



# 1-YEAR CERTIFICATE IN MANAGEMENT STUDIES (B.C.M.S)

## QUALIFICATIONS FOR ADMISSION

Four (4) CXC Certificates or equivalent and two (2) years' work experience.

## APPLICATION PROCEDURE

Applications forms may be found on the website [www.bimap.com.bb](http://www.bimap.com.bb) or may be collected from the office. The completed forms (*along with a non-refundable \$25.00 BDS fee*) should be submitted to our headquarters in Wildey, at least two (2) weeks before the start of the term.

## START DATES

There are three (3) semesters per year:

1. January – April
2. April – July
3. September – December

## COST OF PROGRAMME

	MEMBERS	NON-MEMBERS
REGULAR CERTIFICATE PROGRAMME	\$1,800.00	\$1,975.00
COMPUTER-BASED CERTIFICATE	\$2,085.00	\$2,275.00

Kindly note that applicants may choose to pay per module, then the regular fees will apply as follows:

	MEMBERS	NON-MEMBERS
REGULAR CERTIFICATE COURSE	\$480.00	\$525.00
COMPUTER-BASED COURSE	\$575.00	\$625.00
SEMINAR	\$180.00	\$200.00

## LENGTH OF PROGRAMME

This is a one-year certificate programme. Length of programme will only exceed stipulated time as a result of unforeseen circumstances i.e. illness or work commitments. Documented proof must be presented in all cases of extenuating circumstances. Extensions will only be granted for one (1) semester.

## REGULATIONS

Each student must complete **three (3) courses, two (2) seminars** and maintain an average of 65% (B-) or more.

## SPECIALIZATIONS

### MANAGEMENT OF HUMAN RESOURCES

Prospective students must have a general idea of Management principles as a prerequisite, or they will be required to take "Fundamentals of Management".

1. Management of Human Resources
2. Principles of Labour & Administrative Law or Personnel Management
3. Industrial Relations or Occupational Safety & Health Management.

☛ Compulsory Seminar: "The Management of Change" + 1 optional seminar.

### PRODUCTION & OPERATIONS MANAGEMENT

1. Production & Operations Management
2. Maintenance Management or Purchasing & Inventory Management
3. Project Management or Administrative Management.

☛ Compulsory Seminar: "Effective Team Building" + 1 optional seminar.

## ACCOUNTING/FINANCE

Students must have taken Accounts at GCE / CXC or have a working knowledge of accounting. In the absence of such, students will be required to take “Book-keeping Accounts (Basic)” or “Accounting & Finance for Management.”

1. Book-keeping & Accounts (Intermediate)
2. Book-keeping & Accounts (Advanced)
3. Financial Management or Management Accounting or Computer Assisted Accounting.

☛ Compulsory Seminar: “The Management of Change” + 1 optional seminar.

## MANAGEMENT OF INFORMATION TECHNOLOGY

1. Systems Analysis & Development
2. Management of Information Technology
3. Project Management or Business Law or Administrative Management

☛ Compulsory Seminar: “The Management of Change” + 1 optional seminar.

## MARKETING MANAGEMENT

Students will be allowed to choose any three (3) of the following courses:

1. Fundamentals of Marketing
2. Sales Management
3. Public Relations
4. Marketing Management
5. Practical Advertising & Promotion
6. Effective Selling Techniques
7. International Marketing Management
8. Retail Management.

☛ Compulsory Seminar: “Corporate Etiquette” + 1 optional seminar.

## GENERAL MANAGEMENT

1. General Management
2. Administrative Management or Supervisory Management
3. Project Management or Occupational Safety & Health Management or Management Accounting

☛ Compulsory Seminar: “The Management of Change” + 1 optional seminar.

## SUPERVISORY MANAGEMENT

1. Supervisory Management
2. Book-keeping & Accounts (Basic) or Accounting & Finance for Management
3. Business Management or Personnel Management

☛ Compulsory Seminar: “Leadership” + 1 optional seminar.

## TOURISM MANAGEMENT

Prospective students must have a general idea of Management principles as a prerequisite, or they will be required to take “Fundamentals of Management” or “Fundamentals of Marketing”.

1. Tourism Management
2. Tourism Marketing

## AND ANY ONE (1) OF THE FOLLOWING:

3. Management of Human Resources
4. International Marketing Management
5. Public Relations or Practical Advertising and Promotion

☛ Compulsory Seminar: “Corporate Etiquette” + 1 optional seminar.

Visit our home page at [bimap.com.bb](http://bimap.com.bb), follow the arrows (scroll up or down where necessary) for the **BCMS Application Form**.

