

**Course Name:** 13<sup>th</sup> Foundation Training Course: Assistant Director (General)

**Learning Objectives:**

- To impart fundamental knowledge of Economics, Accounting, Finance, Management, Foreign Exchange, Commercial Banking, Office Procedures, Statistics and ICT to the participants.
- Give introduction to laws, regulations and policies relating to banking and central banking
- To familiarize the participants with monetary & fiscal policies.
- To acquaint the participants with the economic and the financial systems of Bangladesh.

**Course Coverage**

- Theoretical and Practical Training
- Course on Functions of Core Department of Bangladesh Bank
- Course on National Integrity System
- Course on Innovation in Public Services
- Training on First Aid, Security and Disaster Recovery
- Cultural Programs
- Study Tour

**Theoretical Courses (Modules):**

1. Office Management and Human Resources Management of Bangladesh Bank
2. Basic Economics
3. Monetary Policy and Financial System
4. Accounting and Finance
5. Commercial Banking and International Trade
6. BB Policy Issues, Regulations and Supervision
7. ICT in Bangladesh Bank
8. Communication Skills
9. Basic Statistics

**Methods of Training**

Lecture, lecture synopsis, individual and group assignment, group discussion and presentation, case study, practical LAB training in IT, local study tour, library work, etc.

**Evaluation(Out of 100 Marks)**

Theoretical (9 Modules): Total 850 Marks (to be converted to 70 marks)

Sl. No.	Particulars	Marks
1.	Theoretical Modules (9)	70
2.	Group Assignment	5
3.	Functions of Core Dept. of BB	5
4.	Viva-voce	10
5.	Observation of Manners and Etiquette	10
	<b>Total:</b>	<b>100</b>

**Duration:** 68 working days

**Resource Persons:** Faculty members of BBTA and experienced professionals from Banking and related fields