



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

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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.

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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.

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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.

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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.**

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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.

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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>

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<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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<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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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>

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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>

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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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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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ii. ONE (1) OPTIONAL	<i>Chosen from the list of seminars offered during the academic year.</i>
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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>	

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TWO (2) SEMINARS:	
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