



# IBA

Institute of Business Administration (IBA)  
University of Dhaka

## ADMISSION NOTICE

Intake - 2

### Accounting For Non-Accountants (AFNA)

A Six-Week Course by IBA, University of Dhaka

#### BACKGROUND

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 six-week certificate course on 'Accounting For Non-Accountants (AFNA)'. The course has been designed for all who have no or little accounting literacy but need to understand and appreciate how business transactions are recorded, summarized, and interpreted for business decision-making purposes.

#### OVERVIEW

No one in business will succeed if s/he is 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 any accounting qualification or background but who nonetheless need to understand accounting practices, to interpret accounting information and to take decision using accounting information. In general, the course seeks to enable participants to explain and apply the basic principles, tools, and techniques of the accounting process. The course will broadly cover the basics of Financial Accounting, Cost Accounting and Management Accounting. Specifically, the course will equip the participants with an understanding on accounting system, financial statements, annual report, financial performance, cost calculation, budgeting process, variance analysis, transfer pricing and thereby enhancing managerial decision making skills.

#### COURSE SCHEDULE

The course will be taught over six weeks (weekend evenings only). A total of 12 classes will be held and duration for each class will be 3 hours. Classes will be held at IBA premises on Fridays and Saturdays. The last date for submission of application is **December 31, 2014**.

#### ELIGIBILITY CRITERIA

Prospective candidates must fulfill the following criteria for admission:

- Bachelor's degree in any discipline;

- Minimum 2 (two) years of work experience with reputed organization/s (work experience can be relaxed for exceptional candidates).

#### APPLICATION PROCEDURE

Candidates fulfilling the eligibility criteria 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 on any day between 9:30 am to 8:00 pm till Wednesday, December 31, 2014.

#### ADMISSION & COURSE FEES

Eligible candidates will be called to appear before an interview board for final selection. Applications will be reviewed on **Rolling (First Come First Serve) Basis**. Each selected applicant has to pay total Tk. 25,000/- as course fees.

#### ASSESSMENT & CERTIFICATION

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

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 sessions.

#### CONTACT DETAILS

For application and other information please contact:  
**Management Development Program (MDP)**  
Room# 402 (3<sup>rd</sup> Floor), IBA  
University of Dhaka, Dhaka 1000  
Phone: +88-02-9664691  
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