

INSTITUTE OF BUSINESS ADMINISTRATION

CENTER FOR EXECUTIVE EDUCATION

SKILLS DEVELOPMENT PROGRAM | YEAR 2018-19

SUBJECT	COURSE	DATE	DAYS	TIMINGS	INVESTMENT (PKR)	Instructor
Teachers' Capacity Building	Certificate in Early Childhood Care & Education	September 1 - November 3, 2018	Saturday	9:00 am to 2:00 pm	30,000	Rozina Jumani
	Educational Counsellor Certificate Course	September 1 - November 3, 2018	Saturday	2:00 pm to 5:30 pm	22,000	Rozina Jumani
English Language & Communication	Writing & Presenting In English	August 27 - September 5, 2018	Monday to Friday	6:00 pm to 8:00 pm	7,000	Barera Quadri
	Successful Business Communication	September 24 - November 5, 2018	Monday to Thursday	6:30 pm to 8:30 pm	24,000	Farhan Uddin Raja / Sajjid Siraj
	Interactive English	September 25 - December 18, 2018	Tuesday & Thursday	6:30 pm to 8:30 pm	22,000	Farhan Uddin Raja
	Grammar for Professionals	October 2 - November 1, 2018	Tuesday, Wednesday, & Thursday	6:00 pm to 8:00 pm	16,000	Barera Quadri
	Power Talking	October 5 - 26, 2018	Friday	5:00 pm to 8:00 pm	13,000	Aysa Anas Iftikhar
	Successful Business Communication	November 26, 2018 - January 7, 2019	Monday to Thursday	6:30 pm to 8:30 pm	24,000	Farhan Uddin Raja / Sajjid Siraj
	Power Talking	November 30 - December 21, 2018	Friday	5:00 pm to 8:00 pm	13,000	Aysa Anas Iftikhar
	Pronounce Well to Communicate Well	January 1 - 24, 2019	Tuesday, Wednesday, & Thursday	6:00 pm to 8:00 pm	20,000	Barera Quadri
	Interactive English	January 15 - April 9, 2019	Tuesday & Thursday	6:30 pm to 8:30 pm	22,000	Farhan Uddin Raja
	Successful Business Communication	January 28 - March 11, 2019	Monday to Thursday	6:30 pm to 8:30 pm	24,000	Farhan / Sajjid Siraj
Power Talking	February 1 - 22, 2019	Friday	5:00 pm to 8:00 pm	13,000	Aysa Anas Iftikhar	
MICROSOFT EXCEL	Microsoft Excel Package Series					
	Basics of Excel	August 13 - September 3, 2018	Monday, Wednesday, & Friday	6:30 pm to 8:30 pm	15,000	Tahir Ali
	Advanced Excel	September 10 - 28, 2018	Monday, Wednesday, & Friday	6:30 pm to 8:30 pm	15,000	Tahir Ali
	Dashboard Reporting in Microsoft Excel	October 1 - 17, 2018	Monday, Wednesday, & Friday	6:30 pm to 8:30 pm	15,000	Tahir Ali
	Power Pivot & Power Query	October 22 - November 7, 2018	Monday, Wednesday, & Friday	6:30 pm to 8:30 pm	15,000	Tahir Ali
	Power BI	November 12- 28, 2018	Monday, Wednesday, & Friday	6:30 pm to 8:30 pm	15,000	Tahir Ali
	Package discounts applicable					
	Microsoft Excel Package Series					
	Basics of Excel	January 7-23, 2019	Monday, Wednesday, & Friday	6:30 pm to 8:30 pm	15,000	Tahir Ali
	Advanced Excel	January 28-February 13, 2019	Monday, Wednesday, & Friday	6:30 pm to 8:30 pm	15,000	Tahir Ali
	Dashboard Reporting in Microsoft Excel	February 18-March 6, 2019	Monday, Wednesday, & Friday	6:30 pm to 8:30 pm	15,000	Tahir Ali
	Power Pivot & Power Query	March 11-27, 2019	Monday, Wednesday, & Friday	6:30 pm to 8:30 pm	15,000	Tahir Ali
	Power BI	April 1-17, 2019	Monday, Wednesday, & Friday	6:30 pm to 8:30 pm	15,000	Tahir Ali
	Package discounts applicable					
Finance & Accounting	Financial Skills Set					
	Module 1: Financial Product Development	September 24-October 17, 2018	Monday & Wednesday	6:30 pm to 8:30 pm	16,000	Mohsin Adhi & Faraz Bandukda
	Module 2: Accounting Standard & Techniques	October 22-November 14, 2018	Monday & Wednesday	6:30 pm to 8:30 pm	16,000	Mohsin Adhi
	Module 3: Marketing for Financial Services	November 19-December 12, 2018	Monday & Wednesday	6:30 pm to 8:30 pm	16,000	Faraz Bandukda
	Module 4: Selling Strategies for Mutual Funds	December 17-19, 2018	Monday & Wednesday	9:00 am to 5:00 pm	16,000	Mohsin Adhi & Faraz Bandukda
	Package discounts applicable					
	Business Valuation using MS Excel	September 11-October 4, 2018	Tuesday & Thursday	6:30 pm to 8:30 pm	15,000	Mohsin Adhi
	Analysis of Financial Statements	October 9 - November 1, 2018	Tuesday & Thursday	6:30 pm to 8:30 pm	14,000	Mohsin Adhi
	Financial Law Toolkit	November 20 - December 13, 2018	Tuesday & Thursday	6:30 pm to 8:30 pm	12,000	Mohsin Adhi
	Business valuation using MS Excel	February 5 - 28, 2019	Tuesday & Thursday	6:30 pm to 8:30 pm	15,000	Mohsin Adhi
	Analysis of Financial Statements	March 5 - 28, 2019	Tuesday & Thursday	6:30 pm to 8:30 pm	14,000	Mohsin Adhi
	Financial Law Toolkit	April 2 - 25, 2019	Tuesday & Thursday	6:30 pm to 8:30 pm	12,000	Mohsin Adhi
Business Development & Management	Brain Training, Decision Science & Personality Assessment Through Data Analysis (A Research Based Approach)	September 29-October 13, 2018	Saturday	10:00 am to 01:00 pm	12,000	Yaseen Ahmed Menai
	Customer Services	October 1-5, 2018	Monday, Wednesday, & Friday	6:00 pm to 9:00 pm	9,000	Subhan Sharif
	Time Management	6-Oct-18	Saturday	9:00 am to 5:00 pm	8,000	Subhan Sharif
	Research Methodology & SPSS Workshop	October 21 & 28, 2018	Sunday	10:00 am to 01:00 pm	8,000	Yaseen Ahmed Menai
	Interpersonal Skills for Executives	September 24-October 31, 2018	Monday & Wednesday	6:30 pm to 8:30 pm	18,000	Syed Sajid Siraj
	Selling Skills	November 1-5, 2018	Thursday, Saturday, & Monday	6:00 pm to 9:00 pm	9,000	Subhan Sharif
	Personal Management for Success	November 2-23, 2018	Friday	5:00 pm to 8:00 pm	13,000	Aysa Anas Iftikhar
	Brain Training, Decision Science & Personality Assessment Through Data Analysis (A Research Based Approach)	November 10-24, 2018	Saturday	10:00 am to 01:00 pm	12,000	Yaseen Ahmed Menai
	Supervisory Skills	December 1-12, 2018	Saturday, Monday, Wednesday, & Friday	6:00 pm to 9:00 pm	18,000	Subhan Sharif
	Research Methodology & SPSS Workshop	December 9 & 10, 2018	Sunday	10:00 am to 01:00 pm	18,000	Yaseen Ahmed Menai
	Personal Management for Success	January 4-25, 2019	Friday	5:00 pm to 8:00 pm	13,000	Aysa Anas Iftikhar
	Customer Services	January 7-11, 2019	Monday, Wednesday, & Friday	6:00 pm to 9:00 pm	9,000	Subhan Sharif
	Interpersonal Skills for Executives	January 7 - February 13, 2019	Monday & Wednesday	6:30 pm to 8:30 pm	18,000	Syed Sajid Siraj
	Time Management	12-Jan-19	Saturday	9:00 am to 5:00 pm	8,000	Subhan Sharif
	Selling Skills	February 1-6, 2019	Friday, Monday, & Wednesday	6:00 pm to 9:00 pm	9,000	Subhan Sharif
	Supervisory Skills	March 1-13, 2019	Friday, Monday, & Wednesday	6:00 pm to 9:00 pm	18,000	Subhan Sharif
	Customer Services	April 1-5, 2019	Monday, Wednesday, & Friday	6:00 pm to 9:00 pm	9,000	Subhan Sharif
	Time Management	6-Apr-19	Saturday	9:00 am to 5:00 pm	8,000	Subhan Sharif
	Selling Skills	May 1-6, 2019	Wednesday, Friday, & Monday	6:00 pm to 9:00 pm	9,000	Subhan Sharif
	IELTS	IELTS Preparation	August 17 - September 8, 2018	Friday & Saturday	6:00 pm to 9:00 pm	13,000
IELTS Preparation		September 28 - October 20, 2018	Friday & Saturday	6:00 pm to 9:00 pm	13,000	Muhammad Humail Ashrafi
IELTS Preparation		November 9 - December 1, 2018	Friday & Saturday	6:00 pm to 9:00 pm	13,000	Muhammad Humail Ashrafi
IELTS Preparation		December 21, 2018 - January 12, 2019	Friday & Saturday	6:00 pm to 9:00 pm	13,000	Muhammad Humail Ashrafi
IELTS Preparation		February 1 - 23, 2019	Friday & Saturday	6:00 pm to 9:00 pm	13,000	Muhammad Humail Ashrafi
IELTS Preparation		March 15 - April 6, 2019	Friday & Saturday	6:00 pm to 9:00 pm	13,000	Muhammad Humail Ashrafi
IELTS Preparation		April 12 - May 4, 2019	Friday & Saturday	6:00 pm to 9:00 pm	13,000	Muhammad Humail Ashrafi
E-Business	Digital Marketing					
	Digital Marketing Defining Consumer Journey on various digital touchpoints	6-Oct-18	Saturday	9:00 am to 5:00 pm	18,000	Amin Lalani
	Digital Marketing for Brands How to Rise and Shine in Digital Sphere	October 15-19, 2018	Monday to Friday	5:30 pm to 8:30 pm	15,000	Amin Lalani
	Certificate in Digital Marketing	October 13-December 22, 2018	Saturday	9:00 am to 1:00 pm	20,000	Amin Lalani
	ECommerce					
	Bringing Operation Efficiency in ECommerce Business	3-Nov-18	Saturday	9:00 am to 5:00 pm	18,000	Amin Lalani
	Web Analytics for ECommerce	November 12-16, 2018	Monday to Friday	5:30 pm to 8:30 pm	15,000	Amin Lalani
	Certificate in ECommerce for Small Business	November 10, 2018-January 12, 2019	Saturday	1:30 pm to 5:30 pm	20,000	Amin Lalani
	Online Retail Marketing					
	Cross Border ECommerce for Pakistani Products	1-Dec-18	Saturday	9:00 am to 5:00 pm	18,000	Amin Lalani
	Maximizing Rol using Google Adwords and Facebook for Online Store	December 10-14, 2018	Monday to Friday	5:30 pm to 8:30 pm	15,000	Amin Lalani
	Certificate in Holistic approach to Digital Marketing for Online Retailers	December 29, 2018-March 2, 2019	Saturday	9:00 am to 1:00 pm	20,000	Amin Lalani
	Search Engine Optimization					
	Search Engine Optimization for Brands	6-Jan-19	Sunday	9:00 am to 5:00 pm	18,000	Amin Lalani
How to get visibility and genuine traffic through Google Network	13-Jan-19	Sunday	9:00 am to 5:00 pm	18,000	Amin Lalani	
Introduction to SEO for Internet Retailers	20-Jan-19	Sunday	9:00 am to 5:00 pm	18,000	Amin Lalani	
Enterprise Resource Planning (ERP)	Human Resource Management in ERP Environment	September 15, 2018 - January 15, 2019	Saturday	10:00 am to 1:00 pm	25,000	Dr. Muhammad Asif Jaffar
	SAP ERP Financial	September 16, 2018 - January 16, 2019	Sunday	10:00 am to 1:00 pm	28,000	Dr. Muhammad Asif Jaffar

National, religious and any unforeseen holidays will be adjusted according
The Institute reserves the right to make changes in its program policies, dates & fees anytime
TBD-To be decided
All courses will be conducted in IBA City Campus unless otherwise mentioned
<http://idp.iba.edu.pk/>
version: vs 2.0-2018/19
updated on August 9, 2018