

**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

# Bangladesh Institute of Management

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## POST-GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT

Subject: **Fundamentals of Financial Management**

Full Marks : 100

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

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## POST-GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT

Subject: **Principles of Accounting**

Full Marks: 100

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

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## POST-GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT

Subject: **Business Economics**

Full Marks : 50

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

### 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

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

**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

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

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

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

**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

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

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

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

Chapter	Topic
09.	Appeal and References  <u><b>Value Added Tax (VAT)</b></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
<b>01.</b>	Banking: Definition, Role of Banking in present day economy-its function and classification.
<b>02.</b>	Central Bank: Its nature, Importance, functions with special reference to Bangladesh, Credit Control Techniques.
<b>03.</b>	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.
<b>04.</b>	Deferent Types of Accounts in Commercial Bank.
<b>05.</b>	Negotiable Instruments: <ul style="list-style-type: none"> <li>- Meaning Objectives Types of Negotiable Instruments.</li> <li>- Cheques, Features of a Valid Cheque, Parties to a Cheque, Kinds of Cheques.</li> <li>- 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.</li> </ul>
<b>06.</b>	Credit Management Policy: <ul style="list-style-type: none"> <li>- Different Forms of Bank Credit.</li> <li>- Letter of Credit.</li> <li>- Importance of Uses of Letter of Credit.</li> <li>- Kinds of Letter of Credit.</li> <li>- Travelers Cheque.</li> <li>- Banker's Draft.</li> <li>- Credit &amp; Investment, Source of credit information.</li> </ul>
<b>07.</b>	Banker's Advances: Different Types of Loans & Advances.
<b>08.</b>	Foreign Exchange: <ul style="list-style-type: none"> <li>- Meaning.</li> <li>- Foreign Remittance.</li> <li>- Meaning of Rate of Exchange.</li> <li>- Determination of Rate of Exchange.</li> <li>- Fluctuation of Rate of Exchange.</li> </ul>
<b>09.</b>	Money Market: <ul style="list-style-type: none"> <li>- Meaning.</li> <li>- Constituents.</li> <li>- Necessity of Developed Money Market.</li> <li>- Features of a Developed Money Market.</li> </ul>
<b>10.</b>	Inflation and its Control – Monetary Policy: Problems and Limitations of monetary policy in an underdeveloped country.
<b>11.</b>	Money and Banking development in Bangladesh.
<b>12.</b>	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
<b>01.</b>	<b>Introduction</b> Introduction with the Accounting Software The combination between Accounting & Accounting Software
<b>02.</b>	<b>Company Creation</b> Find out the nature of an Organization / Company Create a particular Organization / Company
<b>03.</b>	<b>Create Chart of Accounts</b> Create Ledger (Head of Accounts) Create Group (Head of Control)
<b>04.</b>	<b>Transaction / Voucher Entry</b> Nature of Transaction / Voucher Control of Transaction / Voucher.
<b>05.</b>	<b>Prepare a Financial Report &amp; Report Analysis</b>
<b>06.</b>	<b>Create Chart of Inventory</b> Create Stock Items Create Stock Group (Head of Control)
<b>07.</b>	<b>Unit Measures &amp; Store Inventory</b> Create Measurement System of Inventory Create Godown / Store System
<b>08.</b>	<b>Transaction / Voucher Entry</b> Nature of Transaction / Voucher Control of Transaction/Voucher
<b>09.</b>	Prepare a Inventory Report & Report Analysis
<b>10.</b>	Prepare Organization with Multiple Nature & Make a Financial & Inventory Report of its
<b>11.</b>	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

<b>Subject</b>	<b>Approved Marks</b>	<b>Remarks</b>
<b>Term Paper</b>	<b>75</b>	
<b>Syndicate Presentation</b>	<b>25</b>	
<b>Viva-Voce</b>	<b>100</b>	