

ACBA

Advanced Certificate in Business Administration

A Joint Program by
Institute of Business Administration (IBA), University of Dhaka
&
Association of Management Development Institutions
in South Asia (AMDISA)

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Background

Following the legacy of its much sought after academic programs(MBA, BBA and Executive MBA) IBA is offering a regular certificate program: Advanced Certificate in Business Administration (ACBA) to cater to the need of changing economic and business dynamics. The program is designed in line with the needs of businesses which intent to remain in the forefront of technology, innovation and best management practices in the regional and global context.

IBA was founded in 1966 with technical assistance from Indiana University, Bloomington, USA, under a Ford Foundation Financial Assistance Program with the objective of providing business education and training to create future business leaders. At that time, some of the other contemporary business schools in the region were Indian Institute of Management (IIM), Calcutta Indian School of Management (IIM), Ahmedabad and IBA, Karachi.

In 1988, to strengthen the co-operation among the leading business schools in the South Asian Association for Regional Cooperation (SAARC) region, the Association of Management Development Institutions in South Asia (AMDISA) was established of which IBA is one of the founding members. AMDISA, which is an apex body of the leading management institutions in this region, includes Institute of Business Administration (IBA), Karachi; Indian Institute of Management, Ahmedabad (IIMA); Indian Institute of Management, Calcutta (IIMC); Lahore University of Management Sciences (LUMS); Indian School of Business (ISB), Hyderabad; University of Management and Technology (UMT), Lahore; Prin. LN. Welingkar Institute of Management Development and Research, Mumbai; and Nepal Administrative Staff College (NASC).

In the 57th board meeting of AMDISA held at IBA, University of Dhaka in January 2012, the idea of joint management programs by IBA and AMDISA was endorsed. This enables greater opportunity for management practitioners in the region to benefit from the knowledge of expert academics and leading industry practitioners to exchange and share knowledge to a larger audience.

Target Participants

Of late, there has been a popular demand by our industry partners for a contemporary advanced certificate program on Business Administration of a shorter duration to suit a growing number of

managers and executives who are not in a position to go through a full-fledged MBA or EMBA program. Moreover, a good number of business graduates from leading public and private universities at home and abroad feel the need for a refresher course to keep themselves abreast with the best practices in management.

Program Modules and Contents

The program will give an opportunity to explore the new insights in the respective areas of study and sharpen the management tools for the practicing managers. The program consists of four modules which are: i) Marketing in a Changing Environment; ii) Accounting and Finance for Managerial Decisions; iii) Human Resources and Employee Relations; and, iv) Strategic Planning and Leadership.

Marketing in a Changing Environment

This course will enable participants to develop an understanding of marketing and the management of marketing functions in the modern organization. The course includes art of meeting and exceeding the sales goals of an organization through effective planning, controlling, budgeting and leadership. This module will also focus on what being market oriented means in practice to organizations operating in manufacturing and service industries as well as non-profit enterprises. It will, therefore, take a strategic orientation and introduce participants to the theories, concepts, models, techniques and current best-practices for developing and implementing sales and marketing strategies.

Accounting and Finance for Managerial Decisions

This course provides with the basic knowledge and concepts in the field of Accounting and Finance. The focus of the module is to acquaint the participants with the application of Accounting and Finance knowledge in managerial decision making process. The module has three broad areas: Financial Accounting, Managerial Accounting and Financial Management. It covers the most pertinent topics of these areas including preparation and analysis of financial statements, study of annual corporate reports, role of accounting information in managerial planning and controlling, budgeting process, costing techniques, standard costing, transfer pricing, time value of money concept, valuation of financial securities, evaluation of investment and financing proposals etc.

Human Resources and Employee Relations

The module aims to provide leading-edge conceptual and practical understanding of human resource management in complex workplace situation in order to facilitate management decision making. As the work environment is changing rapidly, organizations need to develop and maintain their human capital in a manner that will be profitable for the organization itself and satisfactory for the employees, too. This module will cover the issues of contemporary strategic human resource management including talent management, Human Resource Information System (HRIS), developing and retaining high performers and issues related to work life balancing.

Strategic Planning and Leadership

The modern manager has to focus on strategic planning for businesses in which flexibility and constant learning is the most important thing. The goal of strategic planning is to develop a consistent vision for guiding an organization's actions, decision making, and resource allocation. Leadership is an important function of management which helps maximize efficiency and achieve organizational goals. Good leadership is essential to business, government and numerous groups and the organizations that shape the way we live, work and play. This module highlights the skills needed to analyze business opportunities, prepare strategic plan, and inculcate innovative thinking and lead the organizations to achieve success.

Pedagogy

The program will engage a variety of learning settings such as classrooms, workshops and seminars. An interactive learning approach will be applied to ensure active participation. The educational methods to be used include lectures, case studies, group exercises and presentations.

Program Schedule

Each module will be taught over five weeks (weekends only) and a total of 24 weeks will be required to complete the entire program. The modules will be usually offered in the following sequence:

Module 1: Marketing in a Changing Environment

Module 2: Accounting and Finance for Managerial Decisions

Module 3: Human Resources and Employee Relations

Module 4: Strategic Planning and Leadership

Venue, Time and Facilities

- The classes will be held at IBA premises.
- The usual timing for the classes is as follows:
 - Fridays : 3.30 pm – 6.00 pm
 - Saturdays: 10.30 am – 1.00 pm and 2.30 pm – 5.00 pm
- The participants will have access to IBA Library and Computer Centre facilities.

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 5 (five) years of work experience with reputed organization(s) (work experience may be relaxed for exceptional candidates).

Admission Procedure

Candidates fulfilling the above requirements should apply using the prescribed 'Application Form' (available at ACBA office or www.iba-du.edu). Shortlisted candidates will be appearing before an interview board for selection.

Fees

The enrollment fee for the program (to be paid once only) is Tk. 5,000 (USD 70). The consolidated fee for individual module is Tk. 26,000/- (USD 350). This fee includes tuition, course materials, lunch & refreshments etc. All payments are to be made by bank drafts or pay-order drawn in favor of 'ACBA, IBA, DU'.

Assessment Procedure

The assessment will be done for each module through individual & group assignments, case studies, quizzes and examinations. A minimum of 70% class attendance is mandatory.

Key Resource Persons

The resource persons for the program comprise faculty members from IBA, University of Dhaka and other leading regional business schools under the umbrella of AMDISA. Prominent management practitioners from the industry at home and abroad are also part of the resource pool.

Certification

On successful completion of each of the modules, participants will be awarded a certificate. Participants intended to undertake the entire program and obtain the Advanced Certificate in Business Administration (ACBA) must complete all of the four modules within 2 (two) years from the date of registration. An ACBA certificate holder is eligible to be 'Associate Member' of IBA Alumni Association (IBAAA).

Program Coordinator

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