



Bangladesh Institute of Management (BIM)

Government of the People's Republic of Bangladesh

4, Sobhanbag, Mirpur Road, Dhaka-1207

www.bim.gov.bd



Advanced Certificate course on Business Administration (ACBA)

6 Months long (Online Course) 6th Batch

Class Timing: (6:00 pm – 10:00 pm), weekly 3 days

Application Start from: 15 February 2022

last date of application: 20 March 2022

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 its activities. 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 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 Modules

Module 1: Leadership & 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 or apply through online: www.bim.org.bd

Fees for the program

- Application fees Tk. 500 (Five Hundred) only
- Course Fees is Tk. 40,000 (Forty Thousand) Only (1st Installment 70% at the time of admission and 2nd Installment 30% after module 3.)

Program Coordinator

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