



# Bangladesh Institute of Management (BIM)

Ministry of Industries

Government of the People's Republic of Bangladesh

[www.bim.gov.bd](http://www.bim.gov.bd)



## Advanced Certificate course on Business Administration (ACBA)

**6 Month long (Only Friday Course)**

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

**Application Start from: 21 July 2019**

**last date of application: 26 August 2019**

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: 30 August 2019**

**Class will be started from: 06 September 2019**

### 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.

### 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).

### 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

### 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](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
- (1<sup>st</sup> Installment 70% at the time of admission and 2<sup>nd</sup> 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

Bangladesh Institute of Management

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**Director General**

**Bangladesh Institute of Management (BIM)**