



BIMAP

Certificate in Management Studies
(**B.C.M.S.**)

1-Year Certificate Programme

BARBADOS INSTITUTE OF MANAGEMENT AND PRODUCTIVITY

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1-Year Certificate Programme
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COURSES COMMENCE

JANUARY, APRIL & SEPTEMBER

EACH YEAR

Certificate Specializations

1. Management of Human Resources 7
2. Accounting 8
3. Production & Operations Management .. 9
4. Management of Information Technology 10
5. Marketing Management 11
6. General Management 12
7. Tourism Management 13
8. Public Sector Management 15

1-Year Certificate Programme (B.C.M.S.)

Entry Requirements

At least four (4) CXC or GCE passes, or the equivalent, and/or at least two (2) years' working experience in the particular discipline.

Target Audience

- ✓ Persons who are currently employed in the various disciplines.
- ✓ Persons desirous of a career change.
- ✓ Persons who are seeking to gain a qualification in a specific discipline.

1-Year Certificate Programme (B.C.M.S.)

Length of Programme

This is a **ONE-YEAR CERTIFICATE PROGRAMME**. There will be three (3) intakes of applicants per year, therefore students may enter programme at the beginning of any term.

Note: *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.

1-Year Certificate Programme (B.C.M.S.)

Cost of Programme

The cost of the programme is:

	MEMBERS including Government Departments	NON- MEMBERS
■ REGULAR CERTIFICATE PROGRAMMES	\$1,800.00	\$1,975.00
■ COMPUTER-BASED CERTIFICATE PROGRAMMES (MIT)	\$2,085.00	\$2,275.00

The Full Fee is payable before the start of the programme. If applicants choose to pay per module, then the regular fees will apply.

1-Year Certificate Programme (B.C.M.S.)

Application Forms

Application forms can be obtained from the Training Division.

Requirements

Students will be required to complete three (3) courses and two (2) seminars, one of which is **compulsory**, in order to be awarded the Certificate in the particular discipline. Individual certificates will not be issued.

Students who complete the **B.C.M.S.** will be allowed entry in to the BIMAP Diploma in Management Studies (**BDMS**) programme, provided their grades are 65% (**'B-'**) or more. The same **Grade Point Averages (GPA's)** for the **BDMS** programme will apply for the **B.C.M.S.**

1-Year Certificate Programme (B.C.M.S.)

Please note the following

1. STUDENTS CURRENTLY PURSUING THE **BDMS** PROGRAMME WILL **NOT** BE ALLOWED TO USE COURSES, TAKEN BEFORE JANUARY 2003, TO BE ELIGIBLE FOR THE AWARD OF CERTIFICATES.

2. ONLY PERSONS ENROLLING AFTER JANUARY 2003, WILL BE ELIGIBLE FOR THE **B.C.M.S.**

3. SEMINARS MAY BE ATTENDED AT ANY POINT DURING THE **B.C.M.S.** PROGRAMME.

1-Year Certificate Programme (B.C.M.S.)

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 [GMN117]”**. Students will be allowed to choose any three (3) of the following courses:

1.	MANAGEMENT OF HUMAN RESOURCES [HRM200]	
2.	PRINCIPLES OF LABOUR & ADMINISTRATIVE LAW [BLW220] OR PERSONNEL MANAGEMENT [HRM210]	
3.	INDUSTRIAL RELATIONS [HRM220] OR OCCUPATIONAL SAFETY & HEALTH MANAGEMENT [GMN268]	
4.	TWO (2) SEMINARS:	
	i. “THE MANAGEMENT OF CHANGE”	<i>Compulsory</i>
	ii. ONE (1) OPTIONAL	<i>Chosen from the list of seminars offered during the academic year.</i>

1-Year Certificate Programme (B.C.M.S.)

<i>Accounting</i>					
<p>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) [ACC110/115]” OR “Accounting & Finance for Management [ACF120]” Students will be allowed to choose any three (3) of the following courses:</p>					
1.	BOOK-KEEPING & ACCOUNTS (INTERMEDIATE) [ACC210]				
2.	BOOK-KEEPING & ACCOUNTS (ADVANCED) [ACC310]				
3.	FINANCIAL MANAGEMENT [ACF260] OR MANAGEMENT ACCOUNTING [ACF255] OR COMPUTER-ASSISTED ACCOUNTING [CDP230]				
4.	TWO (2) SEMINARS:				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">i. “ETHICS IN THE WORKPLACE”</td> <td style="text-align: center;"><i>Compulsory</i></td> </tr> <tr> <td>ii. ONE (1) OPTIONAL</td> <td style="text-align: center;"><i>Chosen from the list of seminars offered during the academic year.</i></td> </tr> </table>	i. “ETHICS IN THE WORKPLACE”	<i>Compulsory</i>	ii. ONE (1) OPTIONAL	<i>Chosen from the list of seminars offered during the academic year.</i>
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1-Year Certificate Programme (B.C.M.S.)

<i>Production & Operations Management</i>					
<p>Students will be allowed to choose any three (3) of the following courses.</p>					
1.	PRODUCTION & OPERATIONS MANAGEMENT [POM210]				
2.	MAINTENANCE MANAGEMENT [GMN266] OR PURCHASING & INVENTORY MANAGEMENT [POM230]				
3.	PROJECT MANAGEMENT [GMN265] OR ADMINISTRATIVE MANAGEMENT [GMN220]				
4.	TWO (2) SEMINARS:				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">i. “EFFECTIVE TEAM BUILDING”</td> <td style="text-align: center;"><i>Compulsory</i></td> </tr> <tr> <td>ii. ONE (1) OPTIONAL</td> <td style="text-align: center;"><i>Chosen from the list of seminars offered during the academic year.</i></td> </tr> </table>	i. “EFFECTIVE TEAM BUILDING”	<i>Compulsory</i>	ii. ONE (1) OPTIONAL	<i>Chosen from the list of seminars offered during the academic year.</i>
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1-Year Certificate Programme (B.C.M.S.)

Management of Information Technology		
Students will be allowed to choose any three (3) of the following courses.		
1.	SYSTEMS ANALYSIS & DEVELOPMENT [CDP265]	
2.	MANAGEMENT OF INFORMATION TECHNOLOGY [CDP245]	
3.	PROGRAMMING IN FOXPRO [CDP130] <u>OR</u> PROJECT MANAGEMENT [GMN265] <u>OR</u> COMPUTER REPAIRS AND MAINTENANCE [CDP190]	
4.	TWO (2) SEMINARS:	
	i. "THE MANAGEMENT OF CHANGE"	<i>Compulsory</i>
	ii. ONE (1) OPTIONAL	<i>Chosen from the list of seminars offered during the academic year.</i>

1-Year Certificate Programme (B.C.M.S.)

Marketing Management		
Students will be allowed to choose any three (3) of the following courses.		
1.	FUNDAMENTALS OF MARKETING [MKM110]	
2.	SALES MANAGEMENT [MKM210]	
3.	PUBLIC RELATIONS [HRM245]	
4.	MARKETING MANAGEMENT [MKM250]	
5.	PRACTICAL ADVERTISING & PROMOTION [MKM270]	
6.	EFFECTIVE SELLING TECHNIQUES [MKM245]	
7.	INTERNATIONAL MARKETING MANAGEMENT [MKM260]	
8.	RETAIL MANAGEMENT [MKM220]	
9.	TWO (2) SEMINARS:	
	i. "CORPORATE ETIQUETTE"	<i>Compulsory</i>
	ii. ONE (1) OPTIONAL	<i>Chosen from the list of seminars offered during the academic year.</i>

1-Year Certificate Programme (B.C.M.S.)

General Management					
Students will be allowed to choose any three (3) of the following courses.					
1.	GENERAL MANAGEMENT [GMN210] OR SUPERVISORY MANAGEMENT [GMN240/245]				
2.	ADMINISTRATIVE MANAGEMENT [GMN220] OR MANAGEMENT ACCOUNTING [ACF255]				
3.	PROJECT MANAGEMENT [GMN265] OR OCCUPATIONAL SAFETY & HEALTH MANAGEMENT [GMN268]				
4.	TWO (2) SEMINARS:				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">i. "THE MANAGEMENT OF CHANGE"</td> <td style="text-align: center;"><i>Compulsory</i></td> </tr> <tr> <td style="height: 40px;">ii. ONE (1) OPTIONAL</td> <td style="text-align: center;"><i>Chosen from the list of seminars offered during the academic year.</i></td> </tr> </table>	i. "THE MANAGEMENT OF CHANGE"	<i>Compulsory</i>	ii. ONE (1) OPTIONAL	<i>Chosen from the list of seminars offered during the academic year.</i>
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1-Year Certificate Programme (B.C.M.S.)

Tourism Management			
Prospective students must have a general knowledge of management principles as a prerequisite, or they will be required to take either "Fundamentals of Management [GMN117]" OR "Fundamentals of Marketing [MKM110]" .			
Students will be required to take:			
1.	TOURISM MANAGEMENT [GMN269]		
2.	TOURISM MARKETING [MKM225]		
AND ANY ONE (1) OF THE FOLLOWING COURSES:			
3.	HOTEL ACCOUNTING [ACC120]		
4.	MANAGEMENT OF HUMAN RESOURCES [HRM200]		
5.	INTERNATIONAL MARKETING MANAGEMENT [MKM260]		
6.	PUBLIC RELATIONS [HRM245] OR PRACTICAL ADVERTISING AND PROMOTION [MKM270]		
7.	TWO (2) SEMINARS:		
	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">i. "CORPORATE ETIQUETTE"</td> <td style="text-align: center;"><i>Compulsory</i></td> </tr> </table>	i. "CORPORATE ETIQUETTE"	<i>Compulsory</i>
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**1-Year Certificate Programme
(B.C.M.S.)**

ii. ONE (1) OPTIONAL	<i>Chosen from the list of seminars offered during the academic year.</i>
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**1-Year Certificate Programme
(B.C.M.S.)**

Public Sector Management	
Students will be allowed to choose any three (3) of the following courses.	
1.	MANAGEMENT OF HUMAN RESOURCES IN THE PUBLIC SECTOR [HRM232]
AND ANY TWO (2) OF THE FOLLOWING COURSES:	
2.	ORGANIZATIONAL BEHAVIOUR [HRM235]
3.	FINANCIAL MANAGEMENT IN THE PUBLIC SECTOR [ACF265]
4.	INDUSTRIAL RELATIONS [HRM220] OR PRINCIPLES OF LABOUR OF ADMINISTRATIVE LAW [BLW220]
5.	PUBLIC RELATIONS [HRM245] OR RISK AND CRISIS MANAGEMENT [GMN267]
6.	COMPUTER-ASSISTED ACCOUNTING [CDP230] OR MANAGEMENT OF INFORMATION TECHNOLOGY [CDP245]
<i>.../ p.t.o.</i>	

1-Year Certificate Programme (B.C.M.S.)

TWO (2) SEMINARS:	
i. "MANAGEMENT OF CHANGE"	<i>Compulsory</i>
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