

## Dean's Open Letter

Dear learners,

It is my sheer delight to welcome you to 191 semester of the BBA Program. To make your journey with the program comfortable, we are committed to ensure the best service to all the students. For any query, information and suggestion regarding the Program/Tutorial Services/Result/ Admission etc., feel free to contact with the Dean, School of Business, Bangladesh Open University by following any of the steps below:



**Prof. Mostafa Azad Kamal**  
Dean, School of Business

1. Send an e-mail to **deanoffice.sob@gmail.com** and wait for the instant reply. Then fill out the **INFORMATION FORM** and submit online.  
Or
2. You can directly call us at 9291106. Or PABX: +8809666730730, Ext. 662

For any information, suggestion or query (regarding examination and course registration, semester calendar, assignment, study materials, TV/Audio Programs etc.) You can directly contact with the Coordinator and Joint-Coordinators of the BBA Program.



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# Semester Calendar

191 Semester (1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> & 7<sup>th</sup> Levels)

BBA Program



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School of Business

Bangladesh Open University

## Important Dates


(Not changeable if no unavoidable circumstances occurs)

Jan. 17, 2020	FIRST day of the tutorial sessions	
Feb. 28, 2020	Deadline for submission of Assignment # 1	Assignment Submission
April 10, 2020	Deadline for submission of Assignment # 2	
Feb. 28, 2020	Deadline for Re-registration and payment of re-exam fees (to be paid as per BOU Rules). <b>Don't pay fee if courses are registered in 191 semester.</b>	
Feb. 28, 2020	Deadline for submission of exam registration forms (both).	
Feb. 28, 2020	Deadline for collecting the admit card (compulsory)	
April 10, 2020	LAST day of the tutorial sessions	
April 24, 2020	FIRST day of examination of 191 Semester	
June 04, 2020	Deadline for registration into courses of 192 Semester	
June 26, 2020	Tentative date for starting the classes of 192 Semester	

## Fee Structure

(May be changed by the University Authority)

If students have any quarry about fee structure please conduct your adjacent Regional Center.

Course Registration fee	<p>Fees must be paid as per the current BOU financial rules. Please scan the following QR Code for detailed fee structure.</p>  <p>QR Code</p>	<p><b>Important note</b></p> <p>Applicable for fresh students from 191 semester and onwards:</p> <ul style="list-style-type: none"> <li>• After successful completion of 12 courses at the end of 4<sup>th</sup> semester, a student has to appear in a viva-voce of 50 marks.</li> <li>• A second viva-voce examination of another 50 marks will be arranged for the learners who have successfully completed a minimum of 30 courses at the end of 8<sup>th</sup> semester.</li> <li>• Students must collect and fill up their assigned registration form for viva-voce from their concerned Regional Centre.</li> </ul>
Semester Registration fee		
Academic Calendar fee		
Exam Fee per Semester		
Re-registration fee (after passing 3 times of course registration)		
Re-Examination fee/Redo		
Testimonial fee		
Level mark sheet fee		
Provisional Certificate		
Final Transcript/Marksheet		
Original Certificate		
Digital ID Card Fee		
ID Card issuing (if lost)		
Correction fee		
Late course registration fee		
Improvement fee (After completion of 8 levels)	As per BOU Rules (Maximum 6 courses in next two consecutive semesters having CGPA B-, C+, C, or C-.)	
Late Re-examination/Redo fee	As per BOU Rules	

N. B: If any learner fails to register or re-register into any course(s) within the deadline, s/he can register or re-register the course(s) by paying as per BOU Rules (Per course) plus late fee for each course(s) as per BOU Rules, within 10 working days after the deadline expires.

### Semester Calendar – 191 (1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> Levels)

#### BBA Program

#### Schedule of the Tutorial Sessions

Tutorial session plays crucial role in open and distance learning system. Although attending tutorial sessions is not mandatory, the learners should attend the tutorial sessions regularly for optimizing their learning outcomes. The tutorial sessions will begin on **January 17, 2020** and will continue up to **April 10, 2020** at our specified study centers. You are supposed to go through the textbook referred by the School of Business and then come to the Study Center to discuss the unclear/difficult parts of the lessons with the tutor as well as the fellow learners in groups. The tutorial sessions will be conducted on the Fridays specified as below:

Dates →	January			February			March			April		April 24, 2020	June 26, 2020		
	17	24	31	07	14	28	06	13	20	27	03			10	
	√	√	√	√	√	√	Assignment #1	√	√	√	√	√	Assignment #2	FINAL EXAM STARTS	192 semester starts
Time Slots →	08:00 – 09:00am			09:05 – 10:00am			10:05 – 11:00am			11:05am – 12:00noon		12:05 – 01:00pm			

Tutorial sessions on the following courses of BBA program will be offered in 191 Semester subject to the required number of learners registered into the course. The learners are requested to collect the **class schedule** from the *Study Center Coordinator* on the first day of the tutorial session.

1 <sup>st</sup>	BBA 1301: Introduction to Business	BBA 1302: Financial Accounting-I	BBA 1303: Business English	BBA 1304: Business Mathematics	
3 <sup>rd</sup>	BBA 3310: Business Law	BBA 3311: Macroeconomics	BBA 3312: Fundamentals of Statistics	BBA 3313: Law and Practice of Banking	BBA 3314: Fundamentals of Business Finance
5 <sup>th</sup>	BBA 5320: Industrial and Company Law	BBA 5321: Financial Management and Policy	BBA 5322: Entrepreneurship Development and Small Business Management	BBA 5323: Socio-Economic Profile of Bangladesh	BBA 5324: Business Statistics for Decision Making
7 <sup>th</sup>	BBA 7330: Operations Management	BBA 7331: Project Appraisal and Management	BBA 7332: Business Ethics	BBA 7333: Portfolio Management	BBA 7334: Retailing Management

#### Assignment Submission

You must follow the instructions written on the Assignment question papers while submitting the Assignments. For breaching any of the instructions, you may face complexities with getting your Assignments evaluated. The school will not bear any responsibility for these complexities.

Assignment Submission Deadlines	Where and How to submit?	
	<b>Assignment#1:</b> February 28, 2020  <b>Assignment#2:</b> April 10, 2020	Assignments must be submitted to the respective <b>Course Tutor</b> of the concerned Study Center only on or before the <b>due date</b> . Every Assignment must contain the prescribed cover page (see page#20 of the Student Handbook). You must take signature of the coordinator and Tutor on both parts (Learner's Copy and Dean's Copy) of <b>Assignment Acknowledgement (AA) Form</b> (see Page#4 of this Calendar) while submitting the Assignments. You must preserve the 'Learner's Copy' (signed by the tutor and coordinator) and shall have to enclose the same with application if you want to claim marks for missing assignment(s).

**\*\*If a learner fails to submit her/ his course Assignments in the registered semester, s/he has to re-register into the concerned course by paying as per BOU Rules to submit her/ his Assignments next after availing the redo examination facility (See Handbook).**

#### Semester-End Final Examination

All Learners are required to submit the **Exam Registration Form** to appear at the semester-end final examination. Please see **Page#23** of the Student Handbook for Exam Registration Form and **Admit Card**.

Exam form Submission Deadline	Where to submit the exam registration form?	
	<b>Exam Form Submission: January 24 – February 28, 2020</b>	Submit the exam registration form to the <b>Program officer at the concerned RRC</b> and collect the Admit Card. You are required to attach the <b>money receipt</b> while submitting the Exam Registration Form if you are supposed to pay re-exam fee.
	<b>Re-Registration and Re-exam fee payment: January 24 – February 28, 2020</b> (All learners must pay fees as per BOU Rules per course for sitting the exams on previously registered courses by the deadline to be given by the Controller of Exams; otherwise, they will have to pay late re-exam fee according to the rules set by authority.)	
<b>Admit Card Collection: January 24 – February 28, 2020</b> (Without Admit Card no learner will be allowed to sit the examination)		

**Tentative Schedule for 191 Exam** (This schedule will remain unchanged if no unavoidable circumstances occurs):

Date	Time (9:00 am – 12:00 noon) (1 <sup>st</sup> & 5 <sup>th</sup> Level courses)	Time (02:30 pm – 5:30 pm) (3 <sup>rd</sup> & 7 <sup>th</sup> Level courses)	<b>EXAM CENTER</b> Exams will be held at the respective Study Center. If you want to change the exam center, mention it on the Exam Registration Form.
April 24, 2020 Friday	BBA 1301: Introduction to Business	BBA 3310: Business Law	
	BBA 5320: Industrial and Company Law	BBA 7330: Operations Management	
May 08, 2020 Friday	BBA 1302: Financial Accounting-I	BBA 3311: Macroeconomics	
	BBA 5321: Financial Management and Policy	BBA 7331: Project Appraisal and Management	
May 15, 2020 Friday	BBA 1303: Business English	BBA 3312: Fundamentals of Statistics	
	BBA 5322: Entrepreneurship Development and Small Business Management	BBA 7332: Business Ethics	
June 05, 2020 Friday	BBA 1304: Business Mathematics	BBA 3313: Law and Practice of Banking	
	BBA 5323: Socio-Economic Profile of Bangladesh	BBA 7333: Portfolio Management	
June 12, 2020 Friday	BBA 5324: Business Statistics for Decision Making	BBA 3314: Fundamentals of Business Finance	
		BBA 7334: Retailing Management	

**Registration into the Courses of 192 Semester**

You are required to register into the courses to be offered in the next semester (192 Semester) on or before the specified date. **Failure to register or delayed payment of the registration fees will automatically SUSPEND your attendance in 192 courses.** You will be transferred to the next available semester (202 Semester) when the same courses will be offered again.

<p><b>Deadline: March 01, 2020 to April 09, 2020</b></p> <p>(Learners must pay the fees in cash at the specified branch of bank to be directed by the RRC. Please be sure about the fee structure from the RRC before going to pay the fees. Keep the money receipt carefully and submit a copy to the RRC office immediately)</p> <p><i>Please read the Student Handbook carefully before choosing courses for registration.</i></p>	<p><b>How many courses you may take at a time?</b></p> <p>You have to take <b>at least 2 (two) courses</b> and <b>maximum 6 (six) courses</b> in a semester; however, if a learner has only one course left to complete the program, s/he can take one course in that case. <b>If you don't take any course in four consecutive semesters, your registration into the whole program will be cancelled.</b></p>
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**COURSES TO BE OFFERED IN 192 SEMESTER**

2 <sup>ND</sup> LEVEL	4 <sup>TH</sup> LEVEL	6 <sup>TH</sup> LEVEL
BBA 2305: Fundamentals of Management	BBA 4315: Auditing	BBA 6325: Financial Market and Institutions
BBA 2306: Principles of Marketing	BBA 4316: Financial Accounting-II	BBA 6326: Human Resources Management
BBA 2307: Microeconomics	BBA 4317: Organizational Behavior	BBA 6327: Marketing Promotion
BBA 2308: Business Communication	BBA 4318: Insurance and Risk Management	BBA 6328: Cost and Management Accounting
BBA 2309: Computer Application in Business	BBA 4319: Marketing Management	BBA 6329: Taxation and Public Finance

**8<sup>TH</sup> LEVEL [Major Courses]**

Major in Accounting & Information Systems	Major in Finance	Major in HRM	Major in Marketing
BBA 8335: Advanced Accounting	BBA 8338: Financial Statements Analysis	BBA 8342: Strategic Management	BBA 8346: Service Marketing
BBA 8336: Advanced Management Accounting	BBA 8339: Bank Management	BBA 8343: Organization Development	BBA 8347: Strategic Marketing
BBA 8337: Corporate Financial Reporting	BBA 8340: International Financial Management	BBA 8344: Industrial Relations	BBA 8348: International Marketing
BBA 8338: Financial Statements Analysis	BBA 8341: International Economics	BBA 8345: Total Quality Management	BBA 8349: Brand Management
BBA 8350: Business Research Methods	BBA 8350: Business Research Methods	BBA 8350: Business Research Methods	BBA 8350: Business Research Methods
BBA 8351: Viva-Voce	BBA 8351: Viva-Voce	BBA 8351: Viva-Voce	BBA 8351: Viva-Voce

**How to know the information regarding the program if required?**

<b>Contact Points</b>	<b>Coordinator of your Study Center or the Program Officer of your RRC.</b>	<b>Most preferred way of communication</b> You must have an <b>Email ID</b> and let us know it soon by sending a message to <b>(coordinator.bba.bou@gmail.com)</b> with a subject 'add me'. Don't forget to mention your RRC, ID Number, Address, Cell Phone Number. Please try to check your email everyday.
	<b>Or</b>	
	<b>Email: coordinator.bba.bou@gmail.com</b> <b>Phone: 9291106</b> (Dean, School of Business, BOU)	

**\*\* Learners who successfully complete our BBA program with at least CGPA 2.75 (out of 4.00) shall be able to admit themselves into the third level of our regular MBA program.**

**Learner's Copy**

(Learner's must preserve it carefully. If any Assignment is lost, learners 's claim will not be accepted without this slip.)

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SCHOOL OF BUSINESS  
Bangladesh Open University

**BBA Program**

**Assignment Acknowledgement  
Form (AA Form)**

Name:

ID:    - 3 2 -

**Instructions for Tutors:**

- (a) Put signature for every course separately.  
(b) Don't put signature if the learner
- ❖ submits the Assignment after the deadline;
  - ❖ does not write his/her name and ID number correctly on this form and also on the Assignment Cover Page; and
  - ❖ makes copy/photocopy from another learner's Assignment.

To be Filled up by the Respective Course Tutor	
Assignment # 1	Assignment # 2
Course Code: BBA Received on or before <b>Feb. 28, 2020</b>	Course Code: BBA Received on or before <b>April 10, 2020</b>
_____ Signature & Date of the TUTOR	_____ Signature & Date of the TUTOR
Course Code: BBA Received on or before <b>Feb. 28, 2020</b>	Course Code: BBA Received on or before <b>April 10, 2020</b>
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Course Code: BBA Received on or before <b>Feb. 28, 2020</b>	Course Code: BBA Received on or before <b>April 10, 2020</b>
_____ Signature & Date of the TUTOR	_____ Signature & Date of the TUTOR

No. of Total Assignments Received: \_\_\_\_\_ In words: ( )

VERIFIED

Office Assistant

\_\_\_\_\_  
**Signature of the Coordinator**  
Study Center

**DEAN'S COPY**

(Please tear this portion off while submitting Assignment#2. Coordinator must send this portion to the Dean, School of Business, BOU, with the package of Assignments.)

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SCHOOL OF BUSINESS  
Bangladesh Open University

**BBA Program**

**Assignment Acknowledgement  
Form (AA Form)**

Name:

ID:    - 3 2 -

To be Filled up by the Respective Course Tutor	
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Course Code: BBA Received on or before <b>Feb. 28, 2020</b>	Course Code: BBA Received on or before <b>April 10, 2020</b>
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_____ Signature & Date of the TUTOR	_____ Signature & Date of TUTOR

No. of Total Assignments Received: \_\_\_\_\_ In words: ( )

VERIFIED

Office Assistant

\_\_\_\_\_  
**Signature of the Coordinator**  
Study Center

To be Filled up by the Respective Learner

Profession: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_



