

বাংলাদেশ ইনস্টিটিউট অব ম্যানেজমেন্ট
৪, সোবহানবাগ, মিরপুর রোড, ঢাকা
একাউন্টিং এন্ড ফিন্যান্সিয়াল ম্যানেজমেন্ট ডিভিশন
www.bim.gov.bd

নম্বর ৩৬.০৭.০০০০.০০৯.২৮.০১০.১৮.১

তারিখ ২০ পৌষ ১৪২৫

০৩ জানুয়ারি ২০১৯

ACBA-কোর্সে ভর্তির বিজ্ঞপ্তি

Advanced Certificate Course on Business Administration (ACBA)

6 Month long (Only Friday Course)

Class Time : (8:00 AM - 6:30 PM)

Application Start from: 7 January 2019

last date of application: 31 January 2019

Admission Circular- 4th Batch

To increase the national productivity, there is no alternative but to improve skill management to achieve the organizational objectives. There are huge talent gaps in the field of Management to full fill the objectives. As a government owned management training Institute, BIM is aware of its responsibility and put incredible efforts to develop knowledge and improve efficient management skills by providing certification on business administration. BIM is going to strengthen the areas of activities of BIM. ACBA is one of the programs that will play a vital role in fulfilling the shortage of management skills in the Government and Private Sectors (Corporate and NGOs). The motto of ACBA Course is “exporting managers countrywide”.

Who can participate?

Advanced certificate in business administration (ACBA) is suitable for the managers and executives and those who are working in different areas like people management, administration, business development, product development, human resources, finance and accounting, program / project division. Fresh graduates from approved private and public universities at home and abroad who wants to build up their career on business administration in the different management practices are also welcome to enroll in this course.

Course Contents:

Module 1: Business Communication.

Module 2: Strategic Management for Decision Making.

Module 3: Financial Management for Sustainability.

Module 4: Marketing Management for Business Leaders.

Module 5: Strategic Supply Chain Management.

Module 6: Strategic Human Resource Development and Management

Module 7: Project Planning, Development and Management.

Eligibility Criteria

Prospective candidates must fulfill the following criteria for admission:

- Bachelor's degree (with a minimum 2nd class or CGPA 2.00 out of 4.00) in any discipline
- At least 02 (Two) years' of work experience with reputed organization(s) (work experience may be relaxed for fresh candidate with exceptional academic results).


Admission Procedure :Those who have fulfilled the above mentioned criteria can enroll in the program maintaining the following procedures:
**Candidates should apply using the prescribed "Application Form" which is available at ACBA office orApply through online: <http://www.bim.gov.bd>

Fees for the program:

Application fees Tk. 800 (Eight Hundred) only; Course Fees is Tk. 45,000 (Forty Five Thousand) only (1st Installment 70% at the time of admission and 2nd Installment 30% after module 3.)

Tanvir Hossain MPA in IER(DU), MBA (IIUC), MBS (NU), B.com Hons in Accounting (NU), PGDFM (BIM), PdDMC (IMCB), ITP Membr Secretary, ACBA Course Executive Committee Bangladesh Institute of Management Cell: 01726-13-44-00 E-mail: bim.tanvir@gmail.com	Contact Details Advanced Certificate Course on Business Administration (ACBA) Room No :209 (1 st Floor) Administrative Building Bangladesh Institute of Management 4 Sobhanbagh, Mirpur Road Dhanmondi, Dhaka-1207
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**The Director General
Bangladesh Institute of Management (BIM)**


৩-১-২০১৯
মোহাম্মদ আতোয়ার রহমান
মহাপরিচালক

সদয় অবগতি ও কার্যার্থে প্রেরণ করা হল:

- ১) পরিচালক (প্রতিকল্প), পরিচালক (প্রশাসন) এর দপ্তর, বাংলাদেশ ইন্সটিটিউট অব ম্যানেজমেন্ট
- ২) পরিচালক, পরিচালক (অর্থ) এর দপ্তর, বাংলাদেশ ইন্সটিটিউট অব ম্যানেজমেন্ট
- ৩) উর্দ্ধতন ব্যবস্থাপনা উপদেষ্টা, কম্পিউটার সার্ভিসেস ডিভিশন, বাংলাদেশ ইন্সটিটিউট অব ম্যানেজমেন্ট (ভর্তির কার্যক্রম Online ও bim website এ upload করার অনুরোধ সহ)
- ৪) উর্দ্ধতন হিসাব ও বাজেট কর্মকর্তা, হিসাব ও বাজেট শাখা, বাংলাদেশ ইন্সটিটিউট অব ম্যানেজমেন্ট