


Bangladesh Open University
MBA Program
Semester: 201 (1st Level)

Course: Principles of Management

Due on: July 21, 2023

Instructions for Assignment Submission

	<ol style="list-style-type: none"> 1. Assignments must be submitted on A4 size paper in own hand writing or in computer typing. 2. Completed cover must be used on the top of each assignment as per the <i>specimen cover page</i> in the <i>Semester Calendar</i>. 3. Assignments must be submitted to the following address: Dean, School of Business, Bangladesh Open University, Gazipur-1705. And for the students of Dhaka Study Center, please submit to the Coordinator Office, Room # 304, BOU Dhaka Regional Center. 4. Contact e-mail address & Cell Phone and Land Phone numbers must be written on the cover page clearly. 5. In the case of delayed submission, the School will not acknowledge the submission of the assignment(s) and will not be responsible for any damage or loss of the assignment(s). 6. If it is noticed that your assignment is copied from another student's assignment, your assignment will be cancelled automatically. 	<p>Special Assignment</p> <hr/> <p>Assignment -3 } 10</p>
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Questions

1. (a) What do you understand by controlling? Why is controlling needed in the organization?
 - (b) Suppose, you are thinking to establish a control mechanism to look after the productivity of your workers who are engaged to produce toys in your organization. In this case what steps will you follow to control their tasks? Discuss.

2. (a) Nowadays, you are observing that the controlling system in your organization is not working properly. In this case, what are things you might undertake to take back your control system effective? Explain.
 - (b) Define zero-based budgeting with an example. Do you think zero-based budgeting may be considered as an effective technique for controlling costs of the organization? How? Justify with logics.


Note: The assignment must be submitted to the Coordinator of the study center you are attached with.

Bangladesh Open University
MBA Program
Semester: 201 (1st Level)

Course: Principles of Marketing

Due on: July 21, 2023

Instructions for Assignment Submission

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Questions

1. Padma Bridge is a fantastic development in the communication system of Bangladesh. This bridge is not only a mountain of brick and cement, rather it is a symbol of Bangladesh's pride. How Padma bridge has brought changes in marketing strategies for agricultural products of produced in southwestern part of Bangladesh? Discuss with example.


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Bangladesh Open University
MBA Program
Semester : 201; Level: 1st

Course: Financial Accounting

Due on: July 21, 2023

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Read the following case carefully and answer the questions those follow:

During March 2023, Arif has just completed the first month's operations of his business called *Arif Varieties Store* at which he sells Soft Drinks, Chocolates, Berger, Sandwiches and Telephone call service. He began the business with Tk. 200,000 in cash and rented a shop for five years in front of Bangladesh Open University main campus. The rental agreement requires a Tk. 10,000 monthly rent payment. Arif paid the first month's rent and also purchased some furniture for Tk. 25,000, paying cash. He estimated the furniture would have a four-year life, after which he could sell them for Tk. 1,000.

During the month, he purchased food, soft drinks, and chocolate costing Tk. 60,000, all of which was paid for by month's end, excepting food costing Tk. 2,000 which was purchased during the last week of the month. He also paid electric bills Tk. 1,500 and the wages of part time helper, Tk. 5,000 and he withdrew Tk. 2,000 of earnings of the business each week for 4 weeks to pay personal expenses. He took in Tk. 15,000 from telephone call service during the month and sold Tk. 120,000 of food and drinks, all of which was collected in cash. Excepting Tk. 5,000 he had not collected from Maruf Store for food, drinks, and telephone call service.

When he closed on daily operation at 5 pm, he was able to return to the Berger, Sandwiches supplier some unsold food for which he received a Tk. 500 cash refund. However, he had to take home for consumption by him a number of Chocolate, some Berger and Sandwiches that cost Tk. 200 and could have been sold for Tk. 300.

Questions:


- (a) Show the effects of the above transactions on the accounting equation using a tabular form.
- (b) Prepare a montly income statement and a month end balance sheet for the business.

Bangladesh Open University
MBA Program
Semester: 201 (1st Level)

Course: Business Communication

Due on: July 21, 2023

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Questions

1. “Etiquette is the best way to show your professionalism at work and knowing proper etiquette usually leads to successful communication.” -Based on this statement, describe about various workplace etiquette.
2. Suppose, after graduation from BOU, you are working as the GM of a large company named “ABC Ltd.” Your beloved professor of your university has requested you that your company be title sponsor for an event organized by current students of your department. You are also interested to sponsor for this event, but there is not enough fund for CSR this year. In such scenario, you have to refuse the request and you need to maintain good relationship with your teacher. How can you actually respond to this kind of message?
3. Assume, the Following job circular was published in the Daily Star on 15 June 2023.

Dhaka Insurance Company Ltd. (DIC)
Job Opportunity

Dhaka Insurance Company Ltd. (DIC) is interested to hire 5 assistant managers this year who will be primarily engaged in manage functions pertaining to operations, consumer connections, commercial activities, planning, design, development, and preparation of project profiles, etc.

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Required Qualifications

Candidates must be MBA from a recognized university. Candidates must have all first classes or CGPA 3 or above in SSC and HSC or equivalent and must have all first divisions/classes or CGPA 3 or above in a scale of 4 or 3.75 in a scale of 5 in rest of the educational life. Computer proficiency is an absolute necessity. The candidates should be fluent in spoken and written English Languages and should be capable of working in challenging situation. A minimum of 02 years of working experience in financial sector is a must. Age should not be more than 32 years on 01-7-2023.


Assume you have all the required qualifications and the remuneration package seems very attractive to you. You are interested in applying for this post. Now, you have to prepare a **cover letter** and send it to the following address: Deputy General Manager, Employee Management (Administration), DIC, Uttara, Dhaka.

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Course Title: Fundamentals of Financial Management

Due on: July 21, 2023

Instructions for Assignment Submission

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Questions

1. Examine the significance of Financial Management in the context of the following organizations:
 - (i) Industrial organizations;
 - (ii) Government organizations
2. A father is planning a savings program to put his daughter through university. His daughter is now 18 years old. He plans to enroll at the university in 5 years. Currently, the cost per year for everything – food, clothing, tuition fees, books, conveyance and so forth is Tk. 15,000, but a 5 percent inflation rate in these costs is forecasted. The daughter recently received Tk. 7,500 from her grand father's estate; this money which is invested in a mutual fund paying 8 percent interest compounded annually, will be used to help meet the cost of the daughter's education. The rest of the costs will be met by money the father will deposit in the savings account. He will 6 equal deposits to the account in each year from now until his daughter starts university. These deposits will begin today and will also earn 8 percent interest.
 - (a) What will be the present value of the cost of 5 years of education at the time the daughter becomes 24?
 - (b) What will be the value of Tk. 7,500 that the daughter received from her grand father when she starts university at the age 24?
 - (c) If the father is planning to make the first 6 deposits today, how large must each deposit be for him to be able to put his daughter through university?