

NATIONAL UNIVERSITY



Second Year Syllabus Department of Accounting

Four-Year B.B.A. (Honours) Course
Effective from the Session : 2013–2014

National University

Subject: Accounting

**Syllabus for Four-Year BBA Honours Course
Effective from the Session: 2013-2014**

Year-wise Papers and marks distribution.

Second Year

Paper Code	Paper Title	Marks	Credits
222501	Computer and Information Technology (Accounting)	100	4
222503	Taxation in Bangladesh	100	4
222505	Intermediate Accounting	100	4
222507	Business Mathematics	100	4
222509	Business Statistics (In English)	100	4
222511	Macro Economics	100	4
222513	Business Communication and Report Writing (In English)	100	4
	Total =	700	28

Details Syllabus

Paper Code : 222501	Marks : 100	Credits : 4	Class Hours : 60
Paper Title :	Computer And Information Technology (Accounting)		

1. **Introduction:** What is computer, Uses of Computers, Computer Generation and Classifications, Number System, Computer Organization and Architecture, Basic Logic Gates and Truth Tables.
2. **Fundamentals of Computer Hardware:** Input Hardware, Output Hardware, Processing hardware, Peripheral and Storage Devices.
3. **Introduction to System Software and Application Software:** Introduction to Operating System. Introduction to Software Development and Concepts of Programming Languages, Compilers, Interpreters and Assembler, Program Design and Flowchart.
4. **Graphical User Interface:** Gaining Proficiency in GUI Operating System, Word Processing using Ms Word: Editing, Formatting, Colors and Styles, Drawing, Tables.
5. **Information Systems in Business:** Why study information systems?-Why Business Need information Technology-Fundamental Information System Concepts-Overview of Information System.
6. **Solving Business Problems with Information Systems:** A Systems Approach to Problem Solving-Developing Information System Solutions.
7. **Computer Systems:** End user and Enterprise Computing.
8. **Information Systems for Business Operations:** Business Information Systems-Transaction Processing System.
9. **Information Systems for Strategic Advantage:** Fundamentals of Strategic Advantage-Strategic Applications and Issues in Information Technology.
10. **Managing IT:** Enterprise and Global Management-Managing Information Resources and Technologies-Global Information Technology Management-Planning and Implementing Change-Planning for Business Change with IT-Implementing Business Change with IT-Security and Ethical Challenges-Security and Control Issues in Information Systems-Ethical and Social Challenges of Information Technology.
11. **Introduction to Accounting Information Systems:** Introduction to Accounting Packages: Features of an Accounting Package. Making Chart of Accounts. General Ledger, Payables: Vendors, Purchase, Payments. Receivables: Customers, Sales Receives. Payroll: Employees, Payroll. Inventory: Inventory, Transfer, Adjustment.

Book Recommended :

1. Mustafa Jabber : *Computer and Information Technology*

Reference Book :

1. Hutchinson and Sawyer : *Computers and Information Systems*
2. James O'Brien : *Management Information Systems*
3. Courter : *Office 2000 Mastering*
4. The Complete Reference MS Office 2000

Paper Code : 222503	Marks : 100	Credits : 4	Class Hours : 60
Paper Title :	Taxation In Bangladesh		

1. Theory of Taxation:

Taxation—An Introduction: Public Finance and Tax as a Source of Public Revenue, Other Sources of Public Revenue vs. Taxation, Public Finance vs. Private Finance, Importance of Public Finance, Definition of Tax, Characteristics of Tax, Objectives of taxation, Principles of taxation, Characteristics of a Good Tax.

Incidence of Taxes: Impact, Incidence and Effect of a Tax—Shifting of Tax Incidence—Demand and Supply Theory of Tax Shifting—Additional Factors Influencing Tax Shifting – General Effects of Taxation.

Classification and Choice of Taxes: Classification Taxes (on the basis of: Number of taxes, Impact and incidence of taxes, Structure of tax-rates, Subject-matter of taxes, Elasticity of taxes, Classification of tax-bases, Increase or decrease in public revenue, Single-point vs. Multiple-point taxes, and Collector of taxes); Choice of Taxes between Proportional and Progressive taxes, Choice of Taxes between Direct and Indirect taxes; Tax Structure in Bangladesh

2. Business Taxation—An Introduction: Business Enterprises as a Taxpayer (Sole-proprietorship, Partnership, and Company), Pass-Through vs. Non-Pass-Through Entities, Legal Taxpayer vs. Real Taxpayer.

3. Income Tax:

3.01 **Introduction to Income Tax:** Income Tax—Meaning, Nature, Importance in respect of Contribution to Internal Resource Mobilization—Historical Perspective of the Income Tax Ordinance, 1984 – Statutory Definitions of Important Terms.

3.02 **Income Tax Authorities:** Administrative and Judicial Authorities—appointment, organization structure, power and functions—Taxes Appellate Tribunal—Registered Income Tax practitioner.

3.03 **Charge of Income Tax:** Basic Principles, Systems (Conventional Exemption Limit versus Filing Threshold)—Sources of Income Tax Laws.

3.04 **Computation of Total Income:** Types of Assessee—Scope of Total Income on the basis of Assessee's Residential Status—Income deemed to accrue or arise in Bangladesh—Deemed Income (unexplained investment etc.)—Non-Assessable Income—Income under Specific Heads (Salaries, Interest on Securities, Income from House Property, Agricultural Income, Income from Business or Profession, Share of

Income from Firms, Income of Spouse or Minor Child, Capital Gains, Income from Other Sources, and Foreign Income)–Set-off and carry-forward of losses.

- 3.05 **Procedure of Assessment:** Filing of return of income and Supporting Statements and Documents. Assessment of Tax: Provisional Assessment, Assessment on correct return, Universal Self-Assessment, Spot Assessment, Assessment after hearing, Assessment on the basis of a Chartered Accountant's Report, Best-judgment Assessment, Presumptive Assessment–Other issues in assessment: Assessment in cases of discontinuation of or succession to business, Assessment for outgoing persons and deceased persons, Assessment of escaped income, Limitations for assessment–Tax audit.

Rates of Taxes: Tax Rate on Capital gains and Income from winnings–Tax rate on other income of individuals, firms and companies–Tax Rate on non-resident's income, Imposition of Surcharge.

- 3.06 **Investment Tax Credit, Tax Rebate and Tax Relief:** Rate of investment tax credit, Investment allowance items and maximum limit–Tax credit on Small or Cottage Industries–Tax-free income and tax credit–Tax relief for avoiding double taxation.
- 3.07 **Payment, Refund and Recovery:** Four ways of Tax payment: Tax deducted at source (TDS), Advance payment, Payment on the basis of return and payment on notice of demand, Tax Recovery–TDS as the Final discharge of tax liability (sec. 82C).
- 3.08 **Individual Assessment:** Assessment covering all heads of income excluding share of firm's income–Clubbing of Income.
- 3.09 **Taxation of Partnership Firms:** Set-off and carry-forward of losses by firm–Assessment of firms–Allocation firm's income among partners–Partners' total income including share of firm's income–Assessment in case of change in firm's constitution and in case of constitution of new successor firm.
- 3.10 **Corporate Taxation:** Definitions of Company and related terms–Determination of Total Income–Tax Rates and Tax Rebates.
- 3.11 **Appeals And References:** Appeal to Appellate Joint Commissioner of Taxes or Commissioner of Taxes (Appeals), Appeal to Taxes Appellate Tribunal, Reference to High Court Division and Appellate Division–Alternative Dispute Resolution (ADR).
- 3.12 **Miscellaneous Issues:** Default and Penalty–Offence and Prosecution–Methods of Accounting–Filing of Return of Withholding Tax–Filing of Annual Information Return–Tax Avoidance–Bond Washing Transactions. Tax-holiday Scheme: Industrial undertakings, Physical infrastructural facility and Cooperative society.

4. **Other Taxes in Bangladesh:**

- 4.01 **Value-Added-Tax (VAT):** Important terms–Exempted Goods and Services–Output tax–Input Tax–Tax period–Taxable Goods–Invoice–Manufacturers–VAT Authorities. Imposition of VAT–Determination of Value for VAT–Methods and Time of VAT payment–Supplementary Duty–Turnover Tax–Tax Rebate–Registration of

manufacturers Delegated powers–Appointment VAT officials–offence and penalties–Confiscation–Appeal–Revisions–Recovery of claims–Alternative Dispute Resolution.

- 4.02 **Customs Duty:** Nature–Scope and importance–Goods Dutiable–Goods Prohibited–Various Duties under the Customs Act–Rates of Duties–Tax Points and Valuation Bases for Customs Duty–Duty-Drawback and Exemptions–Pre-Shipment Inspection Authority –Assessment–Penalties and Offences–Customs Authority–Appeals and References–Alternative Dispute Resolution.

Books Recommended :

1. Bala, S.K. and Others : *Tax Laws with Professional Practice*
2. H.L. Bhatia : *Public Finance*, Vikas Publishing House Pvt. Ltd.
3. Nikshil Chandra Shil & Others : *Bangladesh Income Tax-Theory & Practice*, Shams Publications
4. GOB (Government of Bangladesh) : *Income Tax Manual, Part I–Income Tax Ordinance, 1984 and Income Tax Manual, Part II–Income Tax Rules, 1984.*
5. GOB : *Value Added Tax Act 1991 and Value Added Tax Rules 1991*
6. GOB : *Customs Act 1969*
7. GOB : *Finance Acts/ Ordinances.*
8. MCCI (Metropolitan Chamber of Commerce and Industry) : *Summary of Bangladesh Taxation Rules.*

Paper Code : 222505	Marks : 100	Credits : 4	Class Hours : 60
Paper Title :	Intermediate Accounting		

1. **Review of Accounting Process and Presentation of Financial Statements**
2. **Plant Assets, Natural Resources, and Intangible Assets:** Requirements under IAS 16 *Property, Plant and Equipment*, IAS 38 *Intangible Assets*, IFRS 6 *Exploration for and Evaluation of Mineral Resources* and IAS 36 *Impairment of Assets*. Acquisition and valuation of Plant Assets–The nature of Depreciation in Accounting–Cost allocation versus valuation, Depreciation and Cash Flows; Extension of Plant Assets and its effects on Depreciation. Depreciation Methods–Recording of depreciation; Disposition of Plant assets; Natural Resources–Acquisition cost, Depletion; Intangible Assets–Amortization of Intangibles;
3. **Accounting for Investments:** Requirements under IAS 40 *Investment Property*, IFRS 9 *Financial Instruments* and IAS 39 *Financial Instruments: Recognition and Measurement*. Investment in Debt Security- Held-to- Maturity Securities, Available-for-sale Securities, Trading Securities. Investment in Equity Securities-Fair Value Method, Equity Method. Other reporting Issues-financial Statement Presentation, Impairment of value, transfers between Categories, Fair Value Controversy.

4. **Current Liabilities and Contingencies:** Different Types of Current Liabilities, Contingencies-Gain Contingencies-Loss Contingencies. Presentation of Current Liabilities and Contingencies. IAS 37 Provisions, Contingent liabilities and Contingent Assets
5. **Accounting for Long Term Liabilities:** Bond: Nature, Recording at issue, Determining interest-Effective interest method, Zero-coupon bond, Bonds sold at premium or discount; Long-term Notes; Convertible Bonds; Other long-term liabilities; Requirements under IFRS 9 and IAS 39.
6. **Partnership Accounting:** Basic features of Partnership Accounting-Changes in Partnership structure: Admission & Retirement: Treatment of goodwill, revaluation of assets and liabilities.
7. **Preparation of Cash Flow Statement:** Purpose of Cash Flow Statement-Types of Cash Flows: Operating activities, Investing activities, and Financing activities-Preparation of Cash Flow Statement: Direct and Indirect methods-Analysis of Cash Flow Statement.
8. **Preparation of Value Added Statement:** Purpose and format-Preparation of value added statement.
9. **Accounting aspect of VAT:** Preparation of different statements (Purchase Account Book, Sales Account Book, Invoice Book and Account Current) under the VAT laws, Accounting Treatment of VAT at Purchase, Sales, Withholding, Treasury Deposit, Tax Credit and Tax Refund or Adjustment through Account Current.

Books Recommended :

1. KIESO, DONALD E., WEYGANDT : *Intermediate Accounting*, IFRS Edition (2011), JerryJ.WARFIELD, Terry D. John Wiley & Sons, Inc.
2. GOB (Government of Bangladesh) : *Value Added Tax Act 1991 and Value Added Tax Rules 1991*

Paper Code: 222507	Marks: 100	Credits: 4	Class Hours: 60
Paper Title:	Business Mathematics		

1. **Number System:** Introduction, Prime, Rational and Irrational number, even and odd numbers and their properties. Imaginary and complex numbers; sequence, series, Divergence of a sequence, sigma notation, Sum of natural numbers.
2. **Indices and Logarithms:** Indices, laws of indices, positive and fractional indices, operation with power functions. Introduction, Laws of operations, use of logarithm tables, Anti-logarithm, Exponential series, logarithmic series.
3. **Theory of Sets:** Different types of sets, union, difference intersection, Cartesian products, Venn diagram, Application in business problems.
4. **The Straight Lines & Linear Equations:** Different forms of Equations-Parallel and perpendicular form of Equations-Point of intersection of lines-Interpretation of Slope of different business problems and Marginal Concept analysis, Solution of linear equations, solution of simultaneous linear equations.

5. **Quadratic Equations:** Relationship between roots+/- and coefficients of a quadratic equation, Nature of roots, Solution of quadratic equations, formation of quadratic equations with given roots. Curve sketching of different linear and non linear equations.
6. **Permutations and Combinations:** Fundamental principles of permutations, permutations of things, all different and things, not all different, repeated and circular permutations. Combinations, relationship between permutation and combinations.
7. **Progression:** Introduction, Sum of Series in AP and GP, Use of concept of progression to find the present value and future value, Business problem solution.
8. **Mathematics of Finance:** Introduction, Annuities, Sinking Fund, Discount, Compound interest, Simple interest, Amortization.
9. **Matrices & Determinants:** Introduction, Types of matrices, operation on matrices. Solution of simultaneous linear equations. Introduction, properties of determinants, operations on determinants. Expansions of determinants Sarrus diagram and Cramm's rule and use in business. Leontiff input-output model analysis. Application to business problem.
10. **Differentiation, Integration & Use in Business:** Differentiation of Algebraic functions, transcendental function. Definition of transcendental functions-Geometric interpretation of dy/dx and marginal concept analysis. Introduction, Different rules of integration. Indefinite and Definite integral. Determination of maxima and minima of different functions using differentiation rules. Business problem solution. Conditions of maxima and minima, Test for maxima and minima. Point of inflexion.

Books Recommended :

1. Zameer Uddin, Kazi : *Business Mathematics*
2. Sanchetti & Kapoor : *Business Mathematics*
3. Rafiqul Islam, Md : *Business Mathematics*

Paper Code: 222509	Marks: 100	Credits: 4	Class Hours: 60
Paper Title:	Business Statistics (In English)		

1. **Introduction:** Meaning and Concepts; Nature; Scope; Nature/characteristics of Statistical Data; Classification; Tabulation; Frequency Distribution; Graphical Presentation of Data.
2. **Measures of Central Tendency:** Meaning and concepts; Arithmetic Mean; Geometric Mean; Harmonic Mean; Weighted Arithmetic Mean; Mode; Median; Quartiles; Deciles; Percentiles; Properties of a Good Average; Empirical Relation Among the Averages.
3. **Measures of Dispersion:** Significance of Measuring Dispersion; Properties of A Good Average Dispersion; Range-Inter-Quartile Range and quartile Deviation; Mean Deviation; Standard Deviation; Co-efficient of, Variations and Their Application.

4. **Moments, Skewness and Kurtosis:** Concepts; Moments from Arbitrary Value; Moments from Mean; Relation between Moments; Measures of Skewness and its Uses, Measures of Kurtosis and Its Application.
5. **Correlation Analysis:** Meaning and concept; Significance of the Study of Correlation and Causation; Types of Correlation; Scatter Diagram Method; Karl Pearson's Coefficient of Correlation; Rank Correlation Coefficient.
6. **Regression Analysis:** Concept; Difference between Correlation and Regression Analysis; Simple Regression Lines; Regression Equation; Regression Co-efficient.
7. **Probability:** Meaning of Probability, Elements of Set Theory; Sample Space; Events; Theorems of Total and Compound Probability; Conditional Probability and Statistical Independence; Expected value of Random Variable.
8. **Index Number:** Price Index; Quantity Index; Value Index; Cost of Living Index Numbers; Chain index Numbers; Base Shifting-Splicing and Deflating the Index; Test of Index Numbers; Limitation and Uses.
9. **Sampling Distribution:** Student's Distribution; Chi-square Distribution; Fisher's Z-Distribution; F-Distribution; Their Properties and Uses.
10. **Test of Hypothesis:** Procedure of Testing Hypothesis; Null Hypothesis–Alternative Hypothesis-Type I and Type II Errors; Level of Significance; Degree of Freedom; One-Tailed and Two-Tailed Tests; Power of Test; Tests About Mean; Tests about the Difference between Two Means; Tests about the Difference between Two Means with Dependent Samples; Tests about the Correlation Coefficient; Tests of Equality of Two Variances; Testing for Equality of Several Means; Test of Independence; Test of Goodness of Fit.
11. **Analysis of Variance:** Assumption in Analysis of Variance; Computation of Analysis of Variance; One way and two ways Classification.

Books Recommended:

1. S.P. Gupta and M.P. Gupta : *Business Statistics*
2. Levin & Lubin : *Modern Business Statistics*
3. Spiegel M.R. : *Statistics-Schaum's Outline Series*

Paper Code: 222511	Marks: 100	Credits: 4	Class Hours: 60
Paper Title:	Macro Economics		

1. **Overview of Macroeconomics:** Key concepts of macroeconomics - Aggregate supply and demand, aggregate output and prices, Production and income, Unemployment rate, inflation rate etc

2. **Measuring economic activity:** Yardstick of an economy's performance - Gross domestic product, Gross national product, The national accounts - balance of trade, balance of payments, Foreign reserve and currency accounts.
3. **The short run:** Goods market, composition of GDP, the demand for goods, determination of equilibrium output, investment and savings, financial market, monetary policy, demand for money, determination of interest rate, goods market and IS relation, Financial Market and LM relation, IS-LM model.
4. **The medium run:** the labor market, movements in unemployment, wage determination, price determination, the natural rate of unemployment, business cycle theories, the AS-AD model, equilibrium in the short run and medium run, the effects of a monetary expansion, the natural rate of unemployment and the Phillips curve; inflation, activity and nominal money growth etc.
5. **The long run:** The factors of economic growth; saving, capital accumulation and output, technological progress and growth, the relationship of technological progress with wages and unemployment etc.
6. **Economic growth and stability:** Theories of economic growth, patterns of growth in developing countries, alternative models for development, price stability and inflation, impact of inflation, modern inflation theory, dilemmas of anti-inflation policy, economic consequences of government debt, theories and practices of fiscal policies, economic prospect for Bangladesh

Books Recommended:

1. N. Gregory Mankiw : *Principles of Macroeconomics*
2. Abel, Andrew B., Ben S. Bernanke and Dean Croushore : *Macroeconomics*

Paper Code: 222513	Marks: 100	Credits: 4	Class Hours: 60
Paper Title:	Business Communication And Report Writing (In English)		

Introduction to communication, Types of communication, Written communication, Major media of written communication, oral communication, Major media of oral, communication, Non-verbal communication, Internal communication, Effective meeting, Information age and the Use of computers in business communication, Audio-visual Aids in communication, Office Memos, Business Reports, Short essay writing on topics relating to business world, Common business abbreviations and acronyms, Meaning and use of commercial terms, Comprehension and precise writing, Art of addressing meeting and conferences, Receiving, Dispatching, filling industrial & business documents and office papers.

Books Recommended :

1. Raymond V. Lesiker : *Basic Business Communication*
2. A.C. "Buddy" Krizan, Patricia : *Business Communication*
Merrier, Joyce P. Logan
Karen Schneiter Williams