



**BANGLADESH INSTITUTE
OF MANAGEMENT (BIM)**



Established in 1961

4, Sobhanbag, Mirpur Road, Dhaka
www.bim.gov.bd

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Date: 03-09-2019

**Sub: “Computer Application in Financial
Management”**

Dear Sir/Madam,

We are pleased to inform you that BIM is going to offer Day Long Course on “**Computer Application in Financial Management**” at **BIM, Dhaka campus** on **September 28, 2019**. This course is designed to give an insight into the concept of Computer Application (MS Excel) used in Financial Management Business.

Brief course programme including objectives, course outline etc. is enclosed for your kind perusal and necessary action.

We shall appreciate if you send your nomination(s) of suitable candidate by **September 25, 2019**.

Thanking you,

Md. Rajibul Hoque

Management Counsellor

& Course Co-ordinator.

Bangladesh Institute of Management (BIM)

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Day Long Course on
“**Computer Application in
Financial Management**”

OBJECTIVES

The major objective of the course is to help individual and institutional participants from different profession to understand basic computer application (MS Office) for financial management. Through this course the participants will be able to enhance knowledge about financial formulas, Data management & planning and Designing reports using MS Excel. The course will also provide a brief idea about business presentation using Power point.

COURSE OUTLINE

- **Financial formulas in MS Excel.**
- **Logic Functions.**
- **V-lookup, H-lookup and other useful tools**
- **Consolidation of Financial Statements**
- **Forecasting with excel**
- **Depreciation**
- **Use of Pivot Table.**
- **Data Analysis tools**
 - o **Regression**
 - o **Correlation**
- **What if analysis**

METHODOLOGY

Lecture and Group Exercise.

WHO SHOULD ATTEND

Individuals from different profession (Including Graduates) can attend the course.

DURATION:

September 28, 2019.

TIMING: 09.00 – 18:00 hrs.

VENUE: BIM, Dhaka Campus

4, Sobhanbag, Mirpur Road
Dhaka – 1207.

FEES: Tk. 3,500/= (Three thousand five hundred).

Per participants (VAT & Tax excluded) which include refreshment, course materials etc. (payment should be made by Cross Cheque/Bank Draft/Pay Order in favor of **Director General, BIM.**)

LAST DATE OF REGISTRATION:

September 25, 2019

COURSE COORDINATOR:

Md. Rajibul Hoque

Management Counsellor

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Dhaka – 1207

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SAMPLE NOMINATION FORM

1. Name (Block Letter) :

2. Mailing Address :

(With Phone No.)

3. Permanent Address :

4. Date of Birth :

5. Nationality :

6. EDUCATION :

Certificate/

Year Institute Degree Div./Class

7, TRAINING : (in order of recency)

8. EXPERIENCE : (in order of recency)

9. Name of the Nominating Organization:

10. Accommodation in BIM Hostel:

YES NO

DHAKA CAMPUS

11. Approval / Signature of the

Nominating Authority: _____



DAY LONG COURSE ON

COMPUTER APPLICATION IN FINANCIAL MANAGEMENT



September 28, 2019



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OF MANAGEMENT (BIM)

