IBA 
Institute of Business Administration 
Karachi 
Leadership and ideas for Tomorrow 

SKILL DEVELOPMENT PROGRAMS

Brush up your skills with three breakthrough courses.

BUSINESS COMMUNICATION COURSE
For competitive business executives and aspiring students to improvise:

- Interviewing skills
- Negotiation skills
- Meetings skills
- Presentation Skills
- Corporate Correspondence
- CV and Cover Letter
- Report Writing

Course Fee: Rs. 16,000/-
Eligibility: Intermediate with language proficiency.

INTERACTIVE ENGLISH COURSE
For professionals and business executives to polish their language proficiency:

- Enhancing And Improving Quality & Fluency
- Vocabulary Building
- Advanced Grammar
- Situational & Functional English
- Presentation Skills
- Listening & Analytical Comprehension

Course Fee: Rs. 16,000/-
Eligibility: Language proficiency up to Pre-intermediate or Intermediate level.

Registration forms available from: July 29, 2013
Last date of Form Submission: Till 12:00 pm on August 17, 2013
Course duration: August 19 to September 19, 2013 (Monday to Thursday)
Class Timings: 6:30 pm - 8:30 pm

Get. Set. EXCEL!
With MS Excel 2010 (Intermediate Level), take your career to new dimensions:

- Coming to terms with MS Excel startup
- The Arithmetic Functions Group
- The Logical Functions Group
- Statistical Functions Group
- Financial Functions Group
- Data Analysis techniques

Course Fee: Rs. 8,000/-
Eligibility: Basic MS Excel Skills

Venue: IBA - City Campus, Kiyani Shaheed Road, Off Garden Road, Karachi.