials and Inputs, Production Technology, Choice of Appropriate Technology, Product Mix, Plant capacity, Location & Site, Machinery and Equipment, Structures & Civil Works, Project Charts and Layouts, Work Schedule.
4. **Cost of Project and Means of Financing Cost of Project:** Cost of Project; Sources of Capital; Cost of Capital and Analysis of alternative financing policies of project; Means of Financing; Planning Capital Structure; Capital Rationing.
5. **Investment Criteria:** Nature of Investment Decisions; Types of Investment Decisions; Investment Evaluation Criteria–Payback Period, Discounted Payback Period,

NPV, IRR, Profitability index, ARR; Complex Investment Decisions – Projects with Different Lives, Replacement of an existing asset, Investment Decisions under Capital Rationing; Income Tax Factors – Income Tax Considerations in Capital Budgeting; Capital Budgeting and Inflation; Project risk and Required Rate of Return – Applicability to non-profit organizations, Implementing IRR Decision Rule.

6. **Risk and Sensitivity Analysis:** Types of Risks; Measures of Risk; Uses of Subjective Probabilities; Mathematical Analysis; Sensitivity Analysis; Simulation Analysis; Decision Tree Analysis.
7. **Social Cost-Benefit Analysis:** Rationale of SCBA; UNIDO Approach – Net Benefit in terms of Economic Efficiency Prices, Shadow Prices, Measurement of Impact on Distribution, Income Distribution Impact; ML Approach – Shadow Prices of Traded Goods, Accounting Price Non-traded Goods, Shadow Wage Rate.
8. **Project Management in Bangladesh:** Project Planning and Processing Procedures in Bangladesh; Project Sanctioning Procedures and its Administration Aspects in Bangladesh; Project Performance; TA Projects; Annual Development Programs; Cost and Time Overruns Problems in Bangladesh; Human aspect of Project Management; Monitoring and Evaluation of Project in Bangladesh.
9. **Network Techniques for Project Management:** PERT/ CPM Techniques; Network Analysis; Network Cost System; Project Cost Control; Time/Cost Trade Off Procedures; Resource Constraint in Project Scheduling.

Books Reference:

1. P. Chandra. Projects: Presentation, Appraisal, Budgeting and Implementation.
2. R.L. Pitate. Project Appraisal Techniques.
3. K. Puttas WaMaaiah and S. Venn. Cost-Benefit Analysis: A Theoretical and Applied Critique of Alternate Methodologies.

AIS 3206: Accounting for Specialized Institutions

Course Objectives:

This course is designed to provide students with a comprehensive understanding of the business and financial reporting environment of specialized institutions in Bangladesh. It introduces the accounting and reporting practices of institutions such as banks, non-banking financial institutions, leasing companies, government organizations, and non-governmental organizations (NGOs). The course also familiarizes students with the legal and regulatory compliance requirements for preparing the financial statements of these institutions and develops their understanding of the applicable financial reporting frameworks.

Part A: Preparation of Financial Statements of Banking Companies and Non-Banking: Financial Institutions (NBFIs)

1. **Overview and Contemporary/Emerging Issues in Banking Financial Institutions:** Historical Development of Banking Systems; Banking History of Bangladesh and its Present Status; Role and Functions of Commercial Banks and Specialized Banks; Characteristics of Central Bank; Nature and Function of Central Bank; Necessity of Central Bank; Central Banking Theory; Comparison between Central Bank and Commercial Bank; Clearing House; Risks and Objectives of Risk Management; Elements of Sound Risk Management System; Risks Management Guidelines for Banks; Regulations of Banks by Bangladesh Bank (BB) and the Bangladesh Securities and Exchange Commission (BSEC); Classified Loan and Loan Loss Provisions; Operation and Management; Inspection and Investigation; Accounts and Audit; Submission of Return and Reports; Corporate Governance Guidelines and Practices in Banks; Green Banking; SME Banking; Corporate Social Responsibility; BASEL-II-Risk based Capital Adequacy; Stress Testing.

2. **Preparation and Presentation of Bank's Financial Statements:** Preparation of Financial Statements of Banking Companies as per BB‘s Guidelines; Presentation and Disclosure in the Financial Statements of Islamic Banks. Ideas on IAS 39/IFRS 9 in Preparation of Bank‘s Financial Statements.

3. **Non-Banking Financial Institutions in Bangladesh: Meaning of Non-Banking Financial Institutions and Present Status in Bangladesh;** Difference between Banking and Non-Banking Financial Institutions; Preparation of Financial Statements of Merchant Banks and Investment Banks.

4. **Presentation of financial statements for the leasing company, investment company, etc.**

Part B: Financial Statements of Insurance Company: Life Insurance and Non-Life

Insurance Company

1. **Insurance Company in Bangladesh:** Concept of Insurance; Development of Insurance Company in Bangladesh and Present Status; Role of Insurance; Functions of Insurance; Principles of Insurance; Classification of Insurance Business and Policies; Insurance Development and Regulatory Authority (IDRA); Accounts, Audit, Actuary Report and Statements (IFRS 4, IAS 19, and IAS 26); Actuary and Actuary Valuation; Commissions, Rebates, and Management expenses; Distribution of Dividend; Bonus and Profit; Registers; Submission of Returns; Re-Insurance business in Bangladesh; Role of Insurance Academy.

2. **Financial Statements of Insurance Companies:** Computation of Insurance Claims; Preparation of Financial Statements of Insurance Companies as per Guidelines of the IDRA.

Part C: Government Accounts and Accounting for NGOs

1. **Introduction to Government Accounting:** Purposes and Objectives of Government Accounting; Differences of Government Accounting with Accounting of a Company; Fund Accounting; Government Funds; Proprietary Fund; Fiduciary Fund; Accounting System of the Bangladesh Government.

2. **Accounting for NGOs:** Reporting Framework of NGO Accounting; Chart of Accounts; Presentation of Accounts of NGO; Project-wise Accounting, etc.

3. **Accounting for Public Utility Concerns:** Railway, Electricity, Telephone, WASA & GAS Distribution Authority, Treatment of replacement and renewal under the double account system

4. **Accounting for non-profit organizations:** Definition of non-profit organization, Accounting procedures, receipts and payments account, Income and expenditure account, and Balance Sheet

Books Reference:

1. K. C. Shekhar. Banking Theory and Practice (Vikas Publishing House Pvt. Ltd.).
2. M. Radhaswami and S. V. Vasudevan. A Text Book on Banking (Laws, Practice and Theory) (S. Chand & Co.)
3. Ronald I. Robinson. The Management of Bank Funds (McGraw-Hill Language).
4. M. N. Mishra. Insurance: Principles and Practices (S. Chand & Co.).
5. A. H. Choudhury. Elements of Insurance.
6. Abu Taher Bhuiyan. Guide to Insurance.
7. Habibullah and S. N. Ghosh. Risk Management (BBR).
8. Md. Muinuddin Khan. Advanced accounting (Vol. II) (Ideal Library).
9. Amitabh Mukherjee and Mohammed Hanif. Modern Accountancy (Vol. II) (Tata McGraw-Hill).
10. Leon E. Hay and Earl R. Wilson: Accounting for Governmental and Nonprofit Entities.
11. Banking Companies Act 1991
12. Insurance Act 2010
13. Companies Act 1994
14. Insurance Development & Regulatory Authority Act 2010
15. Securities and Exchange Rules 1987
16. Bangladesh Bank Risk Management Guidelines 2012
17. Annual Report of Bangladesh Bank
18. Annual Report of Banks

AIS 3206: Viva Voce

FOURTH YEAR
FIRST SEMESTER

AIS 4101: Corporate Financial Accounting

Course Objectives:

The objective of this course is to make the students acquainted with the preparation of various financial statements like Separate financial statements, Consolidated financial statements. This course also deals with the accounting aspects of business combination, company liquidation and post balance sheet events.

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

2. **Accounting for an Entity's Interests in Other Entities– An Introductory Idea:** Interests in Subsidiaries (IFRS 3, IFRS 10 & IFRS 12); Interests in Joint Arrangements and Associates [IAS 28 (2011), IFRS 11 & IFRS 12]; Interests in Structured Entities that are not Controlled by the Entity (Unconsolidated Structured Entities) (IFRS 12); Interest in another Entity Accounted for in accordance with IFRS 9 (Investment in other Entity's Securities).

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

   3.1 **Group Accounts–Basic Principles:** Context for Group Accounts; Single Entity Concept; Control and Ownership; Nature of Business Combinations; Identifying the Acquirer; Measuring the Cost of a

Business Combination; Allocating the Cost of Business Combination; Goodwill Calculation; Disclosure Requirements.

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

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

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

Books Reference:

1. Floyd A. Beams, Joseph H. Anthony, Bruce Bettinghaus and Kenneth Smith. Advanced Accounting (Prentice Hall).
2. Donald E. Kieso, Jerry J. Weygandt and Terry D. Warfield. Intermediate Accounting (John Wiley & Sons, Inc.).
3. IASB, International Financial Reporting Standards.
4. R. E. Baker, V. C. Lembke and T. E. King. Advanced Financial Accounting (McGraw-Hill Irwin).
5. Ken J. Leo, John Hoggett and John Sweeting. Company Accounting (Wiley & Sons Australia Ltd).

AIS 4102: Operations Research

Course Objectives:

This course is designed to provide students with a comprehensive understanding of the role of operations research in managerial decision-making and organizational productivity. It aims to equip students with the knowledge and techniques required to simplify complex managerial problems, apply operations research methods to diverse business and economic situations, and develop a systematic and logical approach to decision-making. The course also enables students to evaluate decisions under conditions of uncertainty and enhances the effectiveness of the decision-making process through the application of quantitative analytical tools.

1. **Introduction:** Origins of Operations Research; Nature of OR; Impact of OR in Business; Overview of the OR Modeling Approach – Defining the Problem and Gathering Data, Formulating a Mathematical Model, Deriving Solutions from the Model, Testing the Model, Preparing to Apply the Model, Implementation.

2. **Liner Programming:** Nature of LP; Formulation of the Problems; Graphical Method of Solutions; Feasible Solutions; Optimal Solution; Algebraic Solution; Simplex Method; Maximization and Minimization Problems.

3. **Duality:** Duality in LP; Dual form of the Problem; Primal & Dual Relationship; Dual Simplex Method; Sensitivity Analysis; Changes in Objective Function and Constraints.

4. **Transportation and Assignment Problems:** Introduction; Characteristics and Assumptions; The Transportation Problem; The Assignment Problem; Modified Distribution Problems (MODI); Low Cost Entry Method (LCEM); North West Corner Rule (NWCR); Vogel's Approximation Method (VAM).

5. **Decision Analysis:** Classification of Decision Situation; Decision under Certainty; Decision under Risk; Decision under Uncertainty; Value of Perfect Information; Decision Tree Analysis.

6. **Network Analysis:** Introduction; Problems in Network Analysis; Drawing a Network; Dummy Activities; Procedures for Drawing Network; Network in terms of Time; Floats; Network Analysis by Cost.

7. **Project Scheduling by PERT and CPM:** Introduction; Construction of PERT and CPM; Network of PERT and CPM; Estimation of Time in PERT; PERT and Probabilities.

9. **Inventory Theory:** Introduction; Concepts of Inventory Control; Deterministic Inventory Models; Selective Control Technique; ABC Analysis.

10. **Queuing Theory:** Introduction; the Queuing Situation; the Managerial Problems; Methodology of Queuing Analysis; Arrival Process; Service Process; Waiting Line; Queuing Models; Poisson; Exponential Models.

11. **Simulation:** Introduction; Planning; Deterministic and Probabilistic Simulation; Simulation Application.

Books Reference:

1. F. S. Hillier and G. J. Lieberman. Introduction to Operations Research.
2. Wayne L. Winston. Operations Research – Applications and Algorithms.
3. Efrain Turban and Jack R. Meredith. Fundamentals of Management Science.
4. Hamdy A. Taha. Operations Research – An Introduction.
5. Barry Render and Ralph M. Stair. Quantitative Analysis for Business.
6. P. K. Gupta and D. S. Hira. Problems in Operations Research.

AIS 4103: Business Ethics

Course Objectives:

This course is designed to develop students' understanding of business ethics, corporate social responsibility, and ethical leadership in organizational settings. It aims to enhance their ability to recognize and analyze ethical issues, understand cross-cultural similarities and differences in organizational practices related to business ethics and corporate social responsibility, and examine the sources of ethical culture and deviant behavior within organizations. The course also equips students with the knowledge and skills to design ethical programs that support organizational objectives and to develop effective ethical leadership for responsible decision-making.

Business Ethics Concepts

1. **Introduction:** Business Ethics Defined, Importance of Studying Business Ethics, Development of Business Ethics, Developing an Organizational and Global Ethical Culture, Benefits of Business Ethics.
2. **Stakeholder Relationships, Social Responsibility, and Corporate Governance:** Identifying Stakeholders,A Stakeholder Orientation,Social Responsibility and The Importance of A Stakeholder Orientation, Social Responsibility and Ethics, Corporate Governance Provides Formalized Responsibility to Stakeholders, Implementing A Stakeholder Perspective.
3. **Ethical Issues and the Institutionalization of Business Ethics:** Recognizing an Ethical Issue, Ethical Issues and Dilemmas in Business, The Challenge of Determining an Ethical Issue in Business, Managing Ethical Risk through Mandated and Voluntary Programs, Mandated Requirements for Legal Compliance, Gatekeepers and Stakeholders, The Sarbanes–Oxley Act.
4. **Ethical Decision Making and Ethical Leadership:** A Framework for Ethical Decision Making in Business, Using the Ethical Decision Making Framework to Improve Ethical Decisions, The Role of Leadership in a Corporate Culture, Leadership Styles Influence Ethical Decisions, Habits of Strong Ethical Leaders.

5. **Moral Philosophies and Values:** Moral Philosophies, Applying Moral Philosophy to Ethical Decision Making, Cognitive Moral Development, White-Collar Crime, The Role of Individual Factors in Business Ethics.

6. **The Role of Ethical Culture and Relationships:** Defining Corporate Culture, The Role of Corporate Culture in Ethical Decision Making, Leaders Influence Corporate Culture, Motivating Ethical Behavior, Organizational Structure and Business Ethics, Group Dimensions of Corporate Structure and Culture, Variation in Employee Conduct.

7. **Developing, Implementing and Auditing an Effective Ethics Program:** The Responsibility of the Corporation as a Moral Agent, The Need for Organizational Ethics Programs, An Effective Ethics Program, Codes of Conduct, Ethics Training and Communication, Systems to Monitor and Enforce Ethical Standards, The Ethics Audit, Benefits of Ethics Auditing, The Auditing Process, The Strategic Importance of Ethics Auditing.

8. **Globalization of Ethical Decision Making:** Capitalism, Economics, and Business Ethics, Common Values, Goals, and Business Practices, Global Business Practices, Sustainable Development, International Monetary Fund (IMF), World Trade Organization (WTO), The Multinational Corporation (MNC).

Ethical Challenges in Practice

Case 1: Wal-Mart: The Future is Sustainability.
Case 2: Arthur Andersen: Questionable Accounting Practices.
Case 3: Starbucks' Mission: Social Responsibility and Brand Strength.
Case 4: NIKE: Managing Ethical Missteps—Sweatshops to Leadership in Employment Practices.
Case 5: The Coca-Cola Company Struggles with Ethical Crises.
Case 6: Enron: Questionable Accounting Leads to Collapse.
Case 7: BP (Beyond Petroleum) Focuses on Sustainability.
Case 8: Tyco International: Leadership Crisis.

Case 9: PETCO Develops Successful Stakeholder Relationships.

Additional case studies as and when the course instructor finds those appropriate and relevant for the changing environment of business ethics and dilemma.

Books Reference:

1. O. C. Ferrell, John Fraedrich and Ferrell. Business Ethics: Ethical Decision Making & Cases.
2. Linda K. Trevino, Katherine A. Nelson. Managing Business Ethics: Straight Talk about How to Do It Right.
3. William H. Shaw, Vincent E. Barry. Moral Issues in Business.
4. Manuel G. Velasquez. Business Ethics: Concepts and Cases.
5. Colin Fisher, Alan Lovell. Business Ethics and Values: Individual, Corporate and International Perspectives.
6. Robert Audi. Business Ethics and Ethical Business.
7. R. Edward Freeman, Patricia H. Werhane. Business Ethics: A Managerial Approach.
8. Norman E. Bowie. Business Ethics in the 21st Century.
9. Lawrence A. Beer. A Strategic and Tactical Approach to Global Business Ethics.
10. Paul Griseri, Nina Seppala. Business Ethics and Corporate Social Responsibility.
11. Ronald R. Sims. Ethics and Corporate Social Responsibility: Why Giants Fall.
12. Daniel R. Gilbert. Ethics through Corporate Strategy.
13. L. Hartman, J. DesJardins and C. MacDonald. Business Ethics: Decision Making for Personal Integrity & Social Responsibility.

AIS 4104: Development Economics & Public Policies

Course Objectives:

The objective of the course is to enable students to understand the basic concepts related to economic growth and development and enable them to differentiate among the various approaches to development followed by different nations. The second objective of this course is to provide students with an understanding of the structure of Bangladesh economy, the changes undergone by the economy over time and the way policies have influenced macro-management of Bangladesh economy. The objective of this course is to enable the students to analyze the changing dynamics of Bangladesh economy under the different policy regimes including fiscal, financial trade policy regimes with special focus on the role of plan and market in macroeconomic management of Bangladesh.

1. **Development and Underdevelopment:** Concepts of Development and Underdevelopment; Traditional Economic Measures; The New Economic View of Development; the Three Objectives of Development; Common Characteristics of Underdevelopment; Indicators of Development.

2. **Theories of Development:** Two Major Approaches to the Study of Economic Development: the Linear Stages Model, Rostow's Stages of Growth, Harrod-Domar Growth Model; Obstacles and Conditions; Some Criticism of the Stage Model; the Marxist Models: Growth and Collapse; Summary and Synthesis of General Theory of Development.

3. **Structure of Bangladesh Economy:** Characteristics and Salient Features of Bangladesh Economy; Change in the Economic Structure over Time; the Nexus between the Different Elements of Business Environment Existing in Bangladesh and Her Economic Performances; Changes in Business Environment in the Light of Recent Policy Changes.

4. **Agriculture and Rural Development:** The Imperative of Agricultural Progress and Rural Development; the Structure of Bangladesh Agrarian System; Subsistence Agriculture and Extensive Cultivation in Bangladesh;

Cropping Practices and Cropping Intensity; HYV and its Implication; Rural Development Institutions & Strategy of GOB and NGO; Toward a Strategy of Agricultural and Rural Development: Some Main Requirements.

5. **Industrial Sector:** Role of the Industrial Sector for Economic Development of Bangladesh; Relative Importance of Small, Medium and Large Scale Manufacturing Industries; Nationalization Vs. Privatization; Role of Development Finance Institutions; Credit Policy; Debt Default; Sick Industries; Evaluation of the Industrial Policies; 1972 Nationalization Act, 1982 NIP and 1986 NIP; Recent Policy Changes.

6. **Infrastructure and Trade:** Role of Infrastructure for the Economy of Bangladesh; Structure of Imports to and Exports from Bangladesh; Terms of Trade; Trends in Balance of Payments Position; Export Incentives; Liberalization, Decontrol and Deregulation of Trade-Impacts and Consequences.

7. **Nationalization and Privatization:** Definition; Objectives of Nationalization and Privatization in Bangladesh; Problems of Nationalization and Privatization; Steps taken to overcome the problems; Nationalization Vs. Privatization.

8. **Entrepreneurship and Economic Development:** Role of Entrepreneurship in Economic Development of Bangladesh; Constraints of Entrepreneurial Development in Bangladesh; Probable Solutions to Entrepreneurial Development in Bangladesh.

9. **Planning Experiences in Bangladesh:** Objectives of Planning; Types of Planning; Five-Year Development Plans and Annual Development Plans; Allocation of Resources; Perspective Plan; Problems of Implementation of Plans in Bangladesh; Sustainable Development; Conservation of Energy; Environmental Protection.

10. **Poverty Alleviation and Human Resource Development:** Definition of Poverty; Absolute and Relative; Trend and Magnitude of Poverty; Programs for Alleviating Poverty; Government and Non-Government Organizations and their Effectiveness; Human Resource Development; Meaning of the Concept; Importance; Resource Allocation for HRD and its Effectiveness.

11. **Major Donors of Bangladesh:** Magnitude and Nature of Aid Dependence; International Debt and Debt Servicing-Aid Conditionalities; Demand Conditionalities and Supply Conditionalities; Macro Conditionalities and Cross Conditionalities; Nature of Bangladesh's Relationship with International Financial Institutions; Structural Adjustment Facilities (SAF) and Extended SAF (ESAF)

Books Reference:

1. M. P. Todaro. Economic Development in the Third World.
2. Bangladesh Economic Review (Ministry of Finance, GOB).
3. A. R. Khan and M. Hossain. Strategy of Development in Bangladesh.
4. Nurul Islam. Development Planning in Bangladesh.
5. H. Koontz and H. Weihrich. Essentials of Management.
6. A. P. Thirwall. Growth and Development (With Special Reference to Developing Economics).
7. Statistical Yearbook for Bangladesh (Bangladesh Bureau of Statistics).
8. Plan Documents - Five-Year, Annual and Perspective Plans.

AIS 4105: Accounting Information System

Course Objectives:

The course aims to provide students with a fundamental understanding of Accounting Information Systems (AIS) and their role in processing accounting data and generating financial information. It covers key concepts of AIS, data processing, database management, transaction cycles, and internal controls while developing students' ability to analyze, design, and evaluate accounting information systems and address ethical issues in information technology.

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

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

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

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

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

6. **General Ledger, Financial Reporting and Management Reporting Systems:** Data Coding Systems; Financial

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

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

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

9. **Systems Organizations, Development, and Management:**Approaches to System Development; AIS Development Strategies; System Development Life Cycle (SDLC).

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

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

12. **Evaluating Computer-Based Business Systems:**Planning of System Evaluation; Evaluating the System; Communicating Results of Evaluations and Following Up.

13. **Controls and Standards:**Control Environment; System Acquisition Process and Controls; Risk Assessment

Processes and Activities; Information System Processing Operations and Controls; Monitoring Processes and Activities; Controls Over Personal Systems.

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

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

Books Reference:

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

AIS 4106: Enterprise Resource Planning and Accounting Software

Course Objectives

The course aims to provide students with knowledge and practical skills in Enterprise Resource Planning (ERP) systems and accounting software applications used in modern business organizations, enabling them to integrate business processes, manage financial information efficiently, and support managerial decision-making.

1. **Introduction to ERP Systems:** Meaning, nature and evolution of ERP, objectives and benefits of ERP, components and architecture of ERP systems, ERP modules and functional areas, overview of leading ERP vendors and solutions.

2. **Business Processes and ERP Integration:** Business process concepts, process mapping and reengineering, integration of finance, sales, purchasing, inventory, production, supply chain and human resource functions, data flow within ERP systems.

3. **ERP Implementation and Management:** ERP implementation life cycle, project planning and team formation, system configuration and customization, data migration, change management, user training, implementation challenges and critical success factors.

4. **Introduction to Accounting Software:** Concept and importance of accounting software, features of computerized accounting systems, comparison between manual and computerized accounting, overview of popular accounting software packages.

5. **Hands-on Applications of ERP and Accounting Software:** Company creation and configuration, chart of accounts preparation, recording journal entries, sales and purchase transactions, accounts receivable and payable management, inventory control, payroll processing, bank reconciliation, preparation of VAT and tax reports using software.

6. **Financial Reporting and Business Analytics:** Preparation of trial balance, income statement, statement of financial position and cash flow statement, budgeting and forecasting, dashboard preparation, report customization, export and sharing of reports.

7. **Data Security and Internal Control:** User access management, data backup and recovery, cybersecurity issues in ERP and accounting systems, internal control mechanisms, audit trails, regulatory compliance and data privacy.

8. **Emerging Trends in ERP and Accounting Software:** Cloud-based ERP systems, artificial intelligence and machine learning applications, blockchain in accounting, robotic process automation, mobile accounting applications, environmental, social and governance (ESG) reporting tools, contemporary developments in enterprise systems.

Suggested ERP and Accounting Software for Practical Exposure

SAP S/4HANA, Oracle NetSuite, Microsoft Dynamics 365, Odoo, ERPNext, TallyPrime, QuickBooks, Xero, Zoho Books, Sage 50, Wave Accounting, and Busy Accounting Software.

Books Reference

1. Hall, J. A. (2024). Accounting Information Systems. 11th Edition, Cengage Learning.
2. Romney, M. B., Steinbart, P. J., Summers, S. L., & Wood, D. A. (2023). Accounting Information Systems. 15th Edition, Pearson.
3. Monk, E., & Wagner, B. (2024). Concepts in Enterprise Resource Planning. 5th Edition, Cengage Learning.
4. Simkin, M. G., Rose, J. M., & Norman, C. S. (2022). Core Concepts of Accounting Information Systems. 14th Edition, Wiley.
5. Gelinas, U. J., Dull, R. B., & Wheeler, P. R. (2021). Accounting Information Systems. 11th Edition, Cengage Learning.

6. SAP S/4HANA. SAP S/4HANA Documentation and User Guide. SAP SE.
7. Oracle NetSuite. NetSuite User Guide and Training Manual. Oracle Corporation.
8. Odoo. Odoo Functional Documentation. Odoo S.A.
9. ERPNext. ERPNext User Manual. Frappe Technologies.
10. QuickBooks. QuickBooks User Guide. Intuit Inc.
11. Xero. Xero Learning and User Guide. Xero Limited.
12. Zoho Books. Zoho Books Documentation. Zoho Corporation.

FOURTH YEAR
SECOND SEMESTER

AIS 4201: Accounting Theory

Course Objectives:

This course is designed to provide students with a comprehensive understanding of accounting theory and the conceptual foundations of financial reporting. It introduces theories of accounting policy choice, the measurement of economic income, the value relevance of accounting information, and the development of accounting and financial reporting regulations. The course enables students to critically examine the relationship between accounting theories and the regulatory framework of financial accounting, evaluate the conceptual frameworks issued by the International Accounting Standards Board (IASB) and the Financial Accounting Standards Board (FASB), and develop an understanding of financial disclosure regulations and practices in Bangladesh, with particular emphasis on the adequacy and quality of corporate annual report disclosures.

1. Introduction to Accounting Theory:

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

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

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

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

2.2 Building Blocks of IASB's Conceptual Framework.

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

3. Theory and Concepts of Measurements in Accounting:

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

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

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

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

4. **Accounting and Capital Markets:**

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

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

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

5. **Financial Disclosure Concepts and Disclosure Regulation in Bangladesh:**

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

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

6. **Accounting Standards:**

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

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

Books Reference:

1. Ahmed Riahi Belkaoui. Accounting Theory (Harcourt).
2. C. Deegan. Financial Accounting Theory (McGraw-Hill Australia Pty Ltd.).
3. J. Godfrey, A. Hodgson, A. Tarca, J. Hamilton and S. Holmes. Accounting Theory (John Wiley & Sons Australia, Ltd.).
4. Ball, R., and Brown, P., 1968. An empirical evaluation of accounting income numbers. *Journal of Accounting Research*: 159-177.
5. Barker, R., 2001. *Determining value: valuation models and financial statements,* Prentice Hall.
6. Beaver, W. 1968. The information content of annual earnings announcements. *Journal of Accounting Research*: 67-92.
7. Beaver, W. H., 1998. *Financial Reporting: an accounting revolution,* Third edition, Prentice Hall
8. Bernard, V. L., Thomas, J. K., and Abarbanell, J. S (1993) 'How sophisticated is the market in interpreting earnings news' reprinted in Readings and Notes on Financial Accounting, (1997) (eds) Zeff, S. A. and Dharan, B. A., 5th edition: 220-234.
9. Brown, P., and Howieson, B., 1998. Capital markets research and accounting standard setting. *Accounting & Finance*, 38:5-28.

10. Easton, P. D., and Sommers, G. A., 2003. Scale and the Scale Effect in Market-based Accounting Research. *Journal of Business Finance & Accounting*, 30:25-56.
11. Geoffrey Whittington, 1996. Accounting Standards: a mixed blessing? In *Essays in accounting thought: a tribute to W T Baxter* edited by I Lapsley, ICAS.
12. Geoffrey Whittington, 2005.The adoption of International Accounting Standards in the European Union. *European Accounting Review*, 14(1):127–153.
13. Healy, P. M., and Wahlen, J. M., 1999.A review of the earnings management literature and its implications for standard setting. *Accounting Horizons*, 13(4):365-383.
14. Ijiri, Yuji, 1975. Theory of accounting measurement. studies in accounting research no. 10. American Accounting Association (AAA).
15. Schipper, K., and Vincent, L., 2003. Earnings quality. *Accounting Horizons,* 17:97-110.
16. Schipper, K., 2005. The introduction of International Accounting Standards in Europe: Implications for international convergence. *European Accounting Review*, 14(1):101-126.
17. Kothari, S. P., 2001. Capital markets research in accounting. *Journal of Accounting and Economics*, 31:105-231.
18. Lev, B., 1988.Toward a theory of equitable and efficient accounting policy. *The Accounting Review*, LX111(1):1-22.
19. Lev, B., and Ohlson, J.A., 1982. Market-based empirical research in accounting: A rReview, interpretation, and extension. *Journal of Accounting Research*, 20:249-322.
20. Revsine, L., Collins, D. W., and Johnson, W. B., 2011. *Financial Reporting and Analysis*, Fifth edition, McGraw-Hill.
21. Jensen, M. C. and Meckling, W., 1976. Theory of the firm: managerial behaviour, agency costs and ownership structure. *Journal of Financial Economics*, 3(4): 305-360.
22. Dye, R., and Sunder, S., 2001. Why not allow the FASB and the IASB Standards to compete in the U.S.? *Accounting Horizons*, 15(3):257-271.

23. Scott, W. R.,2006. *Financial Accounting Theory*. Fourth edition, Prentice Hall.
24. Sunder, S., 2005. Minding our manners: Accounting as social norms. *British Accounting Research*, 37:367-387.
25. Sunder, S., 1996. *Theory of Accounting and Control*, First Edition, South-Western College Publishing.
26. Watts, R., and Zimmerman, J. 1986. *Positive Accounting Theory.* Prentice Hall.
27. Watts, R. and Zimmerman, J. L., 1990. Positive Accounting Theory: A Ten Year Perspective. *The Accounting Review*, 65:131-156.
28. Zeff, S. 'Economic consequences of accounting policy choice', reprinted in Zeff and Dharan, (eds). *Readings and notes on financial accounting*: 6-16, 1997, McGraw-Hill.

AIS 4202: Financial Statement Analysis

Course Objectives:

This course is designed to provide students with a comprehensive understanding of financial statement analysis for investment and credit decision-making. It develops their ability to analyze and interpret accounting information presented in financial statements to evaluate business performance and solve business problems. The course also introduces the use of accounting information in predicting earnings, earnings growth, and the fundamental value of shares, while examining the role of the accounting rate of return (ARR) in security valuation. In addition, it explores the relationship between cash accounting and accrual accounting in assessing earnings quality and earnings management practices, and analyzes the effects of operating and financial leverage on profitability in relation to macroeconomic and monetary policies.

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

   1.1 **Financial Statement Analysis: Horizontal and Vertical Analyses:** Comparative Financial Statement Analysis: Year-To-Year Change Analysis, Index Number Trend Analysis, Common-Size Financial Statement Analysis.

   1.2 **Ratio Analysis:** Common Sets of Financial Measures and Ratios: Liquidity Measures and Ratios, Profitability Measures and Ratios, Activity Measures and Ratios, Solvency Measures and Ratios, Overall Measures and Ratios: Earnings Per Share, Price to Earnings Ratio, Price to Book Ratio, Dividend-Payout Ratio, Sustainable Growth Rate.

1.3 The Analysis of Profitability: The Analysis of Return on Common Equity, First-Level Breakdown: Distinguishing Financial and Operating Activities and the Effect of Leverage, Second-Level Breakdown: Drivers of Operating Profitability, Third-Level Breakdown: Profit Margin Drivers, Turnover Drivers, Borrowing Cost Drivers.

2. How Financial Statements are Used in Valuation:

2.1 Multiple Analysis: Method of Comparables and Screening of Multiples

2.2 Fundamental Analysis: The Process of Fundamental Analysis, Financial Statement Analysis, and Pro-Forma Analysis.

2.3 Redefining Financial Statements for Valuation: Defining Net Operating Assets, Net Financial Obligations and Common Stock Equity; Operating Income and Net Financial Expenses; Return on Common Equity and its Decomposition between Profitability of Net Operating Assets and Net Borrowing Costs.

2.4 The Architecture of Fundamental Analysis: The Valuation Model, the Terminal Value Calculation, Capital Asset Pricing Model (CAPM) and the Choice of Discount Rate.

3. Cash Accounting, Accrual Accounting and Equity Valuation:

3.1 Cash Flows, Earnings and Accrual Accounting; Reconciling Earnings with Free Cash Flows; Operating Accruals and Financial Accruals and Earnings Management.

3.2 Valuation Models: Modigliani-Miller (MM) Approach to Valuation and the Role of Leverage; Dividend Discount Model, Earnings Capitalization Model, Residual Earnings Model and Free Cash Flow Model.

3.3 Accrual Accounting and Price-to-Book Ratio; Relation between Price-to-Book (P/B) Ratio and Price-Earnings (P/E) Multiple.

3.4 Residual Earnings Model of Equity Valuation: Concept of Residual Earnings, Features of Residual Earnings Model; Discounting Residual Earnings, Drivers of Residual Earnings; Using Hierarchical Financial Ratios to Forecast Drivers of Residual Earnings; and Drivers of Growth in Residual Earnings.

4. **The Analysis of Growth and Sustainable Earnings:** Equity Valuation and Growth in Earnings; Concept of Sustainable Earnings; Core Operating Profitability; Core Borrowing Costs; Growth in Core Profitability and how P/B Ratios and Trailing P/E Ratios Articulate.

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

6. **The Analysis of Credit Risk, Return and Valuation:** Financial Statement Analysis for Credit Evaluation, Financing Risk; Distinguishing Between Financial Leverage and Operating Leverage; Relation between Return and Leverages; Leverages and Taxes; Monetary Policies; Interest Rates; Leverages and its Effects on Residual Earnings; Leverages and Residual Earnings Model; Liquidity Planning and Financial Strategy.

Books Reference:

1. S. H. Penman. *Financial Statement Analysis and Security Valuation* (McGraw-Hill Irwin).
2. L. A. Bernstein and J. J. Wild. *Financial Statement Analysis: Theory, Application, and* Interpretation (McGraw-Hill Irwin).
3. B. Stanko and T. Zeller. *Understanding Annual Reports: A User's Guide* (John Wiley & Sons, Inc.).

4. K. G. Palepu and P. M. Healy. *Business Analysis & Valuation Using Financial Statements* (South-Western Cengage Learning).
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7. Barth, M., Beaver, W., Hand, J., and Landsman, W., 1999. Accruals, Cash Flows, and Equity Values. *Review of Accounting Studies*, 3:205-229.
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9. Brief, R., and Lawson, R. A., 1992. The Role of the Accounting Rate of Return in Financial Statement Analysis. *The Accounting Review,* 67(2):411-426.
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11. Feltham, G. A., and Ohlson, J. A., 1995. Valuation and Clean Surplus Accounting for Operating and Financial Activities. *Contemporary Accounting Research*, 11:689-731.
12. Healy, P. M., and Wahlen, J. M., 1999. A Review of the Earnings Management Literature and its Implications for Standard Setting. *Accounting Horizons,* 13(4):365-383.
13. Schipper, K., and Vincent, L., 2003. Earnings Quality. *Accounting Horizons,* 17:97-110.
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Equity Valuation: From Research to Practice. *Review of Accounting Studies,*6(March):109-154.

18. Nissim, D., and Penman, S., 2003. Financial Statement Analysis of Leverage and How it Informs Profitability and Price-to-Book Ratios. *Review of Accounting Studies*, 8:531-60.
19. Ohlson, J. A., 2005. On Accounting-based Valuation Formulae. *Review of Accounting Studies*, 10:323-347.
20. Ohlson, J. A., and Juettner-Nauroth, B. E., 2005. Expected EPS and EPS Growth as Determinants of Value. *Review of Accounting Studies,* 10:349-365.
21. Penman S. H., and Sougiannis, T., 1998. A Comparison of Dividend, Cash Flow, and Earnings Approaches to Equity Valuation. *Contemporary Accounting Research*, 15:343-383.
22. Penman, S. H., and Yehuda, N., 2007. Pricing of Earnings and Cash Flows and an Affirmation of Accrual Accounting. Working Paper, Columbia Business School.
23. Penman, S. H., 1991, An Evaluation of Accounting Rate of Return. *Journal of Accounting, Auditing, and Finance*, 6:233-255.

AIS 4203: Investment and Portfolio Management

Course Objectives:

This course focuses on the valuation and use of the major investment vehicles and strategies available in capital markets today. In particular, we will consider how investors evaluate and form portfolios with instruments such as stocks, bonds and mutual funds. Although the ultimate objective will be to develop a conceptual and theoretical background upon which the participant can expand his or her knowledge of the field of investment, the topical treatment will be rather practically oriented. It is expected that each participant will have completed the appropriate finance, mathematics, statistics prerequisites and fundamental investment course prior to beginning the class.

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

2. **Security Market Indicator Series:**Time Weighted and Value Weighted Index-construction; DGEN; Free Float Index.

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

4. **Techniques for Calculating the Efficient Frontier:**Short Sales allowed with Riskless Lending and Borrowing; Short Sale allowed but No Riskless Lending and Borrowing; Riskless Lending and Borrowing with Short Sales not allowed, No Short Selling and No Riskless Lending and Borrowing.

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

6. **Security Analysis-Fundamental Analysis:**Market; Industry and Company Analysis; Technical Analysis; Forms of Efficiency.

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

8. **Fixed Income Securities and Portfolio Management:**(A) Fixed Income Securities; (B) Bond Pricing (Valuation); (C) Bond Price Volatility.

9. **Professional Asset Management:**Investment Companies and Mutual Fund

10. **Evaluation of Portfolio Performance:**(A) Composite Portfolio Performance Measures; and (B) Performance Attribution Analysis.

Books Reference:

1. Frank K. Reilly and K. C. Brown. *Investment Analysis and Portfolio Management* (Thomson, South-Western)
2. Zvi Bodie, Alex Kane and Alan Marcus. *Investments* (McGraw-Hill).

AIS 4204: Research Methods in Business

Course Objectives:

This course is designed to provide students with a strong foundation in scientific thinking and business research methodology. It aims to develop their understanding of the business research process, research design, and data collection and analysis techniques. The course equips students with the knowledge and skills required to conduct basic qualitative and quantitative research, prepare scholarly research reports, and critically evaluate research findings for academic and professional purposes.

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

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

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

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

5. **Problem Definition: The Foundation of Business Research:** Importance of Starting with a Good Research Problem; Definition of Research Problem; Selecting the Problem; Techniques in Defining a Problem; the Research Proposal; Types of Research Proposal; Contents of Research Proposal.

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

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

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

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

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

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

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

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

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

Books Reference:

1. William G. Zikmund. *Business Research Methods* (Thomson/South-Western).
2. C. R. Kothari. *Research Methodology: Methods and Techniques* (New Age Publications).

3. B. N. Gosh. *Scientific Method and Social Research* (APT Books).
4. Uma Sekaran and Roger Bougie. *Methods for Business: A Skill Building Approach* (John Wiley & Sons).
5. T .S. Wilkinson and P. L. Bhandarkar. *Methodology and Techniques of Social Research* (Himalaya Publishing House).
6. Fred N. Kerlinger and Howard B. Lee. *Foundations of Behavioral Research* (Cengage Learning).
7. C. William Emory and Donald R. Cooper. *Business Research Methods* (IRWIN).
8. N. K. Malhotra. *Marketing Research* (Prentice Hall).

AIS 4205: Strategic Management

Course Objective:

The course aims at introducing strategic management concepts. The emphasis will be upon environmental analysis, formulation, implementation and evaluation of strategy. Besides, students will gain competence on the process of strategic management from the analyses of cases.

1. **Introduction to Strategic Management:** Concepts, Definition, Benefits and Limitation of strategic management. Guidelines for strategic management.

2. **Key terms in Strategic Management:** Strategy, Competitive advantage, Vision, Mission, Mission statement, Policies, Goals, Objectives – long-term and short-term, Strategic leadership, Strategic intent, Strategic planning, Strategic decision making, Critical issues of strategic management.

3. **Strategic Management Process/Model:** Detailed explanation of vision and mission statement, importance of mission statement, components of mission statement.

4. **External Environment:** Analyzing external environment; Analyzing industry structure using the 'Five Forces' model; Macro environment – National and global environment; Processes for analyzing the external environment.

5. **Internal Analysis:** SWOT Analysis; Distinctive Competencies; Competitive Advantage; Value Chain Analysis; Functional analysis; Generic Building Blocks of competitive advantage; Avoiding failure and sustaining competitive advantage.

6. **Functional Level Strategy:** Achieving Superior Efficiency; Achieving Superior Quality; Achieving Superior Innovation; Achieving Superior Customer Responsiveness.

7. **Business Level Strategy (BLS):** Definition of BLS; Choosing a generic business level strategy; Strategic group and business level strategy; Choosing an investment strategy at the business level; Competitive Positioning and BLS.

8. **Strategy in the Global Environment**: Increasing profitability through global expansion; Strategic choice for the global environment; Basic entry decisions in the global market; Global Strategic Alliances.

9. **Corporate Level Strategy**: Horizontal Integration and Vertical Integration; Alternative to vertical integration; Expanding beyond a single industry; Increasing profitability through diversification; Types of diversification; Restructuring.

10. **Implementing Strategy:** Short-term Objectives; Action Plan; Functional tactics that implement business strategies; Role of policies in strategy implementation; Implementing strategy through organizational structure; Control and Culture; Building blocks of organizational structure; Strategic control system; Implementing strategy in single industry; Managing corporate strategy through multidivisional structure.

11. **Strategy Evaluation:** Meaning, nature and characteristics; Components of an Effective Evaluation System; Strategy Evaluation Framework.

Books Reference:

1. F. David. Strategic Management: Concepts and Cases.
2. J. A. Pearce and R. B. Robinson. Strategic Management: Formulation, Implementation, and Control.
3. A. A. Thompson. Crafting and Executing Strategy: The Quest for Competitive Advantage.
4. W. L. Hill and G. R. Jones. Theory of Strategic Management with Cases.

AIS 4206: Viva Voce

AIS 4207: Internship/Research Project