

INSTITUTE OF BUSINESS ADMINISTRATION

CENTER FOR EXECUTIVE EDUCATION

SKILLS DEVELOPMENT PROGRAM | YEAR 2017-18

SUBJECT	COURSE	DATE	DAYS	TIMINGS	INVESTMENT (PKR)
English Language & Communication	Successful Business Communication	September 11-October 20, 2017	Monday to Thursday	6:30 pm to 8:30 pm	24,000
	Optimizing Your Presentation Skills	September 22-October 13, 2017	Every Friday	6:00 pm to 9:00 pm	12,000
	Interactive English	September 11-October 13, 2017	Monday, Wednesday & Friday	6:00 pm to 9:00 pm	18,000
	Successful Business Communication	October 23-December 1, 2017	Monday to Thursday	6:30 pm to 8:30 pm	24,000
	Business Writing Skills	November 6-December 8, 2017	Monday, Wednesday & Friday	6:00 pm to 9:00 pm	18,000
	Public Speaking	November 13 – 17, 2017	Monday to Friday	9:00 am to 5:00 pm	16,000
	Successful Business Communication	December 4, 2017-January 15, 2018	Monday to Thursday	6:30 pm to 8:30 pm	24,000
	Effective Public Speaking	January 2-25, 2018	Tuesday and Thursday	6:30 pm to 8:30 pm	16,000
	Power Talking	January 12-February 2, 2018	Every Friday	6:00 pm to 9:00 pm	18,000
	Business Writing Skills	February 5-March 9, 2018	Monday, Wednesday & Friday	6:00 pm to 9:00 pm	18,000
Interactive English	March 19-April 20, 2018	Monday, Wednesday & Friday	6:00 pm to 9:00 pm	18,000	
MICROSOFT EXCEL	Basics of Excel	October 16- November 1, 2017	Monday, Wednesday & Friday	6:30 pm to 8:30 pm	15,000
	Advanced Excel 2013	November 3- 20, 2017	Monday, Wednesday & Friday	6:30 pm to 8:30 pm	15,000
	Dashboard Reporting in Microsoft Excel	November 22-December 8, 2017	Monday, Wednesday & Friday	6:30 pm to 8:30 pm	15,000
	Power Pivot & Power Query	December 11-29, 2017	Monday, Wednesday & Friday	6:30 pm to 8:30 pm	15,000
	Power BI	January 1- 17, 2018	Monday, Wednesday & Friday	6:30 pm to 8:30 pm	15,000
	Basics of Excel	March 12-28, 2018	Monday, Wednesday & Friday	6:30 pm to 8:30 pm	16,000
	Advanced Excel 2013	March 30 - April 18, 2018	Monday, Wednesday & Friday	6:30 pm to 8:30 pm	15,000
	Dashboard Reporting in Microsoft Excel	April 20- May 9, 2018	Monday, Wednesday & Friday	6:30 pm to 8:30 pm	15,000
	Power Pivot & Power Query	May 11-28, 2018	Monday, Wednesday & Friday	6:30 pm to 8:30 pm	15,000
Power BI	May 30-June 15, 2018	Monday, Wednesday & Friday	6:30 pm to 8:30 pm	15,000	
Finance & Accounting	Analysis of Financial Statements	August 15-September 7, 2017	Tuesday & Thursday	6:30 pm to 8:30 pm	15,000
	Business Analysis & Valuation	August 16-September 1, 2017	Monday, Wednesday & Friday	6:30 pm to 8:30 pm	15,000
	Finance Boot Camp	October 10-November 9, 2017	Tuesday & Thursday	6:30 pm to 8:30 pm	16,000
	Financial Management	November 14-30, 2017	Tuesday & Thursday	6:30 pm to 8:30 pm	12,000
	Accounting Fundamentals for Decision Making	December 5-21, 2017	Tuesday & Thursday	6:30 pm to 8:30 pm	12,000
	Analysis of Financial Statements	January 4-30, 2018	Tuesday & Thursday	6:30 pm to 8:30 pm	15,000
	Finance Boot Camp	February 6-March 8, 2018	Tuesday & Thursday	6:30 pm to 8:30 pm	16,000
	Financial Management	March 13-29, 2018	Tuesday & Thursday	6:30 pm to 8:30 pm	12,000
	Accounting Fundamentals for Decision Making	April 10-26, 2018	Tuesday & Thursday	6:30 pm to 8:30 pm	12,000
Business Management	Learn About Business	October 6-27, 2017	Friday	10:00 am to 2:00 pm	12,000
	Marketing Mix Fundamentals	October 6-November 24, 2017	Friday	6:00 pm to 9:00 pm	18,000
	Personal Management for Success	February 9-March 2, 2018	Friday	6:00 pm to 9:00 pm	12,000
	Learn About Business	March 3-24, 2018	Saturday	10:00 am to 2:00 pm	12,000
	Marketing Mix Fundamentals	April 6-May 25, 2018	Friday	6:00 pm to 9:00 pm	18,000
	The 7 Figure Income Sales Process	TBD	Wednesday & Thursday	9:00 am to 5:00 pm	25,000
	How to Connect?-Networking	TBD	Friday & Saturday	9:00 am to 5:00 pm	25,000
IELTS	IELTS Preparation	August	Saturday & Sunday	6:00 pm to 9:00 pm (Sat) 1:00 pm to 4:00pm (Sun)	13,000
	IELTS Preparation	September	Saturday & Sunday	6:00 pm to 9:00 pm (Sat) 1:00 pm to 4:00pm (Sun)	13,000
	IELTS Preparation	October	Saturday & Sunday	6:00 pm to 9:00 pm (Sat) 1:00 pm to 4:00pm (Sun)	13,000
	IELTS Preparation	November	Saturday & Sunday	6:00 pm to 9:00 pm (Sat) 1:00 pm to 4:00pm (Sun)	13,000
	IELTS Preparation	December	Saturday & Sunday	6:00 pm to 9:00 pm (Sat) 1:00 pm to 4:00pm (Sun)	13,000
	IELTS Preparation	January	Saturday & Sunday	6:00 pm to 9:00 pm (Sat) 1:00 pm to 4:00pm (Sun)	13,000
	IELTS Preparation	February	Saturday & Sunday	6:00 pm to 9:00 pm (Sat) 1:00 pm to 4:00pm (Sun)	13,000
	IELTS Preparation	March	Saturday & Sunday	6:00 pm to 9:00 pm (Sat) 1:00 pm to 4:00pm (Sun)	13,000
IELTS Preparation	April	Saturday & Sunday	6:00 pm to 9:00 pm (Sat) 1:00 pm to 4:00pm (Sun)	13,000	
E-Business	Cloud Computing Application	October 18-November 10, 2017	Wednesday & Saturday	6:30 pm to 8:30 pm	TBD
	Business Productivity using Cloud Application	November 15-December 8, 2017	Wednesday & Saturday	6:30 pm to 8:30 pm	TBD
	Digital Marketing	December 13, 2017-January 5, 2018	Wednesday & Saturday	6:30 pm to 8:30 pm	TBD
	E-Commerce for Small Business	January 8-February 2, 2018	Wednesday & Saturday	6:30 pm to 8:30 pm	TBD
	Online Retail Marketing	February 5-March 2, 2018	Wednesday & Saturday	6:30 pm to 8:30 pm	TBD
	Search Engine Optimization	March 5-30, 2018	Wednesday & Saturday	6:30 pm to 8:30 pm	TBD
SAP ERP	SAP ERP Financial	TBD	Sunday	10:00 am to 02:00pm	28,000
	SAP ERP Financial	TBD	Sunday	10:00 am to 02:00pm	28,000

National, Religious and other unforeseen holidays will be adjusted accordingly

The Institute reserves the right to make changes in its program policies.

TBD-To be decided

All courses will be conducted in IBA City Campus

<http://idp.iba.edu.pk/>

Last updated on September 25, 2017