

BBA First Year / First Semester
Courses Description

1101 INTRODUCTION TO BUSINESS

Course Contents:

SL. NO.	Title	Content
1.	Business Concepts	Meaning of Business, Basic Elements of Business, Basic Features of Business, Branches and their place in the Economy of Bangladesh, Business Environment, Business Size, Location of Business, Efficiency of Business Enterprises, Social Responsibility of Business and its Implications.
2.	Business Organizations	Form of business ownership in Bangladesh, Relative position of each form of ownership: Sole Proprietorship, Partnership.
3.	Development of Joint-Stock Companies in Bangladesh	Phases of Development, Types Area of operations of each type , Formation of Memorandum of Association and Article of Association, Prospectus – Rights and obligation of share holders, directors, and government, Liquidation of a company, Management System.
4.	State Enterprises:	Historical Background, Fields of state enterprises, Importance, Successes and Failures, Proposals for Improvement.
5.	Cooperative Societies in Bangladesh:	Their development, Types (Industrial, commercial and service sector societies), The role of each type, Formation, Problems and approaches to solve problems.
6.	Institutions for Promotion of Business	Support service of Government Institutions, Chamber of Commerce and Industry, Federation of Chambers of Commerce and Industry, Trade Associations, The Dhaka Stock Exchange, Chittagong Stock Exchange, Board of Investment, Privatization Board, Export Promotion Bureau, Bangladesh Small and Cottage Industries Corporation, Shilpa Bank, Shilpa Rin Sangstha, Export Processing Zone.
7.	Trade Practices in Bangladesh	Commercial Policy, Import procedure, Export Procedure, Formalities, Problems and measures to overcome the problems, Documents used in trade, LC – Shipping Documents, Commercial Advice.

Recommended Books:

1. John M Ivancevich and Steven J Skinner, ***Business for the 21st Century***, Irwin
2. A Guide to Opportunity – Investment guide of Bangladesh, Board of Investment, Bangladesh.

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N.D. Kapoor



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methods of Language teaching Teaching English Language depends on more extensive assortment of methodological alternatives adopted by language teachers The language Teachers have adopted new practices techniques and materials as per the requirements of students the penchants of teachers imperatives of the everyday schedule setting and the COVID 19 situation However the wide assortment of theories and practices still bewilders rather than provides solace Most importantly some are confused by the absence of thorough theories of what practices methodologies and techniques are to be adopted for the benefit of the learners This book is brought out to address the present circumstance It is an endeavor to portray put together organize and present contemporary theories and practices in language teaching

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acknowledge that many people have a hard time communicating 3 language and culture go hand in hand 4 communication can be more difficult when it is done across cultures 5 get to know their perceptions values

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