

# **NATIONAL UNIVERSITY**

## **Bangladesh**



## **Syllabus**

**PGD in Accounting and Business Technology (PGDABT)**

**Effective From: 2022-2023 Session**

**PGD in Accounting and Business Technology (PGDABT)**

**Course Title**

<b>Course Code</b>	<b>Paper Title</b>	<b>Credits</b>
<b>Semester-1</b>		
<b>817501</b>	Principles of Accounting	4
<b>817503</b>	Introduction to Cost and Management Accounting	4
<b>817505</b>	Business and Technology	4
<b>817507</b>	Financial Accounting	4
<b>817509</b>	Taxation in Bangladesh	4
<b>Semester-2</b>		
<b>827511</b>	Management Accounting	4
<b>827513</b>	Foundation in Audit	4
<b>827515</b>	Accounting Information Systems	4
<b>827517</b>	Corporate Governance and Ethics	4
<b>827518</b>	Internship +Viva	4
Total		40

# **Post Graduate Diploma in Accounting and Business Technology**

## **1. Introduction**

The National University of Bangladesh is a center of excellence for higher education in this country. Its business graduate, especially accounting graduates are prominent in corporate businesses and the accounting, auditing, and taxation profession of the country. The National University's Post Graduate Diploma in Accounting & Business Technology program equips students with the skills and self-confidence to effectively manage and adapt to a wide range of competitive and constantly changing business environments. The program is designed to provide students with the specialized knowledge they need for entry into the job market along with the analytical and communication skills essential for a successful career in business.

## **2. Objectives of this Program**

The Post Graduate Diploma in Accounting and Business Technology (PGDABT) is a specialized value-added qualification in the accounting and business arena. The PGDABT program will prepare students to be skilled people in financial accounting, managerial accounting, auditing, taxation and basic business environment for deal within the issues which involved in business decisions and transactions. The program also develops leadership skills, creativity and entrepreneurship which enrich students for handling future challenges of business.

## **3. Scope and Benefit of this Program**

The post-graduate diploma in Accounting and Business Technology is a program of one year consisting of two semesters. The learners will get practical knowledge in a field of interest, which will greatly improve their career prospects as well as income potentiality. They will be encouraged to be an entrepreneur in their own field. They can start a specific firm on consultancy related to accounting and freelancing and many more businesses associated with these. Especially, after completing the course the student would be able to develop their career in Accountants, Taxation, Auditing and Management areas. Such as-

i). **Accountant:** It is a very crucial part of an organization, for managing payroll, auditing, financial management, and tax filing.

ii). **Tax Consultant:** Employed himself as a Tax Practitioner as well as Tax Consultant in individual and corporate tax.

iii) **Entrepreneur:** After completing the program the students will be confident to be an entrepreneur.

v). **Higher Study:** After completing the program the students go for higher professional studies in ICAB, ICMAB, ICSB, ACCA, and MBA.

#### 4. PGD in Accounting and Business Technology Courses

The following courses will be offered for (PGD in ABT):

##### Program details

Semester	No. of Theory Courses	Marks for Theory	Internship & Viva	Total Marks	Total Credit
1st	5	100X5=500		500	20
2 <sup>nd</sup>	4	100X4=400	100	500	20
Total	9	900	100	1000	40

<b>Course Code: 817501</b>	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours:</b>
<b>Course Title: Principles of Accounting</b>			

#### Course Objective:

The objective of this course is to develop students' understanding of basic concepts of accounting, the accounting process, and the application of the conceptual framework in such process in order to develop their abilities to complete the accounting cycle ending with the preparation and presentation of financial statements. This course will also try to equip the students with the knowledge and ability to understand and analyze the information communicated through the Financial Statements.

#### 1. Accounting- The language of Business:

Definition and scope of accounting, its role and functions, History of accounting, Purpose and nature of accounting information, Users of Accounting Information, Branches of accounting -nature of business and accounting.

#### 2. Business Transaction and Documentation:

Types of the business transaction, Types of business documentation, Process of recording business transactions within the accounting system, Generally Accepted Accounting Principles and Concepts, The key accounting principles and characteristics, Maintaining financial records, The regulatory framework, The elements of financial statements Books of prime entry and the flow of accounting information in the production of financial statements

#### 3. Double entry and Accounting Equation:

Books of prime entry, Double entry system, The journal, Elements of financial statements, Accounting Equation.

**4. Recording Transactions and Events:**

Sales and purchases, Cash and bank, Inventory, Tangible non-current assets and Depreciation, Accruals and prepayments, Receivables, payables and provisions, Capital and finance costs, Processing payroll transactions into the accounting system, recording sales, Customer account balances and control accounts, Recording purchases, Supplier balances and reconciliations

**5. Journal and Ledger:**

Preparation of journals from the books of prime entry, Preparation of ledger accounts, Prepare ledger accounts.

**6. Trial Balance and Correction:**

Prepare the trial balance, Correcting errors, Preparation of the extended trial Balance, Preparation of the final accounts, including incomplete records.

**7. Cash and Bank:**

The banking process, Documentation, maintaining a cashbook, and Maintaining a petty cashbook.

**8. Reconciliation:**

Purpose of control accounts and reconciliation, Reconcile the cashbook, Reconcile the receivables control account, Reconcile the payables control account, Control account reconciliations, and Bank reconciliation.

**9. Financial Statement:**

The elements of financial statements, Income Statement, Forms of Income Statement, Limitations of Income Statement, Owner's Equity Statement, Classified Balance Sheet, Practical Problems.

**Recommended Books:**

1. Jerry J. Weygandt, Paul D. Kimmel and Donald E. Kieso, Accounting Principles, John Wiley & Sons, Inc.
2. Recording Financial Transactions- FA1 Study Text, Published by BPP Learning Media Ltd, London, UK
3. Recording Financial Transactions -FA1 Exam Kit, Published by BPP Learning Media Ltd, London, UK
4. Maintaining Financial Records (FA2) Study Text, Published by BPP Learning Media Ltd, London, UK
5. Maintaining Financial Records (FA2) Exam Kit, Published by BPP Learning Media Ltd, London, UK

<b>Course Code: 817503</b>	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours:</b>
<b>Course Title: Introduction to Cost and Management Accounting</b>			

**Course Objectives:** The objective of this course is to develop students' understanding of the nature and purpose of cost and management accounting; source documents in a costing system and correctly code data; classify costs by nature, behaviour and purpose; apply cost accounting

techniques in business; principles of cash management; recording and accounting procedure to record costs for material, labour and expenses; and use spreadsheets in Microsoft excel.

**1. The Nature and Purpose of Cost and Management Accounting**

Nature and purpose of management information; Management information requirements; Cost accounting systems; Information for comparison; Reporting management information.

**2. Source documents and coding**

Sources of information; Coding system.

**3. Cost classification and measurement**

Cost classification and behavior; Cost units; cost centres; profit centres and investment centres.

**4. Cost recording**

Accounting for materials; Accounting for labour; Accounting for other expenses (overhead).

**5. Costing techniques**

Absorption costing; Marginal costing; Job and batch costing; Process costing; Service costing.

**6. Decision making**

Cost- volume- profit analysis; Factors affecting short term decision making; Principles of discounted cash flow.

**7. Cash management**

Nature of cash and cash flow; Cash management; Cash budgets; Investing and financing.

**8. Spreadsheets**

Spreadsheets overview; Creating and using spreadsheets; Presenting and printing spreadsheet data/information.

**Recommended Books:**

1. Ray H. Garrison, Eric W. Noreen, and Peter C. Brewer, Managerial Accounting(Latest Edition), Boston: McGraw-Hill & Irwin.
2. Management Accounting (MA) Study Text, Published by BPP Learning Media Ltd,London, UK
3. Management Accounting (MA) Study Text, Published by BPP Learning Media Ltd,London, UK
4. Managing Costs and Finance (MA2) Study Text, Published by BPP Learning Media Ltd, London, UK
5. Managing Costs and Finance (MA2) Exam Kit, Published by BPP Learning Media Ltd,London, UK
6. Basu and Das, (2002), Theory and Practice of Costing, 9th Edition, Vol. I, Rabindra Library, India.

<b>Course Code: 817505</b>	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours:</b>
<b>Course Title: Business and Technology (BT)</b>			

**Course Objectives:** The objectives of this course are to develop students' understanding the purpose and types of businesses and how they interact with key stakeholders and the external environment; business organisation structure, functions; the principles of authority and leadership and how teams and individuals are recruited, managed, motivated and developed; and the importance of personal effectiveness as the basis for effective team and organisational behaviour.

**1. The business organisation, its stakeholders and the external environment**

The purpose and types of business organization; Stakeholders in business organisations; Political and legal factors affecting business; Macroeconomic factors; Micro economic factors; Social and demographic factors; Technological factors; Environmental factors; Competitive factors.

**2. Business organisational structure, functions**

The formal and informal business organization; Business organisational structure and design; Organisational culture in business; Committees in business organisations;

**3. Accounting and reporting systems, compliance, control, technology and security**

The relationship between accounting and other business functions; Accounting and finance functions within business organisations; Principles of law and regulation governing accounting and auditing; The sources and purpose of internal and external financial information, provided by business; Financial systems, procedures and related IT applications; Internal controls, authorisation, security of data and compliance within business; Fraud and fraudulent behaviour and their prevention in business, including money laundering; The impact of Financial Technology (Fintech) on accounting systems.

**4. Leading and managing individuals and teams**

Leadership, management and supervision; Recruitment and selection of employees; Individual and group behaviour in business organisations; Team formation, development and management; Motivating individuals and groups; Learning and training at work; Review and appraisal of individual performance.

**5. Personal effectiveness and communication**

Personal effectiveness techniques; Consequences of ineffectiveness at work; Competence frameworks and personal development; Sources of conflicts and techniques for conflict resolution and referral; Communicating in business.

**Recommended Books:**

1. Business and Technology (BT) Study Text, Published by BPP Learning Media Ltd, London, UK.
2. Business and Technology (BT) Exam Kit, Published by BPP Learning Media Ltd, London, UK.

<b>Course Code: 817507</b>	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours:</b>
<b>Course Title: Financial Accounting</b>			

**Course Objectives:** This course has been designed with an objective to get the students familiar with the context and purpose of financial reporting; the qualitative characteristics of financial information. This will also provide guideline to prepare basic financial statements for incorporated and unincorporated entities; simple consolidated financial statements and Interpretation of financial statements.

**1. The context and purpose of financial reporting**

The scope and purpose of financial statements for external reporting; Users' and stakeholders' needs; The main elements of financial reports; The regulatory framework (legislation and regulation, reasons and limitations, relevance of accounting standards); Duties and responsibilities of those charged with governance.

**2. The qualitative characteristics of financial information**

**3. The use of double-entry and accounting systems**

Double-entry book-keeping principles including the maintenance of accounting records and sources of accounting information; Ledger accounts, books of prime entry, and journals.

**4. Recording transactions and events**

Sales and purchases; Cash; Inventory; Tangible non-current assets; Depreciation; Intangible non-current assets and amortization; Accruals and prepayments; Receivables and payables; Provisions and contingencies; Capital structure and finance costs.

**5. Preparing a trial balance**

Trial balance; Correction of errors; Control accounts and reconciliations; Bank reconciliations; Suspense accounts.

**6. Preparing basic financial statements**

Statements of financial position; Statements of profit or loss and other comprehensive income; Statement of changes in owner equity, Disclosure notes; Events after the reporting period; Statements of cash flows; Incomplete records.

**7. Preparing simple consolidated financial statements**

Subsidiaries; Associates, Spreadsheets/ relevant software.

**8. Interpretation of financial statements**

Importance and purpose of analysis of financial statements; Ratios; Analysis of financial statements.

**Recommended Books:**

1. Jerry J. Weygandt, Paul D. Kimmel and Donald E. Kieso, Accounting Principles, John Wiley & Sons, Inc.



2. Donald E. Keiso, Jerry J. Waygandt and Terry D. Warfield, Intermediate Accounting, John Wiley & Sons, Inc.
3. Financial Accounting (FA) Study Text, Published by BPP Learning Media Ltd, London, UK
4. Financial Accounting (FA) Exam Kit, Published by BPP Learning Media Ltd, London, UK

<b>Course Code: 817509</b>	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours:</b>
<b>Course Title: Taxation in Bangladesh</b>			

**Course Objectives:**

The objective of this course is i) to provide a sound understanding of Bangladesh's income tax principles and practices ii) to provide adequate knowledge to assess the total income and tax liability of an individual, corporate and other types of assesses iii) to explain the provisions of various tax statutes of VAT, Customs duty, Excise duty.

**1. Introduction to Bangladesh Income Tax:**

Bangladesh Tax Structure; Scope of Bangladesh Income Tax; Objectives and Importance of Income Tax; Role of Income Tax in Economic Development of Bangladesh; Statutory Definitions and Important Concepts relating to Income Tax; Concept of Income; Capital or Revenue; Tax and Income Tax; Different Rates of Income Tax for Different Assesses; ITO-1984.

**2. Income Tax Authority:**

Organization structure; Administrative and judicial Authorities; Powers, functions, duties and responsibilities of Administrative and Judicial Authorities; Taxes Appellate Tribunal.

**3. Charge of Income Tax:**

Basic Principles; Exceptions; Rate of Tax Surcharge on Net Wealth; Scope of Total Income; Assessable and Non-assessable income.

**4. Computation of Total Personal Income:**

Salaries; Interest on Securities; Income from House Property; Agricultural Income - Income from Business or Profession; Share of Income from Partnership Firm; Income of Spouse or Minor Child; Capital Gains; Income from Other Sources; Unexplained Investments as Income; Statutory Deductions from all Heads of Income.

**5. Investment Tax Credit and Tax Rebate:**

Investment Allowances; Tax Holiday for Specific Industries; Tax Rebate and Exemptions in Special Cases.

**6. Payment, Refund and Recovery:**

Refund and Recovery: Tax Deduction at Source- Advance Tax - Recovery of Tax from Assess – in-default - Tax Refund.

**7. Assessment of Individuals:**

Definition of Individual; Computation of Total Income of an Individual Assesses; Procedure of Assessment; Assessment Order and Tax Clearance Certificate.

**8. Assessment of Partnership Firms:**

Computation of Total Income of a Firm; Procedure of Assessment (Firm vs. Partners); Computation of Partners' Share in the Firm's Income; Liability of a Firm for Unrecoverable Tax due from Partners; Assessment of Firm in Special Cases.

**9. Assessment of Companies:**

Computation of Total Income and Tax Payable; Tax Rebate on Higher Productivity; Higher Dividend; CSR (Corporate Social Responsibility) and others; Procedure of Assessment; Assessment of Banks and other Financial Institutions; Liability of Directors for Unrecoverable Tax of Private Companies; Liability of Liquidators for Tax of Private Companies under Liquidation; Liability to Tax in case of Shipping and Air Transport Business of Non-residents, ITO-1984, Sections- 28, 29, 3<sup>rd</sup>Schedule.

**10. Value Added Tax (VAT):**

Introduction; Statutory Definitions as per the VAT Act; Evolution and Economic Rationality of VAT; VAT Registration; Imposition of VAT; Application of Tax Rate; Determination of Cost for Calculation of VAT; Method and Time of Payment of VAT; Books and Documents Required to be Maintained for VAT Purpose; Truncated Value (Truncated Rate of VAT, VAT on certain services on Estimated Value Addition); VAT Deduction/Collection at Sources; VAT Authorities; Turnover Tax (Concept of Turnover Tax; Enlistment for Turnover Tax; Payment of Turnover Tax; Books and Documents to be Maintained for Turnover Tax; Penalty for False Declaration for Turnover Tax; Differences between VAT and Turnover Tax); Input Tax; Supplementary Duty; Consequences of Non-compliance; VAT Administration; Appointment; Delegation of Authorities and Powers; Appeal; Revisions and Recovery of Claims; VAT Act-2012.

**11. Customs Duty:**

Nature; Scope and Importance; Goods Dutiable; Goods Prohibited; Various Duties under the Customs Act; Rates of Duties; Customs Act-1961.

**12. Excise Duty:**

Nature; Scope and Importance; Dutiable Goods/Services; Rates of Duties; Tax Points and Tax-Base Excise Duty; Exemptions; Assessment.

**Recommended Books:**

1. The Income Tax Ordinance 1984 and the Income Tax Rules 1984 (updated).
2. Finance Act (Latest); Value Added Tax Act and Rules 1991
3. Excise and Salt Act 1944; Gift-Tax Act 1990
4. C. Dhiman, Advanced Issues in Taxation: Theory and Practice, Latest edition, Dhaka.
5. Nikhil Chandra Shil & Others, Bangladesh Income Tax-Theory & Practice, Latest Edition, Shams Publications.
6. Summary of Taxation Rules in Bangladesh (MCCI, Dhaka).

## 2<sup>nd</sup> Semester

<b>Course Code: 827511</b>	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours:</b>
<b>Course Title: Management Accounting</b>			

**Course Objectives:** The objectives of this course are: (i) to introduce management accounting as a separate branch of accounting; (ii) to explain and analyse data analysis and statistical techniques (iv) to give knowledge about decision-making process and cash management in the business operation; (iii) to give sound knowledge about preparation of budget ad budgetary control; and iv) to apply performance measurements and monitor business performance.

**1. The nature, source and purpose of management information**

Accounting for management; Sources of data; Cost classification; Presenting information.

**2. Data analysis and statistical techniques**

Sampling methods; Forecasting techniques; Summarising and analysing data; Spreadsheets.

**3. Cost accounting techniques**

Accounting for material, labour and overheads; Absorption and marginal costing; Cost accounting methods (Job and batch costing, Process costing, Service costing); Alternative cost accounting principles.

**4. Budgeting**

Nature and purpose of budgeting; Budget preparation; Flexible budgets; Capital budgeting and discounted cash flow; Budgetary control and reporting; Behavioural aspects of budgeting.

**5. Standard costing**

Standard costing system; Variance calculations and analysis; Reconciliation of budgeted and actual profit.

**6. Performance measurement**

Performance measurement – overview; Performance measurement – application; Cost reductions and value enhancement; Monitoring performance and reporting; Budgeted vs Actual and variance analysis; Historical cost treatment using spreadsheet; Relevant costing.

**Recommended Books:**

1. Ray H. Garrison, Eric W. Noreen, and Peter C. Brewer, *Managerial Accounting* (Latest Edition), Boston: McGraw-Hill & Irwin.
2. Management Accounting (MA) Study Text, Published by BPP Learning Media Ltd, London, UK
3. Management Accounting (MA) Exam Kit, Published by BPP Learning Media

Ltd,London, UK

4. Managing Costs and Finance (MA2) Study Text, Published by BPP Learning Media Ltd, London, UK
5. Managing Costs and Finance (MA2)Exam Kit, Published by BPP Learning Media Ltd,London, UK
6. Basu and Das, (2002), *Theory and Practice of Costing*, Latest Edition, Vol. I, Rabindra Library, India.

<b>Course Code: 827513</b>	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours:</b>
<b>Course Title:Fundamental of Audit</b>			

### **Course Objectives:**

This course is designed to understand i) the purpose and scope of an audit and its regulatory framework ii) risk assessing and plans an audit iii) the principles of internal control and describe and evaluate the features of information systems iv) Identify and describe audit evidence and audit procedures required to meet the objectives of an audit and v) the audit is completed and reflected in the different types of auditor's reports.

#### **1. Business environment and audit framework**

The purpose and scope of an audit; The legal duties of auditors; Professional ethics and CA's and CMA's Code of Ethics and Conduct; Auditor engagement and liability; Audit regulation; Internal audit.

#### **2. Audit planning and risk assessment**

Audit risk; Understanding the entity, its environment and the applicable financial reporting framework; Audit strategy and the audit plan; Audit documentation.

#### **3. Internal control**

General principles of internal control; Techniques to understand, record and evaluate accounting systems; Tests of controls; Communicating control deficiencies.

#### **4. Audit evidence and procedures**

Audit evidence; Audit procedures and assertions; Substantive procedures; Audit sampling;Automated tools and techniques.

#### **5. Audit completion**

Going concern; Subsequent events; Written representations; Independent Auditor's Report.

#### **6. Employability and technology skills**

Use computer technology to efficiently access and manipulate relevant information; Work on relevant response options, using available functions and technology as would be required in the workplace; Navigate windows and computer screens to create and amend responses to exam requirements, using the appropriate tools; Present data and information effectively, using the appropriate tools.

## 7. **Cost Audit**

Definitions of Cost Audit; Objectives of Cost Audit; Cost Records; Advantages and Disadvantages of Cost Audit; Contrast of Cost Audit and Financial Audit; Stages of Cost Audit; Cost Audit Report; Efficiency Audit; Areas of Efficiency Audit; Cost Auditing Standards.

### **Recommended Books:**

1. Tandon, B N, S Sudharsnam & S Sundharabahu, A Handbook of Practical Auditing, 15<sup>th</sup> Edition, S. Chand and Company Ltd, New Delhi, India.
2. Foundations in Audit (FAU) Study Text, Published by BPP Learning Media Ltd, London, UK
3. Foundations in Audit (FAU) Exam Kit, Published by BPP Learning Media Ltd, London, UK
4. Bangladesh Standards on Auditing – ICAB

<b>Course Code: 827515</b>	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours:</b>
<b>Course Title: Accounting and Information Systems</b>			

### **Course Objective:**

This course aims to provide students with an overall knowledge and understanding of accounting information systems and implications of their use in modern business. The course examines the application of accounting information systems in business particularly in supporting strategic and operational decision-making and operations.

**[Theoretical 40% & Practical 60%]**

### **1. The Information System**

An Accountant's Perspective - The information environment; Framework of AIS and the various sub systems; Organizational structure;- Role of the accountant; Accounting information systems; AIS vs. MIS; Accounting as a System; Users of accounting information system; Management structure information technology and corporate strategy; AIS and corporate strategy; How AIS can add value to an organization – Models of decision making, Human aspect of the AIS, Computer hardware and software in AIS-, Computerized accounting systems – Tools to implement accounting system.

### **2. Introduction to Transaction Processing**

An overview of transaction processing; transaction cycles; the expenditure cycle, accounting record keeping, audit trail, the chart of accounts, different methods coding, documentation techniques, computer-based accounting systems.

### **3. E-business**

Definition of E-business; E-business models; Categories of e-business; E-business effects on business processes; Recent EDI facilitators; Integrated electronic data interchange (EDI); E-business effects on value chain; Information flows in e-commerce; Financial electronic data interchange (FEDI); Factors to consider in evaluating application service providers (ASPs); E-business success factors;

**4. Enterprise System**

Enterprise resource planning (ERP) system, the value of system integration, enterprise systems support for organizational processes, major ERP modules, enterprise systems support for major business event processes.

**5. Data Processing and Data Based Management System (DBMS)**

Data input, data storage, data processing, information output, file-oriented approach, data base approach, logical and physical views of data, schemas, data dictionary, DBMS languages, relational data bases, data base management systems (DBMS), data modeling and data base design, introduction to E-business.

**6. Documenting AIS**

Importance of documentation, documentation techniques: Narratives, document flow charts (DFC), system flow chart, data flow diagram (DFD), system flow chart, program flow chart, decision table, case tool.

**7. Technology and Business Communication:**

Role, Effects and Advantages of Technology in Business Communication Like, Email, Text Messaging, Instant Messaging and Modern Techniques Like, Video Conferencing, Social Networking; Strategic Importance of E-Communication.

**For Lab class**

**8. Practical Demonstration: Contemporary accounting and business software like “TALLY”, “ACCPACK”, “QUICKBOOK”, “Master ERP software”, Application of modern technology in business and others.**

**Recommended Books:**

1. Marshall B. Romney & Paul J. Steinbart, (2014). Accounting Information Systems, 13th Edition, Pearson.
2. Wilkinson, Joseph W., Cerullo, Michael J., Vasant Rava, & Bernard Wong-On-Wing, (2000). Accounting Information Systems: Essential Concepts and Applications, 4th Edition, Willy.
3. Moscovice, Stephen, Mark Simkin, Nancy Baganoff, (2005). Core Concepts of Accounting Information Systems, 7th Edition, John Wiley & Sons, Inc.

<b>Course Code: 827517</b>	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours:</b>
<b>Course Title: Corporate Governance and Ethics</b>			

**Course Objectives:**

The objectives of this course are:

- (i) To know about the concept of corporate governance and its practices
- (ii) To know about the basic concept of corporate ethics
- (iii) To know about the basic concept of ESG reporting

**1. Corporate Governance: Frameworks:**

Definition of corporate governance (CG); Importance of CG; Theoretical Frameworks: Agency Theory, Stewardship Theory, Transaction Cost Economics, Stakeholder Theory, Resource Dependence Theory, Theory of Managerial Hegemony; Agency relationship and agency cost; Theory of choice, signalling, and agency problems; Social stratification and agency problems; Agency problems: corporate vs public sector; Other agency conflicts; and Measures of the agency relationship; CG Systems: Insider System, Outsider System; CG Elements: Internal Mechanisms, External Mechanisms.

**2. Corporate Governance: The basics and Mechanisms:**

Third-generation corporate governance; Market-based CG; Changing environment and CG; measures of CG; developing countries, family control and CG; Least developed countries, Bangladesh and CG.

*Internal Mechanisms:* Board of Directors (BOD): Size, Composition (Executive, Non-Executive, and Independent Directors), Board Leadership; Splitting the Role of Chairman and Chief Executive Officer; Board Committees; Audit Committee, Nomination Committee, Remuneration Committee; Training and Orientation of Board Members; Performance Evaluation of BOD; Internal Control and Corporate Governance: Definition of Internal Control, Constituents of a Sound System of Internal Control, Statement of Internal Control; Assessing the Role of Internal Audit; Ownership Structure.

*External Mechanisms:* Monitoring by Institutional Shareholder and Analysts, External Auditors; Competition and Takeovers; Regulation and Enforcement.

**3. Corporate Governance Reforms:**

“Shareholder Led” (“Principles Based”) or “Regulator Led” (“Rules Based”) Approach to CG; Global Best Practices of CG: OECD Principles, SAFA Best Practices, UNCTAD CG Disclosure Requirements; CG Reforms in Bangladesh; Voluntary Code of BEI; CG Guidelines of the BSEC: Contents and Implementation Status of CG Guidelines.

**4. Professional ethics in accounting and business:**

Fundamental principles of ethical behavior; The role of regulatory and professional bodies in promoting ethical and professional standards in the accountancy profession; Corporate codes of ethics; Ethical conflicts and dilemmas; Corporate Ethics vs. Corporate Responsibility; Promoting and Reinforcing Corporate Ethical Culture; Ethical Norms; Ethical Behaviour and Internal Governance Mechanisms; Ethical Leadership from BOD; Code of Ethics; Whistle Blowing Policies and Procedures to Support Ethical Behaviour; Ethical Audit.

**5. Environmental, Social and Governance (ESG) Reporting:**

Define environmental, social and governance; Climate change; Historical evolution of ESG; Environmental concern; Social Concern; Governance concerns in the corporate sector; ESG reporting; Environmental, Social and Governance reporting index.

**Recommended Books:**

1. Dhiman Chowdhury. Incentives, Control, and Development: Governance in Private and Public Sectors with Special Reference to Bangladesh (The University Press Ltd.).
2. Thomas Clarke. International Corporate Governance: A Comparative Approach (Routledge).
3. Erik Banks. Corporate Governance: Financial Responsibility, Controls and Ethics (Palgrave Macmillan).
4. CFA (2008). Environmental, Social, and Governance Factors at Listed Companies, CFA Institute

<b>Course Code: 827518</b>	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours:</b>
<b>Course Title: Internship + Viva</b>			