

**NPI UNIVERSITY OF BANGLADESH (NPIUB)**

UGC & Govt. Approved

\*A

**BBA**

**Bachelor**

**of**

**Business**

**Administration**

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\*\*\*\*\*

## FACULTY OF BUSINESS ADMINISTRATION Department of Business Studies

### I : THE BACHELOR OF BUSINESS ADMINISTRATION (BBA) PROGRAM

#### **3.1 Introduction**

The Bachelor of Business Administration is a four-year professional undergraduate program. The primary emphasis of the program is on developing knowledge and skills of the students so that they can undertake responsibility as young executive career in government, semi-government and social and private sector organizations. The focus of the BBA program is on complete grooming of student's personality by providing a balanced study in the field of business and general education at the undergraduate level. The purpose is to develop executives with a strong background of management disciplines.

#### **3.2 Admission:**

Every applicant, without any exception must fulfill the admission requirement as laid down by the University. Admission at the BBA Program will be held 3 times in a year. Application for the admission will be available all the year round at the admission desk of the university but admission will be placed only three times before starting each individual Semester.

#### **The Semester in an academic year will be as follows:**

Spring : January - April (Fourth week of January)

Summer : May - August (Fourth week of May)

Winter : September- December (Fourth week of September)

#### **Provision for Foreign Students:**

For other foreign certificates, equivalence will be determined by the University. Applicants will be required to sit for an admission test designed to judge their abilities and aptitude for the program.

#### **Admission test-**

Admission test will be held in Manikgonj as arranged by the University. The admission test will be held on the following three areas:

- i. Language and Communication,
- ii. Mathematics, and
- iii. Analytical ability

To qualify in written test a student is required to obtain minimum acceptable marks in all the three areas. A student having a minimum score of 1200 (with a minimum of 400 in verbal) in SAT may not essential to take part at the BBA admission test (written) administered by the Institute. But all the students must appear before a personal interview as a part of the admission requirements.

**Interview:** Candidates will be selected for interview on the basis of results in the admission test (written).

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

## **3.3 The BBA degree requirements**

The BBA degree requirements are as follows:

- (a) Completion of 42 courses (132 credit hours),
- (b) Completion of the internship program which contains 4 credit inclusive within total credits of 132 with minimum required grade of C,
- (c) Passing of a course individually and maintaining a minimum cumulative grade point average of 2.50.

## **3.4 Class Attendance**

Each student is required to attend all classes held during each semester. Only three absences in one semester in each course may be excused. More over attendance in the classes will contribute to increase the grading point in particular course or total program. Basis for awarding marks for class attendance and participation will be as follows:

<b>Attendance</b>	<b>Marks</b>
90% and above	10
85% to less than 90%	09
80% to less than 85%	08
75% to less than 80%	07
70% to less than 75%	06
65% to less than 70%	05
60% to less than 65%	04
Less than 60%	00

## **3.5 Course load for BBA students**

Students are required to undertake courses as designed by the university in each of the semesters. If students fail to earn minimum required grade he or she has to retake the course(s) in the following semesters. In this case the maximum load in a semester will be of 15 credits including the failing courses. But the opportunities for retake the courses will be provided only two times for an individual course. If he/she fails to improve the result by these two chances he or she will automatically be considered as the drop-out from the program.

## **3.6 Grading System**

The performance of students will be rated at the end of each term using the unified grading system propounded by the University Grants Commission (UGC) as shown below.

<b>Numerical Grade</b>	<b>Letter Grade</b>	<b>Grade Point</b>
80% and above	A + (A plus)	4.00
75% to less than 80%	A (A regular)	3.75

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\* UGC & Govt. Approved

70% to less than 75%	A – (A minus)	3.50
65% to less than 70%	B + (B plus)	3.25
60% to less than 65%	B (B regular)	3.00
55% to less than 60%	B – (B minus)	2.75
50% to less than 55%	C + (C plus)	2.50
45% to less than 50%	C (C regular)	2.25
40% to less than 45%	D (D regular)	2.00
Less than 40%	F	0.00

Note: No grade points are granted for work less than D.

\* Parole grade for graduate credit

\*\* Failure grade for graduate credit

Students' performance will be evaluated on the basis of Grade Point Average (GPA) in each semester / term and the Cumulative Grade Point Average (CGPA), which is the average of *Grade Points* of all semesters. The CGPA is calculated in the following manner –

$$CGPA = \frac{\sum GP \times Credits}{\sum Credits}$$

If a student's cumulative G.P.A. falls below 2.0, the student will be immediately put on probation and his guardian will be notified.

### **3.7 Academic standing of a Student**

A BBA student to remain in good standing must maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00 out of 4.00 on the basis of courses taken. The GPA or CGPA will be calculated on the basis of number of courses taken including the course(s) in which a student receives an F grade until he or she repeats the course and the F grade is substituted.

To repeat the course only once. If, after repeating the courses, a student fails to raise his/her CGPA to 2.5 he/she will stand dismissed from the program.

### **3.9 Internship**

The internship is a part of the BBA degree requirement. The internship constitutes a practical for the student and is preparatory step towards placement. The primary goal of internship is to provide an on the job exposure to the student and an opportunity for translation of theoretical concepts in real life situation. Students are placed in enterprises, organizations, and research institute as well as development projects. The program covers a period of 12 weeks of organizational attachment and 4 weeks of report finalization work.

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\*\*\*

The student is required to prepare and submit an internship report within the time specified. The internship report of a student will be graded as per usual grading practice of the university. The passing grade in the internship program is 'C'. Failure to obtain passing grade will call for a retake of internship program. Such retake will be allowed only once. The grade earned on the internship report will be included in the grade sheet of student.

## **3.10 Transfer of Credit Hours**

Transfer of credit from institution having equivalent curriculum, comparable grading system, and grading standard to maximum of 30 credit hours in those courses having grades 'B' or above may be considered. Transfer of credit will be considered only after a student enrolls in the program after fulfilling the admission requirements as laid down for regular students. Transfer of credit will be reviewed by the university on a case by case basis.

### **3.10.1 BBA-MBA Interface**

After successful completion of the BBA program from this university or any other approved university of home and abroad, if a student is willing to pursue MBA(Regular) degree, he/she may do so by going through the MBA admission procedures as laid down for the regular students. Candidates without any job experience are not eligible to take admission at MBA (Executive) Program. A student may not be required to do a maximum of 6 (six) core courses (equivalent to 18 credit hours) of the MBA program provided he/she obtained at least a B grade in similar course in the BBA program. However, such waiver of courses will be considered only when a student enrolls in the MBA program after fulfilling the admission requirements as laid down for regular students. Further, waiver of courses will be reviewed on a case by case basis.

## **3.11 Withdrawal from the Program**

Withdrawal from the program must be with permission and is allowed once only on request from a student after completion of a semester. Withdrawal on other occasions may be allowed by the Academic Committee. Students with good standing only may be allowed withdrawal from the program.

Those who have incomplete grades will not be permitted withdrawal. A student withdrawing from the program must complete the program within a period of six academic years from the date of initial registration. Upon re-entry, the student must complete the required courses of the program remaining in force. The student can only be accommodated within the course offered for the regular students. Otherwise application for re-entry may not be considered.

## **3.12 Grievance Procedures Regarding Grades**

If a student is aggrieved by the evaluation and grading of academic work by his/her instructor/supervisor, he/she may file a grievance application as per approved procedure of the university. The student has to apply through Chairman of the

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\* \* \* \* \*

respective department and Dean of academic affairs or Schools. The final decision relating to this matter will be taken by the academic council.

## **3.13 Unfair Means**

Students are strictly forbidden from adopting unfair means in class assignments, test, quizzes, examinations, project work, term paper and report writing. The following acts or activities would be considered as adoption of unfair means during examinations and other contexts:

- i. communicating with fellow students for obtaining help;
- ii. copying from another student's script/report/paper;
- iii. copying from printed matter, hand written, manual script, writing from desk, or palm of a hand, or from other incriminating documents;
- iv. possession of any incriminating document whether used or not;
- v. any approach in direct or indirect form to influence a teacher concerning grade; and
- vi. Unruly behavior which disrupts academic program.

If a student is detected adopting unfair means he or she may be given an 'F' grade at the discretion of the instructor for the assignment, test quiz, paper, report, examination or for that course.

Adoption of unfair means may result in the dismissal of the student from the program and expulsion of the student from the university.

## **3.14 Curriculum**

The enrolled student must successfully complete 44 courses containing total of 136 credits as a BBA degree requirement; including an Internship of 4 credits with a duration of 12 weeks field visit and 4 weeks for preparing the internship report. Therefore, total 132 credits will be required to complete for the attainment of BBA degree from University The forty two courses are again distributed into four groups as mentioned below:

* Compulsory Interdisciplinary Courses	: 11	[ 33 Credits]
* Core Courses	: 27	[ 81 Credits]
* Elective Courses required in each major	: 04	[12 Credits ]
* Free Electives Courses	: 02	[ 06 Credits]
* 12+4 weeks Internship	:	[ 04 Credits]

---

Total Courses: 44, Total Credits = 136

## **Core Courses**

The BBA program offers 11 Interdisciplinary Courses, 27 core courses while requiring a student to concentrate in any one of the six major areas by doing four course in each area. In addition, a student is required to do two elective courses as free electives in a selected minor area.

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

## Major Areas:

Accounting, Management, Finance, Marketing, Management Information System (MIS), and Human Resource Management (HRM). Students are required to do four courses out of the elective courses listed under each major area.

## Free Electives:

Students are required to do two courses out of the elective courses listed under six major areas excluding those in which they will be doing their major study.

### 3.14.1 List of Compulsory General Education Courses (33 Credits)

Sl. No.	Course Code	Title of the Course	Credits
01.	BUS 101	Introduction to Business	3
02.	ENG 102	English-I : Oral and Written Communication Skills	3
03.	ENG 107	English-II : Language Composition	3
04.	BAS 103	Bangladesh Studies a) Society & Culture b) Bangladesh History	1.5 1.5
05.	MAT 105	Mathematics for Business Decisions-I	3
06.	MAT 110	Mathematics for Business Decisions-II	3
07.	BST 109	Business Statistics-I	3
08.	BST 201	Business Statistics-II	3
09.	CSE 108	Introduction to Computer	3
10.	CSE 202	Computer Programming	3
11.	BNS 203	Basics in Natural Sciences a) Physical Sciences b) Biological Sciences	1.5 1.5
			33

### Core Requirements (81 Credits)

Sl. No.	Course Code	Title of the Course	Credits
12.	ACN 104	Financial Accounting –I	3
13.	ACN 208	Management Accounting	3
14.	ACN 206	Income Tax Practices	3
15.	BUS 111	Business Communication	3
16.	BUS 204	Operations Management	3
17.	BUS 301	Business Law	3
18.	ECO 112	Micro Economics	3
19.	ECO 205	Macro Economics	3
20.	ECO 211	Development Economics	3
21.	ECO 212	Bangladesh Economy	3
22.	FIN 209	Business Finance	3
23.	FIN 302	Financial Management	3
24.	FIN 308	Supply Chain Management	3





# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\*\*\*

## Courses in Finance

Sl. No.	Cours Code	Title of the Cours	Credits
01.	FIN 401	Capital Budgeting	3
02.	FIN 402	Portfolio Management	3
03.	FIN 403	International Financial Management	3
04.	FIN 404	Financial Markets and Institutions	3
05.	FIN 405	Bank Management	3
06.	FIN 406	Financial Analysis and Control	3
07.	FIN 407	Risk Management and Insurance	3
08.	FIN 408	Public Finance	3
09.	FIN 409	Econometrics	3

## Courses in Marketing

Sl. No.	Cours Code	Title of the Cours	Credits
01.	MKT 401	Consumer Behavior	3
02.	MKT 402	Marketing Research	3
03.	MKT 403	Sales Management	3
04.	MKT 404	Promotional Management and Strategy	3
05.	MKT 405	International Marketing	3
06.	MKT 406	Service Marketing	3
07.	MKT 407	Strategic Marketing	3
08.	MKT 408	Retail Management	3
09.	MKT 409	Industrial Marketing	3
10.	MKT 410	E- Marketing	3

## Courses in Management Information System (MIS)

Sl. No.	Cours Code	Title of the Cours	Credits
01.	MIS 401	Advanced Programming Concepts	3
02.	MIS 402	Information System	3
03.	MIS 403	Networking and Operating System	3
04.	MIS 404	Relation Database Management System	3
05.	MIS 405	Database Systems	3
06.	MIS 406	Client/Server Administration	3
07.	MIS 407	E-Commerce and Web Programming	3

## Courses in Human Resources Management

Sl. No.	Cours Code	Title of the Cours	Credits
01.	MHR 401	Human Resource Information System(HRIS)	3
02.	MHR 402	Compensation Management	3
03.	MHR 403	Industrial Law and Labor Relations	3
04.	MHR 404	Training and Development Management	3
05.	MHR 405	Industrial Psychology	3
06.	MHR 406	Strategic Human Resources Management	3



# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\*\*\*

		Elective –IV	3
		Free Elective –II	3
	3 <sup>rd</sup>	Internship/Project Work	4
<b>Total=</b>			<b>136</b>

## **3.15 Tuition Charge**

## **3.16 Catalogue Description of the Courses**

A short description of every course listed as either core or elective is given in the appendix. Catalogue description provides an introduction to the courses listed for the BBA program.

## **3.17 Course Contents**

Detailed course contents has been developed for each course for review and revision by the University Grants Commission. The University Grants Commission (UGC) approved course contents will serve as the guidelines for teaching the course.

## **3.18 Applicability of the Curriculum and Rules**

The recommended changes will come into force after these are approved by the UGC and the approved changes will be applicable to all the students will be admitted in the program as far as practicable.

## **Appendix: Description of Course**

### **A. Compulsory Interdisciplinary Courses:**

#### **BUS 101 Introduction to Business ( 3 Credits)**

Business and its history; forms of business organization and ownership; introduction to the function and support areas of business: Marketing, production, finance, human resource, accounting; issues in environment: govt., society, ethics, and globalization.

#### ***Recommended Text Books :***

- Steven J. Skinner and John M. Ivancevich, *Business for the 21<sup>st</sup> century*. IRWIN IL. USA
- Silliam G. Nickels, James M. MeHugh and Susan M. McHugh, **Understanding Business**, McGraw-Hill Irwin, NY, USA
- Gazettes & ordinances published by Government of Bangladesh

#### **ENG 102 English –1: Oral and Written Communication Skills ( 3 Credits)**

Oral and written communication skills include communicative expressions for day-to-day activities, both for personal and professional requirement. Grammar items will mainly emphasize the use of articles, numbers, tense, modal, verbs, pronouns, punctuation, etc. Sentence formation, question formation, question formation, transformation of sentence, simple passive voice construction, conditionals will also be covered.

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

## **ENG 107 English – II : Language Composition ( 3 Credits)**

Writing skills include sentence construction, grammar review, paragraph writing, and writing essay from paragraph. Specific applications include writing formal letter, resume, report, memo, etc. Reading skills include reading for main ideas, using contexts for vocabulary, scanning for details, meaning inferences. Oral presentations cover oral reports, interviews, and communication over telephone.

### ***Recommended Text Books :***

- Basic English Grammar by B. S. Azar and S. A. Hagen
- English Grammar by A. Haque

## **BAS 103 Bangladesh Studies ( 4 Credits)**

### **Part-A : Society and Culture ( 2 Credits)**

The Sociological Perspective, Primary Concepts, Actors of social life, Social Structure and Process, Social Institutions, Culture and Civilization, City and Country, Social Change, Problems of Society, Social Problems of Bangladesh, urbanization Process and its impact on Bangladesh Society will be covered.

### **Part B: Bangladesh History ( 2 Credits)**

1. Introduction: Sources of History, History in Nation Building.
2. Ancient Bengal: Ancient Geography and trade links with other world-Pala and Sena Dynasties.
3. Medieval Bengal: Muslim Conquest of Bengal, Socio-economic and cultural changes Unification of Bengal, the Development of Bengali language and Literature. The Independent Sultanate in Bengal-Bengal under the Mughals, the Nawaabi Rule in Bengal (1700-1765)
4. Modern Period: British Colonial Rule, Introduction of Zamindari System and decline of socioeconomic condition, Resistance movements, English education and its impact, revival of statehood in Bengal the Growth of Indian national Congress, the Creation of New Province of East Bengal and Assam, Muslim League (1906, Bengal Pact (1923).
5. Autonomous Bengal 1937-1947. (East Pakistan as a province of Pakistan): Foundation of Awami League, Language Movement of 1952, united Front and Fall of Muslim League, the Military Rule of Ayub Khan, Economic Disparity between the two regions, Cultural suppression of West Pakistan, 6-point Movement, Mass upsurge in 1969 the Rule of Yahya Khan, Election of 1970 the War of Independence and the Emergence of Bangladesh.

### ***Recommended Text Books :***

- A. M. A. Muhith. Bangladesh: Emergence of a Nation (UPL)
- Sirajul Islam (Ed.). History of Bangladesh (Economic, Socio-cultural and Political): 1704-1971 (The Asiatic Society of Bangladesh).

## **MAT 105 Mathematics for Business Decisions –I (3 Credits)**

The topics include in this course are review of basic algebra, derivative and the application of derivative, linear equations, inequalities and nonlinear functions, set

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

theory, mathematics of finance, permutations and Combinations, matrices and matrix algebra, graphs of mathematical function and their use as models.

## **Recommended Text Books :**

- Earl K. Bowen. Mathematics with Applications in Management and Economics (R. D. Irwin)
- Jagdish C. Arya and Robin W. Lardner. Mathematical Analysis for Business and Economics (Prentice Hall)
- Rymond A. Brnett and Michael R. Ziegler. Applied Business Mathematics (Prentice Hall)
- D. C. Sanchetti and V. K. Kapoor. Business Mathematics (Sultan Chand and Sons)

## **MAT 110 Mathematics for Business Decisions-II ( 3 Credits)**

Matrix, linear programming, optimization using calculus, multivariate calculus, integral calculus and differential calculus.

## **Recommended Text Books :**

- Earl K. Bowen. Mathematics with Applications in Management and Economics (R. D. Irwin)
- D. C. Sanchetti and V. K. Kapoor. Business Mathematics (Sultan Chand and Sons)
- Robert L. Brown, Steve Kopp and P. Zima. Mathematics for Finance (McGraw Hill Ryerson)
- Quzi Zameeruddin, Vijay K. Khanna and S. K. Bhambri. Business Mathematics (Vikas Publishing House PL)

## **BST 109 Business Statistics-I ( 3 Credits)**

Introduction to statistics; collection, processing and presentation of statistical data; measures of central tendency; measures of dispersion; elementary probability theories; interpolation and extrapolation; index numbers; simple correlation and regression analysis; application of statistics in quality control.

## **Recommended Text Books :**

- Irwin McGraw-Hill, Boston USA.
- Richard I. Levin, *Statistics for Management*, Prentice-Hall of India Private Limited. New Delhi, India.
- S.P. Gupta and M.P. Gupta, *Business Statistics*, Sultan Chand and Sons, New Delhi, India.
- Muhammad Ali Miah and M. Alimullah Miyan, *An Introduction to Statistics*, Ideal Library, Dhaka.

## **CSE 108 Introduction to Computer I ( 3 Credits)**

Introduction to the terminology and use of computers in organizations, including hardware and software technology, business data processing, distributed processing and networking. Character manipulations and Files; Use of DOS, database, and major

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\*\*\*

software packages for business. Algorithm Design and Program development.  
Programming Language, Compiler, Interpreter, Assembler, Operating Systems

## **Recommended Text Books :**

- Norton, Peter. **Introduction to Computers**. McGraw-Hill Publishers, USA
- Sarah E. Hutchinson and Stacey C Sawyer, '**Computer and Information Systems**' Irwin, New York, USA
- Manuals of relevant software packages.

## **BST 201 Business Statistics-II (3 Credits)**

This course deals with descriptive statistics; probability theory and application; discrete and continuous probability distributions; sampling and sampling distribution; statistical inference; tests of hypotheses; analysis of variance; simple linear regression and correlation; multiple linear regression; testing the goodness of fit; decision theory.

## **Recommended Text Books :**

- J T. Mc Clave, P. G. benson and T. Sincich. **Statistics for Business and Economics**
- D. A Lind, W. G. Marchar and S. A. Wathen. **Basic Statistics for Business and Economics**
- T. H. Wonnacott and R. J. Wonnacott. **Introductory Statistics for Business and Economics**

## **CSE 202 Computer Programming ( 3 Credits)**

Introduction to Computer Systems: Exploring Computers and their Uses- Looking Inside the Computer System; Interacting with your Computer: Using the keyboard and Mouse- Inputting data in other ways. Seeing, hearing, and Printing Data: Video, Sound and Printing.

Processing Data: Transforming Data into Information- Binary system- Modern CPU- Storing Data: Types of storage- Devices measuring and Improving Drive Performance.

Operating Systems: Meaning of operating Systems- Review of different operating systems- understanding and using DOS and Windows.

Software Packages: Word Processing -Power Point- MS Excel-MS Access

Internet and World Wide Web- E-mail and other internet services-connecting to the internet.

Protecting Privacy, Computer and Data, Ergonomics.

## **Recommended Text Books :**

- Peter Van Roy and Seif Haridi, **Concepts, Techniques, and models of Computer Programming**, The MIT Press USA.

## **BNS 203 Basic in Natural Sciences & Environment ( 4 Credits)**

### **Part-A Physical Sciences ( 1.5 Credits)**

Physics: Vectors and scalars, Newton's laws of motion, work, energy and power, Newton's law of gravitation, projectile motion. Heat and temperature, thermal expansion, longitudinal and transverse waves, sound, velocity of sound, infrasonic and ultrasonic waves, supersonics. Reflection and refraction of light, Total Internal deflection, interference and diffraction, coulomb's law, ohm's law, resistance, potential difference, capacitance, magnetic force on a moving charge, electromagnetic

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\*\*\*

induction, electromagnetic spectrum, atoms and nuclei, Mass number and atomic number, isotopes and isobars, Bohr's atomic theory, Planck's law, Special relativity.

## **Chemistry & Environment:**

Nature of Atoms and Molecules, Periodic table, Chemical Bonds, States of Matter, Gas Laws, Ideal Gas Equation, Liquid State, Vapors Pressure, Boiling Point, Surface Tension, Viscosity, Solid State, Amorphous and Crystalline solids, Crystal Types. Chemical Reactions, Reactions among the Atoms and Molecules of the same kind and different Kinds, Acids, Salts and Bases, Alkalis and their Properties.

**Astronomy:** Structure of the Universe, Light year, Cosmological Principle, Hubble's Law and Red Shift, Big Bang Theory Planetary Motion, solar System, Laws of Planetary Orbits, Gravitation, Escape Velocity, Stellar Energy, Neutron Stars, Quasars, Supernovae, Pulsars, Black Holes.

## **Part- B Biological Sciences ( 1.5 Credits)**

The course is designed to give an understanding of basic concepts and principles of Biological Sciences. Topics include nature and scope of biological science, the chemistry of life, cell, DNA, origin of life, nomenclature and classification of living things, plant anatomy, photosynthesis, reproduction in plants, animal kingdom, Eco system, tissues, organs, systems, human digestive system, blood, nutrition, circulatory system, respiratory system, excretory system, useful microbes, some important infectious diseases, immune system, genetics, antibiotics, genetic engineering biotechnology.

### ***Recommended Text Books :***

- A. F. Abbott. Physics
- Raymond Chang. General Chemistry
- A. k. De. Environmental Chemistry

## **B. Required Core Courses:**

### **ACN 104 Financial Accounting ( 3 Credits)**

This course includes basic aspect of the Financial Accounting: Background of Accounting development: Definition, Purpose and nature of accounting information, Accounting concepts and convention, Generally Accepted Accounting Principles (GAAP), International Accounting Standards (IASs), Capital and Revenue Income & Expenditures; Recording Financial Transactions in General Journal, Preparing Ledger, Trial Balance, Rectification of Errors before and after preparation of trial balance, Preparing Worksheet and Financial Statements: Accounting from Incomplete Records; Accounting for receivable and temporary investment; Accounting for Fixed Assets: Acquisition, Utilization & Retirement.

### ***Recommended Text Books :***

- William W. Pyle and Kermit D. Larson : *Fundamental Accounting Principles*, Richard D. Irwin. Inc. Illinois.
- R,G Hermanson, J. D. Edwards and L.G. Rayburn, *Financial Accounting*. Business Publication. Inc. Dallas.
- J. M. Smith Jr. and K.F. Skousen, *Inermediate Accounting* (Comprehensive Volume)



# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\* \* \* \* \*

## **BUS 204 Operations Management (3 Credits)**

Introduction to the field, Operation Strategy and Competitiveness, Product Design and Process Selection: Manufacturing and Services, Facility Location, Facility Layout, Inventory Control, Job Design and Work Measurement, Strategic Capacity Management, Material Requirement Planning, Aggregate Sales and Operations Planning

### ***Recommended Books :***

- Chase, Jacobs and Aquilano *Operations Management for Competitive Advantage*, McGraw-Hill Publications. USA.
- Lee J. Krajewski and Larry P. Ritzman, *Operations Management: Strategy and Analysis*, Addison Wesley Publishing Company, USA.
- Schoreder, R.G. *Operations Management: Contemporary Concepts and Cases*, McGraw-Hill Publications, USA.

## **ACN 208 Management Accounting ( 3 Credits)**

This course is designed to equip students with tools and techniques of accounting for management decision making, such as analysis and interpretation of financial statements, concept of cost, element of cost, cost centers, cost drivers, cost classification, job order costing, process costing, Cost-volume-profit analysis, differential accounting, responsibility accounting, pricing, budgeting and budgetary control.

Absorption and Direct Costing Systems, Relevant Costing, and Standard Costing and Variance Analysis.

### ***Recommended Text Books :***

- Horngren, C.T. Sundem, G.L. Stratton, W.O., Burgstabler, D & Schatzberg, J. *Introduction to Management Accounting*, Prentice-Hall, USA.
- Marshall B. Romney & Paul J. Steinbart, *Accounting Information System*, Prentice Hall.
- R. H. Garrison and E. W Noreen. *Managerial Accounting* (Irwin)

## **ACN 206 Income Tax and Value Added Tax (VAT) Practices ( 3 Credits)**

Income Tax: Principles of taxation, issues in taxation, tax structure, implication for individual and business, shifting and incidence of taxation, concept of income, fundamentals of the local tax laws and regulations, incomes taxes-individual assessment, corporate income tax, taxes on wealth, taxes on consumption. Application of computer programme in calculation of Income Tax.

Value Added Tax (VAT): Introduction: Assessment and payment of Tax-Valuation-Accounting-Refunds-Drawbacks-Calculation of VAT-Controlling evasion of VAT.

### ***Recommended Text Books :***



# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

- Tandon, B.N. *A handbook of Practical Auditing*. S. Chand and Company Ltd. New Delhi.
- Government of Bangladesh, The Income Tax Ordinance 1984-Part 1 & 2 along with modifications up-to-date.
- The institute of Chartered Accountant of Bangladesh, **Taxation Study Manual**. Vol. 1 & 2
- Government of Bangladesh, Publications on VAT.

## **BUS 111 Business Communication ( 3 Credits)**

Theory and process of communication, Barriers to Effective communication, Communication skills: Reading, Writing, Listening, and Speaking Skills, Written communication: letters, memos and formal reports, Oral communication, Use of visual aids in communication, Use of Non-verbal communication, Effective Business Meeting, and Internal Communication.

### **Recommended Text Books :**

- Raymond V. Lesikar, John D. Petitt, Jr. and Marie E. Flatley, **Basic Business Communication**, Irwin, Chicago, USA.
- M. J. Burnett and A. Dollar, **Business English : A Communication Approach**, Allyn and Bacon, Inc., Boston, USA.

## **BUS 301 Business Law ( 3 Credits)**

This course deals with the laws that influence the business and business environment. The course will cover the important aspects of the Law of Contract: Agreement, Consideration, Misrepresentation, Void and void able contracts, Sale of goods: Discharge, Remedies, Law of Agencies, Negotiable Instruments Act, Company Law, Labour Law.

### **Recommended Text Books :**

- A. A. Khan. Labor and Industrial Law
- A. K. Sen and J. K. Mitra. Commercial & Industrial Law

## **ECO 112 Micro Economics ( 3 Credits)**

Introduction to Micro Economics; The basics of supply and demand; Utility approach to consumer behavior; Theory of production and cost; Profit maximization and competitiveness; Market structure and theory of the firm, Factor inputs; Price & Output determination Externalities and public goods.

### **Recommended Text Books :**

- Samuelson P. and W. Nordhaus, **Economics**, McGraw Hill Book Co., New York USA.
- Mankiw, **Principles of Microeconomics**, Macmillan Press, UK
- K. K. Dewett : **Modern Economics Theory**, S. Lac Charitable Trust, New Delhi.
- R. J. Ruffin and P. R. Gregory, **Principles of Microeconomics**, Scott Foreguson & Company, Illinois, USA
- S. Charles, Maurice and Charles and W. Smithsons, **Managerial Economics: Applied Microeconomics for Decision Making**, Richard D. Irwin inc, Illinois, USA

## **ECO 205 Macro Economics ( 3 Credits)**

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\*\*\*\*\*

Introduction to Macro Economics; National Income; Ways of computing National Income and Product; Theory of income determination; Aggregate Supply and Demand Model; Savings, consumption and investment, Aggregate levels of production, employment, Theory of money and inflation; Fiscal policy.

## **Recommended Text Books :**

- David C. Klingaman, *Principle of Macroeconomics*, Wordsworth Publishing company, USA.
- Lloyed G. Reynolds, *Macro economics: Analysis and Policy*, Richard D. Irwin, Inc, USA
- K. K. Dewett, *Modern Economic Theory*, Shyam Lal Charitable Trust, New Delhi, India.
- Samuelson P. and W. Nordhaus : *Economics*, Mcgraw-Hill Publishing, USA.
- H. I. Ahuza, *Modern Economics*, S. Chand & Co. Ltd. New Delhi, India.

## **ECO 211 Development Economics ( 3 Credits)**

Nature and scope of Development Economics, causes and consequences of underdevelopment, relationship with micro and macro economics, Growth and development models, economic planning, dualism, center periphery models & poverty of LDCs. Secular decline in terms of trade, choice of technology, environmental impact, Human Development Index, provision for social and physical infrastructure, issues of foreign assistance, debt, and trade and contemporary issues concerning the developing countries of the world, with particular reference to Bangladesh.

## **Recommended Text Books :**

- M. P. Todaro Economic Development in the Third World
- Bangladesh Economic Review

## **ECO 212 Bangladesh Economy (3 Credits)**

This is an introductory course in Bangladesh Economy, dealing with the overall performance of our economy; what the country achieved, what is missed and of why the country lags behind. The fight for a separate homeland and the independence of Bangladesh was to attain socioeconomic and political uplift in a regime of self-determination. Thirty-five years may not be enough for a nation to successfully grapple with its multifarious socio-economic and political conundrums. But when countries of similar age, size and syndromes are found running fast on the track of growth and development the age of nationhood for Bangladesh does not appear very short. This course discusses these issues and highlights the performance of the country in different fields and the recent trend in Bangladesh economy. The course will also discuss the issues of economic development of Bangladesh since its independence.

## **Recommended Text Books :**

- Bangladesh Economic Review ( Min. Finance, GOB)
- Nazrul Islam. Development Planning in Bangladesh (UPL)

## **FIN 209 Business Finance ( 3 Credits)**

An overview of finance: nature and scope, fields of finance, objective of the firm----profit maximization vs. wealth maximization, functions of a financial manager, factors influencing financial decisions. Time value of money: Concept, Compounding

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\* \* \* \* \*

and discounting present value of Single and multiple cash flow, Future value of single and multiple cash flow, Present value of annuity and future value of annuity, Application of time value concept. Valuing common stocks, preferred stocks and bonds. Short-term financing: Spontaneous sources Money market credit Secured and unsecured, Short term bank loan, Cost of different sources of short term financing, Calculation of effective interest rate of different sources. Term Loan. Long-term financing decision: common stocks, preferred stocks, bonds, and leasing. The use of Accounting Information in Finance, Working Capital Management.

## **Recommended Text Books :**

- J. J. Hampton, *Financial Decision Making*, Prentice-Hall International Inc., Englewood Cliffs, USA
- E.F. Brigham, *Financial Management: Theory and Practice*, Dryden Press, Hinsdale, USA.
- I. M. Pandey, *Financial Management*, Vikas Publishing House Pvt. Ltd., New Delhi, INDIA
- M. Y Khan and P. K. Jain : *Financial Management : Text and Problems*, Tata Mcgraw-Hill Publishing Company Limited, New Delhi, INDIA
- Brarley, R.A. & S.C. Myers : *Principles of Corporate Finance*, McGraw-Hill Book Company, USA.

## **FIN 302 Financial Management ( 3 Credits)**

Concepts of risk, Risk, Return and the Cost of Capital, Risk and Return: Theory-Risk & Utility, alternative attitudes towards risk, measuring risk, mean-variance analysis, portfolio risk & diversification, market equilibrium. Capital Budgeting, techniques of Capital Budgeting, Risk in Capital Budgeting, Leverage and capital structure decisions: effect of debt-equity ratio on stockholders' return, operating and financial leverage and their relation to changes in fixed cost funds, Modigliani-Miller (MM) irrelevance theory---- assumptions, validity and proof, MM with taxes, effects of financial distress, agency cost and asymmetric information on MM theory, finding the optimal capital structure. Dividend policy: Target payout policy, investors' preference between dividend and capital gains, MM dividend irrelevance theory, Bird in the hand theory, tax preference theory, other issues in target payout decision---- signaling hypothesis, clientele effects, changing dividend preference and agency cost. Dividend stability. Maintaining stock price stability---- repurchases stock splits and stock dividend. Bankruptcy, reorganization and liquidation: financial distress and its consequences, settlement of short-term formal bankruptcy, reorganization in bankruptcy, prediction and analysis of potential bankruptcy. Business combination and analysis of mergers: Setting the bid price, determining the exchange ratio and post merger dilution of earnings, post merger EPS.

## **Recommended Text Books :**

- Eugene F. Brigham and Joel F Houston. Fundamentals of Financial Management
- James C. Van Horne. Financial Management and Policy
- James C. Van Horne and John M. Wachowicz Jr. Fundamentals of financial Management

## **MGT 308 Supply Chain Management**

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

Supply Chain Management and Competitive Strategy. Customer fulfillment strategies. Process thinking: SCM's foundation. The new product development process: Managing the idle infrastructure. The order fulfillment process: Managing the physical flow infrastructure. Scanning and global supply chain design. Supply chain mapping. Supply Chain cost Management. Core competencies and outsourcing. Supply chain rationalization and role shifting. Relationship management. Information sharing. Performance measurement. People management: Bridge or Barrier to SCM. Collaborative innovation.

## **Recommended Text Books :**

- Stanley E. Fawcett, Lisa M. Ellram, Jeffrey A. Ogden, **'Supply Chain Management: From Vision to Implementation'** Prentice Hall, USA
- Chopra, Supply chain management, Prentice Hall, USA

## **MGT 106 Principles of Management ( 3 Credits)**

Meaning and importance of Management, Evolution of Management thought, Decision making process, environmental impact on management, Corporate social responsibility, Basic functions of management-Planning, setting objectives, implementing plans, Organizing, Organization design, human resource management: Direction, Motivation, Leadership, Managing work groups, Controlling: Control principles, Process, and problems, Manager and Changing Environment.

## **Recommended Text Books :**

- Harold Koontz and Heinz Wheihrich, **Management**, McGraw-Hill Book Company, New York USA.
- James A.F. Stonner and R. Edward Freeman, **Management**, Prentice Hall of India Private Limited New Delhi.
- R.W. Griffin, **Management**, A.I.T.B.S. Publishers and Distributor, New Delhi.
- John M. Ivancevich, James H.I Donnelly, Jr. and James L. Gibson, **Management : Principles and Functions**, Richard D. Irwin Inc. Illinois, USA

## **MGT 210 Organizational Behavior ( 3 Credits)**

Nature and scope of Organizational Behavior, evolution of organizational behavior, Individual behavior-personality, Learning, and perceptions, Values, attitude, and beliefs, Motivation, Group dynamics, inter-group and intra-group communication, Group decision Making process, power, politics and conflict, process of resolving conflicts, theories of leadership, elements of organizational culture, organizational change and development, technique for dealing with resistance to change.

## **Recommended Text Books :**

- S.P. Robbins, **Organizational Behavior**, Prentice Hall India Ltd. New Delhi, India.
- K. Davis, **Human Behavior at work**, McGraw Hill Book Company, New York, USA.
- Robert Kreitner and Angelo Kinicki, **Organizational Behaviour**, Irwin McGraw-Hill, Boston, USA.

## **MGT 309 Production and Operations Management ( 3 Credits)**

The course is aimed at developing a comprehensive understanding of production and operations in organization. Topics include production system, manufacturing policy decisions, product design & development, time and motion study, material flow process, inventory planning and control, production planning and control,

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\*\*\*\*\*

Productivity, maintenance management, statistical quality control, plant layout and location analysis.

## **Recommended Text Books :**

- Chase, Jacobs and Aquilano *Operations Management for Competitive Advantage*, McGraw-Hill Publications. USA.
- Lee J. Krajewaski and Larry P. Ritzman, *Operations Management: Strategy and Analysis*, Addison Wesley Publishing Company, USA.
- Schoreder, R.G. *Operations Management: Contemporary Concepts and Cases*, McGraw-Hill Publications, USA.

## **MHR 306 Human Resource Management ( 3 Credits)**

Importance of human Resource Management; Environment of Human Management; Human resource planning and forecasting; Recruitment and selection; Job design and analysis; Performance appraisal; compensation Administration. Discipline; Dismissals and termination; training and management development; career development issue, Motivation and job satisfaction; Forms of employee participation; Labour relations; and Work Environment, Benefits and Services, Safety and Health.

## **Recommended Text Books :**

- Gary Dessler, *Human Resources Management*, Prentice Hall of India Pvt. Ltd. New Delhi, India.
- Wendell French, *Human Resource Management*, Houghton Mifflin Co., Boston, USA.
- David A. DeCenzo and Stephen P. Robbins, *Personnel / Human Resource Management*, Prentice-Hall, Inc. Englewood chiffs, USA
- Herbert J. Chruden and Arthur W. Sherman Jr. *Management of Human Resources*, South-Western Publishing Co.
- R.L. Mathis and J.H. Jackson, *Human Resource Management*, Thomson Asia Private Ltd. Singapore.

## **MHR 304 Entrepreneurship Development ( 3 Credits)**

This course includes concept and theories: Psychological Theories Socio-Psychological & Cultural Theories-Other Theories & Models of Entrepreneurship. Process of Entrepreneurship development, Preparation for new venture: venture capital, managing entrepreneurial growth, management succession and continuity, Entrepreneurship Development Training and Role of the Institutions involved in Entrepreneurship Development. Other issues include technology and entrepreneurship development, role of NGOs in this field, problems of entrepreneurship development in Bangladesh.

## **Recommended Text Books :**

- Zimmerer, T.W. and Scarborough, N. M. *Essentials of Entrepreneurship and Small Business Management*, Prentice Hall of India.
- D. Halt, *Entrepreneurship: A New Venture Creation Prentice-* Prentice Hall Inc. New Jersey, USA.
- Kent R. Blawatt, *Entrepreneurship: Process and Management*, Prentice Hall Inc. Englewood Chiffs USA.
- Nicholas C. Siropolis, *Entrepreneurship and Small Business Management*, Houghton Mifflin Co. Boston, USA.

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

- Curtis E. Tate, Leon C. Meggison, Charles R. Scott, Lyle R. Trueblood, *Successful Small Business Management*, Business Publication, Inc. Texas, USA.

## MKT 207 Principles of Marketing ( 3 Credits)

Introduction to Marketing, The marketing philosophy, The marketing concept; Marketing environment; Consumer Markets and Consumer Buyers Behavior; Business Markets and Business Buyer Behavior; Elements of marketing mix; Market Segmentation, Targeting and Positioning; Measuring and Forecasting Demand; Product decisions; New product development, PLC ; Pricing decisions; Distribution Channels; Retailing and Wholesaling; Promoting Products.

### **Recommended Text Books :**

- Kotler, P. *Principle of Marketing*, Prentice Hall, USA
- Perreault, W. and McCarthy, Jerome. *Basic Marketing : A global-Managerial Approach*, Prentice Hall, USA

## MKT 305 Marketing Management ( 3 Credits)

Marketing is studied through an analysis, planning, implementation and control of marketing efforts. Topics include: basic theoretical and practical understanding of marketing systems, segmentation, consumer behavior, marketing communication, advertising and promotion, services marketing, relationship marketing, product planning, pricing, distribution, marketing research, marketing planning and control, and marketing strategy. Prerequisite: All foundation courses.

### **Recommended Text Books :**

- Kotler, P. *Marketing Management*, Prentice Hall, USA
- Perreault, W. and McCarthy, Jerome. *Basic Marketing : A global-Managerial Approach*, Prentice Hall, USA

## BST 307 Business Research Methods ( 3 Credits)

The course introduces the nature and scope of business research methodology, objectives and functions of business research, diagnosing the business problem, research planning, formulation of hypothesis and uses in research; deductive reasoning and inductive reasoning; observation, participation and experiment, analogy and inference; explanation and causation; concepts, constructs, variables and paradigm; measurement and scaling techniques, test of reliability and validity, generalization of hypothesis and extending it to theoretical remark. It will also cover the steps followed in conducting a research: Problem definition, formulation of hypothesis, research design, data collection, data summarization and analysis, presentation and report writing, use of research findings.

### **Recommended Text Books :**

- William G Zikmund. Business Research Methods
- C. R. Kothari. Research Methodology: Methods and Techniques

## FIN 312 Banking and Insurance Management ( 3 Credits)

**Central Bank:** Structure- Relations with the Government, Commercial Bank and Financial Institutions. Control Mechanism and Application of Information Technology. Role of central Bank in economic development of a country.



# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\* \* \* \* \*

**Commercial Bank:** Structure- Management-Lending and Investment portfolio-capital structure and safety-Reserve and liquidity requirements-General accounting system-Bank customer relationships.

## **Specialized Banking System.**

**Insurance Management:** Definition- Nature- Role and social values of insurance - insurance contracts-Principles-Essentials of an insurance contract.

**Life Insurance:** Life assurance contract- kinds of policies and annuities-Procedure of effecting life assurance - Claims and settlement procedures - premium - premium plans - Computation of net single premium - Mortality rate - Reserve - Calculation of reserve - Surplus and its distribution.

**Marine Insurance:** Fire Insurance - Group Insurance - Accident Insurance - Automobile Insurance.

Application of information Technology in Banks and Insurance companies in Bangladesh.

## **Recommended Text Books :**

- Edward W. Reed and Edeard K. Gill, *Commercial Banking*. Prentice-Hall, USA
- The Bangladesh Banks (Nationalization) Order, 1972
- Mehr, R. J. and Commeck E. *Principles of Insurance*, Richard D. Irwin, Inc. USA
- Williams, C.A., Young, P.C. and Smith, M.I. *Risk Management and Insurance* McGraw-Hill publishers, USA.

## **MIS 310 Management Information and Control System ( 3 Credits)**

The objective of this course is to highlight to students the issues involved in managing information resources and specific aspects of management control in an organizational context. It covers topics like hierarchy of information and control system, elements of a good information system, technological developments in the field of MIS, advantages of technology in the field of MIS, system planning and design for efficient flow of information, financial control system, accounting control system, budgetary information system and control, marketing information system, human resource information system, performance evaluation and review of the information system.

## **Recommended Text Books :**

- Arthur A. Thompson, Alonzo J. Strickland, *Management : Concept and Cases*, McGraw-Hill
- Wendy Robson, ‘ *Management and Information Systems: An Integrated Approach*’, FT. Prentice Hall, London
- Charke, S. *Information Systems Strategic Management* Roudledge, London
- Baltzam, P. and Philips A. *Essentials of Business Driven Information System*, Mcgraw-Hill, USA

## **FIN 401 Project Management ( 3 Credits)**

The concept of a Project, Life cycle of a Project: Project Identification (re-Investment Survey), Project Preparation (Feasibility Study), Project Appraisal (Scanning &

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

Selection), Project Programming (Detail Project Report) (Schedule of operations networks); Project Financing Project Implementation, (Execution); (Management & Control) (Review and Adjustment-feed-back), Project Completion; Project Evaluation; Project Planning in Bangladesh.

## ***Recommended Text Books :***

- James Cadle and Donald Yeates, '*Project Management for Information System*, Prentice-Hall, USA
- McManus, J. and Wood-Harper, T. *Information Systems Project Management*, Pearson education Limited, London.
- Van Horn, R.I., Schwarzkoph, A.B. and Price, R.L. *Information System Solution: A Project Approach*, McGraw-Hill, USA

## **MGT 311 International Business Management ( 3 Credits)**

Basic concepts of international business: meaning, nature, scope, importance and evolution of international business, motives for operating internationally; Analysis of the major business management functions: Planning, Organizing, Staffing, Coordinating and controlling international business operation; MNCs : concept, nature and features, historical evaluation, organizational policies and strategies for multinational companies and their subsidiary, International technology management and financing international business operations.

## ***Recommended Text Books :***

- G. Jempa and A. Rhoen, *International Trade, A Business Perspective*. Addison Wesley Longman, Eurpoe. (Person Education Asia)
- Ricky W. Griffin : *International Business : A Managerial Perspective*: Addison-Wesly Publishing Co. New York USA.
- K. K. Dewett: *Modern Economics Theory* : S. Lac Charitable Trust, New Delhi, India.
- P.H. Lindert, *International Economics*, Irwin, Illinois, USA.
- Joha D. Danials, lee H. Radebangh, Daniel P. Sullivan, *International Business: Envirnoments and Operations*, Prentice-Hall, USA.

## **MGT 411 Strategic Management ( 3 Credits)**

The course aims at providing conceptual knowledge of strategic management that is necessary for developing integrative decisions making skills. Basic business functions will be integrated so as to provide an understanding of the total process of business management. The course includes topics on formulation of business strategies, strategic planning and SWOT analysis, implication of organizational structure and process, utilization of the management information system, control and coordination system, staffing and rewarding, management development, developing and nurturing leadership, strategy for evaluating available alternatives, and strategic decision making. The course will also cover some case studies related to the practices of strategic management both in home and abroad.

## ***Recommended Text Books :***

- Arthur A. Thompson, Alonzo J. Strickland, *Strategic Management : Concept and Cases*, McGraw-Hill



# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\*A HON'BLE MEMBER OF THE BOARD OF UNIVERSITY STUDIES, BANGLADESH

- Wendy Robson, '*Strategic Management and Information Systems: An Integrated Approach*', FT. Prentice Hall, London
- Applegate, L.M., Austem, R.D. and Soule, D.L. *Corporate Strategy and Management*, McGraw-Hill, USA

## TCH 303 Technology and Innovations Management ( 3 Credits)

Topics include in this course are conceptual settings of the technological issue, technology assessment, technological forecasting, technological development and third world countries, relating science and technology with agricultural, industrial and other development objectives, research and development in this field, technological innovation and its diffusion, imperatives and strategies for technology – based planning and development and policy interventions affecting technology-based development, Management of Technological innovations, Technological status of small enterprises in Bangladesh and drawbacks of science and technology programs of the developing countries with special reference to Bangladesh.

### **Recommended Text Books :**

- Turban and Meredith, *Fundamentals of Technology and Management Science*, Boston: McGraw-Hill, USA.
- Anderson, D.R., Sweeney, D.J and Williams, T.A. *An Introduction to Innovations management*, West Publishing Company, USA.
- Hesse, R., *Management Spreadsheet Modeling and Analysis*. Boston : McGraw-Hill, USA.

## **C. Elective and Free Elective courses in major and minor areas:**

### **Courses in Accounting**

#### **ACN 401 Cost Accounting( 3 Credits)**

After studying of this course students will be able to understand: Definition and Objectives of Cost Accounting, Cost Accounting and other disciplines, Cost Accounting Methods and Techniques, Cost concepts and Classification, Materials, Labor, and Overhead Costing, Preparation of Cost Sheet, Job Order, Batch and Byproduct Costing, process Costing, Standard Costing system, Service Costing, Storekeeping and inventory control, valuation of inventory.

Contract Costing, Cost Control and Cost Reduction, Profitability and Productivity, Uniform Costing and Inter-Firm Comparison and Cost Audit.

### **Recommended Text Books:**

- Milton E. Usry and Lawrence H. Hammer. *Cost Accounting: Planning and Control* (South Western Publishing Co.)
- C. T. Horngren. G. Foster and S. M. Datar. *Cost Accounting: A Managerial Emphasis* (Prentice Hall).
- S. P. Lyengar. *Cost Accounting: Principles and Practice* (Sultan Chand & Sons)

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

## **ACN 402 Auditing Practices( 3 Credits)**

Theory and practice of the examination of financial statements for the purpose of establishing and expressing an opinion as to their acceptance and reliability. Topics include duties and responsibilities of auditors; methods of conducting various kinds of audits; audit working papers, the preparation of the audit report and special problems in the audit of different kinds of enterprises.

### ***Recommended Text Books :***

- A. Arens and J. K. Loebbecke. Auditing: An Integrated Approach
- D. R. Carmichael, J. J. Willingham and C. A. Schaller. Auditing Concepts and Methods
- Grant Gay and R. Simnet. Auditing and Assurance Services

## **ACN 403 Advanced Financial Accounting( 3 Credits)**

This course will focus: Consignment Accounts, Joint Venture Accounts, Branch and Departmental Accounts, Lease Accounting, Hire Purchase and Instalment Accounting, Mergers & Reorganization, Valuation of Goodwill, Shares and Business, Accounting relating to insolvency.

### ***Recommended Text Books :***

- Floyd A. Beams. Joseph H. Anthony , Bruce Bettinghus and Kenneth Smith. Advanced Accounting
- IASB. International Financial Reporting Standards.

## **ACN 404 Accounting Theory and Standard ( 3 Credits)**

This course is a study of theoretical framework, elements of financial statements along with their reporting and disclosure with emphasis on recent trends and developments in the agenda and pronouncement of the standard setting bodies (e.g. FASB and IASC). Topics include structure of accounting, their approaches to the formulation of accounting theory, conceptual framework for financial accounting; development of accounting, revenues, expenses, gains, losses, income, assets, liabilities, statement of changes in financial position and their disclosure. Students conduct independent research on financial accounting and reporting issues.

### ***Recommended Text Books :***

- Ahmed Riahi Belkaoui. Accounting Theory
- C. Deegan. Financial Accounting Theory

## **ACN 405 Accounting Information System( 3 Credits)**

The course deals in identifying information requirement for accounting purposes, and developing an information system by utilizing the power of computer software packages. The course attempts to provide a knowledge base on systematic process of identifying organizational objective, identifying accounting information required to aid in attaining those objectives, developing an information system that will efficiently provide the management with required information, and utilizing computer software packages for the purpose. It will orient the students with the contemporary accounting software's and general software packages that can be utilized for processing accounting information.

### ***Recommended Text Books :***

- Marshall B. and Paul J. Steinbart. Accounting Information Systems

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\*\*\*

- James A. Hall. Accounting Information Systems

## **ACN 406 International Accounting Standard ( 3 Credits)**

International Dimensions of accounting and control, Accounting Systems in the Global Environment, Comparative International Accounting Systems and Practices, International Business Combinations and Consolidations, International Accounting for Goodwill and Intangibles, Accounting for Price Changes and Inflation in International perspective, Accounting for Foreign Currency Transactions and Foreign Currency Derivatives, translation of Foreign Currency Financial Statements, Performance Evaluation and Budgeting, Product Costing and Transfer Pricing, International Taxation, International Accounting Harmonization and Disclosure Pressures.

### ***Recommended Text Books :***

- Craig Deegan. Australian Accounting
- Ruth Picker, Ken Leo, Jennie Radford, Keith Alfredson, Paul Pactor and Victoria wise. Australian Accounting Standards

## **ACN 407 Company Law & Practice( 3 Credits)**

The course deals in nature and scope of company law, formation of company, legal status of company, advantages and disadvantages of company, rights and liabilities of directors of different types of companies including banking companies, regulations regarding dividends and transfer of shares both for banking and non-banking companies, implication on income tax, legal framework for accounting reports, process of winding up of companies, contemporary issues and case studies on company law.

### ***Recommended Text Books :***

- A. A. Khan. Labour and Industrial Law
- A. k. Sen and J. k. Mitra. Commercial & Industrial Law

## **ACN 408 Advanced Management Accounting ( 3 Credits)**

Scope and Functions of Advance Management Accounting, Evaluation of Management Accounting. Standard of Ethical Conduct for Management Accounting. Cost Classification and Cost Behavior Analysis, Cost Volume Profit Analysis, Activity Based Costing, Budgeting and Budgetary control, Flexible Budgeting, Relevant Information for Decision Making, Pricing Policy and Decisions, Responsibility Accounting and Performance Measurement.

### ***Recommended Text Books:***

1. C. T. Hongren, G. Sudem and W. O. Stratton. Introduction to Management Accounting (Prentice Hall)
2. R. H. Garrison and E. W. Noreen. Managerial Accounting (Irwin)

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\* \* \* \* \*

## Courses in Management Information System (MIS)

### **MIS 401 Advanced Programming Concepts ( 3 Credits)**

Introduction to digital Computers. Programming algorithms and flowchart construction. Representation in digital computers, binary number system, binary arithmetic, binary codes. Writing debugging and running structured programs using C language: data types, variables, constants, operators and expressions, assignments and type conversion in assignments, control flow, functions, and program structure, pointers and arrays, strings, advanced data types, pointer to functions, and program structure, pointers and arrays, strings, advanced data types, pointer to functions, user defined data types, advanced operators, records, input/output, dynamic variables and linked lists, recursion, and graphics programming. The course includes lab works based on theory taught.

#### ***Recommended Text Books :***

- Peter Van Roy and Seif Haridi, *Concepts, Techniques, and models of Computer Programming*, The MIT Press USA.

### **MIS 402 Information System( 3 Credits)**

Introduction to Information systems: formal and informal information; information attributes; information system concept; Management information system. System development life cycle: system study frameworks for fact gathering, planning, requirement analysis, design considerations; system analysis; system design; input and output design; system implementation, testing and debugging, system maintenance; documentation. System design process: structured concept, modularity, top-down approach, data flow and data structure printed design. System design tools: graphical representations, decision tables, HIPO and other charts. Information systems-case study. Introduction to Business Systems: business environments; challenges and the need for information systems; uses and impact of information systems; kinds of information systems; underlying technologies needed in information systems; the development of information system strategies and of information systems; introduction to the management of information systems. Systems. Information security and safety critical systems; Data protection legislation; computer Misuse Act.

#### ***Recommended Text Books :***

- E. Balagurusamy, *Programming in Basic*, McGraw-hill, USA.
- Roger S. Pressman, *Software engineering – A practitioner’s Approach* McGraw-Hill International, USA.

### **MIS 403 Networking and Operating System( 3 Credits)**

The logical and physical design and implementation of computer network. The framework of layered architecture, different protocols, cable types and connectors, network naming and security, wide area networks, network trouble shooting, file systems of Microsoft NT, installing, fault tolerance, WINNT resources, remote access, performance monitor, file systems of UNIX, basic commands, editors, and shell scripts.

#### ***Recommended Text Books :***

- Tanenbaum, A.S., *Computer Network* : Prentice Hall, India

## **MIS 404 Relation Database Management System( 3 Credits)**

The logical and physical design of database using computerized tools. Topic include- query optimization, DDL, DML, DCL, keys, joins, triggers, standard SQL functions e.g. count, nvl, sum, order and group by, snap shots, clusters, table space, etc. A great deal of emphasis will be given to query writing using the PL/SQL; forms and report will be created by using different front end tools.

### ***Recommended Text Books :***

- Jeffrey A. Hoffer, Mary Prescott, Heikki Topi, '*Modern Database Management*, Publisher : Prentice Hall, USA
- Connolly, Begg & Holowczak, '*Business Database System*', Publisher: Addison-Wesley, USA

## **MIS 405 Database Systems( 3 Credits)**

Fundamental concepts. System organization and implementation of database systems. Relational, hierarchical and network data models. File organizations and data structures. Query languages, query optimization. Database design. Concurrency control. Security issues evolving distributed database systems. The course includes lab works based on theory taught.

### ***Recommended Text Books :***

- William Stallings, Business Data Communication, Prentice Hall, USA
- Tanenbaum, A.S., Computer Network : Prentice Hall, India

## **MIS 406 Client/Server Administration( 3 Credits)**

Domain model in the enterprise, server managing, uses (local and global) management, resource management, server and client, internet services, internet work routing, system performance, network monitoring, and server and client trouble shooting.

### ***Recommended Text Books :***

- Charke, S. *Information Systems Strategic Management* Roudledge, London
- Baltzam, P. and Philips A. *Essentials of Business Driven Information System*, Mcgraw-Hill, USA

## **MIS 407 E-Commerce and Web Programming( 3 Credits)**

This course focuses on recognizing and explaining electronic business process and identifying and recommending Internet and E-Commerce. Topics include implementation of and conducting E-Business and managing Web: the global and local market, business to business, Web application, corporate Web server management, legal considerations, Electronic Payment Systems (EPS), role of the bank in E-commerce, business model for E-commerce. It covers Web technology comprehensively.

### ***Recommended Text Books :***

- Judy Strauss, Adel El-Ansary, Raymond Forst, '*E-Commerce*', Prentice Hall, USA

## Courses in Marketing

### **MKT 401 Consumer Behavior ( 3 Credits)**

This course is basically deigned from behavioral science for analyzing, understanding and knowing consumer behavior. Topics include perception, learning, motivation, attitude, life style, psychographics, decision processes, reference groups and family, culture, situational influence, organizational buying behavior.

#### ***Recommended Text Books :***

- Consumer Behavior (Concept and Strategies): Harold W. Berkment and Chirstopher C-Gilson and Kent Publishing Company.

### **MKT 402 Marketing Research ( 3 Credits)**

Marketing research process. Preliminary steps and research design. Questionnaires. Secondary and primary data. Sampling. Processing and interpreting data. Evaluation and effective presentation of findings. Management use of the information in decision making.

#### ***Recommended Text Books :***

- Marketing Research, naresh k. Malhotra, Prentice Hall Inc.

### **MKT 403 Sales Management ( 3 Credits)**

Importance and scope of selling; sales as a profession; selling tasks; order processing and creative selling; creative selling process; prospecting and sales presentation; demonstration, objection handling; closing the follow-up, managing sales; sales planning and advertising; managing sales effort; recruitment, selection, training, organizing, supervision, motivation, compensation and evaluation of sales people; territory planning and quota administration.

#### ***Recommended Text Books :***

- Effective Selling, Charles A. Kirkpatrick and frederick A. Russ,
- Sales Mangement-Decisions, Strategies & Cases, Still, Richard R. Edward W. Cundiff and Norman A. P. Govoni, Prentice hall Inc.

### **MKT 404 Promotional Management and Strategy ( 3 Credits)**

Discusses advertising, sales promotion, personal selling and publicity as components of the promotional program of an enterprise, including profit and non-profit institution. Emphasizes planning, design and implementation of advertising campaigns.

#### ***Recommended Text Books :***

- Promotional Management, Norman Govoni, Robert Eng & Morton Galper

### **MKT 405 International Marketing ( 3 Credits)**

An in-depth emphasis on trends and developments in the global marketing environment with analysis of marketing problems of international business. Examines the marketing mix- product, promotion, distribution, and pricing-within the



# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\* \* \* \* \*

international context, particularly strategic marketing management. Topics covered import-export, joint ventures as well as global marketing systems, the influence of international institutions, cultural, social, religious and political influence, stages of development, geographical problems and international product pricing.

## ***Recommended Text Books :***

- International Marketing , Philip R. Cateora, Richard D. Irwin. Inc.

## **MKT 406 Service Marketing ( 3 Credits)**

Basic issues: meaning, nature, characteristics and classification, comparison between product and service, service marketing process, innovations, strategies and problems in service marketing; customer service, service marketing in profit organization, selected areas of service marketing like health service, educational service and other issues, pricing and promotional techniques and channel decisions in service organizations; designing service environment, future trends and influence of the service sector with special reference to Bangladesh and relevant case studies of the national and international companies.

## ***Recommended Text Books :***

- Service Marketing: Integrating Customer Focus Across the Firm, Valaric A. Zeithmal and Mary Jo Bitner, McGraw Hill

## **MKT 407 Strategic Marketing ( 3 Credits)**

The course discusses marketing strategy, defining and analyzing markets, market segmentation, analyzing competition, market targeting and positioning strategies, marketing strategies for selected situations, planning for new products, product portfolio strategy, designing effective marketing organizations, marketing strategy implementation and control.

## ***Recommended Text Books :***

- Strategic Marketing, Philip Kotler, Garry D. Smith.

## **MKT 408 Retail Management ( 3 Credits)**

Scope and importance of retailing as a marketing institution; services of retailing; large scale retailing; integrated and independent retailing; controlling and coordination of independent retailers activities; wheel of retailing and retail mortality. Retailing in Bangladesh: store vs. non-store retailing and its socio-economic importance; standardization of retailing services; future trend.

## ***Recommended Text Books :***

- Strategic Retail Management, Danny R. Arnold, Louis M. Capella, Garry D. Smith.

## **MKT 409 Industrial Marketing ( 3 Credits)**

The course reviews the basics of marketing, and discusses further topics in industrial marketing including identifying prospect, identifying the requirement, planning promotional mix, pricing of industrial products, distribution strategy, sales planning, sales presentation, handling objection, after sales service and implication on price, promotion, and distribution strategy.

## ***Recommended Text Books :***

- Essentials of Marketing, E. J. McCarthy & W. D & Perreault, Irwin.

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

## **MKT 410 E- Marketing**

Convergence, Strategic E-Marketing, The E-Marketing plan, Global Markets, Ethical and legal issues, Marketing Knowledge, Consumer Behavior, Segmentation and targeting strategies, Security, Firewall, Network Management, Network management Utilities and router configuration, Network applications, BTRC policy and regulations.

### ***Recommended Text Books :***

- Judy Strauss, Adel El-Ansary, Raymond Forst, '*E-Marketing*', Prentice Hall, USA

## **Courses in Finance**

### **FIN 401 Capital Budgeting ( 3 Credits)**

Background for understanding finance and capital investment issues. Economic analysis of firms choice and actions. Alternative goals for the firm and wealth maximization, Overview of long-term investment and financing decisions. Defining capital expenditure, breakdown of capital expenditure, capital budgeting process. Methods of capital budgeting, NPV, IRR. Economic rationale for IRR. Some of Compounding issues revisited. Methods of capital budgeting, NPV and other alternatives, economic rationale for NPV, Other traditional approaches relationship with modern approaches. Mutually exclusive projects and NPV, Projects with different timing of cash-flow and of scale, Horizon problem, Justification of NPV. Factors determining cash flow for a project, incremental Cash-flows, replacement decisions, unequal life of projects . Taxation and Inflation in project evaluation. Risk and uncertainty defined, Criteria and attitude to risk, Risk and Utility concepts. Risk uncertainty and capital investment decision, Measure of risk, probability rules, Perspectives on risk from mean-variance aspects, Sensitivity analysis. Indirect adjustment for risk, Applying probability measures in practice, Decision Tree. Diversification and risk reduction, Mean Variance relationship revisited. CAPM basic concept revisited, Application of CAPM and APT in capital budgeting. Concept of cost of capital, WACC and component cost, Risk and Cost of capital, marginal cost capital. Capital Structure and Leverage Issues.

### ***Recommended Books:***

- Scherr, F. C. Modern Working Capital Management, Prentice-Hall Inc.

### **FIN 402 Portfolio Management( 3 Credits)**

Introduction to modern investment theory; Securities and markets; Statistical concepts; Combining individual stocks into portfolio; finding efficient set; Index models; The capital Asset Pricing Model; Empirical tests of the CAPM; International Asset Pricing Model; Factor Models and the APT; Performance Measurement, Performance Analysis, Market inefficiencies or market anomalies- size effect, price earning ratio effect, January effect, dividend yield effect; Bond portfolio management- valuation and risk: pricing, measuring yield, bond price volatility, Duration, active & passive strategies.

### **Recommended Text Books:**

- Elton and Gruber, Modern Portfolio Theory- 6th Edition, John Wiley & Sons,



## **FIN 403 International Financial Management ( 3 Credits)**

Major topics to be discussed are: Study of international financial Management, the foreign exchange market, the balance of payments, past and present international monetary arrangements, forward market, arbitrage, swap, exchange rates, interest rates and interest party, foreign exchange risk, international investment and capital flows, import and export financing, Country Risk Analysis: Its Importance, Political and Financial Risk Factors, Types of country risk assessment, Techniques of assessment, Comparing risk rating among countries, Incorporating country risk in capital budgeting, Impact of multinational corporations' country risk analysis on its value. International Cash Management.

### **Recommended Text Books:**

- An Introduction to Financial Management, Glenn V. Henderson, Jr., Gary L. Trennepohl and James E. Wert.
- **Financial Management**, John Ven Horn.

## **FIN 404 Financial Markets and Institutions ( 3 Credits)**

An overview of the financial system; the role of financial Markets: Saving, Investment and financial intermediation; financial Intermediation: Banking and non-banking financial institutions; the regulatory Environment: the role of government in the financial system; Money and the financial system; the level of Interest rates; the term structure of Interest rates; Risk, return, and the efficiency of financial markets; Operations of financial Institutions in the financial markets; the money market; the capital market; financial markets and institutions in Bangladesh.

### **Recommended Text Books:**

- An Introduction to Financial Marketing, Glenn V. Henderson, Jr., Gary L. Trennepohl and James E. Wert.

## **FIN 405 Bank Management( 3 Credits)**

Provides students with tools and techniques to manage Banks, the contents of the course include: performance evaluation of a bank, asset-liability management, management of various kinds of risks, such as, interest rate risks etc. fund management, and investment management. Financial institution mergers and acquisitions, global banking activities.

### **Recommended Text Books:**

- Edward W. Reed and Edeard K. Gill, **Commercial Banking**. Prentice-Hall, USA
- The Bangladesh Banks (Nationalization) Order, 1972

## **FIN 406 Financial Analysis and Control( 3 Credits)**

This curse focuses on four main areas in financial statement analysis: the demand and supply forces underlying the provision of financial statement data, the properties of numbers derived from financial statement, the key aspects of decisions that use financial statement information, and the features of environment in which these decisions are made. Major topics to be covered are: financial statement analysis: introductory techniques, financial statement numbers: empirical issues and evidence,

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\*\*\*\*\*

cross-sectional analysis of financial statement information, time series analysis and forecasting financial statement information, capital market and information efficiency, debt ratings, debts securities and financial information, distress analysis, financial information, quality of Financial information and loan decisions.

## **FIN 407 Risk Management and Insurance( 3 Credits)**

Introductory: Origin and history- Definition- Nature – Scope- Role and social values of insurance- Insurance contracts- Principles- Essentials of an insurance contract. Life Assurance: Life assurance contract- Kinds of policies and annuities- procedure of effecting life assurance – Claims and settlement – Procedures- Premium- premium plans- Computation of net single premium- Mortality rate reserve- Calculation of reserve- Surplus and its distributions. Marine Insurance: Subject matters- Marine insurance Contract – Types and policies- Marine losses claims and settlement. Fire Insurance: Fire insurance contract- claims and settlements- Reinsurance. Miscellaneous Insurance: Group insurance- Personal insurance- Accident insurance- Automobile insurance. Risk Definition: Classification- Insurance as device for handling risk- Objectives of risk management- peril- Hazard. Insurance Business in Bangladesh: Present pattern of insurance industry- Jiban Bima Corporation- Sandhani Bima Corporation- American Life Insurance Comkpany- Other Provate Insurance companies.

### ***Recommended Text Book:***

- **Insurance Principles, Practices and Legislation**, M. K. Ghosh and A.N. Agrawala
- **Risk and Insurance**, Demenberg H.S. Ejlers R.D and Harfman, G.W., Prentice-Hall.

## **FIN 408 Public Finance( 3 Credits)**

Evaluation of Public Finance; Fiscal Functions & Instruction; Public Goods, Public Choice & Fiscal Policies, Public Expenditures: Structure, Growth, Policy & Cost-Benefit Analysis; Taxation: Structure, Approaches, Incidence; Public Borrowing & Other Sources of Public Revenue; Fiscal Policy: Growth & Stability; Government ...Budgeting; Further Policy Issues: Public Pricing & Environmental Policy, International Public Finance, Development Finance, etc.

## **FIN 409 Econometrics( 3 Credits)**

Introduction to Economic Modeling; Simple Linear Regression Model; Multiple Regression Model; Qualitative variables in regression with parameter restriction; Violation of the assumptions of the classical regression model; Auto-correlation; Stochastic regression and lag models; simultaneous equation system.

### ***Recommended Text Books:***

- *Econometrics, Damodar N. Gujarati and Sangeetha, Tata McGraw-Hill Publishing Company Limited, Fourth Edition 2008*

## **Courses in Management**

### **MGT 401 Management Consultancy ( 3 Credits)**

Defining consultancy, determining scope and its professionalism, types and roles of consultants, abilities for being an effective consultant, marketing of consultancy services; models and methods of consulting: strategic planning, marketing,

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

assignment, financial analyses, organization and systems, human resource and compensation and data gathering methods; process of consultancy, ethical issues in consultancy business, and clues for being successful in managing a consultancy firm.

## **MGT 402 Small Business Management ( 3 Credits)**

This course is considered as a multidisciplinary studies. Here the major topics include defining small business on various bases, Role of small business in the economic development, process of initiating and owning a small business, and different management functions like development of effective Business Plan, organizing, marketing, production, finance and human resource management in running and continuing a small business. Other important topics are experiences of

## **MGT 403 Total Quality Management ( 3 Credits)**

Fundamentals of Quality: Evolution of Quality, Concept of Quality, Quality function, Quality control. Quality Parameters (Manufacturing & service sector), Economics of quality Control. Relationship between quality, cost & Productivity. Quality Tools & Techniques: Quality control Techniques, Statistical Process Control, Process Capability, Control Chart, Sampling Techniques. Strategic Quality Planning, Features of Japanese Quality Management, JIT, Quality circles, its Activities and working procedure, 5-S Techniques, Principles and theories of TQM, Essential Requirements for Implementing TQM, employee involvement and empowerment in Quality Management, TQM Models and techniques, National & International Frame Work: ISO-Quality Management System. Preparation of Quality Manual, Accreditation and certification, Competitive situation to promote Quality- In- plant Competition, National & International Conventions, Award & Prizes.

### ***Recommended Text Books:***

- Besterfield, Besterfield-Michna, Besterfield & Besterfield-Sacre, '*Total Quality Management*', Prentice Hall Publication.
- Oakland, John, '*Total Quality Management*', Pitman Publishe, London
- Garvin, D. '*Managing Quality*', The Free Press, USA

## **MGT 404 Organizational Development and Change ( 3 Credits)**

Provides an understanding of the basics of organizational development, organizational renewal and change, development process, intervention process. The course provides students with an integrated and comprehensive view of the field of organizational development.

## **MGT 405 Comparative Management ( 3 Credits)**

Emphasizes different approaches and styles of management across cultures and nations. Topics include environmental forces influencing management styles; different types of management styles such as bureaucracy, technocracy, participation, and authoritarianism; modes of comparative management; management styles in selected countries such as Japan, U.S.A., Russia, England, Germany, and Yugoslavia; comparative analysis of management styles with special reference to Bangladesh.

# NPI UNIVERSITY OF BANGLADESH (NPIUB)

UGC & Govt. Approved

\*1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

## **MGT 406 Business Environment( 3 Credits)**

Nature and scope of business environment, political and legal environment, economic environment, technological environment; business and society; social and cultural environment; discussing contemporary issues; internationalization of business and reviewing the business environment scenario in Bangladesh.

## **MGT 407 Industrial Psychology ( 3 Credits)**

Defining industrial relations, actors, model, and patterns of industrial relations. Workers and their unions, role of government, industrial conflict, collective bargaining, conciliation service and adjudication machinery, employee discipline and grievances procedure. Participative Management and Industrial Democracy: experiences of German, U.S.A.,U.K. Yugoslavia, ILO convention and World Trade Organizations issues.

## **MGT 408 Management Practices in Bangladesh( 3 Credits)**

This course focuses the application of the management principles and theories in the industrial firms of Bangladesh. Topics include public sector management ; private sector management; management of manufacturing sectors, services and utility firms; management of government and non-government organizations; human resource practices; problems and perspectives in managing Bangladeshi firms.

## **MGT 409 Organization Theory( 3 Credits)**

Brief introduction to the history of the development of management as a distinct discipline. Detail study of various theories of management such as classical, non-classical management by objective ( MBO), human resource orientation, human relations orientation systems theory, contingency theory, TQM theory etc. This course also examines the practicality and application of these theories in different types of organizations, industries, and economies. some developed countries like U.K., U.S.A, Japan, Germany, Sweden and Australia; problems of small business in Bangladesh and their solutions.

## **MGT 410 Management Science Applications in Business( 3 Credits)**

Survey of the current literature in management science. Topics include are duality and sensitivity analysis in linear programming, networks, simulation, goal programming, integer programming, markov decision analysis and queuing theory etc. Computer applications to solve operations management problems are also included.

## **Courses in Human Resource Management**

### **MHR 401 Hman Resource Planning ( 3 Credits)**

Importance of human resource planning; issues in human resource planning; planning model; determination of future human resource requirements; determination of future human resource availability; assessing gaps and objectives; action planning to match the gaps; human resource information system; manpower planning as the basis of recruitment, selection, training, and phasing out ; a system approach to annual manpower planning exercise.

## **MHR 402 Compensation Management( 3 Credits)**

Process of developing a pay level and pay structure; designing an effective pay systems; types of pay systems; administering a pay systems; issues in administering a pay systems; development of benefits; types of major benefits; benefits administration; benefits objectives and evaluation; controlling benefit costs.

## **MHR 403 Industrial Law and Labor Relations( 3 Credits)**

Scope of industrial law, factories act, workmen's compensation act, trade union act, collective bargaining agent and trade union activities, scope of industrial relations, changing socio economic environment, evolution of trade unionism, structure and activities of trade unions, environment of bargaining, bargaining power, bargaining structure and bargaining issues, public sector differences, contract administration, grievance procedures, industrial relations in nonunion organization and non-formal sector, industrial relations and employee productivity, employee relations programs.

## **MHR 404 Training and Development Management ( 3 Credits)**

Nature and scope of Training and development function; strategy and training; organizations of the training department. Training needs assessment; learning and behavior; designing of training programs; training techniques; technical training; training and development of managers; training in organization development theory and practice of career development; developing career structures; identifying organization needs; institutionalizing the career development system; evaluating the system.

## **MHR 405 Industrial Psychology ( 3 Credits)**

The course discusses human behavior in an organizational context; dynamics of motivation in an organization; stress in an organizational situation and individuals' reaction to stress; group dynamics; group problem solving and decision making; change and reaction to change; characteristics of a formal organization and their influence on individuals personality; congruent vs. incongruent goals of organization and the individuals.

## **MHR 406 Strategic Human Resources Management ( 3 Credits)**

The course introduces the strategic nature of human resource management by looking at the importance of human factors in attaining organizational goals. Strategic implication of employees' performance along with a portfolio of employee characteristics is looked into by considering the effect of employee morale and situational factors upon the work behavior. The course also covers the interface of human resource management functions with other functional areas of management.

### ***Recommended Text Books:***

- Gary Dessler, *Human Resources Management*, Prentice Hall of India Pvt. Ltd. New Delhi, India.
- Wendell French, *Human Resource Management*, Houghton Mifflin Co., Boston, USA.

