

NATIONAL UNIVERSITY



Syllabus Department of Accounting

One Year Preliminary to Master's Course
Effective from the Session: 2016-2017

National University

Subject: Accounting

Syllabus for One-Year Preliminary to Master's Course

Effective from the Session: 2016-2017

Paper Code	Paper Title	Credits
412501	Accounting for Public & NGO (Public Sector Accountability and Control)	4
412503	Management Accounting	4
412505	Business Finance	4
412507	Business Statistics	4
412509	Mathematics for Business Decision	4
412511	Computer & Information Technology (Accounting)	4
412513	Corporate Law & Practices	4
412301 Or 412219	Principles of Marketing Or Managerial Economics The students, who did not study Economics or Marketing in their degree level, have to take any one as a compulsory subject. Students, who study Economics, have to take Marketing and students who study Marketing, have to take Economics as compulsory subject.	4
412516	Viva-voce	4
	Total =	36

Detailed Syllabus

Paper Code : 412501	-----	Credits : 4	Class Hours : 120 hrs.
Paper Title :	Accounting for Public Sector and NGO (Public Sector Accountability and Control)		

1. Budget: Ministry of Finance, budget monitoring and resource committee, technical committee, budget schedule, revenue budget, development budget, annual development plan, deficit budget, surplus budget, public expenditure survey.

2. Accounts Administration: Controller general of accounts (CGA), principal accounting officers (secretaries), regional accounts offices, district accounts offices, subdivisions (thana) accounts offices, finance accounts, appropriation accounts, civil department accounts, defense accounts, railway accounts, controller general of defense (CGDF). Consolidated fund, cashbook (tax, foreign grants, & loans, domestic loans), charged and non-charged expenditures, accounting system in the government departments, cash basis and accrual basis accounting, SOEs, local government.

3. Accountability in the Ministry: Ministerial committees, ministerial annual reports, the secretary's report vs. corporate chairman's report, cooperation with the parliamentary committees, cooperation with the C&AG, the role of independent experts, government procurement.

4. Public Fund: State provident fund, national savings fund (savings certificates), reserve fund (depreciation fund for long-term assets), local fund, foreign grants, refundable advances (between departments), suspense accounts (claims, checks, bills), special deposit, remittances, government employees' welfare fund.

5. Agency System: Public sector reform, CEO, financial and management autonomy, performance related bonus system, growth through depreciation, agencification in BRTC, BIWTA, Dhaka City Corporation, RAJUK.

6. Supreme Audit Institution's Control of Public Sector Accountability: Comptroller & Auditor General (C&AG), statutory audit, performance audit, audit objections and settlement.

7. Parliamentary Control of Public Sector Accountability: Public accounts committee (PAC), purpose, composition of members, performance, dealings with the ministries and CAG, PAC and its role on private sector.

8. National Board of Revenue (NBR): Administration, control mechanisms, survey, intelligence and investigation, inspection and audit, financial incentive system.

9. What the government should do?: Rationale for the growth of government, public sector in an intermediate regime, performance of SOEs and private firms, privatization, regulation and excess regulation, transformation in the role of government.

10. Accounting for NGOs: Societies, clubs, hospitals, foreign-funded NGOs, sources of funds, receipts and payments accounts, income and expenditure account, profit or loss of a special purpose (bar, tournament, business venture), accumulated fund, statement of affairs, subscription account, donations.

Recommended Text Books:

1. Chowdhury D. (2012) Incentives, Control and Development: Governance in Private and Public Sector with Special Reference to Bangladesh, (second edition), Dhaka: Dhaka University: Dhaka.
2. Sobhan R. and Ahmed M. (1980) Public Sector in an Intermediate Regime: A Study of the Political Economy of Bangladesh, Dhaka: BIDS.

Paper Code : 412503	-----	Credits : 4	Class Hours : 120 hrs.
Paper Title :	Management Accounting		

1. **Introduction:** Definition of Management Accounting and Its Relation with Financial and Cost Accounting, Management Accounting and Decision Making, Importance of Ethics, Management Accounting in Service and Non-profit Organizations, Cost-Benefit and Behavioral Considerations, Management Process and Accounting, Planning and Control for Product Life Cycles and the Value Chain, Career Opportunities in Management Accounting, Changes in Business Processes and Management Accounting, Management Accounting Profession.
2. **Cost Concepts and Classifications:** General Cost Classifications- Cost Classifications on Financial Statements - The Flow of Cost in a Manufacturing Company- Cost Classifications Predicting Cost Behavior- Cost Classifications for Decision Making.
3. **Absorption and Variable Costing:** Variable and Absorption Costing, Variable vs. Absorption Costing: Operating Income and Income Statements, Absorption Costing and Performance Measurement, Comparing Inventory Costing Methods: Absorption & Variable, Costing, and Actual, Normal & Standard Costing; Reconciliation of profit under both methods.
4. **Cost-Volume-Profit Relationships:** Identifying Resources, Activities, Costs, and Cost Drivers, Variable and Fixed Costs, CVP Analysis: Computing the Break-Even Point (BEP), Graphing the BEP, Changes in Fixed Expenses, Changes in Unit Contribution Margin, Target Net Profit and an Incremental Approach, Multiple Changes in Key Factors; Additional Uses of CVP Analysis: Best Cost Structure, Operating Leverage, Margin of Safety, Contribution Margin and Gross Margin; Sales-Mix Analysis, Impact of Income Taxes.
5. **Relevant Costs for Decision Making:** Management's Decision-making Process- Identifying Different Costs and Benefits- Different Costs for Different Purposes-The Incremental Analysis Approach-Types of Incremental Analysis- Accept an Order at a Special Price, Make or Buy, Sell or Process Further, Retain or Replace Equipment, Eliminate an Unprofitable Business Segment, Allocate Limited Resources.

- 6. Budgeting and Budgetary Control:** Budgets and the Organization: Potential Problems in Implementing Budgets, Planning Horizon (Strategic Plan and Long-Range Planning): Types of Budgets: Master Budget, Components of a Master Budget: Operating Budget/Profit Plan (Sales budget, Purchases budget, Cost of goods sold budget, Operating expenses budget) and Financial budget: Cash budget, Budgeted Income statement and preparing master Budget: Activity Based Budget.
- 7. Flexible Budget:** Flexible Budget and Fixed Budget-Characteristics of Flexible Budget-Advantages of Flexible Budget-Segregation of Semi-variable Cost-Preparation of Flexible Budget.
- 8. Standard Costing:** Concepts-Standards and Budgets-Advantages of Standard Costing-Analysis of Material, Labor and Overhead Variances.

Recommended Books:

1. C. T. Horngren, G. L. Sundem : *Introduction to Management Accounting* (Latest Edition). Upper Saddle River, New Jersey: Prentice Hall.
- W. O. Stratton, J. Schatzberg and D. Burgstahler.
2. Ray H. Garrison, Eric W. Noreen and : *Managerial Accounting* (Latest Edition) Boston: McGraw-Hill & Irwin.
- Peter C. Brewer
3. Charles T. Horngren, Srikant M. Datar : *Cost Accounting: A Managerial Emphasis* (Latest Edition) Upper Saddle River, New Jersey: Prentice Hall.
- Madhav V. Rajan.

Paper Code : 412505	-----	Credits : 4	Class Hours : 120 hrs.
Paper Title :	Business Finance		

1. **Introduction:** Definition of Finance - Business Finance - Functions of Finance-Importance of Finance - Goals of the Firm - Social Responsibilities of the Firm.
2. **Short-Term Financing:** Spontaneous Sources of Short-Term Financing-Trade Credit, Accruals, Negotiated Short-Term Financing, Short-Term Bank Loans, Open Market Loans, Secured Loans and Other Sources of Short-Term Financing.
3. **Intermediate-Terms Financing:** Definition-Characteristics-Types and Sources-Advantages and Disadvantages – Cost of Term Financing-Methods of Repayment Schedule.
4. **Long-Term Financing:** Definition-Characteristics-Importance- Sources of Long-Term Financing and Methods of Raising Long-Term Fund-Instruments of Long-Term Financing-Common Stock-Preferred Stock-Debt Capital- Advantages and Disadvantages of Long-Term Financing-Lease Financing –Definition-Contents – Features-Types-Methods- Advantages and Disadvantages-Leasing versus Borrowing Decision.
5. **Time Value of Money and its Application:** Time Value Definition - Present Value - Future Value - Concept of Annuity - Compounding - Effective Rate of Return.

6. **Concepts of Risk and Return:** Definition of Risk - Difference between Risk and Uncertainty - Relation between Risk and Return - Measurement of Risk - Total Risk - Portfolio Risk - Corporate Risk - Market Risk - Significance of Risk in the Field of Financial Environment.
7. **Concept of Cost of Capital and Valuation of Securities:** Capital Components and Cost of Debts - Cost of Preferred Stock - Cost of Common Equity-Cost of Retained Earnings - Weighted Average Cost of Capital (WACC) - General Valuation Model - Bond Valuation-Preferred Stock and Common Stock Valuation.
8. **Introduction to Capital Budgeting:** Concept of Capital Budgeting - Methods of Project Appraisal - Traditional and Discounted Cash Flow Techniques - Capital Budgeting Decision Rules - Evaluation of the Decision Rules - Comparison of Net Present Value (NPV) and Internal Rate of Return (IRR) Method - Comparison of the NPV and Profitability Index (PI) Method.
9. **Working Capital Management:** Concept of Working Capital - Components of Working Capital - Nature of Working Capital - Kinds of Capital - Importance of Adequate Working Capital - Inadequacy of Working Capital - Dangers of Inadequate or Excessive Working Capital - Determinants of Working Capital - Sources of Working Capital - Management of Working Capital - Working Capital Forecasting - Working Capital Cycle – Practical Problems on Working Capital Management.

Recommended Books:

1. James Van Horne and John M Wachowicz, Fundamentals of Financial Management (Latest Edition). Upper Saddle River, New Jersey: Prentice Hall.
2. Hampton, Working Capital Management
3. Bernstein, L.A and J.J. Wild, Financial Statement Analysis.

Paper Code : 412507	-----	Credits : 4	Class Hours : 120 hrs.
Paper Title :	Business Statistics		

1. **Introduction to Statistics:** Definition, Concepts, Characteristics, Uses and Importance, Theory, Methods: Descriptive, Inductive Statistics, Relation of Statistics with other Discipline.
2. **Collection of Business Data:** Primary data, secondary data, experimental, observational and empirical data, panel data and their orientation. Census, surveys and conventional types of other inquiries, units population identification-Methods of collecting primary data framing of questionnaire-Presentation and collection of Second data.
3. **Processing of Business Data:** Classification, types of classification, array formation, types of variables and attributes, Construction of Frequency Distribution: Frequency distribution- Frequency distribution of variables and Frequency distribution of Attributes-Absolute Frequency distribution, Cumulative Frequency distribution and Relative and cumulative Relative Frequency Distribution, Tabulation, Parts of table, Types of table, Construction of table from data statements.

4. **Presentation of Statistical Data:** Graphical presentation, histogram, Range curve, Band curve, Simple, Multiple, Component and Paired Bar Diagram, Pie-Diagram, Lorenz Curve, Histogram, Frequency Polygon, Frequency Curves and Ogives.
5. **Measures of Central Tendency:** Concept of Central tendency-Common measures: Mean, Median, Mode-Their computation both in Algebraic and Graphic methods. Their uses and comparison of the common measures-Specific measures, Geometric mean, Harmonic mean, Quadratic mean-Relationship among the common measures-Desirable properties of a good measure.
6. **Measures of Dispersion:** Absolute Measures: Mean Deviation, Range, Standard Deviation, Quartile Deviation, Percentile, Deciles, Relative Measures.
7. **Correlation:** Simple Correlation-Positive Correlation-Negative correlation-Karl Pearson's Co-efficient of Correlation-Co-efficient of Determination-Use of probable error in interpretation of Correlation Co-efficient-Rank Correlation Co-efficient-Simple Correlation, Co-efficient from Bivariate frequency distribution-Multiple correlation, partial correlation.
8. **Regression:** Linear Bivariate Regression Model-Coefficient of Regression-fitting of Regression lines-fitting of Regression equations by use of correlation co-efficient and standard deviations-accuracy and reliability of regression estimates-Fitting of multivariate regression model, its uses and interpretations.
9. **Probability:** Concepts, Meaning, Classical and Frequency definitions-Use of Sets and Combination in probability calculations-Total and Multiplication theorems-Marginal and Joint Probability, Independent, Dependent-Mutually Exclusive events-Conditional probability-Bays' theorem and its uses.
10. **Sampling and Socio-Economic Surveys:** Concepts of Census and Sample survey-Advantages of Sampling over Census-Methods of random selection: Purposive sampling-Simple Random sampling-Cluster Sampling-Discovery Sampling-Monetary Unit Sampling-Steps of conducting Socio-economic Surveys-Sampling and Non-sampling errors.

Recommended Books:

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| 1. Levin and Rubin | : | <i>Statistics for Management.</i> |
| 2. Gupta, S.P. and M.P. Gupta | : | <i>Business Statistics</i> |
| 3. Gupta, S.P. | : | <i>Statistical Methods.</i> |

Additional Readings:

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| 1. Harnett, D.A. | : | <i>Statistical Methods</i> |
| 2. Mansfield, E. | : | <i>Statistics for Business and Economics</i> |
| 3. Messon and Lind | : | <i>Statistics for Business and Economics</i> |
| 4. Ken Black | : | <i>Business Statistics-Contemporary Decision Making.</i> |

Paper Code : 412509	-----	Credits : 4	Class Hours : 120 hrs.
Paper Title :	Mathematics for Business Decision		

1. **Number System:** Introduction, Prime, Rational and Irrational numbers, Even and Odd numbers and their properties, Imaginary and Complex numbers.
2. **Mathematical Induction:** Introduction, Sequence, Series, Divergence of a Sequence, Sigma Notation. Sum of natural numbers.
3. **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.
4. **Theory of Sets:** Different types of sets, union, difference intersection, Cartesian products, Venn diagram, Application in business problems.
5. **Linear Equations and Inequalities:** Solution of linear equations, solution of simultaneous linear equations,. Identities and Inequalities and their solutions. Graphical representation of solution sets. Determination of Breakeven Point having linear relationship among the variables.
6. **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.
7. **Binomial Theorem:** Expansion of binomial terms with positive integral index- Determination of general term and middle terms of a Binomial expansion and Exponential expansion.
8. **Permutations and Combinations:** Fundamental principles of permutations, permutations of things, Repeated and circular permutation. Combinations, relationship between permutation and combinations.
9. **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.
10. **Mathematics of Finance:** Introduction, Annuities, Sinking Fund, Discount, Compound interest, Simple interest, Amortization.

Recommended Books:

1. Bowen, Prichet and Sabir : *Mathematics with Applications in Management and Economics*
2. Arya, Jagdish C. and Robin W. Lardner : *Mathematical Analysis for Business and Economics.*
3. Arora, P.N. and P.C. Bogga : *Business Mathematics for Commerce and Economics.*

4. Sanchetti, D.C. and V.K. Kapoor : *Business Mathematics*
 5. Berneld and Ziegler : *Applied Business Mathematics.*

Paper Code : 412511	-----	Credits : 4	Class Hours : 120 hrs.
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 Needs information Technology-Fundamental Information System Concepts-Overview of Information System.
6. **Solving Business Problems with Information Systems:** A System 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 : 412513	-----	Credits : 4	Class Hours : 120 hrs.
Paper Title :	Corporate Law And Practices		

1. **Introduction:** Background and evolution of Company Law, Definition. Legal Characteristics, General Characteristics, Artificial person.
2. **Types of Companies:** Private Limited Companies, Public Limited Companies, Unlimited Liability Company, Cooperatives Foreign Companies.
3. **Formation of Company:** Registration, Promoters, Memorandum & Articles of Association.
4. **Capital Formation :** Capital, Prospectus, Commission & Brokerage.
5. **Shareholders of the Company:** Membership of the Company, Share and call, Share transfer.
6. **Contracts of the Company:** Nature of the contracts, Contracts of company under different situations, new contracts & pre-incorporation contracts etc. Ultra vires contracts.
7. **Borrowing of the Company:** Borrowing power & procedures, Debenture.
8. **Company's Management & Administration:** Nature of Management, Directors, Company Secretary, Managing Agent, Meeting & Resolutions.
9. **Accounts & Audit of Company:** Accounts of Companies, Auditors of Companies.
10. **Dividends:** Meaning, Types, Policies.
11. **Transformation & Winding up of Company:** Merger & Reconstruction, Liquidation.

Books Recommended:

1. M.A. Zahir : *Companies Act, 1994*

Paper Code : 412301	-----	Credits : 4	Class Hours : 120 hrs.
Paper Title :	Principles of Marketing		

1. **Foundation of Marketing:** Definition of Marketing – Scope of Marketing -Functions of Marketing-Core Concepts of Marketing-Marketing System and Goals-Market-Market and Marketing Mix-Marketing Process.
2. **Marketing Environment:** The Micro and Macro Marketing Environment-Environmental Factors Affecting Consumer Decision-Marketing Process.
3. **Consumer Markets and Consumer Buying Behavior:** Definition of Consumer Market and Consumer Buying Behavior-Models of Consumer Behavior-Factors Affect Consumer Behavior-Cultural, Social and Psychological Factors-The Buying Decision Process-The Buyer Decision Process for New Products.
4. **Market Segmentation:** Levels of Market Segmentation-Bases and Causes of Segmenting Consumer Business Market-Requirement of Effective Segmentation-Evaluating Market Segments-Selecting Market Segments.
5. **Product and Service Classification:** Classification of Product-Individual Product Decision-Product Attributes-Branding-Packaging-Labeling-Product Decisions-Product Line and Product Mix Decisions-Product Life Cycle-Nature and Characteristics of Service-Marketing Strategies for Service Firms.
6. **Pricing of Products:** General Pricing Approaches-Factors Affecting Pricing Decisions-Product Line Pricing Strategies - Product Mix Pricing Strategies-Price Adjustment Strategies.
7. **Distributing the Products:** Nature of Distribution Channel, Channel Design Decisions-Channel Management Decisions - Channel Behavior and Organizations.
8. **Marketing Promotion and Communications:** Steps in Developing Effective Communication-Tools of Marketing Promotion - Advertising-Personal Selling-Sales Promotion-Publicity and Public Relation-Factors in Setting the Marketing Communication Mix.

Book Recommended:

1. Philip Kotler and Gary Armstrong, Principles of Marketing, Prentice Hall.
2. W.J. Stanton, Fundamentals of Marketing, McGraw Hill.
3. E. J McCarthy and W. D. Perreault, Essentials of Marketing, Irwin.

Paper Code : 412219	-----	Credits : 4	Class Hours : 120 hrs.
Paper Title :	Managerial Economics		

1. **The Fundamentals of Economics:** Introduction-The three problems of Economic Organization-Market, Command & Mixed economies-Society & technological possibilities.

2. **Basic Elements of Supply & Demand:** Basic Elements of Supply and Demand- The demand schedule-The supply schedule-Equilibrium of demand and supply, Applications of demand & supply- Elasticity of demand and supply, Demand & consumer behavior- Choice and Utility Theory.

3. **Markets:** Meaning of market-Types of market -Analysis of Perfectly Competitive Markets - Imperfect Competition and Its Polar Case of Monopoly -Oligopoly and Monopolistic Competition.

4. **How Markets Determine Incomes:** Income and Wealth-Input pricing and marginal productivity.

5. **The Labor Market:** Fundamentals of wages determination: Demand for wages- Supply of labour- Economics of labour Union.

6. **Land and Capital:** Land and Rent- Capital and Interest

7. **Overview of Macroeconomics** – Key concepts of Macroeconomics-Aggregate supply and demand. Measuring Economic Activity –Consumption, Savings and Investment.

8. **Money, Banking, and Financial Markets:** Money and interest rates-Banking and supply of money-Central Banking and Monetary Policy- Financial markets

9. **The Process of Economic Growth:** Theory of economic growth-The Challenge of Economic Development -Open-Economy Macroeconomics- Foreign trade and economic activity

10. **Unemployment and Ensuring Price Stability:** The foundation of aggregate supply-Measuring unemployment –Impact of unemployment-Definition and impact of inflation-Modern inflation Theory.

Recommended Books:

1. Economics – by Paul A. Samuelson and William D. Nordhaus (Latest Edition)
2. Modern Economic Theory- by K. K. Dewett (Latest Edition)
3. Managerial Economics- by H. C. Petersen and W. C. Lewis (Latest Edition)

Paper Code : 412516	-----	Credits : 4	
Paper Title :	Viva-voce		