

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.

Back ground

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 leading business schools, among others, Indian Institute of Management, Ahmedabad (IIMA); Indian Institute of Management, Calcutta (IIMC); Institute of Business Administration (IBA), Karachi; Lahore University of Management Sciences (LUMS); Indian School of Business (ISB), Hyderabad; University of Management and Technology (UMT), Lahore; Prin. LN. Wellingkar; Institute of Management Development and Research, Mumbai; and Nepal Administrative Staff College (NASC).



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 Calcutta (IIMC), Indian Institute of Management Ahmedabad (IIMA) and



Following the legacy of its much sought after academic programs (MBA, BBA and Executive MBA), the Institute of Business Administration (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 intend to remain in the forefront of technology, innovation and best management practices in the regional and global context.

ACBA Advanced Certificate in Business Administration

A Joint Program by



Management Development Program (MDP)
Institute of Business Administration (IBA), University of Dhaka



Association of Management Development
Institutions in South Asia (AMDISA)



AMDISA
A SAARC
RECOGNIZED BODY

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The Institute of Business Administration (IBA)

IBA is the pioneer in rendering business education in Bangladesh. It is also the leading business school in the country. Commitment to the highest educational standards distinguishes IBA among the educational institutes in Bangladesh.

Association of Management Development Institutions (AMDISA)

AMDISA is a network of Management Education and Management Development Institutions in South Asia. It is the only Association which networks with management development institutions across the eight South Asian Nations through exchanging information and facilitating inter-country research initiatives.



Disclaimer:
The authority reserves the right to make any necessary changes in the contents of the brochure.

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Program Modules

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: Marketing in Changing Environment, Accounting and Finance for Managing HR For Excellence, and Strategic Planning and Leadership.

Marketing in a Changing Environment

This module will enable participants to develop an understanding of marketing and the management of marketing functions in the modern organization. The module 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.

Accounting and Finance for Managerial Decisions

This module 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 and controlling 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, controlling, decision-making, valuation of financial securities, evaluation of investment and financing proposals etc.

Managing HR for Excellence

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 issue. The goal of strategic planning is to develop a consistent vision for guiding an organization's actions, decision-making, and resource allocation. The management of innovation is one of the most important and challenging aspects of a modern organization. Many great innovations and business ideas never see their market potential fulfilled because their inventor or developer does not understand market requirements or fails to differentiate the product. This module will highlight the skills needed to analyze business opportunities, prepare strategic plan, executive certain strategies, successfully lead an organization, inculcate innovative thinking and harness innovative ideas etc.

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. In the contest of this scenario, IBA launched the ACBA.

Program Schedule

Each module will be taught over 5 (five) weeks (weekends only) and total 24 weeks will be required to complete the entire program. The usual timing for the classes is as follows:

Fridays:	Saturdays:
3:30 PM – 6:30 PM	10:00 AM – 1:00 PM 2:00 PM – 5:00 PM

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, projects and presentations.

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.

Venue and Facilities

- ▶ The classes will be held at IBA premises;
- ▶ The participants will have access to IBA Library and IT Centre facilities;
- ▶ Lunch/Refreshments will be arranged by IBA;
- ▶ For international participants lodging and boarding arrangements can be made at actual cost.

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 MDP 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. 6,000 (USD 75). The consolidated fee for individual module is Tk. 32,000/- (USD 400). 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, presentation, quizzes and examinations. A minimum of 70% class attendance is mandatory for completing any module.

Certification

On successful completion of each of the modules, participants will be awarded a module completion 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.