

BANGLADESH INSTITUTE OF MANAGEMENT
4 Sobhanbag, Mirpur Road, Dhaka-1207

**POST-GRADUATE DIPLOMA IN FINANCIAL
MANAGEMENT**

SYLLABUS FOR PART-I

Evaluation Criteria:

Class Attendance : 10%

Class Test : 20%

Final Examination : 70%

Name of Subject:

1. Fundamentals of Financial Management

2. Principles of Accounting

3. Business Economics-50

4. Statistics-50

5. Cost Accounting

6. Management Accounting

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POST-GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT

Subject: **Fundamentals of Financial Management**

Full Marks : 100

Chapter	Topic
01.	Introduction to Financial Management: <ul style="list-style-type: none">- Meaning, objective, Scope and importance of Financial Management.- Functions of Finance Manager.- Classification of Finance.- Principles of Finance.
02.	Source of Finance: <ul style="list-style-type: none">- Introduction- Types of sources : Internal & External Sources.- Short term Financing.- Intermediate term Financing.- Long Term Finance.- Lease Financing.
03.	Time Value of Money: <ul style="list-style-type: none">- Definition – Determinants and Importance.- Determination of Time Value of Money;- Future value and Present value.
04.	Cost of Capital and its uses: <ul style="list-style-type: none">- Introduction.- Significance.- Different sources of capital and their cost calculation.
05.	Leverage and Capital Structure: <ul style="list-style-type: none">- Introduction.- Feature of Capital Structure.- Factors influencing Capital Structure.- Capital Structure and financial structure.- Theories of Capital Structure.- Leverage : Types, Impact of Leverage.
06.	Valuation of Securities : <ul style="list-style-type: none">-Definition, Importance, Valuation Model & Different types of valuation- Bond, its types and valuation method- Stock, its type and valuation method.
07.	Working Capital Management: <ul style="list-style-type: none">- Concept of working capital.- Need for working capital.- Working capital cycle.- Determinants or working capital level.- Importance of working capital management- Working capital policy.- Estimating working capital requirement.- Controlling Working Capital.
08.	Case Study

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POST-GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT

Subject: **Principles of Accounting**

Full Marks: 100

Chapter	Topic
01.	Introduction: <ul style="list-style-type: none">- Concept of Accounting- Users & uses of Accounting Data- Need and importance of accounting- General Accepted Accounting Principles.
02.	Accounting Process: <ul style="list-style-type: none">- Basic Accounting Equation- The Account- Debits & Credits- Recording of transactions through Double Entry System.- The Journal- Journalizing of Transactions.- Ledger- Posting to Ledger.- Preparation of Ledger- Trial Balance
03.	Specialized Ledger and Journal: <ul style="list-style-type: none">- Subsidiary Ledgers.- Cash Book.- Bank Reconciliation Statements.- Adjusting, Rectifying Entries, Opening and Closing Entries.
04.	Financial Statements of Profit Making Organization: <ul style="list-style-type: none">- Manufacturing Account- Profit and Loss Account- Profit and Loss Appropriation Account- Balance Sheet.
05.	Financial Statement for Not For Profit Making Organization : <ul style="list-style-type: none">- Receipts and Payment Accounts.- Income and Expenditure Accounts- Balance Sheet.
06.	Preparation of Cash Flow Statement: <ul style="list-style-type: none">- Operating Activities- Investing Activities- Financial Activities
07.	Case Study

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POST-GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT

Subject: **Business Economics**

Full Marks : 50

Chapter	Topic
01.	Introduction: <ul style="list-style-type: none">- Nature and scope of Business Economics- Relationship of Economic Theory, Decision Sciences, Functional Areas of Business;- Reasons for the Existence of Firms and Their Functions and Objectives;- The Nature and Function of Profits: Business Versus Economic Profit.
02.	Demand Analysis and Forecasting: <ul style="list-style-type: none">- Meaning of Demand, Types of Demand and Determinant of Demand;- Individual Demand Curve and Consumer Behaviour;- Market Demand and Elasticity.
03.	Production and Cost Analysis: <ul style="list-style-type: none">- Production Function: Statistical Production Function; Managerial Use of Production Function- Least Cost Combination- Factor Productivity and Return of Scale;- Cost Concept, Determinant of Cost;- Accounting Cost and Economic Cost.
04.	Pricing: <ul style="list-style-type: none">- Determinants of Price- Pricing under Different Objectives;- Pricing Under Different Market Structures;- Price Discrimination;- Pricing Methods in practice
05.	Overview of Bangladesh Economy: <ul style="list-style-type: none">- Macroeconomic Stability and Growth;- Sectoral Analysis;- Industrialization Process;- Business Environment.
06.	Case Study

Reference Book:

- 1) Managerial Economics in a Global Economy
Dominick Salvatore, Sixth Edition, Oxford University Press.

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POST-GRADUATE DIPLOMA IN **FINANCIAL MANAGEMENT**

Subject: **Statistics**

Full Marks : 50

Chapter	Topic
01.	Introduction: <ul style="list-style-type: none">- Definition and Scope- Source and Type of Data- Collection of Data.
02.	Sampling Techniques: <ul style="list-style-type: none">- Probability Sampling- Non Probability Sampling
03.	Presentation of Data <ul style="list-style-type: none">- Frequency Distribution Tables- Chart- Diagram- Pie Chart
04.	Measure of Central Tendency: <ul style="list-style-type: none">- Mean- Median- Mode.
05.	Measure of Dispersion: <ul style="list-style-type: none">- Range- Mean Deviation- Standard Deviation
06.	Correlation & Regression Analysis: <ul style="list-style-type: none">- Concept- Application
07.	Probability <ul style="list-style-type: none">- Probability Axioms- Sample Space Event- Law of Probability- Types of Probability & Probability Distribution
08.	Case Study

Reference Book:

1) Business Statistics – SP Gupta & MP Gupta.

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POST-GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT

Subject : **Cost Accounting**

Full Marks : 100

Chapter	Topic
01.	<p>Introduction to Cost Accounting:</p> <ul style="list-style-type: none"> - Define Cost, Costing & Cost Accounting - Define Cost Unit & Cost Center <ul style="list-style-type: none"> - Object of Cost Accounting <p>Classification of cost :</p> <ul style="list-style-type: none"> - Element wise Classification - Function wise Classification - Behavior wise Classification
02.	<p>Methods and Techniques Costing</p> <ul style="list-style-type: none"> - Job Costing - Contract Costing - Process Costing - Farm Costing - Absorption / Historical / Traditional / Actual Costing - Standard Costing - Marginal / Direct / Variable Costing - Uniform Costing
03.	<p>Preparation of Cost Statement / Cost Sheet.</p> <ul style="list-style-type: none"> - Under Marginal / Variable Costing - Under Absorption Costing
04.	<p>Material Cost Computation and Control.</p> <ul style="list-style-type: none"> - Direct & Indirect Material. - Valuation of Material Receipts. - Valuation of Material Issue. - Accounting for Materials.
05.	<p>Labour Cost Computation and Control.</p> <ul style="list-style-type: none"> - Direct & Indirect Labour. - Methods of remuneration. - Accounting for Labour Cost
06.	<p>Overhead Cost Computation and Control:</p> <ul style="list-style-type: none"> - Direct & Indirect Overhead - Types and nature of Overheads Cost. - Overheads cost accumulation, allocation and apportionment. - Accounting for Overhead Cost.
07.	<p>Job Costing :</p> <ul style="list-style-type: none"> - Characteristics of Job Costing. - Job Cost Sheet.

Chapter	Topic
08.	Contract Costing: <ul style="list-style-type: none"> - Types of Contract - Retention Money - Profit on Uncompleted Contract - Escalator Clause - Cost Plus Contract
09.	Process Costing: <ul style="list-style-type: none"> - Characteristics of Process Costing. - Application of Process Costing. - Normal & Abnormal Loss - Abnormal Gains. - Equivalent Production. - Joint and By-product costing.
10.	Standard Costing: <ul style="list-style-type: none"> - Standard, Standard Cost & Standard Costing - Types of Standard Costing. - Analysis of Variances
11.	Case Study

Reference Book:

- 1) Cost Accounting - Bhabatosh Banerjee
- 2) Advanced Cost Accounting – Md. Yousuf Ali
- 3) Theory and Practice of Costing – Bashu & Das

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POST-GRADUATE DIPLOMA IN **FINANCIAL MANAGEMENT**
Subject: **Management Accounting**
Full Marks: 100

Chapter	Topic
01.	Introduction: <ul style="list-style-type: none"> • Management Accounting-Definition, objectives. • The Work of Management and the Need for Managerial Accounting Information. • Comparison of Financial & Managerial Accounting. • Expanding role of Managerial Accounting. • Management Accounting and the Changing Business Environment.
02.	Cost Terms, Concepts and Classifications.
03.	Cost Behaviour Analysis and Use
04.	Cost – Volume – Profit Analysis
05.	Variable Costing/ Marginal Costing: A Tool for Management.
06.	Activity – Based Costing: A Tool to Aid in Decision Making.
07.	Relevant Costs for Decision Making.
08.	Profit Planning: <ul style="list-style-type: none"> - The basic framework of Budgeting - Preparing Master Budget, Flexible Budgeting - Budget Report and Variance Analysis.
09.	Cash Budgeting
10.	Capital Budgeting Decision
11.	Investment Decision: <ul style="list-style-type: none"> - Nature of Investment decisions. - Importance of investment decisions. - Methods of Evaluating investment decisions.
12.	Case Study

Reference Book:

- 1) Managerial Accounting- 12th edition; Garrison. Noreen. Brewer
- 2) Introduction to Management Accounting – Horngren, Charles T.

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POST-GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT

SYLLABUS FOR PART-II

Evaluation Criteria:

Class Attendance : 10%

Class Test : 20%

Final Examination : 70%

Name of Subject :

1. Advanced Financial Management
2. Financial Auditing
3. Income Tax and VAT
4. Principles and Practices of Banking
5. Computer Application in Financial Management
6. Term Paper & Syndicate Presentation
7. Viva-Voce

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POST-GRADUATE DIPLOMA IN **FINANCIAL MANAGEMENT**

Subject : **Advanced Financial Management**

Full Marks : 100

Chapter	Topic
01.	Formation of a Company - Formation with the Registrar of Joint Stock Companies.
02.	Floating of Shares and debenture: Types of Shares, debentures and procedure of issuing shares and debentures.
03.	Alteration of Capital : - Issue of Right Shares. - Issue of Bonus Shares. Forfeiture and re-issue of Shares.
04.	Financial Market of Bangladesh.
05.	Dividend Policy. - Definition of Dividend & Dividend policy - Importance of Dividend policy - Calculation of Dividend - Forms of Dividend - Impact of Dividend on the valuation of securities
06.	Financial Statement Analysis and Interpretation.
07.	Cash Flow Analysis.
08.	Port Folio Management
09.	Case Study

Reference Book:

- 1) Advanced Accounting-I – Prof. Moinuddin Khan.
- 2) Financial Policy & Management Accounting – Bhabotosh Banerjee.

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POST-GRADUATE DIPLOMA IN **FINANCIAL MANAGEMENT**

Subject: **Financial Auditing**

Full Marks: 100

Chapter	Topic
01.	Introduction to Auditing - Financial Audit - Cost Audit - Management Audit
02.	General Principles of Auditing - Objective of an Audit - Types of Audit - Scope of an Audit - Advantages of an Audit
03.	Errors and Frauds Errors Frauds
04.	Control Internal Control Internal Audit Internal Check
05.	Companies Act Requirement and the Auditors Appointment of Auditors Qualification of an Auditors Remuneration of an Auditors Duties of an Auditors Rights / Powers of an Auditors Removal of an Auditors
06.	Audit Evidence Basic Principles & Importance of Audit Evidence Sufficient and Appropriate Audit Evidence Methods of Obtaining Audit Evidence Documentation Voucher
07.	Audit Testing Audit Program Vouching Verification Compliance Testing Substantive Testing
08.	Case Study

Reference Book:

- 1) Study Manual on Auditing - ICAB
- 2) Auditing –Dr. Khawaja Amjad Saeed
- 3) Auditing – Rup Ram Gupta

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POST-GRADUATE DIPLOMA IN **FINANCIAL MANAGEMENT**

Subject: Income Tax & VAT

Full Marks: 100

Chapter	Topic
01.	Introduction to Income Tax Basic Principles Some Statutory Definitions Sundry Matters
02.	Residential Status Individual, Hindu Undivided Family Firm Association of Person Local Authority Company Artificial Judicial Person
03.	Exemption and Allowances Non-Assessable Income Tax Free Income
04.	Computation of Income Salaries Interest on Securities Income from House Property Agricultural Income Income from Business or Profession Capital Gain Income from Other Sources
05.	Set off and Carry Forward of Loss Set off Carry Forward
06.	Set off and Carry Forward of Loss Set off Carry Forward
07.	Return and Statement
08.	Assessment

Chapter	Topic
09.	Appeal and References <u>Value Added Tax (VAT)</u> 1. Introduction to Value Added Tax (VAT) 2. First Schedule: List of goods exempted from VAT. 3. Second Schedule: List of services exempted from VAT 4. Third Schedule: Supplementary imposable goods and services 5. Value Added Tax Rules 6. VAT Deducted at Source
10.	Case Study

Reference Book:

- 1) Income Tax Manual (Part-I & Part-II)
- 2) Value Added Tax Act.

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POST-GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT

Subject: Principles and Practices of Banking

Full Marks: 100

Chapter	Topic
01.	Banking: Definition, Role of Banking in present day economy-its function and classification.
02.	Central Bank: Its nature, Importance, functions with special reference to Bangladesh, Credit Control Techniques.
03.	Commercial Bank- It's nature, function and importance. Relationship between commercial Bank and Central Bank. Creation of Credit by Commercial Banking in Bangladesh, Various types of deposits in Commercial Bank.
04.	Deferent Types of Accounts in Commercial Bank.
05.	Negotiable Instruments: <ul style="list-style-type: none"> - Meaning Objectives Types of Negotiable Instruments. - Cheques, Features of a Valid Cheque, Parties to a Cheque, Kinds of Cheques. - Bills of Exchange Definition features, Kinds Acceptance, Payment for honor, Presentation of Bills, Dishonor of Bills, Discounting of Bills, Renewal of Bills, Transfer of Bills.
06.	Credit Management Policy: <ul style="list-style-type: none"> - Different Forms of Bank Credit. - Letter of Credit. - Importance of Uses of Letter of Credit. - Kinds of Letter of Credit. - Travelers Cheque. - Banker's Draft. - Credit & Investment, Source of credit information.
07.	Banker's Advances: Different Types of Loans & Advances.
08.	Foreign Exchange: <ul style="list-style-type: none"> - Meaning. - Foreign Remittance. - Meaning of Rate of Exchange. - Determination of Rate of Exchange. - Fluctuation of Rate of Exchange.
09.	Money Market: <ul style="list-style-type: none"> - Meaning. - Constituents. - Necessity of Developed Money Market. - Features of a Developed Money Market.
10.	Inflation and its Control – Monetary Policy: Problems and Limitations of monetary policy in an underdeveloped country.
11.	Money and Banking development in Bangladesh.
12.	Case Study

Reference Book:

- 1) Money, Banking & Industrial Trade – T. T. Sethi.
- 2) R. S. Sayes : Modern Banking.
- 3) Peter Rose : Commercial Bank Management.

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POST-GRADUATE DIPLOMA IN **FINANCIAL MANAGEMENT**
Subject: **Computer Application in Financial Management**
Full Marks: 100

Chapter	Topic
01.	Introduction Introduction with the Accounting Software The combination between Accounting & Accounting Software
02.	Company Creation Find out the nature of an Organization / Company Create a particular Organization / Company
03.	Create Chart of Accounts Create Ledger (Head of Accounts) Create Group (Head of Control)
04.	Transaction / Voucher Entry Nature of Transaction / Voucher Control of Transaction / Voucher.
05.	Prepare a Financial Report & Report Analysis
06.	Create Chart of Inventory Create Stock Items Create Stock Group (Head of Control)
07.	Unit Measures & Store Inventory Create Measurement System of Inventory Create Godown / Store System
08.	Transaction / Voucher Entry Nature of Transaction / Voucher Control of Transaction/Voucher
09.	Prepare a Inventory Report & Report Analysis
10.	Prepare Organization with Multiple Nature & Make a Financial & Inventory Report of its
11.	Case Study

Reference Book:

1) Accounting Software Manual.

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Marks Distribution of Term Paper, Syndicate Presentation & Viva-Voce for all Diploma Courses

Part-II

Subject	Approved Marks	Remarks
Term Paper	75	
Syndicate Presentation	25	
Viva-Voce	100	