

# Accounting For Non-Accountants (AFNA)

A Six-Week Course by IBA, University of Dhaka

## Brochure

### BACKGROUND & COURSE OVERVIEW

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As part of its continuous commitment to enhance management efficiency in changing economic and business dynamics, the Institute of Business Administration (IBA), University of Dhaka is offering a certificate course on “**Accounting For Non-Accountants (AFNA)**”. In general, the course seeks to enable participants to explain and apply the basic principles, tools, and techniques of the accounting process. The course covers the basics of three key accounting areas i.e. Financial Accounting, Cost Accounting and Management Accounting. Specifically, the course will equip the participants with understanding on accounting system, financial statements, annual report, financial performance, cost concept & manufacturing accounting, costing techniques, budgeting process, variance analysis and thus enhancing managerial decision making skills. Contemporary accounting software will also be introduced and taught in this module.

### WHO IS IT FOR

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No-one in business will succeed if s/he not financially literate – and no business will succeed without financially-literate people. This is the ideal course for managers and others who don't have an accounting qualification or background but who nonetheless need to understand accounting practices, to interpret accounting information and to take decision using accounting information.

### ELIGIBILITY CRITERIA

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Prospective candidates must fulfill the following criteria for admission:

- Bachelor's degree in any discipline; and,
- Minimum 2 (two) years of work experience with reputed organization/s (work experience can be relaxed for exceptional candidates).

### APPLICATION PROCEDURE

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Candidates fulfilling the above requirements should apply using the prescribed application form available at [www.iba-du.edu](http://www.iba-du.edu). Completed applications are to be submitted at MDP Office, Room# 402 (3<sup>rd</sup> Floor), IBA, University of Dhaka.

### ADMISSION & COURSE FEE

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Eligible candidates will be called to appear before an interview board for final selection. Selected applicants will have to pay total Tk. 26,000 as course fee.

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## **CLASS SCHEDULE**

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The course will be taught over six weeks (Only Fridays Afternoon & evening). A total of 12 classes will be held and duration for each class will be 2 hours 30 minutes. Classes will be held at IBA premises.

## **ASSESSMENT & CERTIFICATION**

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The course assessment will be done through individual and group assignments, case studies and examinations. On successful completion of the course, participants will be awarded a certificate issued by IBA, University of Dhaka. A minimum of 70% class attendance is mandatory for receiving the certificate.

## **KEY RESOURCE PERSONS**

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The resource persons for the program comprise faculty members from IBA, University of Dhaka and other reputed business schools of Bangladesh. Leading accounting practitioners from the industry will also conduct business sessions.

## **CONTACT DETAILS**

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For application and other information please contact:

### **Management Development Program (MDP)**

Room# 402, IBA  
University of Dhaka, Dhaka 1000  
Phone: +88-02-9664691  
Cell: +88-01766993390  
E-mail: [afna@iba-du.edu](mailto:afna@iba-du.edu)  
Website: [www.iba-du.edu](http://www.iba-du.edu)

## **COURSE ADMINISTRATOR**

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Dr. Md. Mohiuddin  
Associate Professor &  
Chairperson, MDP  
Institute of Business Administration  
University of Dhaka

PhD (Cardiff, UK), Post Grad. Dip-in-Research (Cardiff, UK)  
MBA (IBA, DU), BBA in Accounting (FBS, DU)