

# ACBA

## Advanced Certificate in Business Administration

### 1.0 THE NAME OF THE COURSE

The name of the course is Advanced Certificate in Business Administration (ACBA).

### 2.0 BACKGROUND AND NECESSITY OF THE COURSE

All accomplished Business schools across the globe run vibrant management development programs through which they cater to the industry need for continuous development of executives and managers. In the Fourth Statue, it is stated that IBA has to provide such courses for executive development. A quote from Fourth Statue is stated below:

*IBA is "mandated to provide courses for further study for those already engaged in business, including short courses for top management, on the job training for business people and a post graduate diploma program for graduates engaged in business. ....to promote and to provide for post-Experience and Executive Development Programs for top management and Senior Executives; ..."*

Under Management Development Program (MDP), this advanced certificate course was launched in 2012 and a total of 18 batches completed the course from the institute. The course 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. The course seeks to provide firms with the highest-quality managers who will be able to satisfy their future needs. The intended outcomes of the ACBA course are as follows:

- Prepare high-performing managers to improve their abilities and meet corporate objectives.
- Entail a continuous learning behavior during a manager's term in the organization as well as professional career.
- Facilitate organizations to reaching their employee development goals
- Develop entrepreneurial mindset among the participants
- Develop openness to different perspectives and sensitivity to the people aspect of business
- Build a reliable and accessible network

### 3.0 ELIGIBILITY FOR ADMISSION

The Eligibility criteria of the prospective candidates for this program is:

- Bachelor's degree (with a minimum 2nd class or CGPA 2.00 out of 4.00) in any discipline.
- At least five years of full-time executive level work experience.

### 4.0 NUMBER OF PARTICIPANTS

The number of participants admitted per section is 50. There will be two intakes per year.

### 5.0 ADMISSION PROCESS

The admission process for ACBA is very competitive and IBA takes a holistic view and uses a wide variety of criteria to evaluate applications. The applicants are short-listed based on their academic and professional credentials. Short-listed candidates then face an interview board consisting of faculty members of IBA.

## **6.0 CLASS TIMING AND MODALITY**

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### **6.1 Class Timing**

Classes will take place preferably during Weekend (Fridays and Saturdays) and if required after 6 PM on working days.

### **6.2 Class Modality**

Classes may be held in blended system i.e. a combination of physical and online. At most 30% of the classes may be taken online subject to the approval of the Academic Committee. But all exams must take place in-person.

## **7.0 PERFORMANCE EVALUATION**

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Continuous performance evaluation system is followed at IBA. Students are given continuous feedback using various performance evaluation tools including class performance, quizzes, exams, assignments, presentations etc.

## **8.0 CURRICULUM AND LENGTH OF THE COURSE**

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Resource persons from IBA and industry practitioners jointly develop curriculum. Emphasis is given on the specific requirements from the participating organizations. Curriculum of course are designed and/or revised every time it is offered/ launched based on the industry requirement. The program consists of seven modules and each module will be taught over three weeks (weekends only). The modules will be offered back-to-back, as such total six months will be required to complete the entire program. The modules are (not in the offering sequence):

- Module 1: Managerial Communication
- Module 2: Accounting for Decision Making
- Module 3: Marketing in Changing Environment
- Module 4: Managerial Finance
- Module 5: Managing HR for Excellence
- Module 6: Managing Operations and Projects
- Module 7: Strategic Planning and Leadership

## **9.0 TEACHING RESOURCE**

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

## **10.0 CERTIFICATION**

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Performance of the participants are evaluated with continuous assessment components including a final examination for each of the modules. In order to sit for the final examination, the participants must attend minimum 70% classes in each module. At the end of successful completion of a course, participants will be awarded certificates to be issued by the institute.

### **Disclaimer**

Institute of Business Administration and the University of Dhaka reserve the right to incorporate, change, modify and delete any contents laid down in this brochure. Such content may include, among other things, rules and regulations governing the Advanced Certificate in Business Administration (ACBA) of IBA, course offerings, and course descriptions.