

MBA (EVENING) PROGRAM

Program Handbook



Department of Finance
Faculty of Business Studies
University of Dhaka

MBA (Evening) Program Committee

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Message From The Chair

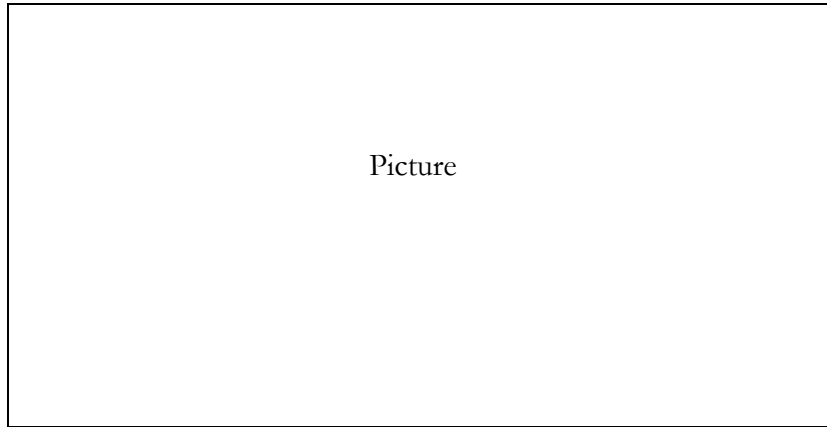


Picture

MBA (Evening) program of the Department of Finance is a well nourished, well cherished and well groomed program of the Department of Finance. The Department started its journey about four decades ago when it was hardly noticeable with only a few undergraduate students. Since then a small team of faculties and support staff, mostly young then, had demonstrated their enthusiasm and commitment to such an immense extent that the department now is one of the leading departments of the University of Dhaka with a number of well-established programs like BBA, MBA, MBA (Evening), MPF and DBA, and students of more than a thousand. Finance education throughout the whole world is the most prestigious and challenging discipline of postgraduate studies. It is no exception here as well thanks to the outstanding faculties of the Department who are indeed uncompromising to quality education. The MBA (Evening) program however is a customized program keeping in mind the local needs for business executives. Students quite often are in a constraint of professional engagements that the department is consciously aware of. The blending of the two apparently opposite objective variables was not an easy task as the Department often comes up with no compromise of discipline and scheduling. Students must not miss classes, midterm tests, assignments and presentations. Although a bit challenging but it is worth as you become an MBA in Finance at the end. The pursuit is well cooperated by some personalities mentionable. MBA (Evening) Director Professor Dr. A. A. Mahboob Uddin Chowdhury is a dedicated academic who is always at your disposal to give you the right counseling and guidance. All the teachers are available for in class and off-class discussion. The tools and apparatus of teaching like computers etc. love you and expect your love. The support staff of the Department is indeed supportive. And we have a very dynamic Dean, Professor Shibli Rubayat-Ul-Islam who has got historical attachments to the Department of Finance. Credit goes to his leadership as you enjoy e-library up to 10 o'clock at night, food court, full time wi-fi facility and of course, an elegant look of the faculty. We all welcome you, and wish you have the achievement you deserve and desire.

Professor Dr. Md. Kismatul Ahsan

Message From The Program Director



The Department of Finance is the leading center of excellence and an unique institution in the University of Dhaka for upgrading professional expertise. Since its inception in 1974, it has been catering to the needs for executive and trained manpower development with strong skills in the field of finance.

To compete globally, professionals require skills in the areas of business and financial management relevant to their work. To facilitate this process of professional development, the Department of Finance launched the MBA (Evening) Program in 2002.

The MBA (Evening) Program is designed to offer courses following international standards using multidisciplinary approach in its teaching methods. The courses in MBA in Finance are specially tailored to meet the needs of our professional students. The strong involvement of the dedicated faculties of the department ensures that the higher education services are of the highest academic standards.

The environment of Department helps student's foster skills for stress management, quick decision making, strong inter-personal communication and develop organizing skills in managing affairs effectively despite resource constraints.

The Department of Finance looks forward to a long-term sustained relationship with professionals and this highly competitive corporate world both nationally and internationally.

As the Director of the program I wish the students an enjoyable academic journey with us and a successful life ahead.

Professor Dr. A. A. Mahboob Uddin Chowdhury

**MBA (Evening) Program
Department of Finance
University of Dhaka
Directors**

Prof. Dr. M. Farid Ahmed	19.01.02 – 31.12.03
Prof. Dr. A. H. M. Habibur Rahman	01.01.04 – 11.07.05
Prof. M. Nasiruddin	12.07.05 – 11.07.07
Prof. Dr. S. M. Mahfuzur Rahman	12.07.07 – 10.01.08
Prof. Dr. Jamal Uddin Ahmed	15.01.08 – 14.01.10
Prof. Dr. M. Khairul Hossain	15.01.10 – 14.05.11
Prof. M. Shahjahan Mina	18.05.11 – 17.05.13
Prof. Dr. Mahmood Osman Imam	18.05.13 – 17.05.15
Prof. Dr. M. Sadiqul Islam	18.05.15 – 17.05.17
Prof. Dr. A. A. Mahboob Uddin Chowdhury	18.5.17 -

**UNIVERSITY OF DHAKA
DEPARTMENT OF FINANCE**

**CHAIRPERSON
Department of Finance
Established July 1, 1974**

Professor Dr. A. H. M. Habibur Rahman	01.07.74 - 30.06.77
Professor Dr. Azizur Rahman Khan	01.07.77 - 09.07.80
Professor M. Nasiruddin	10.07.80 - 09.07.83
Professor Dr. M. Zubaidur Rahman	10.07.83 - 11.09.85
Dr. A. H. M. Sadeq (Acting)	12.09.85 - 10.07.86
Professor Dr. Jamal Uddin Ahmed	11.07.86 - 10.07.89
Professor M. Shahjahan Mina	11.07.89 - 26.08.91

Department of Finance and Banking

Professor M. Shahjahan Mina	27.08.91 - 10.07.92
Professor Dr. M. Farid Ahmed	11.07.92 - 01.06.94
Professor Dr. S. M. Mahfuzur Rahman	02.06.94 - 01.06.97
Professor Dr. M. Khairul Hossain	02.06.97 - 01.06.00
Professor Dr. M. A. Baqui Khalily	02.06.00 - 01.06.03
Professor Dr. M. Sadiqul Islam	02.06.03 - 20.08.04

Department of Finance

Professor Dr. M. Sadiqul Islam	21.08.04 - 01.06.06
Professor Dr. A. J. M. Humayun Murshed	02.06.06 - 12.01.07
Professor Dr. Mahmood Osman Imam	13.01.07 - 12.01.10
Professor Dr. A. A. Mahboob Uddin Chowdhury	13.01.10- 12.01.13
Professor Dr. M. Masud Rahman	13.01.13- 12-01-16
Professor Dr. Md. Kismatul Ahsan	13.01.16 -

OFFICES OF ACADEMIC ADMINISTRATION

Office	Name of the Person
Chairman Office of the Department Administrative Building Faculty of Business Studies	Professor Dr. Md. Kismatul Ahsan
Director MBA (Evening) Program Office of the MBA (Evening) Program MBA Building, Faculty of Business Studies	Professor Dr. A. A. Mahboob Uddin Chowdhury
Director Master of Professional Finance (MPF) Program Office of the Master of Professional Finance (MPF) Program MBA Building, Faculty of Business Studies	Professor M. Shahjahan Mina
Deputy Director Master of Professional Finance (MPF) Program Office of the Master of Professional Finance (MPF) MBA Building, Faculty of Business Studies	Professor Dr. M. Farid Ahmed
Director MBA Program 313 Academic Building, Faculty of Business Studies	Professor Dr. A. A. Mahboob Uddin Chowdhury
Director BBA Program 345 Academic Building, Faculty of Business Studies	Samia Sultana Tani
Director Placement Office 349 Academic Building, Faculty of Business Studies	Professor Nausheen Rahman
Director Information Technology 8020 MBA Building, Faculty of Business Studies	Professor Dr. Shaikh Shamsuddin Ahmed
Deputy Director Information Technology 4054 MBA Building, Faculty of Business Studies	Mohammad Salahuddin Chowdhury, FCA
Teachers in Charge	
Student Counseling and Guidance 326 Academic Building, Faculty of Business Studies	Pallabi Siddiqua
327 Academic Building, Faculty of Business Studies	Mahabuba Lima
4054 MBA Building, Faculty of Business Studies	Mohammad Salahuddin Chowdhury, FCA

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THE UNIVERSITY OF DHAKA

The University of Dhaka, founded in 1921, is the premier and forerunner university in the country, located at the heart of Dhaka city - the capital of Bangladesh. The University campus spreads over sixty-four acres of land surrounded by Bangladesh Secretariat Buildings, Dhaka Medical College Hospital, Bangladesh University of Engineering and Technology, New Market, Bangabandhu Sheikh Mujib Medical University, National Museum, Central Public Library, Suhrawardy Uddyan and the Supreme Court. Currently about 31,955 students are enrolled in 82 departments under 13 faculties and 11 specialized institutes of the university. There are 48 research centers where teachers and students are doing research works. The number of teachers currently serving at the university is approximately 2306.

Residential Accommodation

The University has 20 residential halls including 5 halls for female students, 1 for foreign students and 3 hostels. Every student has to be either resident or attached to a hall. Students shall have to abide by the rules of discipline of the hall. Halls can provide residential accommodation to a limited number of students and any student willing to have a seat in the hall should apply to the hall authority directly. Foreign students are required to bear expenses for living, tuition, books and accommodation. Accommodation in International Hostel is available for them if requested well in advance.

Library Facilities

The University of Dhaka has library facilities with a wide collection of books, journals, reports, theses, microfilms, newspapers and other materials. The central library is located in the southeastern corner of Arts Faculty campus. The science library is located near the Doel Square beside the Mokarram Bhaban. The Faculty of Business Studies has developed a state-of-art e-library situated on the second floor of the Faculty Administrative Building. Students have access to all these libraries. In addition, some residential halls of the university have their separate libraries for the students of respective halls.

THE FACULTY OF BUSINESS STUDIES

The Faculty of Business Studies is committed to provide business education and to meet the needs of modern day business world. It has its own buildings on the north side of Arts Building area. There are nine departments under this Faculty – Finance, Accounting and Information Systems, Marketing, Management Studies, Banking and Insurance, Management Information Systems, International Business and Tourism & Hospitality Management, Organization Strategy and Leadership. Each department offers and administers BBA, MBA and other post graduate programs separately. Presently the Faculty of Business Studies has about 9000 students and about 200 teachers in nine departments of the faculty.

THE DEPARTMENT OF FINANCE

The vision of the Department of Finance is to develop skilled human resource with specialized education and training in finance. Since its inception in 1974, the Department has been committed to cater to the needs of modern business world and has been producing executives and trained manpower with strong skills in finance. The Department offers four-year BBA program, one-year MBA program and other post-graduate programs (including M.

Phil. and Ph.D.) in Finance. The department has also been offering MBA (Evening) Program , Master of Professional Finance (MPF) Program and Doctor of Business Administration (DBA) Program for executives and professionals.

In the last 43 years, the Department of Finance has earned considerable reputation for the commitment and devotion to academic excellence. Faculty members are actively engaged in research and have many research publications to their credit. The expertises of teaching staff, research activities and dynamic curriculum have made the Department a unique institution inside and outside the University.

The purpose of this handbook is to acquaint our prospective and present students and other interested persons with the MBA (Evening) program of the Department. It gives an overview of course curriculum, program rules, essential features of the semester system and other activities of the Department of Finance.

ACADEMIC PROGRAMS

BBA Program

The Department of Finance offers a four-year BBA program. The program comprises of 126 credit hours spread over eight semesters. The program design is much different from BBA programs of other universities. Along with developing comprehensive understanding of business, economics and environment, the BBA curriculum of this department focuses more on Finance. The graduates are expected to get employment mostly in the financial sector.

MBA Program

The MBA program comprises 36 credit hours spread over two semesters. There are 10 courses containing 30 credit hours, 3 credit hours for internship and 3 credit hours for defense. It is a specialized and professional degree program.

MBA (Evening) Program

In order to fulfill the demand of the executives working in different organizations for obtaining MBA degree, the Department has introduced MBA (Evening) program. Generally 21 courses are offered in each 4-month semester where class size is approximately 30-35. Admission takes place three a year. Executives with any academic background can apply for admission test. Selection is made through a competitive process.

MPF Program

Department of Finance has recently launched Master of Professional Finance (MPF) Program as a direct response to the escalating demand of dedicated professional in Finance and Accountancy Profession. This rigorous Two-year program combines in-depth study of Finance and hand-on business problem solving. The program offers a high level flexibility and a wide range of elective courses to tailor your MPF Program to your specific career goals. MPF is designed as a 2-years, 51 credit hours program. It is a specialized and professional degree program.

DBA Program

The Doctorate of Business Administration (DBA) Program is the latest and the most advanced of academic programs offered under the supervision of the Faculty of Business Studies of the University of Dhaka. The program has been designed in response to the pressing need to advance qualifications which will ensure highest level of proficiencies for those pursuing professional careers.

The program introduces two globally-adopted hands-on learning methods for training practitioners through Action Learning and Action Research, allowing one to reflect, not only on the practices and challenges encountered at the workplace, but also on one's attitudes and biases that lead to decision-making. The focus of DBA program is on application of theoretical knowledge to the advancement of business practice. It is a professional doctoral degree to enhance executive and professional practice and designed to strengthen both the capability to develop knowledge, theory and its application.

M.Phil., Ph.D. Programs

Master of Professional Finance (MPF), Master of Philosophy (M.Phil.) Doctor of Philosophy (Ph.D.) and Doctor of Business Administration (DBA) programs are offered to intending students who have outstanding performance at the previous levels. MPF program is designed for those who want to attain excellence in finance profession. Under M.Phil., DBA and Ph.D. programs, students have to undergo both course work and thesis preparation. The thesis is supervised by a teacher of the department.

RESOURCES AND FACILITIES

PLACEMENT OFFICE

Application of acquired knowledge in the classes and exposure of the students to the business practices of the organizations in both private and public sectors are necessary conditions for any effective business education. The Department attaches utmost importance to it. As such, with the introduction of the MBA program, we have established a Placement Office as per the decision of our Academic Committee and with the approval of the Vice Chancellor of the University. The basic responsibilities of the Placement Office are: (a) to organize exposure visits of the under-graduate and graduate students to different organizations, industries, banks and insurance companies; (b) to secure place for the students to work as interns in different organizations; (c) to organize job fair for our graduates, (d) to publish brochures and documents for dissemination of information among the potential employers, and (e) to invite distinguished scholars, professionals, business executives on specific topics for enriching knowledge of our students under the 'Monthly Guest Lecture Series.' The office is managed and administered by a panel of three members. It is located in Room Number 349 of the Administrative Building of the Faculty of Business Studies.

COMPUTER FACILITIES

The Department is equipped with a modern Computer Lab named after 'Omar-Sultan Foundation'. The lab, comprising of 40 computers, has been established with a view to catering the needs for developing the computer skills of the students. The Department has been successfully performing its obligation to equip the students with the primary knowledge and to develop computer skills through various programs. It offers regular courses on business application packages to the students. The Department has multi-media overhead projectors to facilitate the students in presenting case studies and term papers. Moreover, departmental office and offices of the teachers are well equipped with personal computers and internet facilities.

COUNSELLING AND GUIDANCE

The University of Dhaka has a separate cell for students' counseling and guidance in order to keep a close contact between the students and the faculty members. As part of the program, three faculty members of the Department are in-charge of the Students Counseling and Guidance in general. These three faculty members provide counseling services to the students on academic and other relevant problems.

SUPERVISING AND MONITORING

The Department keeps relevant information of each student separately in a printed card for the purpose of monitoring. On admission a student is required to furnish academic and other information while the Department keeps a record of the students' academic performances and other relevant matters while (s)he is in the university. The Batch coordinators of the BBA program monitor academic performance of the students. The MBA Management committee is responsible for monitoring the academic performance of the students.

INTERNSHIP / PROJECT PAPER

Internship for three months in private business organizations, government offices, multinational companies, public sector corporations, banks and financial institutions is an integral part of our undergraduate and graduate Programs. The objective of the program is to expose the students in the organization working environment. Each student is required to undergo the program and prepare a project paper according to the format specified by the supervising teacher. This project paper is graded by the supervising executive and the supervising teacher.

MONTHLY GUEST LECTURES

As an integral part of our undergraduate and graduate programs, the Department organizes guest lectures/seminars inviting specialized talents and reputed executives from the public or private sector to highlight on topics of current interest. In August 2000, the Monthly Guest Lecture Services was formally inaugurated by the Vice Chancellor of the University.

JOURNAL OF FINANCE AND BANKING

"Journal of Finance and Banking" is the half-yearly refereed journal published by the Department. The Journal has an Editorial Board which includes all professors of the Department and some outstanding external experts. It contains research-based articles on finance and related fields. The authors generally possess good standing in the academic institutions, industries and government offices etc.

EXECUTIVE DEVELOPMENT PROGRAM

Short training programs and workshops are organized occasionally for the executives of private organizations, public sector corporations, banks and other financial organizations with the objectives to disseminate knowledge and skill in managerial training on finance. Until now, a few hundred executives of many organizations participated in our short programs.

SCHOLARSHIP AND FINANCIAL ASSISTANCE

The University of Dhaka provides limited number of scholarships to the meritorious students. Generally these scholarships are quite insufficient to cover all educational expenses. The Department of Finance, in collaboration with banks and other organizations, arranges part-time jobs and financial assistance for students not having adequate financial support. Our alumnus - Mr. Mozaffer Siddique has established a trust fund entitled "Syeda Anwara Memorial Trust Fund" to provide scholarship to poor and meritorious students. Dutch Bangla Bank provides scholarships to poor and meritorious students. Also, few other banks are considering the proposal to provide scholarships to poor and meritorious students. In addition, the Department created "Trust Fund for Disadvantaged Students" to provide scholarships to the financially constrained meritorious students. Under this financial assistance program, 30 students have already been awarded financial scholarship. The operation of this fund is going in full swing. The department has already received commitments from different organizations to donate funds in the trust fund. Intending students should apply when applications are invited. Moreover, the Department has introduced Administrative Assistantships for the needy students. The assistantship is offered by the Placement Office, BBA Program office and MBA Program Office. Students in need of financial support should contact the Directors of concerned offices. 'Adopt a Student Program' is the most recent endeavor of the Department of Finance supported by Finance Alumni Association (FAA) for providing assistances to the financially constrained meritorious students. A few non-alumni personnel also extended their support in this program. Under this adoption program, one student will be adopted by a particular sponsor who will be acting as a guardian of that student. The sponsor not only will help the student financially but will also provide support in other social and psychological matters affecting his/her academic life. 67 students already received their first portion of financial assistance in the inaugural ceremony of the adoption program which will continue on the basis of their future academic performance and merit.

PROSPECTS FOR GRADUATES

The demand for our graduates has been consistently high over the years. Major employers include banks, insurance companies and other financial institutions, public and private sector corporations, autonomous bodies, and other government organizations.

A good number of our graduates are doing excellent in their M. Phil as well as Ph. D. programs at home and abroad on topics related to finance, accounting, business administration, economics, public policy, taxation and banking etc. Quite a large number of our graduates have reached at the peak of their business and professional career.

MBA (EVENING) PROGRAM

The Department of Finance has introduced the MBA (Evening) Program to prepare skilled and qualified business executives for corporate and non-business houses in the country. The curricula are fueled by teaching methodologies based on persuasive thinking to help students in maximizing their performance. A well balanced qualitative and quantitative approach is followed to support the students improving their analytical and quantitative skills. A variety of specialized and interdisciplinary courses are offered to focus on developing leadership qualities of the students to act strategically and efficiently in the present day global environment.

One of the major objectives of the MBA (Evening) Program of the department is to update knowledge of the students/professionals in different functional areas of business with special emphasis on various aspects of the field of finance. Thus, the program aims at making the professionals technically more competent in solving problems. The specific objectives of the program are:

- a. Preparing students of different backgrounds with necessary skills and techniques for development of career as finance managers or executives;
- b. Promoting students' perceptions of the functional areas of business and developing their understanding of interrelationships among them;
- c. Enhancing the ability of the students to identify business problems and resolve them;
- d. Assisting students in understanding the dynamics of business operations in an increasingly complex global environment and completely dealing with the management problems therein; and
- e. Developing critical thinking, interpersonal communication skills and leadership qualities of the students to enable them to work effectively.

RULES AND REGULATIONS MBA (EVENING) PROGRAM

Admission Requirements

Graduates in any discipline can apply for admission. Candidates seeking admission have to apply in prescribed forms within deadlines announced by the Faculty of Business Studies. The admission committee decides on the admission test schedule and admission criteria. The committee is headed by the Dean of the faculty. However, the standard practice is to base on the candidates' scores/points for years of schooling, work experience and marks obtained by them in written test and viva-voce examination.

Degree Requirements

The minimum requirements for MBA (Evening) degree are as follows:

- a. The student must complete 66 credit hours including 3 credit hours for project paper.
- b. The student must earn a minimum CGPA of 2.50.

Waiver Policy

The rules of course waiver are as follows:

- a. Students having a grade of A- and above (at least 70 percent marks) in any course at the bachelor/graduate level may apply for course waiver.
- b. Course waiver will be allowed only for MBA (Evening) foundation level courses.
- c. The maximum number of courses for which a student can apply for waiver is as under:

Previous Degree	Maximum Waiver
4-year BBA or similar degree from the Department of Finance, University of Dhaka	8 courses
4-year BBA or similar degree from other departments of the Faculty of Business Studies, University of Dhaka	6 courses
Honours or 4-year bachelor degree from any other institutions	4 courses

- d. Students with bachelor (pass) degree will not be allowed any course waiver.
- e. The syllabus of previous program will be considered by the committee for a waiver decision.
- f. Students will have to appear in a course waiver test to be conducted by the MBA (Evening) Program Committee.
- g. Application for course waiver must be made in the prescribed form at the time of admission in the program. The applicant must also submit the mark sheet and syllabus of the previous degree. Students who will not apply for course waiver within the stipulated time will not be granted any course waiver later on.

- h. The decision of MBA (Evening) Program committee with respect to course waiver shall be final.

Duration of the Program

The MBA (Evening) Program is a flexible program. The degree should be completed within five years after admission. However, in special circumstances, the maximum period for completion of the program may be extended up to 8 years. Usually students take about two years to complete the program.

Attendance Requirements:

Each student is required to attend 75 percent of classes held in a course to sit for the exams without any disciplinary action.

Attendance	Status
75% and above	Eligible to sit as regular student
60%-74%	Non-Collegiate will be allowed to sit for the examination with a fine of Tk. 10,000/-
Below 60%	Not allowed to sit for the final examination

Academic Year and Semesters

English calendar year is the academic year for the program. The academic year is divided into three semesters as under:

Semester	Duration (months)
Spring	January to April
Summer	May to August
Fall	September to December

Teaching Method

The department follows the modern teaching method for its students. Class lectures are supplemented by case analysis, term papers, field visits, computer applications and guest lectures by key business executives in the country. All classrooms are equipped with overhead projectors and sound systems. In addition, multimedia overhead projectors are used for class lectures and presentations by students. The medium of instruction is English.

Course Evaluation

The Department of Finance conducts course evaluation at the end of each semester. The objective of course evaluation is to address students' concerns and problems in the course. This enables the teachers to enrich the course and the teaching method followed in the course. The Program office conducts the evaluation for each course through a structured evaluation form. Generally this is conducted in the last class week of the semester.

Evaluation and Grading System

Students' performance in a course is evaluated as under:

Component	Weight
Class attendance	10%
Two Mid-term Tests	30%
Case Presentations	10%
Term paper / Assignment	10%
Final Examination	40%
Total	100%

The evaluation of the midterm tests, presentations, terms papers, assignments, and final examinations is done by the course teacher, who will submit the results in a prescribed form to the EMBA Program Director. The equivalence table is

Grade	Grade Point	Marks
A+	4.00	80% and above
A	3.75	75% - 79%
A-	3.50	70% - 74%
B+	3.25	65% - 69%
B	3.00	60% - 64%
B-	2.75	55% - 59%
C+	2.50	50% - 54%
C	2.25	45% - 49%
D	2.00	40% - 44%
F	Fail	Below 40%

Retake and Improvement

A student obtaining 'F' grade in a course shall have to complete the course by retaking the course on payment of requisite fees. Any student earning a grade A- (minus) or below in a course, has option to retake the course for improving the grade. In this case, such students shall have to pay course fee and also to forego the previous grades attained in the course. No student can retake any course after graduation. However, after completion of all the courses and before the publication of the final results, a student may apply for withholding the results if the student wants to retake any course. In order to retake a course, a student must apply to the Director, EMBA Management Committee at least two weeks before the commencement of the semester.

Withdrawal

In case a student seeks withdrawal from the program for a definite period of time, (s) he will have to apply before (and under special circumstances within two weeks from) the commencement of classes in a given semester. The MBA (Evening) Management Committee may allow the withdrawal keeping the grades of such applicants intact. However, students taking withdrawal in a semester have to pay semester fees in order to retain studentship.

Program Administration

MBA (Evening) Program is administrated by a five member MBA (Evening) Management Committee headed by the Director and with the Chairman, Department of Finance as the Ex-officio member. Director, MBA (Evening) Program of the Department administers the program under the overall supervision of the Program Director. However, the departmental Academic Committee is responsible for

- a. admission of students;
- b. approval of the courses to be offered in each semester and their allocation to teachers;
- c. logistic support to teachers and students in the program.

General Fees and Other Charges

According to the decision of the University of Dhaka, the MBA (Evening) Program is conducted by the different departments as a self financed program. The fee structure for students enrolled in the program, as approved by the Faculty of Business Studies and the University of Dhaka, is as follows:

Registration fee	Taka.10,000 (at the time of admission)
Semester fee	Taka 5,000 (each semester)
Course fee	Taka 3,500 per credit (Tk.10,500 per course)
Computer fee	Taka 5,000 (at the time of admission)

Corporate Quota/Foreign Students

Registration fee	Taka. 20,000 (at the time of admission)
Semester fee	Taka 7,500 (each semester)
Course fee	Taka 5,000 per credit (Tk.10,500 per course)
Computer fee	Taka 5,000 (at the time of admission)

Refund

If any student wants to withdraw from the program within two weeks after admission (s)he may apply for refund of course fee and computer fee. Student's payments towards Registration Fee and Semester Fee will not be refunded. Only certain portion of the course fees that the department has received would be refunded as per the following rules:

Course fee (for two courses: $2 \times$ Taka 10,500)	21,000
Other incidental charges	375
Total	21,375

Total amount received by the department is Taka $21,375 \times 0.65 =$ Taka 13,894. Only 60% of the above mentioned amount received by the department would be refunded to the students along with Taka 5000 deposited as computer fee. The amount will be refunded within a deadline as fixed by the Management Committee.

Possession of mobile phone

Do not carry mobile phone in the exam hall during the examination. Use of mobile phone is fully restricted.

Adoption of unfair means

Communication with fellow examinees during examinations
Copying from scrips of others and from incriminating paper or desk
Possession of incriminating papers or documents
Taking away the script from the examination hall

False personification in the examination hall
Communication through mobile phone

MBA (Evening) Courses

Foundation Courses (10 Courses)

F-501:	Introduction to Finance
F-502:	Business Mathematics
F-503:	Business Statistics
F-504:	Financial Accounting and Reporting
F-505:	Managerial Economics
F-506:	Management and Organizational Behavior
F-507:	Principles of Marketing
F-508:	Managerial Finance
F-509:	Financial Markets and Institutions
F-510:	Business Research Methodology

Core Courses (Compulsory) 5 courses

F-601:	Capital Investment Decisions
F-602:	Corporate Finance
F-603:	Financial Statement Analysis and Valuation
F-604:	Investment Analysis
F-605:	International Financial Management

Elective Courses (Any six)

F-606:	Management of Financial Institutions
F-607:	Portfolio Management
F-608:	Strategic Management
F-609:	Working Capital Management
F-610:	Lease Financing and Investment Banking
F-611:	Real Estate Finance
F-612:	Business Communication
F-613:	Development Finance
F-614:	Econometrics and Forecasting
F-615:	Corporate Taxation
F-616:	Project Management
F-617:	Bangladesh Economy
F-618:	Economics of Securities Law
F-619:	Managerial Accounting
F-620:	Islamic Finance and Banking
F-621:	Financial Derivatives and Risk Management
F-622:	Micro Finance and Micro Enterprise Development
F-623:	Behavioral Finance
F-624:	International Business
F-625:	Entrepreneurship Development
F-626:	Finance Theory and Corporate Policy
F-627:	Legal Environment of Business
F-628:	Fixed Income Securities
F-629:	Electronic Banking and E-Commerce
F-630:	Corporate Governance
F-631:	Managing Information System
F-632:	Law and Practice of Banking
F-633:	Human Resource Management
F-634:	Commercial Bank Management
F-635:	Central Banking and Monetary Policy
F-636:	Risk Management and Insurance
F-637:	Negotiation and Conflict Management
F-638:	Cases in Finance
F-639:	International Trade and Finance

FOUNDATION COURSES

F - 501: Introduction to Finance

Course Contents: Introduction: definition of finance, types of finance, major financial decisions, goals of finance, functions of finance and principles of finance, agency issues, Financial Market; sources of finance: sources of internal financing, sources of external financing; Short-term Financing: definition, types, negotiated short-term financing, calculation of effective interest rate; Intermediate Term Financing: characteristics, importance, types, sources, Cost of term loans and methods of repayment, preparation of repayment schedule; Long-Term Financing: characteristics, importance, types, sources, Instruments of long-term financing- common stock, preferred stock; Time Value of Money: Definition and concepts-cash flow, discounting and compounding, present value, future value, annuity, effective annual interest rate, amortization; Bonds and convertible securities: Types of long-term debt, important bond features, bond refunding, different types of bond, convertible securities; Lease financing: Leasing, terminology, types of leases, method of leases financing, sources of lease financing, Leasing vs. borrowing.

Text Book: L J Gitman, *Principles of Managerial Finance* – 12th Edition.

Reference: M. Shahjahan Mina, *Fundamentals of Finance* – 3rd Edition.
Charles P Jones, *Introduction to Financial Management*.

F - 502: Business Mathematics

Course Contents: Linear Equations and Functions: Introduction, slope, equation of a straight line (different form), horizontal and vertical lines, parallel and perpendicular lines, piecewise linear functions, cost-output, break-even interpretation, simultaneous linear equations. - Quadratic Equations: solutions of quadratic equations, formation of an equation, Introduction to Matrix Algebra: definition and basic concepts (Row, column, size, types of matrix, unit matrix, equality of matrices, square, diagonal and triangular matrices), scalar multiplication of matrix, equality of matrix. - Operations of Matrices: addition, subtraction, multiplication and its properties, matrix equations. -matrix multiplication word problems and other business application. Other functions of matrix: Transpose, inverse Matrix, Cramer's Rule. - solution of equations by matrix, vectors and scalars, Business Application, Determinants, minors of matrix, cofactors of matrix, adjoin of a matrix, Functions Limit Continuity. - Introduction to Calculus: Differentiation quotient, differentiation (1st order, 2nd order, 3rd order), application of differential calculus (elasticity, point of inflexion, stationary point). other application, MPC- income multiplier, Maxima & Minima calculation and use of slopes, Maximum Profit, Minimum Costs, Partial Derivative. - Integral Calculus: Anti derivative, area under curve, indefinite and definite integration, application of integration, consumer's surplus, producer's surplus, Set theory, Linear programming.

Text Book: Pritchett and Saber, *Mathematics- with application in management and economics* – 7th Edition.

Reference: Sancheti, D. C. and Kapoor, V.K., *Business Mathematics*- 11th Edition, Sultan Chand & Sons, New Delhi, 2008.

F - 503: Business Statistics

Course Contents: Introduction: Definition, Basic concepts, Importance and types; sources of data and methods of collection, Processing of data, Classification, Frequency distribution; Presentation of data; Measures of central tendency; Measures of variability: Importance, types and approaches; Skewness; Index numbers : major types, construction techniques, purchasing power, uses; Probability: definition, measurement, events and rules, distributions and importance; Correlation and regression analysis: basic objectives, similarities and dissimilarities, regression equation, explanatory power of the equation, assumptions in multiple regression equation, interpretation of results of multiple regression analysis; Sampling: concept, need for sampling, errors, sample size, sampling frame, sampling techniques; Test of hypothesis: basic concepts, methodology, steps, errors and risks; Time series analysis: elements and components, classical time series model, trend analysis, forecasting.

Text Book: Mason, Robert. D., Lind, Douglas A. Marshal, William G., *Statistical Techniques in Business and Economics* – 13th Edition, Irwin McGraw-Hill, 2006.

Reference: Levine, Richard I and Rubin, David S., *Modern Business Statistics-* 7th Edition, Prentice Hall, New Delhi, 1998.
Spiegel, M.R., *Statistics-Schaum's Outline Series* – 4th Edition, Tata McGraw-Hill Publishing Company, New Delhi, 2007.

F- 504: Financial Accounting and Reporting

Course Contents: Accounting: accounting and its role in organizations, International Financial Reporting Standards (IFRS), measurement principles, basics of financial statements; Accounting equation: using accounting equation; Recording process: steps in the recording process, the ledger and chart of accounts, the trial balance; Adjusting the accounts: accrual versus cash basis accounting, the basics of adjusting entries, the adjusted trial balance, preparation of financial statements; Completing the accounting Cycle: closing the books, the post closing trial balance, the classified statement of financial position; Accounting for merchandising operations: Merchandising operations, recording purchase and sale of merchandise, forms of financial statements for merchandising operations; Inventories: inventory costing, cost of goods sold, inventory errors; Accounting for receivables: accounts receivable, notes receivables; Plant assets, Natural Resources, and Intangible Assets: Cost of assets, methods of charging depreciation, depletion and amortization, revaluation, disposal of assets; Accounting for current and non-current liabilities; Accounting for debt instruments; Valuing and reporting investments

Text Book: Kermit D. Larson, *Essential of Financial Accounting* – 7th Edition.

Reference: Roger H. Hermanson, James Don Edwards & R.F. Salmonson, *Accounting Principles*.

F - 505: Managerial Economics

Course Contents: Introduction to Market Economy and Managerial, Understanding Markets, Market Structure, Importance of Opportunity Cost, The Basics of Market Forces in Competitive Markets, Supply and Demand, Market Mechanism, Elasticity, Welfare Measures and Government Intervention, Consumer Behavior, Uncertainty and Behavioral Economics, Consumer Behavior, Consumer Preferences, Utility Functions and Indifference Curves, Marginal Rate of Substitution, Budget Constraints, Consumer Equilibrium, Utility Maximization, Individual Demand and Market Demand, Economics of Uncertainty, Expected Value vs Expected Utility, Attitudes toward Risk and Reducing Risk, Insurance Problem, Risk Pooling and Risk Sharing, A Snapshot into Behavioral Economics, Motivation and Introduction, Loss Aversion, Prospect Theory, and Birth of Behavioral Economics, Applications of Prospect Theory/Behavioral Economics, Cost of Production, Characteristics of Perfect Competition, Profit Maximization and Optimal Output Decision; Monopoly Power and Simple (Uniform) Pricing Strategies: Sources and Measurement of Monopoly Power, Monopolist's Output Decision and Pricing Rule, Economic Efficiency of Monopoly; Sophisticated Pricing Strategies with Market Power; Monopolistic Competition; Game Theory and Strategic Thinking; Game Theory and Competitive Strategy, Games in Dynamic Setting; Oligopoly; Markets with Asymmetric Information; Market Failure.

Text Book: Mark Hirschey, *Managerial Economics*- 10th Edition; Thomson/South-Western, 2003.

Reference: Peterson and Lewis, *Managerial Economics* - 4th Edition; McMillan.

F - 506: Management and Organizational Behavior

Course Contents: Introduction to Management and Organizations: Definition of management, management functions, management skills; approaches to management: classical approach, quantitative approach, behavioral approach, contemporary approach & contingency approach; Organizational Culture and the Environment: The organization's culture - concept and strong vs. weak culture, the sources of culture, current organizational cultural issues facing managers; Responsibility and Managerial Ethics: social responsibility and economic performance, value based management, managerial ethics, social responsibility and ethics in today's world; Decision Making: The decision making process, the manager as decision maker, decision making for today's world; Foundations of Planning: Planning and its purposes, contemporary issues in planning, planning tools and techniques; Organizational Structure and Design: work specialization, departmentalization, chain of command, span of control, centralization and decentralization, formalization, organizational design decisions, and common organizational design, Managing Human Resources: Importance of human resource management, the human resource management process, human resource planning, recruitment and selection, orientation, employee training, employee performance measurement, compensation and benefits, career development Motivating Employees: definition of motivation, early theories and contemporary theories of motivation, current issues in motivation; Leadership: Concept of leader and leadership, early leadership theories, contingencies theory of leadership, contemporary theories of leadership, leadership issues in twenty first century; Definition and importance of control: the control process, controlling for organizational performance, tools for controlling organizational performance; Organizational Behavior: Foundation of Individual Behavior. - Values, Attitudes, and Job

Satisfaction. Personality and Values.

Text Book: Stephen P. Robbins and Timothy A. Judge. Organizational Behavior

Reference: Heinz Wehrich and Harold Koontz, *Management* – 10th Edition.

F- 507: Principles of Marketing

Course Contents: Marketing: Marketplace and customer needs, Designing a customer-driven marketing strategy, Preparing integrated marketing plan and program, Building customer relationship, Capturing value from customers; Company and Marketing Strategy: Companywide strategic planning, planning marketing, Marketing strategy and marketing mix, Managing the marketing effort, Measuring and managing return on marketing investment; The Marketing Environment: Microenvironment and Macro environment, responding to the marketing environment; Consumer Markets and Consumer Buyer Behavior: Model of consumer behavior, characteristics affecting consumer behavior, the buyer decision process and consumer behavior across international borders; Business Markets and Business Buyer Behavior: Institutional and Government markets; Product, Services, and Branding Strategy: Services Marketing; New-Product Development and Product Life-Cycle Strategies: Managing new product development, Pricing Products: pricing strategies - new product pricing, product mix pricing strategies, price adjustment strategies, public policy and pricing; Advertising and Public Relations: Personal Selling and Sales Promotion: The personal selling process, sales promotion - direct and online marketing; Building Direct Customer Relationships: The new direct marketing model, growth and benefits of direct marketing, customer database and direct marketing, online marketing, integrate direct marketing, Public policy issues in direct marketing.

Text Book: Kotler Philip and Gary Armstrong, *Principles of Marketing* -13th Edition, Pearson Education, Inc. 2006

Reference: Kotler, Philip and Keller, Kevin, *Marketing Management* - 12th edition, Pearson Education, Inc. 2006

F - 508: Managerial Finance

Course Contents: Introduction to Financial management: Definition, financial management decision, responsibility of finance manager, goals of financial management; Capital Budgeting: Long-term investment in fixed assets, understanding cash flows, types of cash flows, methods of capital budgeting - NPV, IRR, PI, PBP & ARR, capital budgeting under uncertainty & risk, capital budgeting under inflation. - Valuation of Bonds & Stock: Definition, features, intrinsic value concept, preferred stock, bonds and debenture valuation; Leverage: Operating and financial leverage, Capital Structure and target capital structure, EPS analysis and effects of financial leverage, degree of leverage- DOL, DFL & DTL, Financial leverage, EPS and ROE; Capital Structure: Concept & Feature of Capital Structure, factors to be considered, effect of leverage on EPS- Analysis of EBIT & EPS-; Cost of Capital: Definition, determination of cost of specific source - equity, preferred stock, debt and retained earnings, determination of weighted average cost of capital, marginal cost of capital; Dividend policy: Cash distributions to shareholders, dividend policy, controversy over dividend policy, choosing a dividend policy, factors influencing dividend policy,

alternative dividend policies;; Working Capital Management: Definition, types, importance, factors & estimation, need for working capital, approaches to WCM, the cash-conversion cycle; Risk and Return: Definition of return and risk, types of return & risk, probability distribution, measurement of return, measurement of risk - variance, standard deviation, coefficient of variation and beta coefficient, risk-return relationship, concept of correlation coefficient and covariance, capital asset pricing model.

Text Book: L. J. Gitman, *Principles of Financial Management*.

Reference: Charles P. Jones, *Introduction to Financial Management*.
Brigham, *Foundations of Financial Management*.

F - 509: Financial Markets and Institutions

Course Contents: Financial Market: Definition, classification, financial assets, globalization and financial markets, derivatives markets, capital market, money market, Financial Intermediaries and Innovation: Role of financial intermediaries, asset liability management, asset securitization; Depository Institutions: Activities, characteristics, commercial banks, savings and loan association, saving banks, credit unions, mutual fund; Insurance, Investment companies and Pension Funds: Characteristics, types, regulations; Properties and pricing of Financial Assets: Properties, principles and price volatility of financial assets; Market Strategies and Microstructure: Placing order, margin trading, short selling, how trades are executed, and regulations in stock trading; Money Markets: Money market securities- T-bill, Commercial Paper, Negotiable certificates of deposits, Banker's acceptance, Valuation of money market securities; Bond Markets: Treasury Bonds, municipal bond, corporate bond-characteristics, junk bond; Bond Valuation and Risk: Factors affecting bond price, valuation of bond; Primary markets and underwriting of Securities: Process of IPO, investment bankers, private placement; Secondary Markets: Securities Exchange Commission, organization functions and composition SEC; Term structure of interest rate: Yield curve, spot and forward rates; Financial market of Bangladesh.

Text Book: Fabozzi, Modigliani and Ferri, *Foundations of Financial Markets and Institutions* - 3rd Edition.

Reference: Jeff Madura, *Financial Markets and Institutions* - 7rd Edition.

F - 510: Business Research Methodology

Course Contents: Business Research Defined, Criteria of good research; Types of research; Research and Scientific Methods; Scientific Thinking: Styles of Thinking, the thought process; Understanding Theory – Concepts, constructs, definitions, variables, propositions and hypotheses, theory and models; The research Process: Formulating the problem, designing the study, sampling, research Proposal, pilot testing, data collection, analysis and interpretation, reporting the results, the value of research information, Decision Theory Approach; The Research Proposal; The design of Research: Exploratory Studies, descriptive studies, casual studies,- casual relationships, Sampling Design: types, probability sampling-steps, sampling concepts & frame, Sample Size Determination; Complex probability sampling, systematic, stratified & cluster Sampling; Non Probability Sampling; Hypothesis Testing: Null Hypothesis, alternative Hypothesis, power of a test; Measures of Association:

Bivariate, partial and multiple correlation; interpretation of correlation coefficients; bivariate linear regression, Testing the Goodness of Fit; Specification of the Model and Disturbance Term; Regression and Correlation Model (I): The Framework & mathematics of the OLS Model, the nature of the disturbances- Assumptions on the disturbance, rank condition; properties; Regression and Correlation and Model (II): Interpretation; heteroscedasticity; violation of homoscedasticity, implication, test to identify auto-correlation-Durbin-Watson Test; Durbin's Method; Report Writing.

Text Book: C. Emory, William and Donald R. Cooper, *Business Research Methods* – 5th Edition, Richard D. Irwin Inc., 1994.

Reference: Dutta, M., *Econometric Methods*, South-Western Publishing Method, 1975.

CORE COURSES

F-601: Capital Investment Decisions

Course Contents: Capital Budgeting: Defining capital expenditures, Capital Budgeting Process: time value of money. Market Imperfections and Value: Strategic Matters. - Capital Budgeting Techniques: Economic evaluation of investment proposals, NPV, IRR - Economic Rationale. - NPV vs. IRR: for independent projects, for dependent projects, differences in the scale of investment rates, time horizon problem, theoretical justification for NPV. Cash Flow Estimation: Incremental cash flows, working capital, interest, opportunity costs, sunk costs, salvage value, projects with unequal lives, impact of corporate tax, cash flow estimation process, relevant cash flows, bias in cash flow estimation, managerial options, Inflation induced Bias. - Cost of Capital: Cost of equity, cost of debt, cost of preferred stock, weighted average cost of capital, marginal cost of capital and investment decision. - Capital Budgeting under Uncertainty - Types of project risks, techniques of analyzing stand alone risk, corporate risk, market risk, risk adjusted discount rate and certainty equivalent approach, Country risk assessment, Replacement problems. Optimum Capital Budget. Capital Budgeting and leverage- Real options, types of real options, valuation of real options.

Text Book: Haim Levy and Marshall Sarnat, *Capital Investment and Financial Decisions*. Prentice Hall Incorporation.

Reference: Brigham and Ehrhardt, *Financial Management, Theory and Practice* - 10th Edition, The Dryden Press.
Seitz and Ehrhardt, *Capital Budgeting and Long Term Financial Decisions*, The Dryden Press.

F-602: Corporate Finance

Course Contents: Corporate Finance: The balance-sheet model of the firm, capital structure and the financial manager, goals of the corporate firm, agency costs and set-of-contracts perspectives, managerial goals, separation of ownership and control, financial statements and cash flow; Capital structure theory & policy: Pie theory, can optimum capital structure, MM proposition-I & II, firm value and financial leverage, taxes - corporate taxes, cost of financial distress, - personal & corporate taxes, debt signaling, pecking order theory explaining financial choices; Dividend Policy: Dividend, types of dividend, methods of dividend payment, dividend versus capital gains, dividend and firm value - Dividend irrelevance argument, Homemade Dividend, Bird-in-the-Hand fallacy, Market imperfection & taxes, Real world factor Dividend Signaling, Clientele effects, Common Stock Repurchase, Stock Dividend and Stock Split, Issuing Securities to the Public - The Public Issue, Prospectus, Alternative issue methods, Firm Commitment and Best Effort, Floation Methods-Fixed Price, Auction Pricing, Direct Listing and Book Building Method, IPO valuation, The cost of new issues, IPO puzzle- under-pricing, Mergers & Acquisition: Forms of Acquisition, tax forms of Acquisition, Accounting for Acquisition, rationale for mergers and takeovers, The NPV of a merger, methods and financing techniques and strategies to foil takeover; Financial Distress and Bankruptcy: indicators of financial distress, multivariate models of distress predication.

Text Book: Ross, Westerfield and Jaffe, *Corporate Finance*- 7th Edition, McGraw Hill Inc., Boston, 2005.

Reference: Brigham, Gapensky and Ehrhardt, *Financial Management – Theory and Practice –* 9th Edition, The Dryden Press, New York, 1998.
Van Horne, *Financial Management and Policy –* 12th Edition, Prentice-Hall Inc., New Delhi, 2001.

F-603: Financial Statement Analysis and Valuation

Course Contents: Introduction, review on financial statements, Different types of analysis, - Cash Flow statement: Preparation of cash flow statement, Analysis of cash flow statement. - Business strategy analysis. - Accounting policy analysis: Overview of accounting policy analysis, analysis of assets, analysis of liabilities and equity, analysis of revenues and expenses and analysis of inter-corporate investments. - financial ratio analysis, liquidity ratio, profitability ratio, solvency ratio, asset utilization ratio. - Prospective analysis Technical analysis, Industries analysis - Forecasts of accounting numbers using Pro forma financial statements. - Valuation: Valuation theory-Asset pricing models and cost of capital, dividend discount and discounted cash flow models, multiples.

Text Book: Palepu, Bernard, and Healy, *Business Analysis & Valuation Using Financial Statements* - 2nd Edition, South-Western.

F-604: Investment Analysis

Course Contents: Investment, Measures of Risk and Return, Determinants of Required Rate of Return, Relationship between risk and return; The asset allocation decision: Individual investor life cycle, portfolio management process, policy statement, Importance of Asset Allocation; Organization and functioning of securities market: Primary and secondary market, security exchange and OTC market, analysis of exchange market; Security Market Indicator Series: Security market indexes, Factors in construction market of indexes, Stock market indicator series, Bond market indicator series, and Composite index; Introduction to Security Valuation: Three-step valuation process, Theory of valuation, Valuation alternatives, Relative valuation techniques; Macroeconomic and Market Analysis: Economic activity and securities markets, Cyclical indicators, Monetary variables; Industry Analysis: Business cycle and industry sectors, Structural economic changes, Evaluation industry life cycle, Estimating industry rate of return, Industry analysis using relative valuation approach, Other relative valuation ratios; Company analysis and stock valuation: Company analysis versus valuation of stock, Economic, Industry and structural links to company analysis, Company analysis, Estimating intrinsic value, Additional measures of relative value, Analysis of growing companies, Measures of value added. - Technical Analysis: Technical trading rules and indicators. - Bond fundamentals, Bond analysis and valuation. - Derivative securities: Call option and Put option, forward and future contracts.

Text Book: Frank K. Reilly and Keith C. Brown, *Investment Analysis and Portfolio Management –* 7th Edition, Thomson South Western.

F-605: International Financial Management

Course Contents: International financial system: Domestic and international financial markets, Multinational Financial management, Goal of MNC, Theories of international business, International business methods, International opportunities, Exposure to international risk; International flow of funds: Balance of payments, International trade flows, Factor affecting international trade, Correcting balance of trade deficits, International capital flows; International financial markets: Motives for using international financial markets, foreign exchange market, Euro currency market, Euro credit market, Euro bond market, International stock market, International stock diversification, Factors affecting MNC value; Exchange rate determination: Measuring exchange rate movements, Exchange rate equilibrium, Speculating on anticipated exchange rates; Currency derivatives: Forward market, Currency future market, Currency option market, Currency call options, Currency put options, Contingency graphs for currency options, Conditional currency options, European currency options; Exchange rate behavior: exchange rate systems, Exchange rate target zones, and intervention as a policy tool; Measuring exposure to exchange rates fluctuation: Relevancy of exchange rate, purchasing power parity argument, Investors hedge argument, Currency diversification argument, Stakeholder diversification argument, Types of exposure, Transaction exposure, Economic exposure, Translation exposure, Multinational cost of capital and capital budgeting, Country risk analysis.

Text Book: Madura Jeff, *International Financial Management* - 8th Edition, South Western College Publishing.

ELECTIVE COURSES

F-606: Management of Financial Institutions

Course Contents: Introduction: Nature of Different types of financial institutions and its importance; Why are Financial Intermediaries Special?; The regulators; Financial service industry and financial markets (Commercial banks, thrifts, Finance companies, Securities firms, Insurance); Part II: Risks of Financial Institutions: Risks of financial institutions, Interest rate risk I and II, Credit risk Interest rate risk (funding gaps, maturity gaps, duration and convexity analysis), Liquidity risk; Foreign exchange risk; Market risk (JPM's Risk Metrics, Back Simulation); Off-Balance Sheet risk; Part III: Risk Management; Liability and Liquidity Management; Capital Adequacy; Futures and Forwards; Options, Caps, Floors, and Collars for; Swaps; Loan Sales; Securitization (Pass Through, CMO's, MBB's, strips).

Text Book: Cornett, M. and Saunders, A., *Fundamentals of Financial Institutions Management* – 5th Edition, Irwin McGraw-Hill Inc., 2006.

Reference: Rose, P., *Commercial Bank Management* – 5th Edition, Irwin McGraw-Hill Inc., 2001.

F-607: Portfolio Management

Course Contents: 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; Factor models and the APT; Performance Measurement, Performance Analysis, and Performance attribution; Market inefficiencies or market anomalies - size effect, price earnings ratio effect, January effect, Dividend yield effect; Bond portfolio management - valuation and risk, pricing, measuring yield, bond price volatility, Duration, active & passive strategies, immunization and cash flow matching; Options and Futures; Black-Schole and Beyond, Fixed income derivative securities, interest rate derivative securities; Portfolio Insurance, program trading & other recipes for disaster; Stock market in Bangladesh.

Text Book: Reilly and Brown, *Investment Analysis and Portfolio Management* - 7th Edition, Thompson South Western, 2012.

Reference: Bodie, Kane, Marcus, *Investment* - 8th Edition, McGraw Hill, 2008.

F-608: Strategic Management

Course Contents: Leadership; Strategy and competitive advantage; Strategic leadership; Strategic managers; The strategy making process; Strategic decision making; strategic leadership; Industry; Porter's five forces model; Competencies and profitability; Strategy at the functional level; Strategy at the business level; Industry environment and business level strategy; Global strategy; Strategy at the corporate level; Corporate level strategy and the multi business model; horizontal integration: single industry strategy; vertical integration: entering new industries to strengthen the core business model; alternatives to vertical integration: co-operative relationships; strategic outsourcing; Performance and Governance: Stakeholders and corporate performance, agency theory, governance mechanisms, ethics and

strategy.

Text Book: Hill and Jones, *Theory of Strategic Management- with Cases* -8th Edition, Houghton Mifflin Company, Boston, USA, 2008.

Reference: Hubbard, G., *Strategic Management: Thinking Analysis and Action* – 2nd Edition, Prentice Hall, Australia, 2004.

F-609: Working Capital Management

Course Contents: Working Capital; Relationships between current assets and current liabilities; Short term and Long run view of working capital; Kinds of working capital; Determinants of working capital; Measuring working capital; Working capital cycle; Planning and forecasting working capital needs; Management of cash flows; Management of cash and marketable securities; Management of accounts receivables; Valuation of various types of inventories; Current assets for working capital; Bank as a source of working capital needs.

Text Book: Scherr, F.C., *Modern Working Capital Management*, Prentice-Hall Inc., New York, 1989.

Reference: Maness, Terry S. and Zietlow, John T., *Short-term Financial Management* - 3rd Edition, Thompson South-Western, 2004.
Hampton and Celilia, *Working Capital Management* – 1st Edition, 1989.

F-610: Lease Financing and Investment Banking

Course Contents: Leasing; Types, Comparison with ownership; Economics of leasing: Economic rationale of leasing, Evaluating the cost of leasing; Accounting aspects of lease financing; Tax aspects of leasing: Factors indicating a sale, Comparative analysis, Leveraged leases, Equipment lease financing; Project lease financing; Sale and lease back in real estate; Investment banking – Functions, types, industry structure; Primary market making - Corporate finance; Underwriting and syndication; Secondary market making; Dealer-broker activity; Trading - speculation and arbitrage; Financial engineering; Other activities of investment bank - advisory investment management and merchant banking; Funding and risk management; Laws governing investment banking - Securities and Exchange Regulations (Merchant Banker and Portfolio Manager)1995; Investment banking process & IPOs - under pricing, Long run performance of IPOs, Hot issue market; Securitization and factoring: Asset securitization, Debt securitization, Factoring; Stock price indexing and credit rating.

Text Book: Baker and Hyes, *Lease Financing*, John Wiley & Sons, New York, 1981.

Reference: Marshall and Ellis, *Investment Banking and Brokerage* – 1st Edition, McGraw Hill Inc., New York, 1995.
Joshua et al, *Investment Banking: Valuation, Leveraged Buyouts, and Mergers and Acquisitions* – 1st Edition, Wiley, 2009.

F-611: Real Estate Finance

Course Contents: Legal Nature of real estate mortgages; Kinds and special forms of mortgages; Mortgage default and adjustments; The interest factor in real estate financing; Mortgage loans: Payment patterns and effective borrowing costs; Financing residential properties; Alternative mortgage adjustments; Sale and leaseback financing and subordinated ground leases; Real estate syndication; Mortgage market; Financing of real estate by saving and loan life insurance companies and real estate investment trust; Mortgage banking; Real estate finance in Bangladesh - The Role of BHBFC and other financial institutions' operations in Real estate development of Bangladesh.

Text Book: Brueggman and Fisher, *Real Estate Finance and Investments* – 10th Edition, McGraw-Hill Inc., Boston, 1996.

Reference: Weidemer and Baker, *Real Estate Finance* – 9th Edition, South-Western Educational Pub., 2012.

F-612: Business Communication

Course Contents: Meaning of communication and business communication: scope, purpose, process, principles, functions, importance and models of communication; Communication process: Meaning-elements-feedback, two-way and one-way communication, difference between models and process; Communication barriers: List of barriers, ways to overcome barriers, communication problems in Bangladesh; Major media of written communication; Major media of oral communication; Internal communication: Communication within organization and small groups; Technology in modern Communication: Electronic media in oral and written communication, business related software; Employment communication: Application and resumes, employment letters, interviews and joining; Basics of report writing: Types, characteristics, purpose, scope, preparation of reports; letter writing: Different types of business letters; Techniques of cross-cultural communication; Non-verbal communication: symbols, gesture, body language.

Text Book: Raymond V. Lesikar, John D. Pettit and Marie E. Flatley, *Basic Business Communication*- 6th Edition, Irwin- McGraw Hill, USA, 1993.

Reference: Louis E. Boone, David L. Kurtz and Judy R. Block, *Contemporary Business Communication*- 2nd Edition, Prentice-Hall Inc., New Jersey, 1997.

F- 613: Development Finance

Course Contents: Introduction; growth and structural change; Development and human welfare; Guiding development: Markets versus controls; planning models; Sustainable development; Agriculture; Industry; Human resources development; Population, Education, Health and nutrition; Capital resources; Capital and saving; Fiscal policy; Financial policy; Foreign aid and investment and debt; Trade strategies and development; Primary exports and growth; Import substitution.

Text Book: Gillis, Perkins, Roemer and Snodgrass, *Economics of Development*, 1996.

F- 614: Econometric and Forecasting

Course Contents: Introduction to forecasting; Review of basic statistical concepts, Exploring data patterns and choosing a forecasting technique; Moving averages and smoothing methods; Time Series and their components; Stationarity, autocorrelation and partial autocorrelation; Properties of an AR(1) model; Properties of an MA(1) model; ARMA models: Lag operator & eigenvalues analysis; Seasonal ARMA & ARIMA models; Unit root test I: concept & test strategies; Forecasting & forecast evaluation; ARCH models I: concept, symmetric volatility models, asymmetric volatility models.

Text Book: John E. Hanke and Dean W. Wichern, *Business Forecasting* – 8th Edition.

Reference: Spyros Makridakis, Steven C. Wheelwright and Victor E. Mcgee, *Forecasting – Methods and Applications*, 2nd Edition.
Enders & Walter, *Applied Econometric Time Series* - 3rd Edition.

F-615: Corporate Taxation

Course Contents: Bangladesh Tax Structure; Structure of Income Tax Ordinance, 1984; Definitions and important concepts relating to tax; Administration and Tribunal - Various income tax authorities, NBR and its functions, Subordination and control of income tax authorities, Taxes Appellate Tribunal; Charge of Income tax -Scope of the total income, Income deemed to accrue or arise in Bangladesh, Unexplained investments, income or expenditure; Income from interest or securities; Income from business or profession - Scope of income under the head income from business and profession, Allowable deductions, Deduction not admissible in certain circumstances; Capital gain; Income from other sources; Depreciation allowances- Types of depreciation allowance; Set off and carry forward of losses; Exemption and allowances (Tax holiday/other exemptions)- Tax holiday scheme for newly established industrial undertakings; Advance payment of tax; Assessment of companies- Residential status of companies, Submission of return, Tax withholding, Applicable tax rates for companies, Tax credit, CSR; Double taxation relief and Transfer Pricing - Agreement of avoidance of double taxation, Relief in respect of income arising outside Bangladesh, Methods of avoiding double taxation, Tax treaty, Transfer pricing regulations in Bangladesh, Arm's length price

Text Book: Aren and Lobbeche, *Auditing - An Integrated Approach* – 12th Edition, Prentice-Hall Inc., New Jersey, 2008.

Reference: Ministry of Finance, *Income Tax Ordinance*, Finance Ordinances, B.G. Press, Dhaka.
Marvin, A., *Federal Income Taxation* – 8th Edition, Foundation Pr. 1997.

F-616: Project Management

Course Contents: Introduction to Project Management, Beginning a Project, Project Planning, Project Budgeting, Project Scheduling, Project Execution, Monitoring and Controlling the Project, Concept of project and project appraisal; Aspects of appraisal; Macro and Micro perspective of projects; Merit and demerits of project appraisal; Appraisal of different critical factors of project preparation; Importance of cost benefit analysis; Project management system; Methodology of project management, Summary of Project Management Knowledge, Tools To Help Make a Project Manager Succeed.

Text Book: George Irvin, *Modern Cost Benefit Methods*, 1978.

Reference: Little and Mirrlees, *Project Appraisal Technique for the Underdeveloped Countries*, 1974.

Timothy, J., *Contemporary Project Management* – 2nd Edition, South-Western Publishing Co., 2012.

F-617: Bangladesh Economy

Course Contents: General economic conditions under the Nawabs, East India Company and Raj, General economic conditions during Pakistan period; Golden Bengal: Myth and reality, European Companies and export trade in Eighteenth Century, State of indigenous industries, Industrial entrepreneurship; Bangladesh economy - economic growth, investment, inflation, revenues, government debt, import, export and foreign aid; management of internal resources, public expenditure, money and capital market; domestic resources; balance of payments etc.

Text Book: R. Dornbush and S. Fischer, *Macroeconomics* - 7th edition, Irwin Mc Graw Hill.

Reference: Ministry of Finance, GOB, *Bangladesh Economic Review*, 2006.

F-618: Economics of Securities Law

Course Contents: Objective of securities law; Contents: Companies Act 1994; Securities and Exchange Ordinance 1969; Securities and Exchange rule 1987; SEC Rule 2001 and SEC (Right issue) 2006; SEC Regulations 1996; SEC (Mutual fund) 2001, SEC (Stock Dealer, Stock Broker) 2000; DSE Settlement of Transaction regulations 1998; DSE Listing regulations 1999 and DSE direct listing regulation 2005; DSE Margin regulations 2001 and SEC Margin rule 1999; Depository Act 1999 and Depository rule 2000 and Depository Users' regulation 2003; Study Approach.

Text Book: Thomas Lee Hazen, *Hazen's Treatise on the Law of Securities Regulation* – 6th Edition, Practitioner Treatise Series.

F-619: Managerial Accounting

Course Contents: The management concept and the function of the controller; Cost concepts and Cost Accounting Information System; Concept of cost; Classification of costs; cost accounting cycle; Factory cost flow; Materials- inventory control methods; Fixation of stock level: Minimum, and maximum stock level, Re-Order level, ABC analysis, Periodical inventory system; Cost methods: Specific price, FIFO, Simple average, Weighted average price; Labor- Labor control and remuneration methods; Individual and group incentive plan; Cost behavior analysis; Job vs. Process costing; Historical vs. Standard costing; Direct vs. absorption costing; Full costing vs. partial costing; Standard costing system- Meaning and fixation of standard, Difference with Budget; Calculation of variances: Material price and usage; C-V-P and Break-even analysis; Profit planning; Responsibility accounting and Segment reporting.

Text Book: Matz and Usry, *Cost Accounting: Planning and Control* – 9th Edition, South-Western Publishing Company, Ohio, 1988.

Reference: Garrison, Noreen & Brower, *Managerial Accounting* – 12th Edition, McGraw-Hill Inc, New York, 2008.

F-620: Islamic Finance and Banking

Course Contents: Islamic Financial System: Islami Shariah; Value proposition, Functions; Types of Islamic financial markets; Islamic financial intermediaries, Types; Requisites of Islamic financial system. Principles and development of Islamic finance. Islamic Economics and Financial Systems: Islamic economics; Economics of riba; Structure of Islamic financial system; Islamic financial markets and instruments. Development of Islamic Financial System: Islamic finance; International infrastructure institutions; Models of islamic finance; Infrastructure for development; Development of vibrant islamic financial markets. Shari’ah Framework and Principles for Islamic Financial System: Maqasid Al-shari’ah vis-à-vis Islamic finance; Legal maxims; Role of ijthihad and mujtahid in Islamic banking and finance; Fundamental prohibited elements in Islamic finance; Mutuality of risk sharing; Governance and transparency. Shari’ah Contracts: Elements of shari’ah contracts; Classification of shari’ah contracts- exchange-based contract, charity-based contract, waiving contracts, partnership contract; Concept of exchange-based contracts-Bay’ Al Murabahah, Bay Al-Istisna, Bay Al-Salam, Bay Al-Sarf, Bay Al-Inah, Bay Al-Tawarruq; Partnership contracts in Islamic finance; Security contract; Charitable contracts; Agency contract; Supporting contract. Islamic Banking Operations and Instruments: Role of Islamic banks; Sources of funds; Uses of funds. Islamic Money Market: participants, instruments; Islamic vs. conventional money markets; Components of Islamic money market; Islamic interbank market. Sukuk Market, Sukuk structures; Issues, opportunities and challenges in the sukuk market - sukuk debt or equity, sukuk trading, sukuk pricing, sukuk default. Islamic Equity Market: The characteristics of Islamic equity; Equity valuation; Supply, demand and price of equity; Understanding and measuring risks; Islamic equity market instruments - stocks, preference shares, stock index futures, short selling; Unit trusts or Mutual fund; Shai’ah screening of shares; Islamic equity market index; Issues, opportunities and challenges. Legal Framework for Islamic Finance: Legal issues and challenges; Common clauses in financial contracts. Islamic Modes of Investment.

Text Book: International Shai’ah Research Academy, *Islamic Financial System: Principles and Operations*.

Hasan M. Kabir (eds), *Text Book on Islamic Banking*, Islamic Economics Research Bureau, Dhaka, 2003.

References: Abu Umar Faruq Ahmed, *Islamic Finance in a Nut shell-Brian Kettell, Theory and Practice of Modern Islamic Finance*.

F-621: Financial Derivatives and Risk Management

Course Contents: Derivatives: Forward and futures contract, Options, Swap and other derivatives; Forward contract: Forward market, Participants, Quotation, Premium or discount, Relationship between forward and spot price, Arbitrage arguments; Futures contract: Futures market, Clearing houses, Positions, Taxation, Open interest, Making to market, Basis, Spreads, Regulations; Swaps and the evaluation of credit risk: Interest rate swap, Currency swaps, Credit risk, regulation, Credit conversion factor; Options:

Characteristics and principles, Pricing relationship and graphical presentation of Option's payoff, Factor affecting prices of options, Early exercise, Equity as a call option, Put-call parity and synthetic construction of options, Effects of dividends; Trading strategies involving options; Model of the behavior of stock prices; Wiener process; The process for stock prices and the Process for derivative securities; Option theory and pricing; Pricing models: Risk neutral argument, valuation – Mimicking strategy (Synthetic Construction), Analytical pricing Formula- Ito's Lemma, Derivation of the Black-Scholes formula, Implied volatilities, Dividend correction; Numerical pricing models: Binomial-Lattice approach, Pricing corporate securities, Options on currencies indices, Currencies and futures contracts; Hedging positions in option and other derivative securities; Managing equity risk: Strategies, Return enhancement strategy, Value protection strategy, Stock index future, Portfolio insurance using put options, Portfolio insurance using replication strategy.

Text Book: John C. Hull, *Options, Futures and Other Derivative Securities* – 6th Edition, Prentice- Hall International Inc., 2006.

F -622: Micro Finance and Micro Enterprise Development

Course Contents: Application of financial sector development concepts to microfinance; examples, in case study form, of leading microfinance institutions (MFIs); Analysis of the major lending methodologies in microfinance; Tools for measuring poverty and impact of microfinance services; Types of institutions that have advanced microfinance and their characteristics; Financial and technical assessment tools for measuring financial and managerial performance of microfinance institutions; Sources of financing for microfinance; Transformation of NGOs into regulated financial institutions; Competition in the microfinance industry.

Text Book: *The New World of Microenterprise Finance: Building Healthy Financial Institutions for the Poor*, Edited by Maria Otero & Elisabeth Rhyne. Kumarian Press, 1994.

Reference: Joanna Ledgerwood, *Microfinance Handbook: An Institutional and Financial Perspective*, World Bank, 1999.
Commercialization of Microfinance, Edited by Elisabeth Rhyne & Deborah Drake. Kumarian Press, 2002.

F -623: Behavioral Finance

Course Contents: Sources of bubbles and crashes; Stock return "anomalies" such as the momentum and value effects, Investor mood and herd behavior; Role played by the money management industry, and the effects of market frictions such as illiquidity and constraints on short selling.

Text Book: Hersh Shefrin, *Behavioral Corporate Finance* - 1st Edition, McGraw-Hill/Irwin, 2005.

Reference: Joachim Goldberg and Rudiger Von Nitzsch, *Behavioral Finance*, 2001.

F- 624: International Business

Course Contents: Global trade and investment environment; FDI and the effects of FDI;

Political and security issues in international business; Comparative advantage; Trade policy and corporate strategy; Global trading rules and institutions; International monetary and financial issues; Multinational firms in global economy; Operations, marketing and finances in a global environment.

Text Book: Charles W. L. Hill, *International Business* – 3rd Edition, Irwin McGraw-Hill, 2000.

Reference: Kamal Fatehi, *International Management: A Cross-cultural Approach*, Prentice Hall.
Harris and Moran, *Managing Cultural Differences* - 5th Edition, Butterworth-Heinemann.

F-625: Entrepreneurship Development

Course Contents: Concept and meaning of entrepreneurship; theories of entrepreneurship; Characteristics of entrepreneurs; Entrepreneurial motivation; Environment of entrepreneurship; History of entrepreneurship development - Japan, USA, UK, India, Pakistan, Philippine, Bangladesh; Sources and procedures of Government and private assistance; Government regulations Concerning entrepreneurship development; Problems of entrepreneurship development in Bangladesh; Preparation of business plan; Case studies of entrepreneurs.

Text Book: Zimmerer, T.W. and Scarborough, N.M. *Essentials of Entrepreneurship and Small Business Management* – 5th Edition, Prentice Hall of India, 2007.

Reference: Holt, David H., *Entrepreneurship: New Venture Creation*, New York: Prentice Hall, 2009.
Donald, F., *Entrepreneurship: Theory, Process and Practice* – 8th Edition, South-Western College Pub., 2008.

F-626: Finance Theory and Corporate Policy

Course Contents: Capital markets: Consumption and investment with and without capital markets, Transaction costs and relevant issues; Investment decision under certainty : Fisher's separation theorem, Agency problem, The theory of choice: Preference functions, Economic properties of utility function, Empirical evidence on suitability of alternative Preference function, State preference theory: Uncertainty and alternative future states, Pure securities, Complete capital market, Derivation of pure security prices, Economic determinants of security prices, Optimal portfolio decisions, Portfolio optimality conditions and portfolio separation; Application of CAPM for corporate policy; Arbitrage Pricing Theory: Estimating and testing APT, APT and CAPM; Value of the firm in a world of both personal and corporate taxes, A synthesis of M-M and CAPM with and without taxes, the effect of other financial instruments on cost of capital; Towards a theory of optimal dividend policy, Behavioral models of dividend policy, Agency theory: Structure and components, Relationship among different companies; Merger, Restructuring and corporate control.

Text Book: Copeland, T. E. and Weston, J. F. , *Financial Theory and Corporate Policy* – 4th Edition, Addison-Wesley Publishing Company, 2005.

Reference: Megginson, W. L., *Corporate Finance Theory*, Addison-Wesley Educational Publishers Inc, 1997.

F-627: Legal Environment of Business

Course Contents: Definition and sources of law; Nature & kind of contracts; Types of contracts; Essential elements of valid contract; Offer & Acceptance; Consideration: Essentials of valid consideration; Capacity of the parties: Minor & Minor's agreement, Person of unsound mind, Disqualified persons; Free Consent: Definition & effect of coercion, Effect of undue influence, Unconscionable transactions; Effect of misrepresentation, Effect of fraud; Legality of object & consideration; Agency: agent & principal; Contract of sale of goods: essentials of sales contract; Law of Carriage of Goods: Contract of carriage & carrier defined, Classification of carriers; Contract of Bailment: types of bailment; Law of Partnership: Formation & Dissolution of partnership; Company Act: Formation & Features of company, Memorandum and Articles, Winding up of company; The Law of Workplace: Factory Act, Labor law, Employee benefit & safety law; Laws Relating to Consumer Protection.

Text Book: M C Kuchhal, *Mercantile Law* – 7th Edition, Vikas Publishing House Pvt. Ltd. New Delhi, 2006.

Reference: Lawrence S Clark & Peter D Kinder, *Law & Business* – 4th Edition, McGraw- Hill Book Company, New York, 1993.

F-628: Fixed Income Securities

Course Contents: Introduction: features of fixed income securities, indenture and covenants, maturity and par value, coupon rate, conversion privilege, put provision, embedded options; risks associated with investing in bonds; understanding yield spreads: interest rate determination, treasury rates, yields on non-treasury rates; valuation of fixed income; term structure and the volatility of interest rates; valuing bonds with embedded options; the binomial securities: traditional approach to valuation, arbitrage-free valuation approach, valuation models, traditional yield measures, theoretical spot rates, forward rates, terms structure of interest rates; measurement of interest rate risk-model, valuing a callable bond, valuing a puttable bond, valuing a step-up callable note, valuing a capped floater; mortgage-backed securities; asset-backed securities; valuing mortgage-backed and asset-backed securities; framework for assessing trading strategies: principle of leverage, borrowing funds via repurchase agreements, total return, controlling for interest rate risk.

Text Book: Frank J. Fabozzi, *Fixed Income Securities*, 2nd Edition, 2001.

Reference: Frank J. Fabozzi, *Bond Markets, Analysis & Strategies* – 8th Edition, 2012.

F- 629: Electronic Banking and E-Commerce

Course Contents: E-Marketplaces and their structures, mechanisms, economics, and impacts; B2B E-Commerce; Retailing through EC; Selling and buying in public and private markets through EC; E-Supply Chains, Collaborative Commerce; Intrabusiness EC; E-

Banking and E-Payment Systems; The course also discusses EC security and legal and social impacts of EC.

Text Book: Efraim Turban, David King, Jae Lee and Dennis Viehland, *Electronic Commerce: A Managerial Perspective*, Prentice Hall Publishers, 2006.

Reference: Kenneth Laudon and Carol Traver, *E-Commerce: Business, Technology and Society* – 3rd Edition, Prentice Hall Publishers

F-630: Corporate Governance

Course Contents: Agency Relationship and Agency Conflicts. Stakeholders and Corporate Performance, Development of corporate governance as an issue: Historical background and recent questions, Stakeholders and Corporate Performance, Stakeholders and the Enterprise, Stakeholder Impact Analysis, The Unique Role of Stockholders, The Challenge for Principals, Governance Mechanisms, Governance Mechanisms Inside a Company, A Balanced Scorecard Approach, Ethics and Strategy, Ethical Issues in Strategy, The Roots of Unethical Behavior, Philosophical Approaches to Ethics..Ethics and Ethical Behavior, Values, Moral Reasoning Reasons for various ethical practices, Cultural Relativism, Checklist for dealing with ethical dilemmas, Ethics Training, Whistleblowers, Social Responsibility and Governance, Social Responsibility, The case in favor of social responsibility and against social responsibility, Strategies, Immoral, Moral and Amoral Manager, Ethics Mindfulness, Board Room Review, Principles of Good Corporate Governance, Stakeholder Analysis & Five Golden Rules, Reporting System, Corporate Governance and The Strategic Management Process, A comprehensive strategic management model including corporate governance, Internal analysis, Internal analysis and strategic capability, The value chain, The external analysis and competitive position, PEST analysis, Stakeholder Analysis, Good Reporting, A Model for Reporting System.. Measuring Exposure to Exchange Rates Fluctuation; Relevancy of Exchange Rate; purchasing Power Parity Argument; Investors Hedge Argument; Types of Exposure; Transaction Exposure; Economic Exposure; Translation ExposureCountry Risk Analysis, Types of Country Risk Assessment, Techniques of

Assessing Country Risk, Developing A Country Risk Rating. Internal control system, coso's framework, enterprise risk management. Deal and Kennedy: risk, feed back and reward.

Text Book: 1. *Real-world Corporate Governance*, Kendall, N and Kendall, A Pitman Publishing, 1998
2 *Cases in Corporate Governance*, Sage Publications, London 2005
3. *Governance, Risk and Ethics*, ACCA, P-1

Reference: Wearing, R. *Cases in Corporate Finance*, Sage Publications, London 2005.

F- 631: Managing Information System

Course Contents: Steps in business processes for value addition to customers; Alignment of business strategy; Organization strategy and IT strategy; Effects of IT on organization structure and management; The basic technological components supporting organizations

including software and hardware; Understanding of the lifecycle components of business process reengineering and technology enabled change projects; Approaches for implementing structural and IT changes; Enterprise resource planning systems etc.

Text Book: Laudon and Laudon, *Management Information Systems: Managing the Digital Firm* - 9th Ed, Prentice-Hall, 2004.

Reference: Turban, McLean & Weatherbee, *Information Technology for Management – Transforming Business in the Digital Economy*, John Wiley and Sons, 2002.
Pearlson and Saunders, *Managing and Using Information Systems – A Strategic Approach* - 2nd Ed., John Wiley & Sons.

F-632: Law and Practice of Banking

Course Contents: Banker-Customer relationship; Banker and customer; Types of deposit accounts; Insurance of bank deposits; Classification of deposits; Negotiable Instrument Act: Negotiable instrument and their essential features; Holder and holder in due course; Payment in due course; Holder for value; Endorsements; Crossing of cheques; Types of crossing; Payment of cheques; Collection of cheques; Bill of Exchange and promissory notes; Kinds of bill of exchange; Loans and advances; Types of advances; Types of loans; Principles of sound lending; Credit worthiness of borrowers; Factors limiting the level of a bank's advances; Secured Advances: Lien, Pledge, Hypothecation, Mortgage; Forms of mortgages; Letters of credit; Travelers L/C; Letters of commercial credit; Types of letters of commercial credit; Uniform customs and practice for documentary credits (UCPDC); Electronic banking: ATM, Debit card, Credit card, E-Banking, SWIFT.

Text Book: P.N. Varsheny, *Banking Law and Practice* - 19th revised edition.

Reference: Ajjur Rahman Khan, *Bank Management - A Fund Approach*, Rubi Publications, Dhaka.
Hempel and Simonson, *Bank Management: Text and Cases* – 5th Edition, 1998.

F-633: Human Resource Management

Course Contents: Introduction to Human Resource Management: Functions, Line and Staffs Aspects, Organization chart HR Matrics, Job Analysis: Nature, Uses, Steps, Writing Job Description, Development – Human Resource Planning, Recruitment and Selection, Training and Development, Job Evaluation, Performance Evaluation; Productivity through Motivation; Compensation, Employee Discipline, Labor Management Relation.

Text Book: Keith Davis and J. W. Newstorm, *Human Behavior At Work: Organizational Behavior* – 11th Edition, McGraw-Hill Book Company, New York, 2002.

Reference: Dessler, *Human Resource Management* – 10th Edition, Prentice Hall of India Ltd., New Delhi, 2005.
Robbins and Decenzo, *Human Resource Management* – 9th Edition, John Wiley & Sons Inc., Singapore, 2006.

F- 634: Commercial Bank Management

Course Contents: The Banking System: Financial Intermediation, Types of services provided by bank. Motivation behind bank behavior, bank capital, on balance sheet and off balance sheet activities, Wealth maximization of Bank in the presence of constraints. The Banking Regulatory Environment: Different types of regulation- Internal and External, Deposit Insurance. Bank Performance: Analyzing Bank Performance through UBPR, A Framework for Evaluating Bank Performance, Profitability, Risk and Operating Efficiency of a Bank. Liquidity Management: Importance, Types of Liquidity, Asset Liquidity, Liability Liquidity, Fund Management of Liquidity , Estimating Liquidity Needs, Sources and Uses of Fund Method, Structure of Deposit Method, Determining Optimum Bank Liquidity. Managing Liabilities: Structure of Bank Liabilities, Components of Pricing Decision, Profitability and Deposit Pricing, Other Marketing Elements in Pricing, Estimating the Cost of Bank Funds, Purposes of Cost Analysis. Managing Bank Capital: An Introduction to Commercial Lending: Lending in competitive environment, The Process of Commercial Lending: An Overview and Techniques of Asset Liability Management: Influence of Rate, Volume and Mix, Alternative in managing interest rate risk, Off Balance Sheet adjustment, Calculation of RSA and RSL, Gap, Relative Gap and Interest Rate Sensitivity Ratio. Instruments used in ALM Appropriate Degree of Interest Rate Risk, Dollar Gap Management, Stress Testing: Scope, objectives, Methodology

Text Book:

Commercial Banking: The Management of Risk by Benton E. Gup and James Kolari, West Publishing Company.

Reference Book; *Commercial Bank* by Peter Rose

F- 635: Central Banking and Monetary Policy

Course Contents: Role and functions of money and monetary policy; Monetary Economics; Knowledge of macro- and microeconomics in the area of banking, finance, money supply and money demand; Determination of interest rates; Imperfect information and financial markets; Financial intermediaries and regulation; Money creation and the monetary transmission mechanism; Neutrality of money; Inflation and expectations; Phillips curve; Exchange rates and common currency areas.

Text Book: Lewis M. and Mizen P., *Monetary Economics*. Oxford. 2002.

Reference: Mishkin, F. *The Economics of Banking and Financial Markets* - 6th ed. rev., Boston. 2003.
Handa, J., *Monetary Economics*, Routledge. 2000.

F-636: Risk Management and Insurance

Course Contents: Risk and its Management –Risk, Direct Vs Indirect Expected Losses, Types of Risk Facing Businesses and Individuals, Risk management process and methods, Understanding cost of risk, components, Firm value maximization and cost of risk, Risk Identification and Measurement – Identifying business and individual risk exposures,

Evaluating the frequency and severity of Losses, Pooling Arrangements and Diversification of Risk, - Risk reduction through Pooling independent losses, Pooling arrangements with correlated losses, *Ex Ante* Premium payment Vs *Ex Post* Assessment, Insurance Pricing, - Insurance cost and fair premiums, Expected claim costs for homogeneous and heterogeneous buyers, Investment income and timing of claim payments, administrative cost, profit loading, capital shock and underwriting cycles, price regulation, Risk Aversion and Risk Management by Individual and Corporation, - Risk aversion and demand for insurance, Business risk management and demand for insurance, Loss Control, - Loss prevention and reduction, Optimal loss control with known factors, Introduction to Insurance, Insurability of Risk, Contractual Provisions, and Legal Doctrine, Insurance and its Classification: Importance, application and contents of Marine insurance, Fire insurance, Commercial Insurance, Aviation insurance, General insurance, Insurance Vs assurance, Utmost good faith: Introduction, Importance of utmost good faith, Duty of disclosure, Material fact, Breaches of utmost good faith, Void, void able and unenforceable contracts, Principles of Insurance: Indemnity, subrogation and contribution, General features, Objectives, Method of providing indemnity, Importance of subrogation, Subrogation Castellan Vs Preston (1883), Practical application of doctrines, Principle of Proximate Cause, Reinsurance, Insurance Market and Practices of Insurance in Bangladesh, IDRA Act 2010

Text Book: Scott R. Harrington and Gregory R. Niehaus (2004) Risk Management and Insurance, 2nd Edition, Boston > McGraw-Hill/Irwin Publishing (ISBN: 0-7-233970-5)
Azizul Huq Chaudhuri, *Elements of Insurance*, Bangladesh Insurance Academy, Dhaka.

Reference: Williams, *Risk and Insurance* – 8th Edition, McGraw-Hill Book Company, New York, 1997.
Roy, H., *Insurance Law: Text and Materials* – 2nd Edition, Routledge, 2002.

F - 637: Negotiations and Conflict Management

Course Contents: Negotiation experiences; Cooperation and competition, Pemberton's Dilemma; Trust and distrust; Distributive negotiation; Integrative negotiation; Personality Q, Dealing with difficult negotiators; Information content and lemon problem; Dealing for compensation packages, CBA negotiations and international negotiation.

Text Book: Roy J. Lewicki, David Saunders and John Minton, *Essentials of Negotiation* - 3rd Ed; Irwin/McGraw Hill, 2004.

Reference: Roy J. Lewicki, David Saunders, John Minton and Bruce Barry, *Negotiation: Readings, Exercises, and Cases* - 4th Ed; Irwin/McGraw Hill, 2003.

F-638: Cases in Finance

Course Contents: Case problems on capital structure, IPOs, dividend policy, financial planning, cost of capital, capital investments, mergers and acquisitions, financial distress and financial restructuring.

Text Book: Diana R. Harrington, *Case Studies in Financial Decision Making* – 3rd Edition, The Dryden Press, 1997.

Reference: Robert F. Bruner, *Cases Studies in Finance-Managing for Corporate value Creation* – 5th Edition, McGraw Hill Inc., 2006.
Gilson, *Creating Value through Corporate Restructuring: Case Studies* – 2nd Edition, John Wiley and Sons., 2010.

F-639: International Trade and Finance

Course Contents: Introduction; The basic trade model: The international exchange of commodity, Production response and demand for imports, Application of the basic trade model; Technology; Factor Endowment, and the pattern of trade; Technology and the Richardian trade model; Specific factors and trade; Factor Endowments and Heckscher-Ohlin theory; National income and the Balance of Payments; Policies of internal balance; Regional trade integration: SAPTA, European Common Market, ASEAN and OPEC; Introduction to Foreign Exchange; International trade flows; Country risk analysis; Multinational capital budgeting; Short-term financing and Long-term financing.

Text Book: Soderstein, Bo and Reed, *International Economics* – 3rd Edition, The McGraw-Hill Press Limited, London, 1994.

Reference: Jeff Madura, *International Financial Management* – 9th Edition, Thomson Publication, USA, 2009.

FACULTY MEMBERS

1. **Md. Kismatul Ahsan** **Professor & Chairman**
M.Com. (Dhaka), MBA (Michigan) Ph.D. (Dhaka)
Specialization: Financial Markets, Corporate Finance
2. **M. Farid Ahmed** **Professor**
M.Com. (Dhaka), MBA (Yokohama), Ph.D (Nagoya)
Specialization: Corporate Finance and Asset Pricing
Current Areas of Interest: Asset Pricing,
Market Efficiency and Emerging Markets
3. **M. Shahjahan Mina** **Professor**
M.Com. (Dhaka), MBA (Indiana)
Specialization: Real Estate Finance,
Financial Management, Corporate Finance
Current Areas of Interest: Capital Market, Corporate Finance
4. **M. Sadiqul Islam** **Professor**
M.Com. (Dhaka) MBA (Sask.), Ph.D (Athens), FCMA
Specialization: Corporate Finance, Securities Market
Current Areas of Interest: Initial Public Offerings,
Corporate Governance, Micro Finance
5. **Mahmood Osman Imam** **Professor**
M.Com. (Dhaka), MBA (Leuven), Ph.D (Leuven), FCMA
Specialization: Corporate Finance and Capital Market
Current Areas of Interest: IPOs, Corporate Governance,
Financial Modeling, Mutual Fund Management,
Risk Management in Banks
6. **A. A. Mahboob Uddin Chowdhury** **Professor**
M.Com. (Dhaka), M.Econ. (Nagoya), Ph.D
Specialization: Corporate Finance and Corporate Governance
Current Areas of Interest: Capital Structure,
Agency Theory, Corporate Governance, Capital market
7. **M. Masud Rahman** **Professor**
M.Com. (Dhaka), Ph.D (Aligarh)
Specialization: Public Finance, Foreign Exchange,
International Trade
Current Area of Interest: Politics of Marginalization
and International Finance
8. **Shabbir Ahamad** **Professor**
M.Com. (Dhaka), M.Sc. in Finance (Baltimore)
Specialization: Corporate Finance and Investments
Current Areas of Interest: Capital Structure,
Capital Investment Decision

9. **Mohammad Jahangir Alam Chowdhury** **Professor**
M.Com. (Dhaka), Ph.D (Stirling)
Specialization: Poverty, Micro Finance and Entrepreneurship
Current Areas of Interest: Impact Study of MFIs
and Environment & Finance
10. **H. M. Mosarof Hossain** **Professor**
M.Com. (Dhaka) Ph.D (Dhaka)
Specialization: Capital Market and Market Efficiency
Current Areas of Interest: Stock Market Volatility
11. **Nausheen Rahman** **Professor**
M.Com. (Dhaka), MBA (Canberra)
Specialization : Finance
Current Areas of Interest: Ready Made Garments,
Real Estate Marketing
12. **Shaikh Shamsuddin Ahmed** **Professor**
M.Com. (Dhaka) Ph.D (Birmingham)
Specialization: Human Development, Monetary Economics
Current Areas of Interest: Social Protection
13. **Khaleda Khatun** **Professor**
M.Com. (Dhaka)
Specialization: Finance
Current Areas of Interest: Working Capital Management
14. **Farzana Lalarukh** **Associate Professor**
M.Com. (Dhaka)
Specialization: Finance
Current Area of Interest: Women in Banking,
Insurance, Real Estate Finance
15. **Samia Sultana Tani** **Associate Professor**
MBA (Dhaka)
Specialization: Finance
16. **Shabnaz Amin** **Associate Professor**
MBA(Dhaka), MBA(USA)
Specialization: Finance
17. **Gazi Mohammad Hasan Jamil** **Associate Professor**
M.S. (Finance), MBA (Texas, USA)
Ph.D. (Montreal, Canada)
Specialization: Finance, Economics and Econometrics
18. **Pallabi Siddiqua** **Associate Professor**
MBA (Dhaka)
Specialization: Finance

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|---|-----------------------------------|
| <p>19. Mahabuba Lima
MBA (Dhaka)
Specialization: Finance</p> | <p>Assistant Professor</p> |
| <p>20. Mohammad Salahuddin Chowdhury, FCA
MBA (Dhaka)
Specialization: Finance, Financial Reporting</p> | <p>Assistant Professor</p> |
| <p>21. Nusrat Khan
MBA (Dhaka), MS (USA)
Specialization: Finance, Risk Management</p> | <p>Assistant Professor</p> |
| <p>22. Md. Mukhlesur Rahman
MBA (Dhaka), MSc (Strathclyde)
Specialization: Finance</p> | <p>Assistant Professor</p> |
| <p>23. Hussain Ahmed Enamul Huda
MBA (Dhaka)
Specialization: Finance</p> | <p>Assistant Professor</p> |
| <p>24. Ms. Shakila Halim
MBA (Dhaka), MSc (Strathclyde)
Specialization: Finance</p> | <p>Assistant Professor</p> |
| <p>25. Md. Sajib Hossain, CFA, ACCA
MBA (Dhaka), MSF (Whitma, USA)
Specialization: Finance</p> | <p>Assistant Professor</p> |
| <p>26. Taher Jamil
MBA (Dhaka)
Specialization: Finance</p> | <p>Assistant Professor</p> |
| <p>27. Md. Imran Hossain
MBA (Dhaka)
Specialization: Finance</p> | <p>Assistant Professor</p> |
| <p>28. Md. Saimum Hossain, CFA
MBA (Dhaka)
Specialization: Finance</p> | <p>Lecturer</p> |
| <p>29. Muhammad Anisul Islam
MBA (Dhaka)
Specialization: Finance</p> | <p>Lecturer</p> |
| <p>30. Md. Tanvir Hasan
MBA (Dhaka)
Specialization: Finance</p> | <p>Lecturer</p> |

- 31. Muhammad Kamrul Hasan** **Lecturer**
MBA (Dhaka)
Specialization: Finance
- 32. Jamal Uddin Ahmed** **Supernumerary**
M. Com. (Dhaka), MBA (Leuven), Ph.D (Brussels)
Senior Fulbright Fellow (USA)
Specialization: International Business, Foreign Direct Investment
Current Areas of Interest: MNCs & Globalization,
Financial markets and Institutions, Financial Management
- 33. A. H. M. Habibur Rahman** **Honorary Professor**
M. Com. (Dhaka),
P. G. Dip in B. M. (London), Ph.D (Durham)
Specialization: Industrial Finance
Current Areas of Interest: Entrepreneurship
Development, Financial Markets
- 34. M. Nasiruddin** **Honorary Professor**
M. Com. Accounting (Dhaka),
MA Economics (Dhaka.), M.Sc. Economics (USA)
Specialization: Monetary and Fiscal Policies
Current Area of Interest: Securities Market Analysis

FACULTY MEMBERS ON LEAVE

1. **M. Khairul Hossain** Professor
M. S. in Econ. (Moscow), Ph.D (Moscow)
Senior Fulbright Fellow (USA)
2. **Muhammad Mujibul Kabir, CFA** Associate Professor
M.Com. (Dhaka) MBA (Emory Univ.)
Specialization: Portfolio Performance
3. **Mohammad Saifuddin Khan** Assistant Professor
MBA (Dhaka)
Specialization: Finance
4. **Tahmina Akhter** Assistant Professor
MBA (Dhaka)
Specialization: Finance
5. **Lubna Rahman** Assistant Professor
MBA (Dhaka)
6. **Sheikh Tanzila Deepty** Assistant Professor
MBA (Dhaka)
Specialization: Finance
7. **Dewan Mostafizur Rahman** Assistant Professor
MBA (Dhaka), MSc (Strathclyde)
Specialization: Finance
8. **Umma Rumana Huq** Assistant Professor
MBA (Dhaka)
Specialization: Finance
9. **Shehub Bin Hasan** Assistant Professor
MBA (Dhaka), MSc (Strathclyde)
Specialization: Finance
10. **Ms. Tazrina Farah** Assistant Professor
MBA (Dhaka)
Specialization: Finance
11. **Md. Abdullah Al Mamun** Assistant Professor
MBA (Dhaka), M.Sc. (Monash)
Specialization: Capital Markets
12. **Maria Hossain Sochi, CFA** Assistant Professor
MBA (Dhaka), Ms in Dinance (Alabama)
Specialization: Market Microstructure
13. **Junnatun Nyem** Lecturer
MBA (Dhaka)
Specialization: Finance
14. **Sultana Shehrin Karim** Lecturer
MBA (Dhaka)
Specialization: Finance

EXECITIVES AND SUPPORT STAFF

DEPARTMENT OF FINANCE

- | | | |
|----|-------------------------|---------------------------|
| 1. | Md. Arshad Miah | Upper Division Assistant |
| 2. | Md. Zahirul Islam | Office Assistant |
| 3. | Md. BAyezid Alam | Program Support Officer |
| 4. | Md. Jashimuddin | Office Attendant, Grade-3 |
| 5. | Md. Alamgir Hossain | Computer Lab Attendant |
| 6. | Md. Rezaul Kabir Sheikh | Class Attendant |
| 7. | Md. Faisal | Messenger |

MBA (EVENING) PROGRAM

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|----|--------------------------|------------------|
| 1. | Ms. Sultana Akhter | Senior Executive |
| 2. | Md. Motiur Rahman Sheikh | Office Peon |

MASTER OF PROFESSIONAL FINANCE (MPF) PROGRAM

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|----|--------------------|------------------------|
| 1. | Md. Faisal Hussain | Administrative Officer |
|----|--------------------|------------------------|