

# Semester Calendar

142 Semester (2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> Levels)

## BBA Program



শুন্ন ওব বিজনেস

Bangladesh Open University

### Important Dates

(Not changeable if no unavoidable circumstances occurs)

|                       |   |                                  |
|-----------------------|---|----------------------------------|
| <b>April 17, 2015</b> | <b>FIRST day of the tutorial sessions</b>   |                                  |
| <b>May 29, 2015</b>   | Deadline for submission of Assignment # 1   | <b>Assignment<br/>Submission</b> |
| <b>July 10, 2015</b>  | Deadline for submission of Assignment # 2   |                                  |
| <b>June 25, 2015</b>  | Deadline for payment of re-exam fee ( <b>Learners have to pay TK. 200 per course as re-exam fee. Don't pay fee if course has been taken in 142 semester</b> ) |                                  |
| <b>June 26, 2015</b>  | Deadline for submission of exam registration forms (both)   |                                  |
| <b>June 26, 2015</b>  | Deadline for collecting the admit card (compulsory)   |                                  |
| <b>July 10, 2015</b>  | <b>LAST day of tutorial sessions</b>  |                                  |
| <b>Aug. 07, 2015</b>  | FIRST day of Exam 142 semester  |                                  |
| <b>Aug. 27, 2015</b>  | Deadline for registration into courses of 151 semester  |                                  |
| <b>Sept. 18, 2015</b> | Tentative date for starting the classes of 151 semester   |                                  |

# স্কুল অব বিজনেস

## Bangladesh Open University

### Semester Calendar – 142 (2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> & 8<sup>th</sup> Levels)

#### BBA Program

### Schedule of the Tutorial Sessions

Tutorial session plays crucial role in open and distance learning system. Although attending tutorial sessions is not mandatory, the learners should attend the tutorial sessions regularly for optimizing their learning outcomes. The tutorial sessions will begin on **April 17, 2015** and will continue up to **July 10, 2015** at our specified study centers. You are supposed to go through the textbook referred by the School of Business and then come to the study center to discuss the unclear/difficult parts of the lessons with the tutor as well as the fellow learners in groups. The tutorial sessions will be conducted on the Fridays specified as below:

| Dates →      | April 2015      |    | May 2015        |    |    |               | June 2015       |    |    |    | July 2015           |               | Aug 7, 2015       | Sept. 18, 2015      |
|--------------|-----------------|----|-----------------|----|----|---------------|-----------------|----|----|----|---------------------|---------------|-------------------|---------------------|
|              | 17              | 24 | 8               | 15 | 22 | 29            | 5               | 12 | 19 | 26 | 03                  | 10            |                   |                     |
|              | √               | √  | √               | √  | √  | √             | √               | √  | √  | √  | √                   | √             | FINAL EXAM STARTS | 151 semester starts |
|              |                 |    |                 |    |    | Assignment #1 |                 |    |    |    |                     | Assignment #2 |                   |                     |
| Time Slots → | 08:00 – 09:00am |    | 09:05 – 10:00am |    |    |               | 10:05 – 11:00am |    |    |    | 11:05am – 12:00noon |               | 12:05 – 01:00pm   |                     |

Learners must submit their Assignments on the shaded dates to the respective tutor of their study center and make sure his or her signature on the Assignment Acknowledgement Form. **No Assignment will be received after the due dates.**

Tutorial sessions on the following courses of BBA program will be offered in 142 semester subject to the required number of learners registered into the course. The learners are requested to collect the **class schedule** from the study center coordinator on the first day of the tutorial session.

|                 |   |                                      |                                   |  |   |
|-----------------|---|--------------------------------------|-----------------------------------|--|---|
| 2 <sup>nd</sup> | BBA 2305: Fundamentals of Management        | BBA 2306: Principles of Marketing    | BBA 2307: Microeconomics          | BBA 2308: Business Communication         | BBA 2309: Computer Applications in Business |
| 4 <sup>th</sup> | BBA 4315: Auditing                          | BBA 4316: Financial Accounting-II    | BBA 4317: Organizational Behavior | BBA 4318: Insurance and Risk Management  | BBA 4319: Marketing Management              |
| 6 <sup>th</sup> | BBA 6325: Financial Market and Institutions | BBA 6326: Human Resources Management | BBA 6327: Marketing Promotion     | BBA 6328: Cost and Management Accounting | BBA 6329: Taxation and Public Finance       |
| 8 <sup>th</sup> | Courses of Major-AIS                        | Courses of Major-Finance             | Courses of Major-HRM              | Courses of Major-Marketing               |   |

### Assignment Submission

You must follow the instructions written on the Assignment question papers while submitting the Assignments. For breaching any of the instructions, you may face complexities with getting your Assignments evaluated. The School will not bear any responsibility for those complexities.

| Assignment Submission Deadlines | Where and How to submit?       |  |
|---------------------------------|--------------------------------|--|
|                                 | Assignment # 1<br>May 29, 2015 | Assignments must be submitted to the <b>Tutor</b> of concerned Study Center only on or before the <b>due date</b> . Every Assignment must contain the prescribed cover page (see page#20 of the Student Handbook). You must take signature of the coordinator and Tutor on <b>Assignment Acknowledgement (AA) Form</b> (see Page#3 of this Calendar) while submitting the Assignments. You must not forget to submit the <b>DEAN's Copy of the AA Form</b> while submitting the 2 <sup>nd</sup> Assignment. If you fail to submit it, your claim of Assignment submission will not be considered in case of missing. |
| Assignment # 2<br>July 10, 2015 |                                |  |

### Semester-End Final Examination

All Learners are required to submit the **Exam Registration Form** to appear at the semester-end final examination. Please see **Page#23** of the Student Handbook for Exam Registration Form and **Admit Card**.

| Exam form Submission Deadline  | Where to submit the exam registration form?   |  |
|--|---|--|
|  | Exam form Submission: June 1, 2015 – June 26, 2015<br>Re-exam Fee Payment: June 1, 2015 – June 25, 2015<br>(All learners must pay fees for sitting the exams on previously registered courses by <b>June 25, 2015</b> at specified Bank branch. Re-exam fee is Tk. 200 per course ) | Submit the exam registration form to the <b>Program officer at the concerned RRC</b> and collect the Admit Card. You are required to attach the <b>money receipt</b> while submitting the Exam Registration Form if you are supposed to pay re-exam fee. |
| Admit Card Collection: June 1, 2015 – June 26, 2015<br>(Without Admit Card no learner will be allowed to sit the exam) |   |  |

**Tentative Schedule for 142 Exam** (This schedule will remain unchanged if no unavoidable circumstances occurs):

| Date          | Time (9:00 am – 12:00 noon)<br>(2 <sup>nd</sup> & 6 <sup>th</sup> Level courses)    | Time (02:30 pm – 5:30 pm)<br>(4 <sup>th</sup> & 8 <sup>th</sup> Level courses) | <b>EXAM CENTER</b><br>Exams will be held at the respective <b>Study Center</b> . If you want to change the exam center, mention it on the Exam |
|---------------|---|--|--|
| Aug 7, 2015   | BBA 2305: Fundamentals of Management<br>BBA 6325: Financial Market and Institutions | BBA 4315: Auditing<br>Major-AIS  |  |
| Aug 14, 2015  | BBA 2306: Principles of Marketing<br>BBA 6326: Human Resources Management           | BBA 4316: Financial Accounting-II<br>Major-Finance                             |  |
| Aug 21, 2015  | BBA 2307: Microeconomics<br>BBA 6327: Marketing Promotion                           | BBA 4317: Organizational Behavior<br>Major-HRM                                 |  |
| Aug 28, 2015  | BBA 2308: Business Communication<br>BBA 6328: Cost and Management Accounting        | BBA 4318: Insurance and Risk Management<br>Major-Marketing                     |  |
| Sept 04, 2015 | BBA 2309: Computer Application in Business<br>BBA 6329: Taxation and Public Finance | BBA 4319: Marketing Management   |  |

**Registration into the Courses of 151 Semester**

You are required to register into the courses to be offered in the next semester (151 semester) on or before the specified date. **Failure to register or delayed payment of the registration fees will automatically SUSPEND your attendance in 151 courses.** You will be transferred to the next available semester (161 semester) when the same courses will be offered again.

|  |  |  |  |
|--|--|--|--|
| <p><b>Deadline: July 4, 2014 – August 27, 2015</b><br/>(Learners must pay the fees in cash at the specified branch of bank to be directed by the RRC. Please be sure about the free structure from the RRC before going to pay the fees. Keep the money receipt carefully and submit a copy to the RRC office immediately)<br/><i>Please read the Student Handbook carefully before choosing courses for registration.</i></p> | <p><b><u>How many courses you may take at a time?</u></b><br/>You have to take <b>at least 2 (two) courses</b> and <b>maximum 6 (six) courses</b> in a semester; however, if a learner has only one course left to complete the program, he/she can take one course in that case. <b>If you don't take any course in four consecutive semesters, your registration into the whole program will be cancelled.</b></p> |  |  |
| <b>COURSES TO BE OFFERED IN 151 SEMESTER</b>   |  |  |  |
| <b>First Level Courses</b>   | <b>Third Level Courses</b>   | <b>Fifth Level Courses</b>   | <b>Seventh Level Courses</b>               |
| BBA 1301: Introduction to Business   | BBA 3310: Business Law   | BBA 5320: Industrial and Company Law                                 | BBA 7330: Operations Management            |
| BBA 1302: Financial Accounting-I   | BBA 3311: Macroeconomics   | BBA 5321: Financial Management and Policy                            | BBA 7331: Project Appraisal and Management |
| BBA 1303: Business English   | BBA 3312: Fundamentals of Statistics   | BBA 5322: Entrepreneurship Development and Small Business Management | BBA 7332: Business Ethics                  |
| BBA 1304: Business Mathematics   | BBA 3313: Law and Practice of Banking  | BBA 5323: Socio-Economic Profile of Bangladesh                       | BBA 7333: Portfolio Management             |
|  | BBA 3314: Fundamentals of Business Finance   | BBA 5324: Business Statistics for Decision Making                    | BBA 7334: Retailing Management             |

**How to know the information regarding the program if required?**

|                       |   |  |
|-----------------------|---|--|
| <b>Contact Points</b> | <b>Coordinator of your Study Center or the Program Officer of your RRC.</b>   | <p><b>Most preferred way of communication</b><br/>You must have an <b>Email ID</b> and let us know that soon (Send a message to <a href="mailto:coordinator.bba.bou@gmail.com">coordinator.bba.bou@gmail.com</a> with a subject 'add me' and mention your RRC, ID, Address, Cell number). Please try to check your email everyday.</p> |
|                       | <b>Or</b>   |  |
|                       | <b>Email: <a href="mailto:coordinator.bba.bou@gmail.com">coordinator.bba.bou@gmail.com</a><br/>Phone: 9291106 (Dean, School of Business, BOU)</b> |  |

- For any problem/complaint regarding Theory or Assignment, you are asked to fill-up the form (see page # 4 of this calendar) and send it to the Dean, School of Business, BOU, Gazipur- 1705.