



Bangladesh Institute of Management (BIM)

Ministry of Industries

Government of the People's Republic of Bangladesh

www.bim.gov.bd



Advanced Certificate course on Business Administration (ACBA) 6 Month long (Only Friday Course) 5th Batch

Only Friday: Timing (8:00 AM - 6:30 PM)

Application Start from: 25 September 2020

Last date of application: 25 November 2020

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".**

Viva for the Short listed Candidate: 04 December 2020

Class will be started from: 20 December 2020

Who can participate?

Advanced Certificate course on Business Administration (ACBA) is suitable for the managers, 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:

- Bachelors 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 or Apply through online: 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.)

Member Secretary

Tanvir Hossain

MPA in IER (DU), MBA (IIUC), MBS (NU), B.com Hons in Accounting (NU) PGDFM (BIM), PdDMC (IMCB), ITP

Senior Management Counsellor &

Member Secretary, ACBA Course

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