



Online Education Provider in collaboration with recognized universities

## BBA

### Feature:

1. Awarded by an UNESCO IAU-listed University in Central America
2. The University is also a signatory of the United Nations Principles for Responsible Management Education (PRME).
3. Combination of executive and academic education

## BACHELOR OF BUSINESS ADMINISTRATION

ONE-year intensive program for working professional in middle to senior management positions.

### Admission Requirement

1. Attained the minimum age of 23 years upon application
2. Possess at least a Diploma in a related field of study
3. Minimum working experience of 3 years in a managerial role
4. Able to prove efficiency of the English language

### Q: How does it work?

A: With easy-to-web platform, you can learn online with ACET anytime anywhere. Environmental friendly learning: no download/no paper. The system is mobile-friendly so you can study with your smartphone only

### Assessment Method and Duration

With online modules and continuous assessments, the study pace is totally up to you but at US\$4,980, you are required to complete in ONE year. If more than one year is required, you will need to pay for the annual registration fee at US\$250 to continue.

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*Affordable tuition fee at US\$4,980  
(Installment Plans and full pay discount available)*

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**INTERNATIONAL  
ASSOCIATION OF  
UNIVERSITIES**

*The University is approved by the local Ministry of Education and listed with the UNESCO's (United Nations Educational, Scientific and Cultural Organization) university department International Association of Universities*

## ONLINE COURSES AVAILABLE

Advanced Writing Skills; Sales and Marketing; Project Management Fundamentals; Risk Management; Business Process Management; Knowledge Management; Business Leadership; Customer Relationship Management; Corporate Branding; Introduction to Neuro Linguistic Programming; Basics of Human Resources Management; Performance Management; Inventory Management; Supply Chain and Logistics Management; Crisis Management; Sales Relationship Building; Writing Reports and Proposals; Business Writing

## CONTACT US AND APPLY NOW

Web: [www.acet.education](http://www.acet.education)

Email address: [admission@acet.education](mailto:admission@acet.education)



## **BACHELOR of business administration**

One-year intensive program for working professionals and scholars

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### **Delivery Method**

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### **Fee, Assessment Method and Duration**

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This BBA Program is validated by **Universidad Empresarial de Costa Rica (UNEM)** - UNEM is since 2000 to date listed with the UNESCO's International Association of Universities

# ONLINE BBA

**AT \$4,980 (NO HIDDEN COSTS)**

## Primarily for Certification/Diploma holders and Professional members

You will need to submit us your CV and academic credentials for review before getting your own curriculum of EBBA due to the circumstances of exemption and transfer. Below are some of the online courses you may choose to take for the credits requirement of the EBBA Program.

EBBA701	<b>Sales and Marketing</b> this course shows students how they can get maximum exposure on a budget by using the right strategies to improve sales, develop the company image, and build their bottom line.	3
EBBA702	<b>Accounting Skills for the New Supervisor</b> Beginning with the basics, students learn the science of finance and financial management. Bookkeeping, data analysis, annual reports, budgeting, and the different types of organizational financial plans are all covered	3
EBBA703	<b>Business Management</b> We included sessions on inventory management, human resources, finance and accounting, marketing, sales, and even using social networking. In addition, you will learn about different business structures, who is managing and who is leading, how to create a brand, and the value of a strategic plan.	3
EBBA704	<b>Online Business</b> There's no question that more businesses are joining the Internet every day. This course will walk students through the process of planning and launching their own online business.	3
EBBA705	<b>Business Ethics</b> this course will help participants to understand what exactly an ethical dilemma is, the difference between ethics and morals, the value of being ethical, how to use tools to make better decisions, and how to deal with common ethical dilemmas.	3
EBBA706	<b>Business Leadership</b> Business Leadership course allows you to learn the skills that new and aspiring managers need	3
EBBA707	<b>Business Process Management</b> We've designed a program based on the six steps of the business process life cycle (create, design, model, execute, monitor, and optimize). We've also included information on process improvement tools like Lean and Six Sigma.	3
EBBA708	<b>Business Succession Planning</b> With our Business Success Planning course, student will learn human resources and executive leadership for the ongoing viability of business operations.	3
EBBA709	<b>Business Writing</b> Despite advances in word processor software, technology is still not a viable substitute for developed writing skills. Professionals of any industry will typically recognize strong or weak writing, and in a business setting, many people need some assistance producing high level writing.	3
EBBA710	<b>Introduction To Customer Relationships</b> Our course will also help participants to identify who their customers really are, analyze the key components of CRM, and understand how it can potentially integrate with their organization.	3

EBBA711	<b>Change Management</b> this course includes topics such as the stages of change, pacing, dealing with resistance, adaptive strategies, approaching changes as an opportunity for growth, and more.	3
EBBA712	<b>Coaching and Mentoring</b> this course will illustrate how coaching is based on a partnership that involves giving both support and challenging opportunities to employees.	3
EBBA713	<b>Communication Strategies</b> The primary aim of this course is to enable participants with an understanding of the impact that their communication skills can have on others, while exploring the different ways in which developing these skills can make it easier for them to succeed in the office and beyond.	3
EBBA714	<b>Crisis Management</b> This course will help you teach participants how to: Assign people to an appropriate crisis team role; Conduct a crisis audit; Establish the means for business continuity; Determine how to manage incidents; Help teams recover from a crisis; Apply the crisis management process.	3
EBBA715	<b>Managing Customer Service</b> this course will provide participants with an opportunity to explore their responsibilities within their role as a customer service agent	3
EBBA716	<b>Training Needs Analysis</b> This comprehensive course covers everything that students need to know to perform a training needs analysis.	3
EBBA717	<b>E-Commerce Management</b> During this course, you will learn how to set up an e-commerce store step by step. Participants will also learn about exciting trends like responsive web design, m-commerce, and social commerce. Students will be motivated by case studies and examples from real-life e-commerce businesses like Amazon and Wal-Mart.	3
EBBA718	<b>Dispute Resolution</b> Participants will learn: Employee dispute resolution; Meditation skills; What an effective peer review consists of; How to select a facilitator or panel, and what responsibilities are allocated to each; Sophisticated communication skills, including questioning and probing techniques; The valuable particulars of the hearing process, from inception to decision	3
EBBA719	<b>Knowledge Management</b> The utility of knowledge management helps employees to bridge gaps in an organization with the knowledge that they already possess, and to get businesses performing at the next level.	3
EBBA720	<b>Leadership</b> This leadership program takes a unique perspective on the hot topic of management and supervisor skills.	3
EBBA721	<b>Lean Process Improvement</b> students will learn the foundation necessary to begin using Lean process improvement tools in their workplace. Toyota's five critical improvement concepts, multiple tools needed to continuously improve their organization, such as the 5S, PDSA, DMAIC, Kaizen, various Lean data mapping methods, and more all play a part in building this useful skillset.	3
EBBA722	<b>Logistics and Supply Chain Management</b> We've designed an interactive, engaging program that covers everything from supply chain basics to cutting-edge trends. Participants will walk away from the course ready to optimize their organization's supply chain and give them a competitive advantage in today's fast-moving marketplace.	3

\*All courses are subject to availability and may change without notice – ACET reserves the right to refuse students' course choices.

