



Welcome Note

Dear Learners, I deem it a great pleasure to welcome you to 182 Semester (2nd & 4th Levels) of the MBA Program. To make your journey with our program comfortable, we are committed to ensure the best services. For any query, information and suggestion regarding the *admission, tutorial services, result*, etc. of the Program, feel free to contact us anytime from anywhere.



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

1. E-mail to **deanoffice.sob@gmail.com**. You will get a reply instantly, check the following mail and accordingly.
2. Fill up the “**Online Information Form**” sent through the reply to your e-mail and click the submit button.
This will immediately deliver your query, information, suggestion or complaint to us.
3. You can directly contact us by calling
Phone: 9291106
PABX: +8809666730730, Ext. 662



Prof. Dr. Md. Serazul Islam
Central Coordinator, MBA Program &
Professor (Accounting)
School of Business, BOU, Gazipur
Cell Phone: 017121937189
PABX: +8809666730730, Ext. 668
E-mail: mbacoordinator.bou@gmail.com



Md. Mahfuzur Rahman
Coordinator, MBA Program
Dhaka Study Center, Dhaka &
Assistant Professor (Economics)
School of Business, BOU, Gazipur
Cell Phone: 01721380509
PABX: +8809666730730, Ext. 133
E-mail: masum2069@yahoo.com

Program Officers, MBA Program, School of Business, BOU

Mr. Ardhendu Sarkar
Computer Operator, SOB, BOU, Gazipur
Phone: 9291106 (Dean Office)
PABX: +8809666730730, Ext. 137
Cell Phone: 01737691148
E-mail: sarkarsobbou@gmail.com

Ms. Nazma Akter
LDA, SOB, BOU, Gazipur
Phone: 9291106 (Dean Office)
PABX: +8809666730730, Ext. 804
Cell Phone: 01710930964
E-mail: akternazma13@yahoo.com

শুন্ম অর বিজনেস
School of Business
Bangladesh Open University
Semester Calendar

Semester: 182 (2nd and 4th Levels)

Program: MBA
Dates to Remember

(To be strictly followed if no unavoidable circumstances occurs)

Activity	Deadline/Date
FIRST Day of the Tutorial Sessions	October 25, 2019
Submission of Master Paper Proposal	November 29, 2019
Submission of Assignment #1	December 6, 2019
Submission of Filled-up Exam Registration Form	Dec.12,'19 to Jan.24,'20
Registration into the Courses of Next 191-Semester (1st & 3rd Levels)	Dec.12,'19 to Jan.24,'20
Payment of Re-exam Fee (Consult with the Concerned Officer of the Regional Center)	Within one month of result publication
LAST Day of the Tutorial Sessions	January 31, 2020
Submission of Assignment #2	January 31, 2020
Submission of Master Paper	January 31, 2020
FIRST Day of Semester-end Final Examination: 182-Semester	February 14, 2020
Submission of Viva-voce Registration Form	February 14, 2020
Tentative Date for Viva-voce	April 1-10, 2020

Fee Structure

(May be Changed by the University Authority)

Compulsory Fees:	Amount in Taka
Prospectus and Application Form	Consult with the Concerned Officer of the Regional Center
Exam Fee for Current Semester	
Fee for Digital ID Card	
Course Registration Fee per Course	
Semester Registration Fee	
Academic Calendar Fee	
Mark Sheet Fee for Each Level	
Situational Fees:	Consult with the Concerned Officer of the Regional Center
Re-Examination/ Redo Fee (per course)	
Program Transcript Fee	
Original Certificate Fee	
Provisional Certificate Fee	
Graduation Ceremony Fee	
Testimonial Fee	
Duplicate Student ID Card Fee	
Correction Fee	
Late Course Registration Fee (per course)	
Improvement Fee (per course)	
Late Re-Examination/ Redo Fee (per course)	
Study Centre Change Fee	

Program Structure at a Glance

COURSES OF THE MBA PROGRAM

Core, Capstone & Major Courses of MBA program

The MBA Program consists of Core, Capstone and Major courses. The Core courses aim at enabling the students to master the concepts of business tools and techniques of analysis as well as familiarize them with the current business environment. On the other hand, the capstone course helps the students address the dynamic nature of today's business world while conveying the essential elements of the business research process.

Following table will give you the titles of the core courses and capstone course of the MBA program by levels. The course code with respective credit of each course and the semester in which the courses will be offered are also mentioned in this table.

Course Structure			
<i>Name of the Core Courses</i>	<i>Credit (Hours)</i>	<i>Course Code</i>	<i>Offering Semester</i>
First Level			
Principles of Management	3	MBA 1301	April – Sept. (1st & 3rd Levels)
Principles of Marketing	3	MBA 1302	
Financial Accounting	3	MBA 1303	
Business Communication	3	MBA 1305	
Fundamentals of Financial Management	3	MBA 1306	
Second Level			
Business Mathematics	3	MBA 2305	Oct.-March (2nd & 4th Levels)
Business Statistics for Decision Making	3	MBA 2307	
Organizational Behavior	3	MBA 2308	
Human Resource Management	3	MBA 2309	
Managerial Economics	3	MBA 2310	
Third Level			
Management Accounting	3	MBA 3309	April-Sept. (1st & 3rd Levels)
Marketing Management	3	MBA 3310	
Strategic Management	3	MBA 3311	
Managerial Finance	3	MBA 3314	
Operations Management	3	MBA 3315	
<i>Name of the Major & Capstone Courses</i>	<i>Credit (Hours)</i>	<i>Course Code</i>	<i>Offering Semester</i>
Fourth Level –Major in Marketing			
E-Marketing	3	MBA 4318	October-March (2nd & 4th Levels)
Marketing for Non-Profit Organizations	3	MBA 4319	
Integrated Marketing Communication	3	MBA 4320	
Consumer Behavior	3	MBA 4321	
Business Research Methods (Capstone Course)	1.5	MBA 4316	
Master Paper and Viva-Voce	1.5		
Fourth Level –Major in Human Resource Management			
Compensation Management	3	MBA 4322	April-Sept. (2nd & 4th Levels)
International Human Resource Management	3	MBA 4323	
Career Management	3	MBA 4324	
Training & Development	3	MBA 4325	
Business Research Methods (Capstone Course)	1.5	MBA 4316	
Master Paper and Viva-Voce	1.5		

Fourth Level –Major in Accounting & Information Systems			
Corporate Financial Reporting and Analysis	3	MBA 4326	October-March (2nd & 4th Levels)
Strategic Management Accounting	3	MBA 4327	
Accounting Information Systems	3	MBA 4328	
Accounting for Governmental and Non-profit Organizations	3	MBA 4329	
Business Research Methods (Capstone Course) Master Paper and Viva-Voce	1.5 1.5	MBA 4316	
Fourth Level –Major in Finance & Banking			
Corporate Finance	3	MBA 4330	April-Sept. (2nd & 4th Levels)
Investment Analysis and Portfolio Management	3	MBA 4331	
Bank Management and Financial Services	3	MBA 4332	
Development of Financial Markets and Institutions	3	MBA 4333	
Business Research Methods (Capstone Course) Master Paper and Viva-Voce	1.5 1.5	MBA 4316	
Fourth Level –Major in International & Development Economics			
Economic Development and Planning	3	MBA 4334	Oct.-March (2nd & 4th Levels)
International Economics, Globalization and Policy	3	MBA 4335	
Money, Banking and Financial Markets	3	MBA 4336	
International Trade and Finance	3	MBA 4337	
Business Research Methods (Capstone Course) Master Paper and Viva-Voce	1.5 1.5	MBA 4316	

N.B.: The School of Business, Bangladesh Open University preserves all rights to change the courses and curriculum to keep pace with the changing requirements of local, regional and global educational and business environment under any circumstances.

Calculation of Grade Point (GP)

For every completed course, the marks obtained by a student in respective **Class performance and attendance, Assignments** and **Semester-end final examination** will be totaled and these total marks will be converted into Grade Point (GP) as per the following table:

Numerical Grade	Letter Grade	Grade Point
80% and above	A+ (A plus)	4.00
75% to less than 80%	A (A regular)	3.75
70% to less than 75%	A- (A minus)	3.50
65% to less than 70%	B+ (B Plus)	3.25
60% to less than 65%	B (B regular)	3.00
55% to less than 60%	B- (B minus)	2.75
50% to less than 55%	C+ (C plus)	2.50
45% to less than 50%	C (C regular)	2.25
40% to less than 45%	C- (C minus)	2.00
Less than 40%	F (Fail)	0.00

A student will get individual GP for every completed course. In case of completion of a number of courses, the 'Grade Point Average (GPA) of those completed courses will be calculated by using the following formula where the individual GP of every course and the respective credit of those courses will be taken into consideration:

Computation of Cumulative Grade Point Average (CGPA)

GPA is calculated for the individual semester by using the formula below:

$$\text{GPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$$

Where,

GP= Grade point

Cr = Credit Hour

Example: GPA Calculation

Course	Credit Hours (Cr)	Marks (%)	Letter Grade (LG)	Grade Points (GP)	Points Secured (PS)	GPA
1st Level						
MBA 1301	3	80	A+	4.00	12	$\text{GPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$ $= \frac{51}{15}$ $= 3.40$
MBA 1302	3	75	A	3.75	11.25	
MBA 1303	3	70	A-	3.50	10.5	
MBA 1305	3	57	B-	2.75	8.25	
MBA 1306	3	63	B	3.00	9	
	$\sum \text{Cr} = 15$				$\sum \text{GP} \times \text{Cr} = 51.00$	
2nd Level						
MBA 2305	3	68	B+	3.25	9.75	$\text{GPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$ $= \frac{48.75}{15}$ $= 3.25$
MBA 2307	3	72	A-	3.50	10.50	
MBA 2308	3	63	B	3.00	9.0	
MBA 2309	3	58	B-	2.75	8.25	
MBA 2310	3	78	A	3.75	11.25	
	$\sum \text{Cr} = 15$				$\sum \text{GP} \times \text{Cr} = 48.75$	

Calculation of CGPA

CGPA is calculated for the whole program by using the formula below:

$$\text{CGPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$$

Example: CGPA Calculation

Semesters	Total Points Secured (Level wise)	Total Credit Hours (Level wise)	CGPA
1 st Level	51.00	15	$\text{CGPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$ $= \frac{99.75}{30}$ $= 3.325$
2 nd Level	48.75	15	
Total	$\sum \text{GP} \times \text{Cr} = 99.75$	$\sum \text{Cr} = 30$	

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 following the syllabus.

Semester-end Final Examination

Tentative Schedule for the Semester-End Final Examination (182 Semester)

2 ND LEVEL (CORE COURSES)		
Date	Exam Time	Course Code and Course Title
February 14, 2020, Friday	9:00 am – 12:00 noon	MBA 2305: Business Mathematics
February 28, 2020, Friday	9:00 am – 12:00 noon	MBA 2307: Business Statistics for Decision Making
March 06, 2020, Friday	9:00 am – 12:00 noon	MBA 2308: Organizational Behavior
March 13, 2020, Friday	9:00 am – 12:00 noon	MBA 2309: Human Resource Management
March 20, 2020, Friday	9:00 am – 12:00 noon	MBA 2310: Managerial Economics
March 27, 2020, Friday	9:00 am – 12:00 noon	MBA 2311: Fundamentals of Financial Management
	9:00 am – 12:00 noon	MBA 2312: Macroeconomics

4TH LEVEL (MAJOR AND CAPSTONE COURSES)							
Date	Exam Time	Course Code and Course Title					
		MAJOR COURSES					NON MAJOR COURSES
		Marketing	Human Resource Management	Finance and Banking	Accounting & Information System	International & Development Economics	
February 14, 2020, Friday	2:00 pm to 5:00pm	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 28, 2020, Friday	2:00 pm to 5:00pm	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 06, 2020, Friday	2:00 pm to 5:00pm	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 13, 2020, Friday	2:00 pm to 5:00pm	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 Organizations	MBA 4337: International Trade and Finance	MBA 4340: Financial Management and Policy
March 20, 2020, Friday	2:00 pm to 5:00pm	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

*Old Course Code

Master Paper Submission and Viva-voce

- The student, who has successfully completed at least 60% of the total credits (36 credits) and has already registered for the Master Paper in a semester, can pursue the course-Master Paper and Viva-voce.
- A student is required to send **the Master Paper Proposal**, duly signed by the **respective Supervisor** and counter signed by the **Study Center (SC) Coordinator**, to the **Dean, School of Business, BOU, Gazipur-1705 on or before December 6, 2019.**

Eligible students for doing the Master Paper are advised to read carefully **page# 14-17 of the Student Handbook** of the MBA Program before going to start their research for master paper.

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

Course 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 follows:

Attendance & Class Performance	= 5+5 =10 Marks
Two (2) Assignments	=10+10 = 20 Marks
One (1) Semester-end Final Examination	= 70 Marks
Total	= 100 Marks

শুন্স অর বিজনেস
School of Business
Bangladesh Open University

ASSIGNMENT NO.:

(Please put ✓)

1

2

Program: Master of Business Administration (MBA)

Course Title:

Course Code:

MBA

Submission
Semester:

1	8	2
---	---	---

Level: (Please put ✓)

2nd

4th

PERSONAL INFORMATION OF THE STUDENT

Name (In Capital Letters):

ID (In
Numbers):

			-	3	3	-				-			
--	--	--	---	---	---	---	--	--	--	---	--	--	--

ID (In
words):

			-	Three	Three	-				-			
--	--	--	---	-------	-------	---	--	--	--	---	--	--	--

Study Center (SC) where you are submitting
your Assignments (Please put ✓):

RC

Contact Address (Compulsory)	For Use of the Coordinator's Office (If the Assignment is submitted after deadline)
Mailing Address: <hr/> <hr/> <hr/> Tel: _____ Cell Phone: _____ E-mail: _____	<hr/> Signature of the Coordinator/ Authorized Person/Seal of the Late Submission Date: _____

(Attach the photocopy of both sides of your ID card to the assignment just after this cover page)

Student's Copy

(Each student must preserve it carefully. If any Assignment is lost, no student's claim will be accepted without this slip.)

স্কুল অব বিজনেস
SCHOOL OF BUSINESS
 Bangladesh Open University
MBA Program

Assignment Acknowledgement FormName: ID: - -

Assignment #1 Course Code: MBA _____ Received on or before December 6, 2019 Signature & Date _____ Reference No.: _____	Assignment #2 Course Code: MBA _____ Received on or before January 31, 2020 Signature & Date _____ Reference No.: _____
Assignment #1 Course Code: MBA _____ Received on or before December 6, 2019 Signature & Date _____ Reference No.: _____	Assignment #2 Course Code: MBA _____ Received on or before January 31, 2020 Signature & Date _____ Reference No.: _____
Assignment #1 Course Code: MBA _____ Received on or before December 6, 2019 Signature & Date _____ Reference No.: _____	Assignment #2 Course Code: MBA _____ Received on or before January 31, 2020 Signature & Date _____ Reference No.: _____
Assignment #1 Course Code: MBA _____ Received on or before December 6, 2019 Signature & Date _____ Reference No.: _____	Assignment #2 Course Code: MBA _____ Received on or before January 31, 2020 Signature & Date _____ Reference No.: _____
Assignment #1 Course Code: MBA _____ Received on or before December 6, 2019 Signature & Date _____ Reference No.: _____	Assignment #2 Course Code: MBA _____ Received on or before January 31, 2020 Signature & Date _____ Reference No.: _____

Dean's COPY

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

স্কুল অব বিজনেস
SCHOOL OF BUSINESS
 Bangladesh Open University
MBA Program

Assignment Acknowledgement FormName: ID: - -

Assignment #1 Course Code: MBA _____ Received on or before December 6, 2019 Signature & Date _____ Reference No.: _____	Assignment #2 Course Code: MBA _____ Received on or before January 31, 2020 Signature & Date _____ Reference No.: _____
Assignment #1 Course Code: MBA _____ Received on or before December 6, 2019 Signature & Date _____ Reference No.: _____	Assignment #2 Course Code: MBA _____ Received on or before January 31, 2020 Signature & Date _____ Reference No.: _____
Assignment #1 Course Code: MBA _____ Received on or before December 6, 2019 Signature & Date _____ Reference No.: _____	Assignment #2 Course Code: MBA _____ Received on or before January 31, 2020 Signature & Date _____ Reference No.: _____
Assignment #1 Course Code: MBA _____ Received on or before December 6, 2019 Signature & Date _____ Reference No.: _____	Assignment #2 Course Code: MBA _____ Received on or before January 31, 2020 Signature & Date _____ Reference No.: _____
Assignment #1 Course Code: MBA _____ Received on or before December 6, 2019 Signature & Date _____ Reference No.: _____	Assignment #2 Course Code: MBA _____ Received on or before January 31, 2020 Signature & Date _____ Reference No.: _____

Instructions to the Coordinator: The Study Center Coordinator is requested to:

- put his/her signature on this form (both sides) only if the assignments are submitted by the deadline.
- check if the course code, ID number etc. have been written correctly on the assignment cover page and on this form.
- keep the Dean's Copy portion of this form while receiving the last Assignment.
- send the Dean's Copy of this form to Dean, School of Business, BOU, Gazipur-1705.

স্কুল অব বিজনেস
School of Business
Bangladesh Open University
MBA Program
Admit Card

Passport size
Photo

Semester-end Final Examination

Semester: 182

Name of the Examinee: _____

SID Number:

			3	3						
--	--	--	---	---	--	--	--	--	--	--

RC: _____

Signature & Seal of the RD

Study Center: _____ Exam. Center: _____

Please write codes and titles of the courses you have registered for examination. Make sure the invigilator's signature against the course you have gone in for the exam.

Course Code				Course Title				Invigilator's Signature and Date
M	B	A						
M	B	A						
M	B	A						
M	B	A						
M	B	A						
M	B	A						

(It is mandatory for all the students to show the Admit Card while entering the exam hall. Without the Admit card, no student will be allowed to sit for the exam. So, please collect the Admit Card while submitting the Examination Registration Form)

Students may bring the following items in the exam hall if required:

- ◆ Graph Paper
- ◆ Calculator (to be used if invigilator permits)
- ◆ Statistical Tables
- ◆ Student ID Card

The following instructions must be maintained in the exam hall:

- ◆ The invigilator will get the full right to manage the students in the exam hall. Any negligence or incomppliance to the instructions of the invigilator will highly penalize the students. Any student found to do so shall be expelled from the course or the program.
- ◆ Mobile phones must be switched off and kept away from students' reach during the exam. If someone is found using the mobile phone during the exam, her/his script will be snatched or s/he shall be penalized as per the university rules.

List of Teachers of School of Business & their Research Interests

Name & Designation	Contact Details	Research Area(s)
Dr. Md. Ekramul Haque Professor (Management)	09666730730/664, 8962776 (Res) 01711179956 (Cell), ekramdean@yahoo.com	Human Resource Management
Dr. Qazi Mohammad Galib Ahsan Professor (Accounting)	09666730730/665, 9185266 (Res), 01729224499 (Cell) qgalib@bou.edu.bd, galib_ahsan@yahoo.com	Corporate Social Responsibility and Accountability
Dr. Md. Mayenul Islam Professor (Management)	09666730730/666, 01711955537(Cell) islammayenul@yahoo.com	Management; Human Resource Management
Professor Mostafa Azad Kamal (Economics)	88-02-9291106, 09666730730/662, 01911319248 (Cell) Fax: 9291106, mostafa_azad@yahoo.com	International & Development Economics, e-Learning, ODL, OER
Dr. Md. Serazul Islam Professor (Accounting)	09666730730/668, 01712937189 (Cell) islamserazul@yahoo.com	SME Financing & Entrepreneurship Development; Accounting & Finance
Dr. Mohammad Zahir Raihan Associate Professor (Finance)	09666730730/669, 01716233708 (Cell) raihan_bou@yahoo.com	Responsibility, Micro Finance, Corporate Finance, Finance & Banking
Dr. Shaheen Ahmed Associate Professor (Management)	09666730730/792, 01911251181 (Cell) shaheenmahmed@yahoo.com	Human Resource Management, Organizational Behavior, Industrial Psychology.
Md. Tarikul Islam Assistant Professor (Marketing)	09666730730/670, 01720581050 (Cell) tarikuldu05@yahoo.com	International Marketing; Marketing Management; Marketing Research
Md. Kayes Bin Rahaman Assistant Professor (Finance)	09666730730/671, 01717671496 (Cell) kbrahaman@gmail.com	Household Finance; Green Banking; Disaster Management
Ms Adiba Anis Assistant Professor (Marketing)	09666730730/672, 01818644137 (Cell) adiba10mkt@gmail.com	Tourism; Supply Chain Management; Advertising
Md. Mahfuzur Rahman Assistant Professor (Economics)	09666730730/133, 01721380509 (Cell) masum2069@yahoo.com	International & Development Economics
Ms Asma Akter Shelly Assistant Professor (Finance)	09666730730/134, 01712054623(Cell) shellyasma26@gmail.com	Capital Budgeting; Credit Rating
Ms Romana Kader Lecturer (HRM)	09666730730/135, 01913705671 (Cell) romana.hrm@gmail.com	Human Resource Management
Ms Mollika Ghosh Lecturer (Marketing)	9291106, 01799781487 (Cell) mollikag.du@gmail.com	Advertising and Promotion; Service Marketing
Ariful Islam Lecturer (Accounting)	9291106, 1911553988 (Cell) maverick9036@gmail.com	Accounting; Taxation

Instruction for the Students:

Students are asked to contact the concerned teacher(s) during the office time if they face any problem in understanding any concept/topic of the Textbook or Assignment. As per their research interest students may request the teacher(s) to be their Supervisor of Master Paper.