



DIPLOMA IN MANAGEMENT STUDIES (BDMS)

QUALIFICATIONS FOR ADMISSION

A: Five (5) CXC Certificates (General Proficiency Grades 1 or 2 including Mathematics and English A) or equivalent and **four (4) years' work experience.**

The requirements for Mathematics and English A may be satisfied by successfully completing:-

- Quantitative Managerial Decision Making
- Business Communications

B: Four (4) BIMAP courses(with an average of **65% or more**) including Quantitative Managerial Decision Making or Business Communications - if Mathematics and English A are not included in the CXC Certificates and 4 years' work experience.

APPLICATION PROCEDURE

Applications forms may be found on the website www.bimap.com.bb or may be collected from the office. The completed forms (**along with a non-refundable \$25.00 BDS fees and the supporting documents**) 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

EXEMPTIONS

For a course to be considered for exemption, it must have been:

- passed with a grade comparable to at least 'B-' in the BIMAP grading scheme
- taken **within five (5) years** prior to the application.

Requests for exemptions must be made at the time of the application and in the case of non-BIMAP courses, a transcript is required to support the request.

EXEMPTION FEES

An exemption fee is payable for each exemption granted. The scale of fees is as follows:

- BIMAP courses - \$75.00
- Other courses - \$200.00

COURSE FEES \$

Course	Members	Non-members	Caricom	Intl. Us \$
Foundation & Core	480	525	650	525
Computer	575	625	775	625
Advanced	525	575	800	575
Seminars	180	200	250	200
Advanced Project	540	600	750	500

GRADING SYSTEM

Grade	Status	From	To	Points
A	Pass	85	100	4.0
A-	Pass	80	84.9	3.5
B+	Pass	75	79.9	3.0
B	Pass	70	74.9	2.5
B-	Pass	65	69.9	2.0
C+	Pass	60	64.9	1.5
C	Pass	55	59.9	1.0
C-	Pass	50	54.9	0.5
D	Fail	40	49.9	0
E	Fail	0	39.9	0

The award of Diploma in Management Studies depends on the accumulation of points.

The award will be made on the following basis:

GRADE	ACCUMULATED POINTS
Pass with Honours	31.5 or more
Pass	18 - less than 31.5
Fail	Less than 18

PROGRAMME STRUCTURE

The BIMAP Diploma in Management Studies (BDMS) is divided into four(4) sections to be completed as follows:-

- The Foundation Courses
- The Seminar Series
- The Core Courses
- The Advanced Course/Thesis

THE FOUNDATION COURSES

- 1) Fundamentals of Management
- 2) Principles of Economics
- 3) Book-keeping & Accounts (Basic) **or** Accounting & Finance for Management
- 4) Fundamentals of Spreadsheet Analysis **or** Fundamentals of Database Management

THE SEMINAR SERIES

Each BDMS student will be required to participate in **three (3) seminars (2 compulsory and 1 optional)** to foster those values, attitudes and sensitivities to moral and ethical issues which are essential for managerial leadership.

The compulsory seminars are as follows:-

- The Management of Change
- Effective Team Building

THE ADVANCED PROJECT/THESIS

There will be one Advanced Project/Thesis to be completed according to each area of specialization. Every BDMS student will be required to take this course at the end of the programme of study.

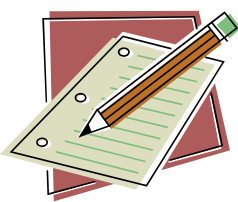
The course will be centred on a number of workshops and will include the completion of a Research and Development Project.

The project will involve one of the following:-

- the improvement of an existing management system / procedure
- the development of a new management system / procedure
- the improvement of an existing product / service
- the development of a new product / service

CORE COURSES

Four(4) cores comprising of **3 compulsory and 1 optional** must be completed as follows:-

	ADMINISTRATIVE MANAGEMENT	FINANCIAL MANAGEMENT	MARKETING MANAGEMENT	PUBLIC SECTOR MANAGEMENT	PERSONNEL / HUMAN RESOURCE MANAGEMENT	PRODUCTION & OPERATIONS MANAGEMENT	TOURISM MANAGEMENT	MANAGEMENT OF INFORMATION TECHNOLOGY
								
UPDATED CORE COURSES								
c - COMPULSORY COURSES								
o - OPTIONAL COURSES								
Administrative Management	c	o			o			o
Personnel Management	o				e			
Management of Human Resources	o				c	c	c	c
Industrial Relations	o			o	e	o		
Principles of Labour and Administrative Law	c	o		e	o			
Marketing Management			c				o	o
International Marketing Management			e				o	
Book-keeping & Accounts (Int.)	o	e		o				
Book-keeping & Accounts (Advanced)		c						
Management Accounting OR Financial Management	c	e					o	
Financial Management in the Public Sector		o		e				o
Production and Operations Management	o					c		
Maintenance Management						c		
Practical Advertising and Promotion			e					
HRM in the Public Sector				e	o			
Tourism Management	o		o				c	
Tourism Marketing			o				e	
Purchasing & Inventory Management						o		
Risk and Crisis Management	o	o		o	o	o		o
Public Relations	o		o	o	o		o	
Project Management	o			o		o		o
Computer Applications for Management	o	o						o
Systems Analysis and Development								e
Management of Information Technology				o				c
Retail Management			o					
Business Law		o						o