



Chartered Association of Business Administrators
Information Brochure 2012



Find out more about CABA & the advantages of membership

Chartered Association of Business Administrators® is a professional body chartered federally under Letters Patent granted by the Government of Canada. Chartered Association of Business Administrators® is also registered with the US Trade Mark and Patents Office.

The Association is of the opinion that the success of the New Economy requires much more than simply responding to market demand. Accelerating change, the information revolution, globalization, intensified competition, rapid commoditization of services and, compressed strategy life cycles have all created a new business environment with unprecedented challenges.

Businesses today increasingly require professionals who can integrate knowledge from multiple sources to address strategic business issues and help create new innovation driven business models.

This innovation imperative presents unique opportunities for high-level professionals who can add new value in a global, knowledge-based economy. With this end in view the Association has developed designations as global business credentials.

Certification Process

Three types of competency that credential holders will be required to demonstrate are:

- Integrative Competencies
- Professional Competencies
- Cross-Disciplinary Knowledge

Integrative competencies represent the true differentiation of the CABA professional.

These competencies are the hallmark of the CABA representing his/her capacity to envision, strategize, conceptualize and innovate. They signify the CABA's ability to combine knowledge from many sources, often in novel ways, to create economic value.

- Creating & Leveraging Knowledge
- Systemic Thinking
- Future Focus
- Strategic Thinking
- Innovation
- Conceptual Skills
- Global Perspective



CABA Enabling Characteristics

Professional competencies may be thought of as “enablers” of the credential holder. They include a suite of skills, capabilities and attributes that allow the CABA credentials to be effective and productive.

Without professional competencies, the CABA would be unable to translate ideas into action or bring influence to bear on the business challenges facing companies.

What the CABA Professional Understands

Most Professionals have a solid knowledge base in the principles, standard and practices of their particular field or discipline. The CABA credentials differs from other credentials in that does require a broad and interdisciplinary portfolio of business knowledge and function expertise.

While the CABA professional is not expected to be an expert in each content area, he/she offers an understanding of concepts, practices, implications and inter-relationships among multiple business disciplines.

- Accountancy
- Business Law
- Business Planning
- Corporate Finance
- Information Technology
- Marketing/Sales

About the CABA Educational Program

CABA offers an educational program leading to the designations listed below.

- ChBA (Chartered Business Administrator)
- ChBC (Chartered Business Consultant)
- ChBA (Chartered Business Administrator)
- ChBC (Chartered Business Consultant)
- ChBA (Chartered Business Administrator)

The Association is multidisciplinary, drawing its members from the related but separate fields of accountancy, insurance, law, funds management, tax and pensions, business operation, management consultancy etc.

The Association is forging a "new" profession that adopts the best features from these related professions and encourages the development of members' qualifications as business consultants on the basis of their current professional qualifications.



CABA Educational Program and Designations

ChBA (Chartered Business Administrator)

The academic requirement is Graduate Certificate in Management. The certificate program consists of four papers and they are:

- Business Information Management
- Strategic Business Planning & Development
- Organizational Management
- Business Strategy

Three years experience in Business Administration is required.

ChBC (Chartered Business Consultant)

The academic requirement is Graduate Certificate in Business Administration. The certificate program consists of four papers and they are:

- Business Information Management
- Business Analysis
- Business Strategy
- Strategic Business Planning & Development

Three years experience in Business Consultancy is required.

Ch.MC (Chartered Marketing Consultant)

The academic requirement is Graduate Certificate in Marketing Management.

The certificate program consists of four papers and they are:

- Marketing Research & Information
- Market Planning
- Marketing Communication
- Marketing Management in Practice

The experience requirements are three years in Marketing Administration, Management, Academic or Consultancy.

Ch.PMC (Chartered Project Management Consultant)

The certificate program consists of: -

- Introduction to Project Management
- Project Integration and Scope Management
- Project Time and Cost Management
- Project Quality Management
- Project Communications and Human Resource
- Project Risk Management
- Project Procurement
- Advanced Project Management Topics

The experience requirement is three years in Project Management for the designation award.

Ch.HRC (Chartered Human Resource Consultant)

The certificate program consists of: -

- Human Behaviour in an Organisation
- Strategic Human Resource Management
- Human Resource Management - Project
- Managing Organizational Change
- Compensation Management

Three years experience in Human Resource Management for the designation to be awarded.

The following Post-Certification Specialist Certificates are also offered:

- Certificate in International Business
- Certificate in Business Practice
- Diploma in Business Practice

Contact information

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