



**BANGLADESH INSTITUTE
OF MANAGEMENT (BIM)**



Established in 1961

4, Sobhanbag, Mirpur Road, Dhaka

www.bim.org.bd

Ref: 36.097.09.00.01.02.2018

Date: 07-02-2018

Sub: **“Internal Audit”**

Dear Sir/Madam,

We are pleased to inform you that Bangladesh Institute of Management (BIM) is going to conduct a two weeks (10 days) evening course as mentioned above from **March 25 to April 05, 2018** at Bangladesh Institute of Management, 4, Sobhanbag, Mirpur Road, Dhaka-1207. Brief information about the course such as course contents, course fees etc. are provided in this brochure.

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 **March 21, 2018**.

Thanking you,

(Md. Manzur Hossain)

Senior Management Counsellor
& Course Co-ordinator.

Bangladesh Institute of Management (BIM)

To:

Course on “Internal Audit”

OBJECTIVES

The course is aimed to develop knowledge and skill of the participants with regard to a number of important concepts which underline any type of audit, specially internal audit.

COURSE OUTLINE

- A brief history of audit.
- Overview of Internal Audit
- Corporate Governance & Internal Audit
- Internal Audit & Control Environment
- Effective Internal Control System
- Audit Planning, Audit Evidence
- Audit Documentation
- Risk based audit.
- Guidelines for internal auditors.
- Important concepts affecting the internal auditor's field work.
- Audit methodology.
- How is an audit carried out in practice.
- Audit Committee.

WHO SHOULD ATTEND

The course is suitable for personnel all areas of management especially from audit and accounts department and income tax practitioners. This is also suitable for individuals who want to build up their career in the field of audit.

TRAINING METHOD

Lecture, Group Discussion & Exercise.

DURATION: March 25 to April 05, 2018

TIMING: 05:00pm to 09:30pm

VENUE:

BIM, Dhaka Campus
4, Sobhanbag, Mirpur Road
Dhaka-1207.

FEES: Tk. 9,000/- (Nine thousand) only.

Fees to be paid by Cross Cheque/Bank Draft/Pay Order in favor of **Director General, BIM**. Dhaka (Excluding VAT & Tax).

LAST DATE OF SUBMISSION OF NOMINATION

March 21, 2018

COURSE COORDINATOR

Md. Manzur Hossain
Senior Management Counsellor
Cell: 01818-063135
E-mail: manzurmmh@yahoo.com

COURSE SECRETARY

Md. Ator Ali
Assistant Coordination Officer
Cell: 01913-308441

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 : _____



BIM DHAKA OFFICE

4 Sobhanbag, Mirpur Road Dhaka-1207



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9103171 - 3 (PABX)

9103178 (PABX) Ext: 117, 222

BIM CHITTAGONG SUB-OFFICE

Chandgaon Residential Area
Post: Chandgaon



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BIM KHULNA SUB-OFFICE

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COURSE ON

INTERNAL AUDIT



March 25 to April 05, 2018



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