

- New Activities**
- Tutor will provide 14 lecture plan of 14 classes
  - 14 tutorial classes.
  - Tutor will maintain class attendance.
  - Counseling & Program Development Sessions

**First and Last Days of the Semester:** The tutorial sessions will begin on from **October 12, 2018** and will end on **February 01, 2019**. Taking into account the tutorial sessions, the first and the last days of the semester become:

**First day of the semester: October 12, 2018**  
**Last day of the semester: February 01, 2019**

**Table-1: Study Centres and Dates of Tutorial Sessions for 172 Semester**

Study Centers & Code	October		November					December		January				Feb.
	12	26	02	09	16	23	30	07	21	04	11	18	25	01
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 any study Centre as mentioned above.

**Table-2: Tentative Schedule of Tutorial Sessions for 172 Semester**

Second and Fourth Level Courses [Tutorial sessions at Dhaka RC will start from 8:00 a.m on specific Fridays in the same order]

**2<sup>nd</sup> Level**

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.
MBA 2309	MBA 2308	MBA 2307	MBA 2310	MBA 2305

**4<sup>th</sup> Level**

	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 p.m - 3:00 p.m	3:00p.m - 4:00p.m	4:00p.m - 5:00p.m	5:00 p.m - 6:00 p.m
HRM	MBA 4322	MBA 4316	MBA 4324	MBA 4323	MBA 4325	--	--	--	--
IDE	--	MBA 4316	--	--	--	MBA 4336	MBA 4335	MBA 4337	MBA 4334
Marketing	--	MBA 4316	--	--	--	MBA 4321	MBA 4320	MBA 4319	MBA 4318
Finance	--	--	--	--	--	MBA 4333	MBA 4332	MBA 4331	MBA 4330
AIS	MBA 4326	MBA 4316	MBA 4327	MBA 4328	MBA 4329	--	--	--	--

- N.B.:** (1) For any change in this schedule, concerned Study Centre coordinator is requested to inform the students as well as the Dean, SOB, BOU in advance.  
 (2) Tutors are requested to provide the lecturer plan of 14 Tutorial classes that are prepared based on the syllabus.

**Assignments:** During the semester, you have to go through your 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: November 30, 2018**

**Last date for submission of Assignment # 02: January 25, 2019**

**Note that submission of assignments is compulsory in the semester in which you 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, **you have to submit the Assignments to the respective Study Centre (SC) Coordinator on or before the deadline even if you have decided not to appear at the semester-end examination of that course.** Otherwise, you 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. You have to prepare the assignment by yourself. **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 you submit your Assignment(s) to anyone other than the respective Study Centre Coordinator, the School will not take any responsibility for any problem, in this regard.**

**Specimen of Cover Page for ASSIGNMENT:** You are given a specimen of cover page for Assignment (see the page#21 in the Student Handbook). You 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.

**Table-3: Tentative Schedule for the Semester-End Examination (172 Semester)**

2 <sup>nd</sup> Level			
Date	Time	Course code	Course title
February 15, 2019, Friday	09:00 am – 12:00 noon	MBA 2305:	Business Mathematics
February 22, 2019, Friday	09:00 am – 12:00 noon	MBA 2307:	Business Statistics for Decision Making
March 01, 2019, Friday	09:00 am – 12:00 noon	MBA 2308:	Organizational Behavior
March 08, 2019, Friday	09:00 am – 12:00 noon	MBA 2309:	Human Resource Management
March 15, 2019, Friday	09:00 am – 12:00 noon	MBA 2310:	Managerial Economics
March 22, 2019, Friday	09:00 am – 12:00 noon	MBA 2311:	Fundamentals of Financial Management
	09:00 am – 12:00 noon	MBA 2312:	Macroeconomics

4th Level (Major)							
Date	Time	Course code and Course title					
		Marketing	Human Resource Management	Finance and Banking	Accounting & Information System	International & Development Economics	Student Old Batch (Without Major)
February 15, 2019, Friday	02:00 pm – 5:00 pm	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 4335*)	MBA 4314: Management Information Systems
February 22, 2019, Friday	02:00 pm – 5:00 pm	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 3311: Strategic Management (MBA 4317*)
March 01, 2019, Friday	02:00 pm – 5:00 pm	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 3316*)	MBA 4334: Economic Development and Planning (MBA 4334*)
March 08, 2019, Friday	02:00 pm – 5:00 pm	MBA 4321: Consumer Behavior (MBA 4353*)	MBA 4325: Training & Development	MBA 4333: Development of Financial Markets and Institutions	MBA 4329: Accounting for Governmental and Non-profit Organisations	MBA 4337: International Trade and Finance	MBA 4340: Financial Management and Policy
March 15, 2019, Friday	02:00 pm – 5:00 pm	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

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

**Deadline for the Submission of Filled-up Exam. Registration Form (172 Semester):** All students are required to submit the *examination registration form* to appear at the semester-end examination. Make a photocopy of the *examination registration form* from page-23 of the Student Handbook and submit the filled-up form to the respective Resource Centre (RC) on or before **December 20, 2018**. If you want to change your examination Centre, mention it in the box of *preferred exam Centre* as provided in the *Examination Registration Form*. Please see page-8 in MBA Handbook for late Registration Fees.

**IMPORTANT!!!**

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

**Courses to be offered in the Next 181 Semester with major:** According to the set rules for the MBA program, following First-level and Third-level courses will be offered in the next Semester:

First Level Courses	Third Level Courses
MBA 1301: Principles of Management	MBA 3311: Strategic Management
MBA 1302: Principles of Marketing	MBA 3309: Management Accounting
MBA 1303: Financial Accounting	MBA 3310: Marketing Management
MBA 1305: Business Communication	MBA 3314: Managerial Finance
MBA 1306: Fundamentals of Financial Management (MBA 2311)	MBA 3315: Operations Management

\* Code Numbers within the bracket indicates previous course code

**Courses to be offered in the Next 181 Semester without major Only for old students :** According to the set rules for the MBA program, following First-level and Third-level courses will be offered in the next Semester:

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 3313: Human Resource Management
MBA 1304: Microeconomics	MBA 3315: Operations Management
	MBA 3316: International Trade and Finance

\* Code Numbers within the bracket indicates previous course code

**Registration in the Courses of the Next Semester (181 Semester):** You are asked to complete the registration within the specified schedule. **Please note that passing in all the courses of a semester is not necessary to register in the courses of the next semester. You are not required to wait for the result of the semester-end examination for registration in the courses of the next semester.**

If you want to continue in a semester, you have to take **at least 2 (two) courses** in a semester and you can take **6 (six) courses** to the maximum in a semester out of the courses offered in that semester.

**Deadline for Registration in the Courses to be offered in the next 181 Semester:** You have to complete your registration requirement by **December 09, 2018 – January 10, 2019** in the courses to be offered in the next Semester -171. You have the flexibility to select the courses from the above-mentioned courses.

## IMPORTANT: Master Paper and Viva-voce Examination

- A student who has successfully **completed at least 50% of the total credits (30 credits)** and who has registered for the master paper in a semester, he/she can pursue the master paper.
- A student is required to send **the research proposal**, duly signed by the **supervisor** and counter signed by the **Study Centre (SC) Coordinator**, to the **Dean, School of Business, BOU** on or before **December 07, 2018**.

Eligible students for doing the master paper are advised to read carefully **page#15-17 of the Student Handbook** of the MBA Program before going to start their research for master paper.

PLEASE NOTE THE FOLLOWING DEADLINE RELATING TO THE MASTER PAPER AND VIVA-VOCE EXAMINATION OF THIS SEMESTER:

- **Last date to submit the Master Paper Research Proposal: December 07, 2018.**
- **Last date to submit the Master Paper: March 15, 2019**
- **Last date to submit the Viva-voce Examination Registration Form: March 15, 2019**
- **Tentative Date for Viva-voce Examination: April 01 – 10, 2019.**

Delayed submission of Research Proposal, Master Paper and Viva-voce Examination Registration Form will be considered for next semester's schedule.

Proposed Course Structure			
Course Name	Credit (hours)	Books to be provided by BOU	Books to be purchased by the students
1 <sup>st</sup> 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 (MBA 2311*)	3	Fundamentals of Financial Management, <i>Jahirul Hoque and Begum Ismat Ara Huq</i> , Bangladesh Open University.	--
2 <sup>nd</sup> 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 &amp; Sons</i> ,	--
MBA 2308: Organizational Behavior	3	Organizational Behavior, <i>Stephen P Robbins, Prentice-Hall of India, 13<sup>th</sup> edition</i> .	--
MBA 2309: Human Resource Management (MBA 3313*)	3	Human Resource Management, <i>10<sup>th</sup> edition, by David A. DeCENZO and Stephen P. Robbins, John Wiley &amp; Sons Pte Ltd.</i>	--
MBA 2310: Managerial Economics	3	Microeconomics <i>Muhammad Sirajul Haque &amp; Mostafa Azad Kamal, BOU</i>	--
3 <sup>rd</sup> Level			
MBA 3311: Strategic Management (MBA 4317*)	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. Ashraful Islam Chowdhury</i> , Bangladesh Open University.	--
MBA 3314: Managerial Finance	3	--	Principles of Managerial Finance, <i>Lawrence J. Gitman &amp; Chand J. Zutter, 12<sup>th</sup> edition</i>
MBA 3315: Operations Management (MBA 4315*)	3	Operations Management, <i>M.Ziaul Huq Mamun and Ali Ahsan</i> , Bangladesh Open University.	--
4 <sup>th</sup> Level (Major Areas)			
Major in Marketing			
MBA 4318: E-Marketing	3	--	E-Marketing: <i>Judy Strauss, Adel El-Ansary, Raymond Frost, Prentice-Hall 4<sup>th</sup> ed.</i>
MBA 4319: Marketing for Non-Profit Organizations	3	--	√ Strategic Marketing for Non-Profit Marketing: <i>Alan R. Andreasen, Philip Kotler, Pearson Education, 7<sup>th</sup> ed.</i>
MBA 4320: Integrated Marketing Communication	3	--	Integrated Advertising, Promotion & Marketing Communications: <i>Kenneth E Clow &amp; Donald Baack</i>

<b>MBA 4321:</b> Consumer Behavior (MBA 4353*)	3	Consumer Behavior, Md. Ashraful Islam Chowdhury, Bangladesh Open University.	--
<b>MBA 4316:</b> Business Research Methods -100 Marks (Theory 30 Marks), Assignment (20 Marks), Master Paper (25 Marks), Viva-Voce (25 Marks)	3	--	Business Research Methods: W. G. Zikmand, B. J. Babin, J. C. Carr & M. Griffin, South Western, 8 <sup>th</sup> ed.
Major in Human Resource Management			
<b>MBA 4322:</b> Compensation Management	3	--	Milkovich T. George, Newman M. Jerry, Compensation, Tata McGraw-Hill Publishing Company Ltd.
<b>MBA 4323:</b> International Human Resource Management	3	--	Peter J. Dowling and et. all (1999), International Human Resource Management: Managing People in a Multinational Context, South-Western College Publishing, USA.
<b>MBA 4324:</b> Career Management	3	--	H. Schein (1978), Career Dynamics: Matching Individual and Organizational Needs, Addison-Wesley Publishing Company, London.
<b>MBA 4325:</b> Training & Development	3	--	Employee Training and Development. Raymond A. Noe, McGraw Hill Publishing Ltd., 4 <sup>th</sup> Edition.
<b>MBA 4316:</b> Business Research Methods -100 Marks (Theory 30 Marks), Assignment (20 Marks), Master Paper (25 Marks), Viva-Voce (25 Marks)	3	--	Business Research Methods: W. G. Zikmand, B. J. Babin, J. C. Carr & M. Griffin, South Western, 8 <sup>th</sup> ed.
Major in Accounting & Information Systems			
<b>MBA 4326:</b> Corporate Financial Reporting and Analysis	3	--	Corporate Financial Reporting & Analysis. D.F Hawkins, IRWIN/McGraw-Hill, 4 <sup>th</sup> Edition.
<b>MBA 4327:</b> Strategic Management Accounting	3	--	Managerial Accounting. R. H. Garrison, E. W. Noreen & P. C. Brewer- Mcgraw-Hill International Edition-13 <sup>th</sup> Edition
<b>MBA 4328:</b> Accounting Information Systems	3	--	Accounting Information Systems: James A. Hall, Lehigh University, Thomson, Latest Edition.
<b>MBA 4329:</b> Accounting for Governmental and Non-profit Organizations	3	--	Accounting for Governmental and Nonprofit Entities . Leon E. Hay and E. R. Wilson, Prentice-Hill, 10 <sup>th</sup> Edition.
<b>MBA 4316:</b> Business Research Methods -100 Marks (Theory 30 Marks), Assignment (20 Marks), Master Paper (25 Marks), Viva-Voce (25 Marks)	3	--	Business Research Methods: W. G. Zikmand, B. J. Babin, J. C. Carr & M. Griffin, South Western, 8 <sup>th</sup> ed.
Major in Finance & Banking			
<b>MBA 4330:</b> Corporate Finance	3	--	Corporate Finance Ross, Westerfield and Jaffe, - 7 <sup>th</sup> Edition, McGraw Hill Inc., Boston, 2005.
<b>MBA 4331:</b> Investment Analysis and Portfolio Management	3	--	Investment Analysis and Portfolio Management by Railley and Brown, Cengage Learning
<b>MBA 4332:</b> Bank Management and Financial Services	3	--	Bank Management and Financial Services– by Peter S. Rose and Sylvia C. Hudgins, (6 <sup>th</sup> Edition)
<b>MBA 4333:</b> Development of Financial Markets and Institutions	3	--	Financial Markets and Institutions by Anthony Saunders and Marcia Millon Cornett, Tata Mcgraw Hill
<b>MBA 4316:</b> Business Research Methods -100 Marks (Theory 30 Marks), Assignment (20 Marks), Master Paper (25 Marks), Viva-Voce (25 Marks)	3	--	Business Research Methods: W. G. Zikmand, B. J. Babin, J. C. Carr & M. Griffin, South Western, 8 <sup>th</sup> ed.
Major in International & Development Economics			
<b>MBA 4334:</b> Economic Development and Planning (MBA 4334*)	3	Economic Development and Planning, Rashed Al Mahmud Titumir, Bangladesh Open University	--
<b>MBA 4335:</b> International Economics, Globalization and Policy	3	--	International Economics, Globalization and Policy by King and Phillip, Mc-Graw Hill
<b>MBA 4336:</b> Money, Banking and Financial Markets	3	--	The Economics of Money, Banking, and Financial Markets, Frederic S. in, Mc-Graw Hill.
<b>MBA 4337:</b> International Trade and Finance (MBA 3316*)	3	International Trade and Finance, Harendra Kanti Dey, Bangladesh Open University	--
<b>MBA 4316:</b> Business Research Methods-100 Marks (Theory 30 marks), Assignment (20 marks), Master Paper (25 marks), Viva-voce (25 marks)	3	--	Business Research Methods: W. G. Zikmand, B. J. Babin, J. C. Carr & M. Griffin, South Western, 8 <sup>th</sup> ed.

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