

New Activities

- Class attendance & Class performance are compulsory for each students
- 14 tutorial classes.
- Counseling & Program Development Sessions
- Tutor will provide 14 lecture plan of 14 classes

First and Last Days of the Semester: The tutorial sessions will begin on March 23, 2018 and will end on July 06, 2018. Taking into account the tutorial sessions, the first and the last days of the semester become:

Table 1: Study Centers and Dates of Tutorial Sessions for 171 Semester

Study Centers & Code	March		April				May			June			July	
	23	30	06	13	20	27	04	11	18	25	01	08	29	06
Dhaka RC: Section (812) & (816)	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Chittagong RC (892)	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Islamic University, Kushtia (411)	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Rajshahi University (371)	√	√	√	√	√	√	√	√	√	√	√	√	√	√

* Students of the MBA program are allowed to participate in the tutorial class for each registered course on specific Fridays at the Study center as mentioned above.

**During the tutorial session, SOB Teachers will visit the study centers for conducting counseling and program development session.

Table 2: Courses to be offered in the 171 Semester: According to the rules for the MBA program, following First-level and Third-level courses will be offered for the current batches:

First Level Courses	Third Level Courses
MBA 1301: Principles of Management	MBA 3309: Management Accounting
MBA 1302: Principles of Marketing	MBA 3310: Marketing Management
MBA 1303: Financial Accounting	MBA 3311: Strategic Management
MBA 1305: Business Communication	MBA 3314: Managerial Finance
MBA 1306: Fundamentals of Financial Management	MBA 3315: Operations Management

* Code Numbers within the bracket indicates previous course code

All the students who have completed up to 2nd Level are required to register under the new curriculum (see the Table 2). However course registration rules for old students registered in 171 Semester who have completed all semesters except some courses in different semesters and who do not intend to take major, are required to register for courses under the old curriculum (see Semester Calendar 162).

Table-3: Tentative Schedule of Tutorial Sessions for 171 Semester

First and Third Level Courses (Applicable to Rajshahi, Jessore and Chittagong's Study Centers)

09:00 a.m. - 10:00 a.m.	10:00 a.m. - 11:00 a.m.	11:00 a.m. - 12:00 noon	12:00 noon - 01:00 p.m.	01:00 p.m. - 02:00 p.m.
MBA 1301	MBA 1302	MBA 1303	MBA 1305	MBA 1306
MBA 3309	MBA 3310	MBA 3311	MBA 3314	MBA 3315

First and Third Level Courses (Applicable only Dhaka RC's Study Centers)

8:00 a.m. - 9:00 a.m.	9:00 a.m. - 10:00 a.m.	10:00 a.m. - 11:00 a.m.	11:00 a.m. - 12:00 noon	12:00 noon - 01:00 p.m.	2:00 pm - 3:00 pm	3:00 pm - 4:00 pm	4:00 pm - 5:00 pm	5:00 pm - 6:00 pm	6:00 pm - 7:00 pm
MBA 3309	MBA 3310	MBA 3314	MBA 3311	MBA 3315	MBA 1301	MBA 1306	MBA 1305	MBA 1302	MBA 1303

N.B. 1: For any change in this schedule, concerned coordinator is requested to inform the students as well as the Dean, SOB, BOU in advance.

2: Tutors are requested to provide the **LECTURE PLAN** of 14 tutorial classes that are based on the syllabus.

****Evaluation Procedure:**

For the completion of a course you have to go through an evaluation procedure of the school. For each course you will be evaluated within 100 (hundred) marks, distributed as:

• Attendance & Class Performance	= 10 Marks
• Two (2) Assignments	= 20 Marks
• One (1) Semester-end Examination	= 70 Marks
• Total	= 100 Marks

2. Assignments: During the semester, students have to go through their course materials and must submit two assignments for every registered course on or before the due dates mentioned below:

Last date for submission of Assignment: # 01: May 04, 2018

Last date for submission of Assignment: # 02: July 06, 2018

Note that submission of assignments is compulsory in the semester in which students have registered the courses.

Assignment is a part of evaluation system and it covers 20% marks of each course. For every registered course in a semester, students have to submit the Assignments to the respective Study Center Coordinator on or before the deadline date even if they have decided not to appear at the semester-end examination of that course. Otherwise, they will get 'zero' (0) in assignments for that course. Assignments are set to judge the analytical competence of the learners about the specific area(s) of the course. Students have to prepare the assignments by themselves. **If it is proved that any student has prepared and submitted his/her assignments by copying, either partly or fully, from another student's assignments, the evaluator may mark 'zero' (0) to both the assignments. If students submit their Assignment(s) to anyone other than the respective Study Center Coordinator, the School will not take any responsibility for any problem, in this regard**

Specimen of Cover Page for Assignment: A specimen of cover page is given for Assignment (see the relevant page in the Student Handbook). Students have to use a photocopy of that specimen and the use of such cover page is compulsory. Assignments without having such cover page will not be evaluated. Spiral binding of Assignment is strictly prohibited.

Table 4: Tentative Schedule for the Semester-End Examination (171 Semester)

Date	Time	Course code and Course title
July 20, 2018, Friday	09:00 am - 12:00 noon	MBA 1301: Principles of Management
	02:00 pm - 05:00 pm	MBA 3311: Strategic Management
July 27, 2018, Friday	09:00 am - 12:00 noon	MBA 1302: Principles of Marketing
	02:00 pm - 05:00 pm	MBA 3309: Management Accounting
August 03, 2018, Friday	09:00 am - 12:00 noon	MBA 1303: Financial Accounting
	02:00 pm - 05:00 pm	MBA 3310: Marketing Management
August 10, 2018, Friday	09:00 am - 12:00 noon	MBA 1305: Business Communication
	02:00 pm - 05:00 pm	MBA 3314: Managerial Finance
August 31, 2018, Friday	09:00 am - 12:00 noon	MBA 1306: Fundamentals of Financial Management
	02:00 pm - 05:00 pm	MBA 3315: Operations Management
September 07, 2018, Friday	09:00 am - 12:00 noon	MBA 1304: Microeconomics
	02:00 pm - 05:00 pm	MBA 3316: International Trade and Finance
September 14, 2018, Friday	02:00 pm - 05:00 pm	MBA 3313: Human Resource Management

(Semester-end examination will be held at the respective Study centers on the dates mentioned above)

* Code No. within the bracket indicates previous code number

Deadline for the Submission of Filled-up Exam Registration Form (171 Semester): All students are required to submit the *examination registration form* to appear at the semester-end final examination. Make a photocopy of the *examination registration form* from the Student Handbook and submit the filled-up form to the respective RC on **April 20, 2018 to June 01, 2018**. If students want to change their examination center, mention it in the box of *preferred exam center* as provided in the *Examination Registration Form*.

IMPORTANT!!!

Admit Card: If students want to appear at the *semester-end final examination*, they are required to collect the admit card (lower part of the 'Exam. Registration Form') duly signed by the respective RC authority. **Students produce the admit card along with their ID card at the time of examination.** Entrance into the examination hall without the admit card is strictly prohibited.

Table 5: Courses to be offered in the Next 172 Semester: According to the set rules for the MBA program, following Second and Fourth-level courses will be offered in the next Semester 172:

Second Level Courses (New Students)
MBA 2305: Business Mathematics
MBA 2307: Business Statistics for Decision Making
MBA 2308: Organizational Behavior
MBA 2309: Human Resource Management
MBA 2310: Managerial Economics

4th Level (Major Courses)					
Marketing	Human Resource Management	Finance and Banking	Accounting & Information System	International & Development Economics	Student Old Batch (Without Major)
MBA 4318: E-Marketing	MBA 4322: Compensation Management	MBA 4330: Corporate Finance	MBA 4326: Corporate Financial Reporting and Analysis	MBA 4334: Economic Development and Planning	MBA 4314: Management Information Systems
MBA 4319: Marketing for Non-Profit Organizations	MBA 4323: International Human Resource Management	MBA 4331: Investment Analysis and Portfolio Management	MBA 4327: Strategic Management Accounting	MBA 4335: International Economics, Globalization and Policy	MBA 4317: Strategic Management
MBA 4320: Integrated Marketing Communication	MBA 4324: Career Management	MBA 4332: Bank Management and Financial Services	MBA 4328: Accounting Information Systems	MBA 4336: Money, Banking and Financial Markets	MBA 4334: Economic Development and Planning
MBA 4321: Consumer Behavior (4353)	MBA 4325: Training & Development	MBA 4333: Development of Financial Markets and Institutions	MBA 4329: Accounting for Governmental and Non-profit Organizations	MBA 4337: International Trade and Finance	MBA 4340: Financial Management and Policy
MBA 4316: Business Research Methods	MBA 4316: Business Research Methods	MBA 4316: Business Research Methods	MBA 4316: Business Research Methods	MBA 4316: Business Research Methods	MBA 4350: Entrepreneurship Development

* Code Numbers within the bracket indicates previous course code

Courses to be offered in the 172 Semester for Students without Major Old student: According to the set rules for the MBA program, following Second and Fourth-level courses will be offered in the 172 Semester who do not intend to take major:

Second Level Courses	Fourth Level Courses
MBA 2305: Business Mathematics	MBA 4314: Management Information Systems
MBA 2307: Business Statistics for Decision Making	MBA 4317: Strategic Management
MBA 2308: Organizational Behavior	Elective courses (Any three out of the following four)
MBA 2311: Fundamentals of Financial Management	MBA 4334: Economic Development and Planning
MBA 2312: Macroeconomics	MBA 4340: Financial Management and Policy
	MBA 4350: Entrepreneurship Development
	MBA 4353: Consumer Behavior
	MBA 5399: Master Paper (Compulsory)

*Code Numbers within the bracket indicate previous course code

Deadline for Registration in the Courses including master paper to be offered in the next 172 Semester: Students have to complete their registration requirement within **May 10, 2018 – June 06, 2018** in the courses to be offered in the next Semester-172. Students have the flexibility to select the courses from the above-mentioned courses. **Course registration date will not be extended.**

If students want to continue in a semester, they have to take **at least 2 (two) courses** in a semester and take 6 (six) courses to the maximum in a semester out of the courses offered in that semester (except in the case where the student has only one course left to complete the program). There is no possibility of getting registration after the due date.

Please note that passing in all the courses of a semester is not necessary to register in the courses of the next semester. Students are not required to wait for the result of the semester-end examination for registration in the courses of the next semester.

Students already enrolled under the old curriculum and who do not intend to take major are required to complete the program within the next consecutive 4 Semesters. School is going to take necessary steps to accommodate old courses in respective semesters.

Important Remarks

- Students are supposed to purchase books from the market on their own accord for the following courses/levels:
 - MBA 1305:** Business Communication – 1st Level,
 - MBA 3314:** Managerial Finance – 3rd Level,
 - 4th Level (**Major**)
 - Marketing:** all books except **Consumer Behavior (MBA 4321)**;
 - HRM:** all books;
 - AIS:** all books;
 - Finance & Banking:** all books;
 - International & Development Economics:** all book except **Economics Development & Planning (MBA 4334)** and **International Trade and Finance (MBA 4337)**;
 - Business Research Method (MBA 4316)** will be considered as a **Capstone** course for all the majors. Marks distribution for the course will be: **Assignment: 20, Final Examination (Theoretical): 30, Master Paper: 25 and Viva-voce: 25**, however, the **Semester Final Examination** will be held for **80 marks** and then converted to **30 marks**.
- Students who have completed the **BBA** from the **School of Business, BOU**, with a **CGPA of 2.75** or above can directly get admitted to the **3rd Level** of the **MBA** program. However, the student with **CGPA of 2.50 to 2.74** will get direct admission into the first level (1st semester) of the **MBA** program.
- Those who have completed their **PGDM** from the **School of Business, BOU**, can get admitted to the **MBA** program.

Inclusion Regulations for the Students from the Previous Curriculum to the Present Curriculum:

Courses Registered or Levels Completed under the Previous Curriculum	Courses that must be completed for inclusion under the Present Curriculum
1 st Level	2 nd Level (MBA 2305, 2307, 2308, 2309, 2310) & 1 st Level (MBA 1304, 1305)
2 nd Level	3 rd Level (MBA 3311, 3312, 3313, 3314, 3315) & 1 st Level (MBA 1305), 2 nd Level (MBA 2310)
3 rd – 4 th except some courses	** If interested to take Major, must take all courses from the Major Semester along with the courses of 1 st Level (MBA 1305), 2 nd Level (MBA 2310) and 3 rd Level (MBA 3314) If uninterested to take Major, will continue according to the previous curriculum
***Students who have completed all the courses of the MBA Program under the Previous Curriculum run by the School of Business, BOU, will not be considered for the Major under the Present Curriculum.	

** Exceptions:

- Students who have completed **Consumer Behavior (MBA 4353)** with a **Major in Marketing** need not register for the same course.
- Students who have completed **Economic Development & Planning (MBA 4334)** and **International Trade & Finance (MBA 3316)** with a **Major in International & Developmental Economics** need not register for the same courses.

Proposed Course Structure

Course Name	Credit (hours)	Books to be provided by BOU	Books to be purchased by the students
1 st Level			
MBA 1301: Principles of Management	3	Principles of Management, <i>Md. Moinul Islam and Abdul Awal Khan</i> , Bangladesh Open University.	--
MBA 1302: Principles of Marketing	3	Principles of Marketing, <i>Abu Sayed Talukder and Md. Zakir Hossain Bhuiyan</i> , Bangladesh Open University.	--
MBA 1303: Financial Accounting	3	Financial Accounting, <i>Saroj Kumar Saha, Monjur Morshed Mahmud and A.T.M. Tofazzel Hossain</i> , Bangladesh Open University.	--
MBA 1305: Business Communication	3	--	Basic Business Communication – <i>Raymond Vincent Lesikar, John D. Pettit, Marie Elizabeth Flatley</i>
MBA 1306: Fundamentals of Financial Management	3	Fundamentals of Financial Management, <i>Jahirul Hoque and Begum Ismat Ara Huq</i> , Bangladesh Open University.	--
2 nd Level			
MBA 2305: Business Mathematics	3	Business Mathematics, <i>M.A. Taher and Mohammad Shamim Uddin khan</i> , Bangladesh Open University.	--
MBA 2307: Business Statistics for Decision Making	3	Business Statistics, <i>S.P.Gupta and M.P.Gupta, Sultan Chand & Sons</i> ,	--
MBA 2308: Organizational Behavior	3	Organizational Behavior, <i>Stephen P Robbins, Prentice-Hall of India, 13th edition.</i>	--
MBA 2309: Human Resource Management	3	Human Resource Management, <i>10th edition, by David A. DeCENZO and Stephen P. Robbins, John Wiley & Sons Pte Ltd.</i>	--
MBA 2310: Managerial Economics	3	Microeconomics <i>Muhammad Sirajul Haque & Mostafa Azad Kamal, BOU</i>	--
3 rd Level			
MBA 3311: Strategic Management	3	Strategic Management, <i>M.A.Mannan</i> , Bangladesh Open University.	--
MBA 3309: Management Accounting	3	Management Accounting, <i>M. A. Mannan</i> , Bangladesh Open University	--
MBA 3310: Marketing Management	3	Marketing Management, <i>Md. Ashrafur Islam Chowdhury</i> , BOU.	--
MBA 3314: Managerial Finance	3	--	Principles of Managerial Finance, <i>Lawrence J. Gitman & Chand J. Zutter, 12th edition</i>
MBA 3315: Operations Management	3	Operations Management, <i>M.Ziaul Huq Mamun and Ali Ahsan</i> , BOU.	--

4 th Level (Major Areas)			
Major in Marketing			
MBA 4318: E-Marketing	3	--	E-Marketing: <i>Judy Strauss, Adel El-Ansary, Raymond Frost, Prentice-Hall 4th ed.</i>
MBA 4319: Marketing for Non-Profit Organizations	3	--	√ <i>Strategic Marketing for Non-Profit Marketing: Alan R. Andreasen, Philip Kotler, Pearson Education, 7th ed.</i>
MBA 4320: Integrated Marketing Communication	3	--	Integrated Advertising, Promotion & Marketing Communications: Kenneth E Clow & Donald Baack
MBA 4321: Consumer Behavior	3		Consumer Behavior, <i>Md. Ashrafal Islam Chowdhury, Bangladesh Open University.</i>
MBA 4316: Business Research Methods -100 Marks (Theory 30 Marks), Assignment (20 Marks), Master Paper (25 Marks), Viva-Voce (25 Marks)	3	--	Business Research Methods: <i>W. G. Zikmand, B. J. Babin, J. C. Carr & M. Griffin, South Western, 8th ed.</i>
Major in Human Resource Management			
MBA 4322: Compensation Management	3	--	<i>Milkovich T. George, Newman M. Jerry, Compensation, Tata McGraw-Hill Publishing Company Ltd.</i>
MBA 4323: International Human Resource Management	3	--	Peter J. Dowling and et. all (1999), <i>International Human Resource Management: Managing People in a Multinational Context, South-Western College Publishing, USA.</i>
MBA 4324: Career Management	3	--	H. Schein (1978), <i>Career Dynamics: Matching Individual and Organizational Needs, Addison-Wesley Publishing Company, London.</i>
MBA 4325: Training & Development	3	--	Employee Training and Development. <i>Raymond A. Noe, McGraw Hill Publishing Ltd., 4th Edition.</i>
MBA 4316: Business Research Methods -100 Marks (Theory 30 Marks), Assignment (20 Marks), Master Paper (25 Marks), Viva-Voce (25 Marks)	3	--	Business Research Methods: <i>W. G. Zikmand, B. J. Babin, J. C. Carr & M. Griffin, South Western, 15th ed.</i>
Major in Accounting & Information Systems			
MBA 4326: Corporate Financial Reporting and Analysis	3	--	<i>Corporate Financial Reporting & Analysis. D.F Hawkins, IRWIN/McGraw-Hill, 4th Edition.</i>
MBA 4327: Strategic Management Accounting	3	--	<i>Managerial Accounting. R. H. Garrison, E. W. Noreen & P. C. Brewer- McGraw-Hill International Edition-13th Edition</i>
MBA 4328: Accounting Information Systems	3	--	Accounting Information Systems: <i>James A. Hall, Lehigh University, Thomson, Latest Edition.</i>
MBA 4329: Accounting for Governmental and Non-profit Organizations	3	--	<i>Accounting for Governmental and Nonprofit Entities . Leon E. Hay and E. R. Wilson, Prentice-Hill, 10th Edition.</i>
MBA 4316: Business Research Methods -100 Marks (Theory 30 Marks), Assignment (20 Marks), Master Paper (25 Marks), Viva-Voce (25 Marks)	3	--	Business Research Methods: <i>W. G. Zikmand, B. J. Babin, J. C. Carr & M. Griffin, South Western, 15th ed.</i>
Major in Finance & Banking			
MBA 4330: Corporate Finance	3	--	<i>Corporate Finance Ross, Westerfield and Jaffe, - 7th Edition, McGraw Hill Inc., Boston, 2005.</i>
MBA 4331: Investment Analysis and Portfolio Management	3	--	Investment Analysis and Portfolio Management by Railley and Brown, Cengage Learning
MBA 4332: Bank Management and Financial Services	3	--	Bank Management and Financial Services– <i>by Peter S. Rose and Sylvia C. Hudgins, (6th Edition)</i>
MBA 4333: Development of Financial Markets and Institutions	3	--	Financial Markets and Institutions <i>by Anthony Saunders and Marcia Millon Cornett, Tata McGraw Hill</i>
MBA 4316: Business Research Methods -100 Marks (Theory 30 Marks), Assignment (20 Marks), Master Paper (25 Marks), Viva-Voce (25 Marks)	3	--	Business Research Methods: <i>W. G. Zikmand, B. J. Babin, J. C. Carr & M. Griffin, South Western, 15th ed.</i>
Major in International & Development Economics			
MBA 4334: Economic Development and Planning	3		Economic Development and Planning, <i>Rashed Al Mahmud Titumir, Bangladesh Open University</i>
MBA 4335: International Economics, Globalization and Policy	3	--	International Economics, Globalization and Policy by <i>King and Philip, McGraw Hill</i>
MBA 4336: Money, Banking and Financial Markets	3	--	The Economics of Money, Banking, and Financial Markets, <i>Frederic S. in, McGraw Hill.</i>
MBA 4337: International Trade and Finance	3		International Trade and Finance, <i>Harendra Kanti Dey, Bangladesh Open University</i>
MBA 4316: Business Research Methods-100 Marks (Theory 30 marks), Assignment (20 marks), Master Paper (25 marks), Viva-voce (25 marks)	3	--	Business Research Methods: <i>W. G. Zikmand, B. J. Babin, J. C. Carr & M. Griffin, South Western, 15th ed.</i>

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