

BANGLADESH INSTITUTE OF MANAGEMENT
4 Sobhanbag, Mirpur Road, Dhaka-1207

SAMPLE NOMINATION FORM

1. Name (Block Letter) :
2. Mailing Address :
(With Phone No.)
3. Permanent Address :
4. Date of Birth :
5. Nationality :
6. **EDUCATION:**
Certificate/



<u>Year</u>	<u>Institute</u>	<u>Degree</u>	<u>Div./Class</u>
-------------	------------------	---------------	-------------------
7. TRAINING : (in order of recency)
8. EXPERIENCE : (in order of recency)
9. Name of the Nominating Organization:
10. Accommodation in BIM Hostel:

	YES	NO
DHAKA OFFICE	<input type="checkbox"/>	<input type="checkbox"/>
KHULNA SUB-OFFICE	<input type="checkbox"/>	<input type="checkbox"/>
11. Approval / Signature of the
Nominating Authority : _____


ADDRESS :

BIM DHAKA OFFICE

**4 Sobhanbag, Mirpur Road
DHAKA-1207**

 **811 74 05 - 07 (PABX)**
 **9103171-73 & 9103178 (PABX)**

ON REQUEST


 **911 06 27, 911 12 16.**

FAX : 880-2-811 43 04
E-MAIL : mamun87245@gmail.com
E-MAIL : atiqbim@yahoo.com

BIM CHITTAGONG SUB-OFFICE

Chandgaon Residential Area
Post: Chandgaon

CHITTAGONG.

 **67 03 32**
E-MAIL : bimctg@abnetbd.com

BIM KHULNA SUB-OFFICE

Boira Main Road
Boira

KHULNA

 **76 23 91**

Special Training ON

Application of IT in Business

BIM



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
বাংলাদেশ ইনস্টিটিউট অব ম্যানেজমেন্ট
Govt. of the People's Republic of Bangladesh
BANGLADESH INSTITUTE OF MANAGEMENT (BIM)
4, Sobhanbagh, Mirpur Road, Dhaka-1207.

Govt. of the People's Republic of Bangladesh
BANGLADESH INSTITUTE OF MANAGEMENT (BIM)
4, Sobhanbagh, Mirpur Road, Dhaka-1207.

Ref: BIM/Prod.Mgt./AITB/2014 Date: 23-03-2014

To

Sub: Special Training on "Application of IT in Business"

Dear Sir/ Madam,

The above course on "Application of IT in Business" will be held at Bangladesh Institute of Management (BIM), Dhaka from 16-17 May, 2014 in which you are invited to send nomination(s) from your organization.

Details of the course is given in the following section of this brochure.

Nomination(s) are invited as early as possible, but not later than 12th May, 2014 along with the course Fee Tk.5,000 (Five thousand) only per participant draw in favour of the Director General, BIM, Dhaka.

For further information, please feel free to contact the coordinator.

Thanking you,



(Dr. Md. Mamunur Rashid)
Management Counsellor
&
Course Coordinator

APPLICATION OF IT IN BUSINESS

OBJECTIVE OF THE COURSE:

After successfully completing this training program the participants will be able to develop a comprehensive understanding of application of information technology in business for competitive advantage, product development, process improvement, stakeholder integration, globalization and cost efficiencies; which will enable them to implement information technology in their own field of activities/business.

COURSE OUTLINE

- IT and its scope and importance in Business.
- Case studies related to IT in Business using Excel
 - o Business Decision Analysis
 - o Forecasting
- Case studies related to IT in Business using MS Project
 - o PERT
 - o CPM

WHO SHOULD ATTEND:

- ◆ The course is suitable for the senior to junior level executives from different organization in NGO, SMEs and also govt. & public sector enterprise.

TRAINING METHODS:

Lectures, Discussion, Case Studies, Exercise and Practical demonstration etc.

DURATION : 16-17 May, 2014

TIMING : 09:00 A.M.- 17:00 P.M. (Full day)

COURSE FEE:

Tk. 5,000/- (Five thousand) taka per participant payable in favour of Director General, BIM, in the form of Bank Draft/ Pay Order etc.

LAST DATE OF REGISTRATION: 12-5-2014

VENUE: Bangladesh Institute of Management
4, Sobhanbagh, Mirpur Road, Dhaka-1207.

HOSTEL FACILITIES :

Available within campus at BIM, Dhaka.

COORDINATOR:

Dr. Md. Mamunur Rashid
Management Counsellor
☎ 81174 05-07 PABX (EXT-115)
📱 01712700412
E-MAIL: mamun87245@gmail.com