

COURSE ADMINISTRATOR

Dr. Md. Mohiuddin

Chairperson
Management Development Program (MDP)
&
Associate Professor
Institute of Business Administration (IBA)
University of Dhaka

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

CONTACT DETAILS

For application and other information please contact:

Management Development Program (MDP)
Room# 402 (3rd Floor)
Institute of Business Administration (IBA)
University of Dhaka
Dhaka 1000

Phone: +88-02-9664691
Cell: +88-01766993390
E-mail: afna@iba-du.edu
Website: www.iba-du.edu

Disclaimer

IBA authority reserves the right to make any necessary changes to the contents of this brochure.





Accounting For Non-Accountants

AFNA *A Six-Week Course by IBA, University of Dhaka*

INSTITUTE OF BUSINESS ADMINISTRATION (IBA)
UNIVERSITY OF DHAKA

BACKGROUND & COURSE OVERVIEW

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 an understanding on accounting system, financial statements, annual report, financial performance, cost concept & behavior, costing techniques, budgeting process, variance analysis and thereby enhancing managerial decision making skills. Contemporary accounting software will also be introduced and taught in this course.

WHO IT IS FOR

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 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

Prospective candidates must fulfill the following criteria for admission:

- Bachelor's degree (minimum CGPA 2.00 out of 4.00, or second class) 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. Completed applications are to be submitted at MDP Office, Room# 402 (3rd Floor), IBA, University of Dhaka.

ADMISSION & COURSE FEES

Eligible candidates will be called to appear before an interview board for final selection. Selected applicants will have to pay total Tk. 24,000 as course fees.

CLASS 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 2 hours 30 minutes. Classes will be held at IBA premises on Friday and Saturday.

ASSESSMENT & CERTIFICATION

The course assessment will be done through individual & group assignments, presentations, case studies, quizzes 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 business sessions.