

Certificate Level (CL)

Assurance – 100 Marks

Module Aim

To ensure that candidates understand the assurance process and fundamental principles of ethics and are able to contribute to the assessment of internal controls and gathering of evidence on an assurance engagement.

On completion of this module, candidates will be able to:

Outline the purpose of assurance

- L01: explain the concept of assurance, why assurance is required and the reasons for assurance engagements being carried out by appropriately qualified professionals;

Describe internal controls

- L02: explain the nature of internal controls and why they are important;
- L03: document an organization's internal controls and identify weaknesses in internal control systems;

Gather assurance evidence

- L04: select sufficient and appropriate methods of obtaining assurance evidence and recognise when conclusions can be drawn from evidence obtained or where issues need to be referred to a senior colleague; and

Explain the role of professional ethics

- L05: describe the importance of ethical behaviour to a professional and identify issues relating to integrity, objectivity, professional competence and due care, confidentiality, professional behaviour and independence.

Method of assessment

The Assurance module is assessed by a 2.0 hours exam.

Specification grid

This grid shows the relative weightings of subjects within this module and should guide the relative study time spent on each. Over time the marks available in the assessment will equate to the weightings below, while slight variations may occur in individual assessments to enable suitably rigorous questions to be set.

Syllabus area	Weighting (indicative %)
1 The concept, process and need for assurance	20
2 Internal controls	25
3 Gathering evidence on an assurance engagement	35
4 Professional ethics	20

The following learning outcomes should be read in conjunction with the relevant sections of the technical knowledge grids.

Outline the purpose of assurance: L01

1. The concept, process and need for assurance:

Candidates will be able to explain the concept of assurance, why assurance is required and the reasons for assurance engagements being carried out by appropriately qualified professionals.

In the assessment, candidates may be required to:

- a. define the concept of assurance;
- b. state why users desire assurance reports and provide examples of the benefits gained from them such as to assure the quality of an entity's published corporate responsibility or sustainability report;
- c. compare the functions and responsibilities of the different parties involved in an assurance engagement;
- d. compare the purposes and characteristics of, and levels of assurance obtained from, different assurance engagements;
- e. identify the issues which can lead to gaps between the outcomes delivered by the assurance engagement and the expectations of users of the assurance reports, and suggest how these can be overcome;
- f. define the assurance process, including:
 - obtaining the engagement
 - continuous risk assessment
 - engagement acceptance
 - the scope of the engagement
 - planning the engagement
 - performing the engagement
 - obtaining evidence
 - evaluation of results of assurance work
 - concluding and reporting on the engagement
 - reporting to the engaging party
 - keeping records of the work performed
- g. recognise the need to plan and perform assurance engagements with an attitude of professional scepticism;
- h. define the concept of reasonable assurance; and
- i. recognise the characteristics of fraud and distinguish between fraud and error.

Describe internal controls: L02, 3

2. Internal controls

Candidates will be able to explain the nature of internal controls and why they are important, document an organization's internal controls and identify weaknesses in internal control systems.

In the assessment, candidates may be required to:

- a. state the reasons for organizations having effective systems of control;
- b. identify the fundamental principles of effective control systems;
- c. identify the main areas of a business that need effective control systems;
- d. identify the components of internal control in both manual and IT environments, including:

- the overall control environment
 - preventative and detective controls
 - internal audit
- e. define and classify different types of internal control, with particular emphasis upon those which impact upon the quality of financial information;
 - f. show how specified internal controls mitigate risk and state their limitations;
 - g. identify internal controls for an organization in a given scenario;
 - h. identify internal control weaknesses in a given scenario; and
 - i. identify, for a specified organization, the sources of information which will enable a sufficient record to be made of accounting or other systems and internal controls.

Gather assurance evidence: L04

3. Gathering evidence on an assurance engagement

Candidates will be able to select sufficient and appropriate methods of obtaining assurance evidence and recognise when conclusions can be drawn from evidence obtained or where issues need to be referred to a senior colleague.

In the assessment, candidates may be required to:

- a. state the reasons for preparing and keeping documentation relating to an assurance engagement;
- b. identify and compare the different methods of obtaining evidence from the use of tests of control and substantive procedures, including analytical procedures;
- c. recognise the strengths and weaknesses of the different methods of obtaining evidence;
- d. identify the situations within which the different methods of obtaining evidence should and should not be used;
- e. compare the reliability of different types of assurance evidence;
- f. select appropriate methods of obtaining evidence from tests of control and from substantive procedures for a given business scenario;
- g. recognise when the quantity and quality of evidence gathered from various tests and procedures is of a sufficient and appropriate level to draw reasonable conclusions on which to base a report;
- h. identify the circumstances in which written confirmation of representations from management should be sought and the reliability of such confirmation as a form of assurance evidence; and
- i. recognise issues arising whilst gathering assurance evidence that should be referred to a senior colleague.

Explain the role of professional ethics: L05

4. Professional ethics

Candidates will be able to understand the importance of ethical behaviour to a professional and identify issues relating to integrity, objectivity, professional competence and due care, confidentiality, professional behaviour and independence.

In the assessment, candidates may be required to:

- a. state the role of ethical codes and their importance to the profession;
- b. recognise the differences between a rules based ethical code and one based upon a set of principles;
- c. recognise how the principles of professional behaviour protect the public and fellow professionals;
- d. identify the key features of the system of professional ethics adopted by IFAC and ICAB;
- e. identify the fundamental principles underlying the IFAC and the ICAB code of ethics;
- f. recognise the importance of integrity and objectivity to professional accountants, identifying situations that may impair or threaten integrity and objectivity;
- g. suggest courses of action to resolve ethical conflicts relating to integrity and objectivity;
- h. respond appropriately to the request of an employer to undertake work outside the confines of an individual's expertise or experience;
- i. recognise the importance of confidentiality and identify the sources of risks of accidental disclosure of information;
- j. identify steps to prevent the accidental disclosure of information;
- k. identify situations in which confidential information may be disclosed;
- l. define independence and recognise why those undertaking an assurance engagement are required to be independent of their clients;
- m. identify the following threats to the fundamental ethical principles and the independence of assurance providers:
 - self-interest threat
 - self-review threat
 - management threat
 - advocacy threat
 - familiarity threat
 - intimidation threat;
- n. identify safeguards to eliminate or reduce threats to the fundamental ethical principles and the independence of assurance providers; and
- o. suggest how a conflict of loyalty between the duty a professional accountant has to their employer and the duty to their profession could be resolved.

Accounting – 100 Marks

Module aim

To ensure that candidates have a sound understanding of the techniques of double entry accounting and can apply its principles in recording transactions, adjusting financial records and preparing non-complex financial statements.

On completion of this module, candidates will be able to demonstrate the following learning objectives (LO):

Maintaining financial records

- L01: apply double entry accounting techniques for the maintenance of accounting records;

Adjust accounting records

- L02: identify and correct omissions and errors in accounting records and financial statements;

Prepare financial statements

- L03: specify the components of financial statements; and
- L04: prepare and present non-complex accounts for sole traders, partnerships and limited companies.

Method of assessment

The Accounting module is assessed by a 2.0 hours exam

Specification grid

This grid shows the relative weightings of subjects within this module and should guide the relative study time spent on each. Over time the marks available in the assessment will equate to the weightings below, while slight variations may occur in individual assessments to enable suitable rigorous questions to be set.

Syllabus area	Weighting (indicative %)
1 Maintaining financial records	30
2 Adjustments to accounting records and financial statements	35
3 Preparing financial statements	35

The following learning outcomes should be read in conjunction with the relevant sections of the technical knowledge grids.

Maintain financial records: L01

1. Maintain financial records

Candidates will be proficient in the use of double entry accounting techniques and the maintenance of accounting records.

In the assessment, candidates may be required to:

- a. specify why an entity maintains financial records and prepares financial statements;
- b. specify the ethical considerations for preparers of financial statements;
- c. identify the sources of information for the preparation of accounting records and financial statements;
- d. record and account for transactions and events resulting in income, expenses, assets, liabilities and equity in accordance with the appropriate basis of accounting and the laws, regulations and accounting standards applicable to the financial statements;
- e. record and account for changes in the ownership structure and ownership interests in an entity; and
- f. prepare a trial balance from accounting records and identify the uses of the trial balance.

Adjust accounting records: L02

2. Adjustments to accounting records and financial statements

Candidates will be able to identify and correct omissions and errors in accounting records and financial statements.

In the assessment, candidates may be required to:

- a. identify omissions and errors in accounting records and financial statements and demonstrate how the required adjustments will affect profits and/or losses;
- b. correct omissions and errors in accounting records and financial statements using control account reconciliations and suspense accounts;
- c. prepare an extended trial balance; and
- d. prepare journals for nominal ledger entry and to correct errors in draft financial statements.

Preparing financial statements: L03, 4

3. Preparing financial statements

Candidates will be able to specify the components of financial statements, and prepare and present non-complex accounts for sole traders, partnerships and limited companies.

In the assessment, candidates may be required to:

- a. identify the main components of a set of financial statements and specify their purpose and interrelationship;
- b. specify the key aspects of the accrual basis of accounting, cash accounting and break-up basis of accounting; and
- c. prepare and present a statement of financial position, income statement and statement of cash flows (or extracts therefrom) from the accounting records and trial balance in a format which satisfies the information requirements of the entity.

Business and Finance – 100 Marks

Module aim

To provide students with an understanding of how businesses operate and how accounting and finance functions help businesses in achieving their objectives.

On completion of this module, students will be able to:

Explain business objectives and functions

- L01: identify the general objectives of businesses and the functions and tasks that businesses perform in order to meet their objectives;

Describe organizational structures

- L02: specify the nature, characteristics, advantages and disadvantages of different forms of business and organizational structure;

Explain the role of finance

- L03: identify the purpose of financial information produced by businesses and specify how accounting and finance functions support business operations;
- L04: identify sources and methods of financing for businesses and individuals;

Describe the role of the accounting profession

- L05: specify the role of the accountancy profession and why the work of the profession is important;

Describe and identify the role of governance

- L06: identify the role that governance plays in the management of a business and specify how a business can promote corporate governance, sustainability, corporate responsibility and an ethical culture; and

Explain the business economic environment

- L07: specify the impact on a business of the economic environment in which it operates.

Method of assessment

The Business and Finance module is assessed by a 2.0 hours exam.

Specification grid

This grid shows the relative weightings of subjects within this module and should guide the relative study time spent on each. Over time the marks available in the assessment will equate to the weightings below, while slight variations may occur in individual assessments to enable suitably rigorous questions to be set.

Syllabus area	Weighting (indicative %)
1 Business objectives and functions	15
2 Business and organizational structures	15
3 The role of finance	25
4 The role of the accountancy profession	15
5 Governance, sustainability, corporate responsibility and ethics	15
6 External environments	15

The following learning outcomes should be read in conjunction with the relevant sections of the technical knowledge grids.

Explain business objective and functions: L01

1. Business objectives and functions

Candidates will be able to identify the general objectives of businesses and the functions and tasks that businesses perform in order to meet their objectives.

In the assessment, candidates may be required to:

- a. state the general objectives of businesses;
- b. state the general objectives of strategic management and specify the strategic management process and interrelationship between a business's vision, mission and strategic objectives;
- c. identify the various functional areas within businesses and show how the functions assist the achievement of business objectives;
- d. identify the nature and functions of organizational management, human resources management and operations management and show how these are influenced by human behaviour;
- e. identify the relationship between a business's overall strategy and its functional strategies;
- f. identify the nature and purpose of strategic plans, business plans and operational plans;
- g. specify how a strategic plan is converted into fully-integrated business and operational plans;
- h. identify the main components of the risk management process and show how they operate; and
- i. identify the key issues in relation to risk and crisis management.

Describe organizational structures: L02

2. Business and organizational structures

Candidates will be able to specify the nature, characteristics, advantages and disadvantages of different forms of business and organizational structure.

In the assessment, candidates may be required to:

- a. identify the differences between businesses carried out by sole traders, partnerships, limited liability partnerships, alliances and groups, and show the advantages and disadvantages of each of these structures;
- b. identify the differences between unincorporated businesses and companies, and show the advantages and disadvantages of incorporation; and
- c. identify different organizational structures and specify their advantages and disadvantages.

Explain the role of finance: LO3, 4

3. The role of finance

Candidates will be able to identify the purpose of financial information produced by businesses, specify how accounting and finance functions support business operations, and identify sources and methods of finance for business and individuals.

In the assessment, candidates may be required to:

- a. specify the extent to which financial information:
 - provides for accountability of management to shareholders and other stakeholders;
 - reflects business performance;
 - is useful to users in making economic decisions;
 - meets the information needs of national, social and economic contexts (e.g. national statistical information);
- b. specify how accounting and finance functions support businesses in pursuit of their objectives;
- c. identify the main considerations in establishing and maintaining accounting and financial reporting functions and financial control processes;
- d. identify, in the context of accounting and other systems, the issues surrounding:
 - information processing;
 - information security;
 - information management;
- e. specify why the management of a business require information about performance measurement including non-routine areas such as in supporting an entity's sustainability management;
- f. identify the accountant's role in preparing and presenting information for the management of a business;
- g. specify the relationship between a business and its bankers and other providers of financial products;
- h. identify the characteristics, terms and conditions and role of alternative short, medium and long-term sources of finance available to different businesses;
- i. identify the processes by which businesses raise equity, capital and other long –term finance;
- j. identify appropriate methods of financing exports, including:
 - bills of exchange
 - letters of credit
 - export credit insurance;
- k. specify the general objectives of personal financial management; and
- l. identify the principles of personal financial management and the personal financial management process.

Describe the role of the accounting profession: L05

4. The role of the accountancy profession

Candidates will be able to specify the role of the accountancy profession and why the work of the profession is important.

In the assessment, candidates may be required to:

- a. identify the importance to the public interest of high quality, accurate financial reporting and assurance;
- b. specify the rationale for key parts of the profession's work and the links between the public interest, technical competence and professional responsibility, including professional ethics, accounting principles, accounting standards and sound business management; and
- c. specify the key features of the structure of the accountancy profession, the regulatory framework within which professional accountants work and the ways in which the accountancy profession interacts with other professions.

Describe and identify the role of governance: L06

5. Governance, sustainability, corporate responsibility and ethics

Candidates will be able to identify the role that governance plays in the management of a business and specify how a business can promote corporate governance, sustainability, corporate responsibility and an ethical culture.

In the assessment, candidates may be required to:

- a. state the reasons why governance is needed and identify the role that governance plays in the management of a business;
- b. identify the key stakeholders and their governance needs for a particular business;
- c. identify and show the distinction between the roles and responsibilities of those charged with corporate governance and those charged with management, including the basics of the Bangladesh corporate governance code;
- d. specify how differences in legal systems and in national and business cultures affect corporate governance;
- e. identify the roles and responsibilities of the members of the executive board, any supervisory board, the audit committee and others charged with corporate governance, internal audit and external audit;
- f. identify the roles and responsibilities of those responsible within a business for internal audit and for the external audit relationship;
- g. specify the nature of ethics, business ethics, professional ethics, sustainability and corporate responsibility; and
- h. specify the policies and procedures a business should implement in order to promote an ethical culture.

Explain the business economic environment: L07

6. External environments

Candidates will be able to specify the impact on a business of the environment in which it operates including the potential effects of sustainability issues.

In the assessment, candidates may be required to:

- a. specify the signalling, rewarding and allocating effects of the price mechanism on business
(including the concept of price elasticity);
- b. specify the potential types of failure of the market mechanism and their effects on business;
- c. identify the key macroeconomic factors that affect businesses;
- d. specify the principal effects of regulation upon businesses;
- e. show how the needs of different stakeholders in a business (e.g., shareholders, the local community, employees, suppliers, customers) impact upon it; and
- f. specify the effects of international legislation on businesses.

Management Information – 100 Marks

Module aim

To enable candidates to prepare essential financial information for the management of a business.

On completion of this module, candidates will be able to:

Costing and pricing

- L01: identify the costs associated with the production of products and provision of services and use them to determine prices;

Budgeting and forecasting

- L02: select appropriate budgeting approaches and methods and prepare budgets;

Performance management

- L03: identify key features of effective performance management systems;
- L04: select appropriate performance measures;
- L05: calculate differences between actual performance and standards or budgets;

Management decision making

- L06: identify and calculate relevant data for use in management decision making; and
- L07: identify and explain ethical aspects to decision making.

Method of assessment

The Management Information module is assessed by a 2.0 hours exam.

Specification grid

This grid shows the relative weightings of subjects within this module and should guide the relative study time spent on each. Over time the marks available in the assessment will equate to the weightings below, while slight variations may occur in individual assessments to enable suitably rigorous questions to be set.

Syllabus area	Weighting (indicative %)
1 Costing and pricing	25
2 Budgeting and forecasting	25
3 Performance management	25
4 Management decision making	25

The following learning outcomes should be read in conjunction with the relevant sections of the technical knowledge grids.

Costing and pricing: L01

1. Costing and pricing

Candidates will be able to establish the costs associated with the production of products and provision of services and use them to determine prices.

In the assessment, candidates may be required to:

- a. recognise the use of cost information for different purposes;
- b. classify costs as fixed, variable, direct or indirect;
- c. calculate unit costs and profits/losses from information provided, using:
 - marginal costing;
 - absorption costing and reconcile the differences between the costs and profits/ losses obtained;
- d. select the most appropriate method of costing for a given product or service;
- e. calculate the sales price for a given product or service using cost based pricing; and
- f. calculate transfer prices for specified sales to internal customers which take account of appropriate costs.

Budgeting and forecasting: L02

2. Budgeting and forecasting

Candidates will be able to select appropriate budgeting approaches and methods and prepare budgets.

In the assessment, candidates may be required to:

- a. apply forecasting techniques to assist management in performance measurement and planning;
- b. prepare budgets, or extracts therefrom, from information in supplied;
- c. select the most appropriate of the following budgeting approaches and methods, taking into account their advantages and disadvantages for planning, control and motivation;
 - bottom-up and top-down approaches to generating and managing budgets;
 - activity-based, responsibility-based and product-based budget structures;
 - zero-based and incremental budgeting;
- d. prepare and/or comment upon a cash budget for a business which highlights the quantity and timing of cash surpluses and deficits;
- e. calculate the cash cycle for a business and recognise its significance;
- f. identify the constituent elements of working capital and treasury and specify the methods by which each element can be managed to optimise working capital and cash flows; and
- g. recognise how a business manages surpluses and deficits predicted in cash budgets.

Performance management: L03-5

3. Performance management

Candidates will be able to identify key features of effective performance management systems, select appropriate performance measures and calculate differences between actual performance and standards or budgets.

In the assessment, candidates may be required to:

- a. identify the reasons for and key features of effective performance management systems;
- b. select appropriate financial and non-financial performance measures which effectively encourage the business as a whole to meet its objectives;
- c. identify the role of controls in ensuring effective performance management;
- d. identify how performance measures and compliance measures are integrated into the general systems of control in businesses; and
- e. calculate differences between actual performance and standards or budgets in terms of price and volume effects and identify possible reasons for those differences.

Management decision making: L06, 7

4. Management decision making

Candidates will be able to identify and calculate relevant data for use in management decision making.

In the assessment, candidates may be required to:

- a. calculate the break-even point, contribution and margin of safety for a given product or service;
- b. allocate scarce resource to those products or services with the highest contribution per limiting factor;
- c. calculate the net present value, internal rate of return, payback period or accounting rate of return for a given project;
- d. identify the advantages and disadvantages of the investment appraisal techniques; and
- e. identify and explain ethical issues relating to the preparation, presentation and interpretation of financial information for the management of a business.

Taxation 1 - 100 Marks

Module aims

To ensure that students gain an appreciation of the basics of taxation in Bangladesh and have an understanding of the basic ethical requirements of undertaking tax work.

On completion of this module, students will be able to:

- explain the general objectives of taxation and the influences upon the system of taxation in Bangladesh
- explain the ethical and professional issues for a professional accountant undertaking tax work
- describe the basic system of administration relating to taxation in Bangladesh
- describe how taxation in Bangladesh is applied to the income, expenditure, assets, liabilities or transactions of business entities
- describe how taxation in Bangladesh is applied to the income, expenditure, assets, liabilities or transactions of individuals

Method of Assessment

Taxation 1 module is assessed by a 3-hour written exam. The questions cover the areas of the syllabus in accordance with the weightings set out in the specification grid.

Specification Grid

This grid shows the relative weightings of subjects within this module and should guide the relative study time spent on each. Over time the marks available in the assessment will equate to the weightings below, while slight variations may occur in individual assessments to enable suitably rigorous questions to be set.

	Weighting (%)
1 General principles of taxation	20
2 Ethical considerations	10
3 Administration	15
4 The taxation of business entities	20
5 The taxation of individuals	15
6 Value Added Tax	20
	<u>100</u>

1. General principles of taxation

Candidates should be able to explain the general objectives of taxation and the influences upon the system of taxation in Bangladesh.

In the examination, candidates may be required to:

- a. explain government's taxation objectives in the context of economic, social and environmental issues
- b. describe the range of taxation opportunities open to government and their relative advantages in meeting the government's taxation objectives
- c. explain the external influences on Bangladesh taxation objectives and policies and on the decisions taken by the Bangladesh courts on national taxation
- d. explain the current response of government and the courts towards tax schemes designed to circumvent the law
- e. explain why states negotiate and make double taxation agreements
- f. explain how tax treaties affect the contracting states' abilities to apply taxation
- g. describe the sources of national tax law and practice and their relative importance
- h. describe the likely impact on a taxpayer (business entity or individual) of the taxation objectives, policies and strategies proposed or adopted by governments or other authorities.

2. Ethical considerations

Candidates should be able to explain the ethical and professional issues for a professional accountant undertaking tax work.

In the examination, candidates may be required to:

- a. state the key ethical and professional issues for a professional accountant undertaking tax work
- b. explain the reasons for the existence of ethical or professional rules relating to the undertaking of tax work.

3. Administration

Candidates should be able to describe the basic system of administration relating to taxation in Bangladesh.

In the examination, candidates may be required to:

- a. determine when an individual or entity comes within the scope of relevant national taxes and what action, if any, it should take, including any time limits for that action
- b. determine due dates for
 - the making of returns and provision of other information to the relevant authorities
 - payments of tax
- c. describe the implications of late submission of returns and other information or late payments of tax and calculate any resulting interest or penalties
- d. identify the records that individuals and business entities must retain for taxation purposes, and state the periods for which those records must be retained
- e. Explain the different types of assessments

4. The taxation of business entities

Candidates should be able to describe how taxation in Bangladesh is applied to the income, expenditure, assets, liabilities or transactions of business entities.

In the examination, candidates may be required to:

- a. identify, for an entity, the national taxes applicable to different forms of income, expenditure, assets, liabilities or transactions, and state who is liable for the resulting taxation=

5. The taxation of individuals

Candidates should be able to describe how taxation in Bangladesh is applied to the income, expenditure, assets, liabilities or transactions of individuals.

In the examination, candidates may be required to:

identify, for any individual, the national taxes applicable to different forms of income, expenditure, assets, liabilities or transactions.

6. Value Added Tax (VAT)

Candidates should be able to describe the basic knowledge on VAT, some relevant terms, scope, registration, measurement, administration, turnover tax, supplementary duty and exempt goods and services.

In the examination, candidates may be required to:

- a. demonstrate the concept and definition:
- b. Identify the VAT registration procedures
- c. time & mode of VAT Payment
- d. determine value for application of VAT
- e. identify the application of zero rate, normal rate, truncated value and tariff value for VAT.
- f. recognize VAT deduction and/or collection at source.
- g. identify the input tax and output tax adjustment procedures
- h. explain the turnover and supplementary duty
- i. VAT books of accounts

Business Law – 50 Marks

Module aim

To ensure that students gain sufficient knowledge of different aspects and provisions of commercial laws which they may come across in the normal course of their professional work.

On completion of this module the students will be able to:

Overview of Companies Act, 1994

- LO1: explain provisions of company law relating to the nature and functions of companies, formation of companies and administrative consequences, provisions relating to share capital, directors and General Meetings;

The Negotiable Instruments Act, 1881

- LO2: recognize a negotiable instrument and to explain the legal position relating to such instrument and address the relevant provisions of the law;

The Partnership Act,1932

- LO3: recognize the existence of a partnership and demonstrate an understanding of the legal and commercial aspects of partnership;

The Bangladesh Labour Act, 2006 and Bangladesh Labour Rules, 2015

- LO4: demonstrate the knowledge on the main provisions of the Bangladesh Labour Act, 2006.

Method of assessment

The Business Law module is assessed by a 1.5 hours exam.

Specification grid:

This grid shows the relative weightings of subjects within this module and should guide the relative study time spent on each. Marks available in the assessment will equate to the weightings below, while slight variations may occur to enable suitable questions to be set.

Syllabus Contents	Weighting (indicative %)
1 Overview of Companies Act, 1994	20
2 The Negotiable Instruments Act, 1881	30
3 The Partnership Act,1932	
4 The Bangladesh Labour Act, 2006 and Bangladesh Labour Rules, 2015	

The following learning outcomes should be read in conjunction with the relevant sections of the technical knowledge grids.

The Companies Act 1994: L01

1. Overview of Companies Act 1994

Students should be able to state and explain provisions of company law relating to company formation, company directors, share capital, etc.

In the assessment, candidates may be required to:

- a. identify different forms of business organizations;
- b. explain the differences between partnerships and companies including the advantages and disadvantages of incorporation, corporate personality and limited liability; and
- c. describe the nature and functions of companies compared with other legal persons;

Formation of companies and administrative consequences

- a. describe the procedures required to form a company by registration including any practical considerations;
- b. describe the legal and regulatory provisions relating to Capital, Shares, Issue of prospectus, including provisions on application, allotment, transfer and transmission of shares;
- c. explain the format, function and legal effect of a company's Memorandum and Articles of Association including requirements regarding filing of documents and returns, maintenance of records and accounts;

Share capital – capital maintenance

- d. explain the rules relating to capital maintenance and explain the rules on capital maintenance including purchase of shares; reduction of capital; and the rules on the payment of dividends according to the Companies Act 1994;

Directors

- e. describe the ways in which a director may be appointed and removed;
- f. provisions regarding the meetings of the directors;
- g. explain the powers of directors and in what circumstances they will bind the company in a contract with third parties;
- h. identify the situations when the shareholders will be able to challenge the directors' power to manage the company.

2. The Negotiable Instruments Act 1881: L02

Law provisions regarding promissory notes, bill of exchange, cheques,

Students should be able to state and explain provisions of Promissory notes, bills of exchange and cheques, etc.

In the assessment, candidates may be required to:

- a. define different types of Promissory notes, bills of exchange and cheques;
- b. describe negotiable instruments, payment and interest, discharge from liability on notes, bills and cheques;
- c. explain notice of dishonour, special provisions relating to cheques and bills of exchange;
- e. state the provision of penalties in case of dishonour of certain cheques for insufficiency of funds in the accounts.

3. The Partnership Act, 1932: L03

Formation, recognition, operation, reconstitution, and dissolution under the partnership act.

Students should be able to state and explain provisions of Partnership Act, 1932.

In the assessment, candidates may be required to:

- a. describe how a partnership may be created;
- b. recognize when a partnership exists between parties;
- c. define, apply and comment on:
 - Partnership and co-ownership
 - Partnership and a company
 - Partnership and Hindu family business
 - Classes of partners and partnership
 - Partnership property
 - Registration of firm
 - Relations of partners to one another and relations of partners to third party
 - Rights and responsibilities of the partners
 - Authority of partners
 - Minor as partner
 - Reconstitution of firm and dissolution of firm;
- d. identify the legal position in a given straightforward scenario concerning a partnership, applying the principles set out in learning outcomes from the above.

The Bangladesh Labour Act, 2006 and Bangladesh Labour Rules, 2015: L04

4. The Bangladesh Labour Act, 2006 and Bangladesh Labour Rules, 2015.

Students should be able to state and explain provisions of Bangladesh Labour Act and Rules.

In the assessment, the students will be required to:

concentrate on but not limited to:

- Statutory definitions
- Employment and conditions of service
- Maternity benefit
- Welfare measure
- Working hours and leave
- Wages and payment
- Compensation for injury by accident
- Workers' participation in company's profit
- Provident Fund and other terminal benefits.
- Misconduct, Punishment and Disciplinary Proceedings

Information Technology - 50 Marks

Module aim

To introduce students to the reasons for the use of IT in enterprises, the link between the strategy of a business and the IT that it uses in practice, and methods for managing IT and to outline the electronic commerce in business.

On completion of this module the students will be able to:

Information Systems in Business

- L01: Understand the five basic areas of information systems needed by business professionals, including the conceptual system components, major types of information systems and the trends in information systems along with managerial challenges associated with it.

Information Technologies

- L02: Understand and Identify history, trends, developments in different computer systems; and the major types of technologies used in peripheral devices for computer input, output, and storage.
- L03: Identify the basic features and trends in the major types of application software and system software used to support enterprise and end-user computing.
- L04: Understand the management of the data resources of computer-using organizations and understand the key database management concepts and applications in business information systems.
- L05: Understand the basics of the Internet and other telecommunication networks, business applications, and trends in technical telecommunications alternatives.

e-Business Systems

- L06: Understand how information systems integrate and support enterprise-wide business processes, as well as the business functions of marketing, manufacturing, human resource management, accounting, and finance.

Electronic Commerce Systems

- L07: Identify the basic process components of e-commerce systems, and discusses important trends, applications, and issues in e-commerce.

Enterprise Business Systems

- L08: Understand the goals and components of customer relationship management, enterprise resource planning, and supply chain management, and the benefits and challenges of these major enterprise applications.

Method of assessment

The Information Technology module will be examined using a paper-based assessment of 1.5 hours.

Specification Grid

This grid shows the relative weightings of chapters within this module and should guide the relative study time spent on each. Over time, the marks available in the assessment will equate to the weightings below, while slight variations may occur in individual assessments to enable suitable questions to be set.

Syllabus area	Weighting (indicative %)
1 Information Systems in Business	20
2 Information Technologies	
3 e-Business Systems	20
4 Electronic Commerce Systems	
5 Enterprise Business Systems	10
	<u>50</u>

* Questions will be set covering all the above areas.

Information Systems in Business

- a) Foundation concepts: information systems in business (Reference: 1, Chapter – 1, Section I)
- b) Foundation concepts: the components of information systems (Reference: 1, Chapter – 1, Section II)

Information Technologies

- a) Hardware (Reference: 1, Chapter – 3)
- b) Software (Reference: 1, Chapter – 4)
- c) Data Resource Management (Reference: 1, Chapter – 5)
- d) Telecommunications and Network (Reference: 1, Chapter – 6)

e-Business Systems

- a) e-business systems (Reference: 1, Chapter – 7, Section I)
- b) Functional business systems (Reference: 1, Chapter – 7, Section II)

Electronic Commerce Systems

- a) Electronic commerce fundamentals (Reference: 1, Chapter – 9, Section I)
- b) e-Commerce applications and issues (Reference: 1, Chapter – 9, Section II)

Enterprise Business Systems

- a) Customer relationship management (CRM) (Reference: 1, Chapter – 8, Section I)
- b) Enterprise Resource Planning (ERP) (Reference: 1, Chapter – 8, Section II)
- c) Supply chain management (SCM) (Reference: 1, Chapter – 8, Section III)

References:

1. Management Information Systems: James A O'Brien, George M Marakas, and Ramesh Behl, Tata McGraw-Hill Education Private Limited

The following learning outcomes should be read in conjunction with the relevant sections of the technical knowledge grids.

Information Systems in Business LO1

1. Information Systems in Business

Candidates will be able to understand the five basic areas of information systems needed by business professionals, including the conceptual system components, major types of information systems and the trends in information systems along with managerial challenges associated with it.

In the assessment, candidates may be required to:

- a. Identify the concept of a system and how it relates to information systems.
- b. Explain why knowledge of information systems is important for business professionals and identify five areas of information systems knowledge that they need.
- c. Illustrate how the business applications of information systems can support a firm's business processes, managerial decision making, and strategies for competitive advantage.
- d. Illustrate several major types of information systems from experiences with business organizations in the real world.
- e. Identify several challenges that a business manager might face in managing the successful and ethical development and use of information technology in a business.
- f. Illustrate the components of real world information systems. Illustrate that in an information system, people use hardware, software, data, and networks as resources to perform input, processing, output, storage, and control activities that transform data resources into information products.
- g. Demonstrate familiarity with the myriad of career opportunities in information systems

Information Technologies L02, L03, L04, L05

2. Information Technologies

- **Candidates will be able to understand and Identify history, trends, developments in different computer systems; and the major types of technologies used in peripheral devices for computer input, output, and storage.**
- **Candidates will be able to identify the basic features and trends in the major types of application software and system software used to support enterprise and end-user computing.**
- **Candidates will be able to understand the management of the data resources of computer-using organizations and understand the key database management concepts and applications in business information systems.**
- **Candidates will be able to understand the basics of the Internet and other telecommunication networks, business applications, and trends in technical telecommunications alternatives.**

In the assessment, candidates may be required to:

- a. Identify the major types and uses of microcomputer, midrange, and mainframe computer systems.
- b. Outline the major technologies and uses of computer peripherals for input, output, and storage.
- c. Identify and illustrate the components and functions of a computer system.
- d. Identify the computer systems and peripherals that would be acquired or recommended for a business and explain the reasons for selections.
- e. Illustrate several major types of application and system software.
- f. Explain the purpose of several popular software packages for end-user productivity and collaborative computing.

- g. Describe the main uses of computer programming software, tools, and languages.
- h. Describe the issues associated with open-source software.
- i. Explain the business value of implementing data resource management processes and technologies in an organization.
- j. Outline the advantages of a database management approach to managing the data resources of a business, compared with a file processing approach.
- k. Explain how database management software helps business professionals and supports the operations and management of a business.
- l. Understand the concept of a network and Identify the basic components, functions, and types of telecommunications networks used in business.
- m. Explain the functions of major components of telecommunications network hardware, software, media, and services and explain the concept of client/server networking.
- n. Explain the concepts behind TCP/IP and understand the seven layers of the OSI network model.

e-Business Systems LO6

3. e-Business Systems

Candidates will be able to understand how information systems integrate and support enterprise-wide business processes, as well as the business functions of marketing, manufacturing, human resource management, accounting, and finance.

In the assessment, candidates may be required to:

- a. Identify the following cross-functional enterprise systems, and illustrate how they can provide significant business value to a company:
 - i. Enterprise application integration
 - ii. Transaction processing systems
 - iii. Enterprise collaboration systems
- b. Illustrate how Internet and other information technologies support business processes within the business functions of accounting, finance, human resource management, marketing, and production and operations management.

Electronic Commerce Systems LO7

4. Electronic Commerce Systems

Identify the basic process components of e-commerce systems, and discusses important trends, applications, and issues in e-commerce.

In the assessment, candidates may be required to:

- a. Identify the major categories and trends of e-commerce applications.
- b. Identify the essential processes of an e-commerce system and give examples of how it is implemented in e-commerce applications.
- c. Identify and give examples of several key factors and Web store requirements needed to succeed in e-commerce.
- d. Identify and explain the business value of several types of e-commerce marketplaces.
- e. Discuss the benefits and trade-offs of several e-commerce clicks-and-bricks alternatives.

Enterprise Business Systems L08

5. Enterprise Business Systems

Understand the goals and components of customer relationship management, enterprise resource planning, and supply chain management, and the benefits and challenges of these major enterprise applications.

In the assessment, candidates may be required to:

- a. Identify and give examples to illustrate the following aspects of customer relationship management, enterprise resource management, and supply chain management systems:
 - i. Business processes supported
 - ii. Customer and business value provided
 - iii. Potential challenges and trends
- b. Understand the importance of managing at the enterprise level to achieve maximum efficiencies and benefits.