



# Students' Booklet



## Term 1, 2012

(JANUARY 7 to MARCH 31)

BARBADOS INSTITUTE OF MANAGEMENT & PRODUCTIVITY  
• WILDEY • ST. MICHAEL • BARBADOS • W.I.  
• TEL (246) 431-4200 • FAX (246) 429-6733

e-mail: [training@bimap.com.bb](mailto:training@bimap.com.bb) website: [www.bimap.com.bb](http://www.bimap.com.bb)

	COURSE TITLE	PAGE
<i>Basic-Level Courses</i>		
1.	FUNDAMENTALS OF MANAGEMENT	1
2.	PRINCIPLES OF ECONOMICS	2
3.	FUNDAMENTALS OF DATABASE MANAGEMENT • Windows XP • Microsoft Access (2007)	3
4.	FUNDAMENTALS OF SPREADSHEET ANALYSIS • Windows XP • Microsoft Excel (2007)	4
5.	FUNDAMENTALS OF MARKETING	5
6.	BOOK-KEEPING & ACCOUNTS (BASIC)	6
<i>Intermediate-Level Courses</i>		
7.	SUPERVISORY MANAGEMENT	7
8.	PERSONNEL MANAGEMENT	8
9.	ADMINISTRATIVE MANAGEMENT	9
10.	MANAGEMENT OF HUMAN RESOURCES	10
11.	PRINCIPLES OF LABOUR & ADMIN. LAW	11
12.	PURCHASING AND INVENTORY MANAGEMENT	12
13.	PRODUCTION & OPERATIONS MANAGEMENT	13
14.	INTERNATIONAL MARKETING MANAGEMENT	14
15.	SYSTEMS ANALYSIS AND DEVELOPMENT	15

*Advanced-Level  
&  
B.B.A. Courses*

16.	<b>BOOK-KEEPING &amp; ACCOUNTS (ADVANCED)</b>	16
17.	<b>EMPLOYMENT LAW</b>	17
18.	<b>E-COMMERCE</b>	18
19.	<b>HUMAN RESOURCE DEVELOPMENT</b>	19
20.	<b>FINANCIAL RISK MANAGEMENT</b>	20
21.	<b>CORPORATE FINANCE</b>	21
22.	<b>NEW VENTURE CREATION</b>	22

**REGISTRATION ..... 23**

**REFUNDS/CREDITS ..... 25**

**FEE STRUCTURE ..... 26**

**PAYMENTS ..... 27**

*Course Listings*

**TERMS 2 & 3, 2012**

**TERM 2, 2012 .....29**

**TERM 3, 2012 .....31**

*Basic*


*Level*

*Courses*

## Fundamentals of Management

[Course Code: GMN117]


COURSE DESCRIPTION	
<p>This is a foundation course which introduces participants to the fundamental principles of management using a systems approach. The course includes modules of the four functional areas of management: personnel, production, marketing and finance.</p> <p>The Barbadian economy will also be examined in detail to give a review of some of the important economic concepts which influence the decision-making process.</p> <p>Topics covered include:- <input type="checkbox"/> Production Inventory Systems <input type="checkbox"/> Buyer Behaviour <input type="checkbox"/> Marketing Research <input type="checkbox"/> Employment Planning <input type="checkbox"/> Motivation <input type="checkbox"/> Capital Budgeting and <input type="checkbox"/> Quantitative Methods.</p>	

COURSE INFORMATION			
COURSE #1		COURSE #2	
DURATION:	↓ 45 HOURS ↓		
DAYS:	Mon. & Wed.	DAYS:	Tues. & Thurs.
TIME:	7:00 – 9:00 pm	TIME:	3:00 – 5:00 pm
TUTOR:	Heeralal Maraj, MBA	TUTOR:	Bobby Morris, MBA
STARTING DATE:	MON., JANUARY 9, 2012	STARTING DATE:	TUES., JANUARY 10, 2012
COURSE FEES:	\$525 – Non-members \$480 – Members & Government Departments		
TEXT:	 Manual (to be returned at the end of the course).		

## Principles of Economics

[Course Code: ECS110]


COURSE DESCRIPTION	
<p>This course is designed to introduce participants to the important role which economic activity, laws and principles play in guiding business activity. It explores the area of “Micro-economics” which deals with the activity of consumers and producers interacting in the market for particular goods and services. The course also provides participants with the skills for using economic principles to help make business decisions. The economy of Barbados is examined in the “Macro-economics” section.</p> <p>Topics covered include:- <input type="checkbox"/> Supply and Demand <input type="checkbox"/> Pricing under Varying Market Conditions <input type="checkbox"/> Profit as a Business Objective <input type="checkbox"/> The Role of Government in the Market Economy <input type="checkbox"/> Factor Pricing and Income Distribution.</p>	

COURSE INFORMATION		
DURATION:	45 Hours	
DAYS : / TIME:	Mondays & Wednesdays	7:00 pm – 9:00 pm
TUTOR:	Richard Jordan, BSc, MSc	
COURSE FEES:	\$525 – Non-members \$480 – Members & Government Departments	
STARTING DATE:	MONDAY, JANUARY 9, 2012	
TEXT USED:	 Handouts.	

## Fundamentals of Database Management

[Course Code: CDP130]


COURSE DESCRIPTION	
<p>Database Management provides the means whereby businesses can effectively keep track of, and productively use, the large quantity of data at their disposal.</p>	
<p>This course is designed to introduce participants, through a set of graded exercises, to the rudiments of database management which may be applied to simple business situations.</p>	
<p>The popular MICROSOFT ACCESS 2007 is used as the medium of instruction. This course provides the foundation for more advanced computer courses offered by the Institute.</p>	
<p><b>PREREQUISITE</b> ▶ A working knowledge of Windows-based applications.</p>	

COURSE INFORMATION		
DURATION:	45 Hours	
DAYS / TIME:	Tuesdays & Thursdays	5:30 pm – 7:30 pm
TUTOR:	Honor Wiltshire, BSc	
COURSE FEES:	\$625 – Non-members \$575 – Members & Government Departments	
STARTING DATE:	TUESDAY, JANUARY 10, 2012	
TEXT USED:	 Handouts.	
Award:	Barbados Business Machines Limited	

## Fundamentals of Spreadsheet Analysis

[Course Code: CDP140]

COURSE DESCRIPTION	
<p>The ability to use an electronic spreadsheet in day-to-day activities is an indispensable skill required of the modern manager.</p>	
<p>This course provides, through a system of graded exercises, the opportunity for participants to fully understand and master the use of the popular MICROSOFT EXCEL 2007 electronic spreadsheet and to apply it to simple business situations.</p>	
<p><b>PREREQUISITE</b> ▶ A working knowledge of Windows-based applications.</p>	

COURSE INFORMATION			
COURSE #1		COURSE #2	
DURATION:	↓ 45 HOURS ↓		
DAYS:	Saturdays	DAYS:	Mon. & Wed.
TIME:	9:00 am – 1:00 pm	TIME:	5:30 pm – 7:30 pm
TUTOR:	G.M. “Junior” Warner, BSc, MSc, ICOSA		
STARTING DATE:	SAT., JANUARY 7, 2012	STARTING DATE:	MON., JANUARY 9, 2012
COURSE FEES:	\$625 – Non-members \$575 – Members & Government Departments		
TEXT:	 Handouts.		
Award:	Barbados Business Machines Limited		

## Fundamentals of Marketing

[Course Code: MKM110]

COURSE DESCRIPTION	
<p>This introductory course in marketing seeks mainly to develop in participants an acceptance of the “Marketing Concept” as a guiding principle in all business decisions. Persons likely to derive particular benefits from this course are: ■ Early career marketing specialists ■ Senior decision-makers with backgrounds in other functional areas, and ■ Individuals involved in direct selling and sales administration.</p>	
<p>Topics covered include:- ▶ Product Decisions ▶ Pricing ▶ Packaging ▶ Promotion and Advertising ▶ Information Gathering and Analysis ▶ Personal Selling ▶ Physical Distribution.</p>	

COURSE INFORMATION	
<b>DURATION:</b>	45 Hours
<b>DAYS: / TIME:</b>	Tuesdays & Thursdays 3:00 pm – 5:00 pm
<b>TUTOR:</b>	Jaimin Persaud-Piggott, BDMS, MBA
<b>COURSE FEES:</b>	\$525 – Non-members \$480 – Members & Government Departments
<b>STARTING DATE:</b>	TUESDAY, JANUARY 10, 2012
<b>TEXT USED:</b>	“Marketing – An Introduction” by Kotler & Armstrong, 7 <sup>th</sup> Ed. (to be returned at the end of the course).
<i>Award:</i>	<i>Barbados Dairy Industries</i>

## Book-keeping & Accounts (Basic)

[Course Code: ACC110]

COURSE DESCRIPTION	
<p>This is a fundamental course in Book-keeping and Accounting which introduces participants to the basic concepts and techniques of accounting. It is a practical course designed to lay the foundation for the more advanced accounting courses offered by the Institute.</p>	
<p>Topics covered include:- ▶ Recording of Transactions ▶ Preparation of Trial Balances ▶ Handling of Cash and Cash Transactions ▶ Accounting for Fixed Assets ▶ Depreciation Payroll Accounts ▶ Accounts Receivable and Bad Debts.</p>	

COURSE INFORMATION			
COURSE #1		COURSE #2	
<b>DURATION:</b>	↓ 45 HOURS ↓		
<b>DAYS:</b>	Saturdays	<b>DAYS:</b>	Mon. & Wed.
<b>TIME:</b>	9:00 am – 1:00 pm	<b>TIME:</b>	5:30 pm – 7:30 pm
<b>TUTOR:</b>	Don Goddard, CMA	<b>TUTOR:</b>	Sam Moseley, CMA, MBA
<b>STARTING DATE:</b>	SAT., JANUARY 7, 2012	<b>STARTING DATE:</b>	MON., JANUARY 9, 2012
<b>COURSE FEES:</b>	\$525 – Non-members \$480 – Members & Government Departments		
<b>TEXT:</b>	Handouts.		
<i>Award:</i>	<i>Goddard Enterprises</i>		



# Supervisory Management

[Course Code: GMN240]

# Intermediate Level Courses

## COURSE DESCRIPTION

The supervisor is the key link between the strategic plans of senior management and the realization of those plans by non-managerial employees. This course provides the supervisor with the skills, knowledge and attitudes to guide a work group towards the effective achievement of objectives within an overall planning framework.

Topics covered include:-  The Function and Role of the Supervisor in the Organization Structure  Work Planning and Scheduling  Proper Selection of Staff through Effective Interviewing Techniques  Induction and Training  Motivation and Leadership  The Japanese Experience  Performance Appraisal and Counselling.

## COURSE INFORMATION

	COURSE #1		COURSE #2
DURATION:	↓	45 HOURS	↓
DAYS:	Mon. & Wed.	DAYS:	Tues. & Thurs.
TIME:	5:30 pm – 7:30 pm	TIME:	3:30 pm – 5:30 pm
TUTOR:	Clarence Thompson, BSc, MSc	TUTOR:	Charles Holford, BDMS, MBA
STARTING DATE:	MON., JANUARY 9, 2012	STARTING DATE:	TUES., JANUARY 10, 2012
COURSE FEES:	\$525 – Non-members \$480 – Members & Government Departments		
TEXT:	Manual (to be returned at the end of the course).		
Award:	LJME (Barbados) Limited		

## Personnel Management

[Course Code: HRM210]


COURSE DESCRIPTION	
<p>This course deals with the effective management of people at work. It is designed for all persons concerned with people management in the organization. Its goal is to develop more effective managers and staff specialists who work directly with people. Anyone who is appointed to the personnel function, or who is considering entry into the field of personnel management should benefit from this course.</p>	
<p>Topics covered include:- ▶ The Personnel Management Function within the Management Structure ▶ Legal Aspects of Employment ▶ Recruitment and Selection Methods and Procedures ▶ Job Analysis and Job Description ▶ Wage and Salary Administration.</p>	

COURSE INFORMATION	
<b>DURATION:</b>	45 Hours
<b>DAYS: / TIME:</b>	Tuesdays & Thursdays    5:00 pm – 7:00 pm
<b>TUTOR:</b>	Arni Walters, MSc, DPSA (Oxford)
<b>C O U R S E FEES:</b>	\$525 – Non-members \$480 – Members & Government Departments
<b>S T A R T I N G DATE:</b>	TUESDAY, JANUARY 10, 2012
<b>TEXT USED:</b>	“Human Resource Management: A Contemporary Approach” by Ian Beardwell, Len Holden & Tim Claydon, 4 <sup>th</sup> Ed. – Prentice Hall (to be returned at the end of the course).

## Administrative Management

[Course Code: GMN220]

COURSE DESCRIPTION	
<p>This course is designed for office managers, senior secretaries, supervisors and other people concerned with the co-ordination and planning of work done in the office.</p>	
<p>It provides the administrative tools necessary to analyze problems, set priorities and devise solutions. It also deals with the equipment, methods and procedures used to accomplish tasks, and to manage office personnel.</p>	
<p>Topics covered include:- ▶ The Managerial Process ▶ Telecommunications ▶ Office Layout ▶ Forms Design and Control ▶ Motivation and Supervision of Personnel ▶ Business Etiquette ▶ Quality and Quantity Control.</p>	

COURSE INFORMATION	
<b>DURATION:</b>	45 Hours
<b>DAYS: / TIME:</b>	Mondays & Wednesdays    5:00 pm – 7:00 pm
<b>TUTOR:</b>	David Carrington, BSc, MA
<b>C O U R S E FEES:</b>	\$525 – Non-members \$480 – Members & Government Departments
<b>S T A R T I N G DATE:</b>	MONDAY, JANUARY 9, 2012
<b>TEXT USED:</b>	 Manual (students keep the workbook).

## Management of Human Resources

[Course Code: HRM200]


COURSE DESCRIPTION	
<p>Everyone whose job involves direct supervision of the work of others, or who requires close collaboration with other persons in order to achieve results, should register for this course. Using a balanced blend of extensive reading assignments, projects and group work, this is an excellent, challenging and intensive course which emphasizes self-development through self-understanding.</p>	
<p>Topics covered include:- <input type="checkbox"/> Understanding Human Behaviour: (Effects of Personality, Learning, Forgetting, Frustration, and Aging) <input type="checkbox"/> Aspects of Abnormal Behaviour <input type="checkbox"/> Behaviour Systems <input type="checkbox"/> Controlling and Maintaining Discipline <input type="checkbox"/> Building and Maintaining Morale <input type="checkbox"/> Job Analysis and Evaluation <input type="checkbox"/> Appraising Performance.</p>	

COURSE INFORMATION		
<b>DURATION:</b>	45 Hours	
<b>DAYS: / TIME:</b>	Tuesdays & Thursdays	5:30 pm – 7:30 pm
<b>TUTOR:</b>	David Archer, BA, MSc	
<b>COURSE FEES:</b>	\$525 – Non-members \$480 – Members & Government Departments	
<b>STARTING DATE:</b>	TUESDAY, JANUARY 10, 2012	
<b>TEXT USED:</b>	“Human Behaviour at Work” by Keith Davis & John Newstrom, 12 <sup>th</sup> Ed. (to be returned at the end of the course).	

## Principles of Labour & Administrative Law

[Course Code: BLW220]


COURSE DESCRIPTION	
<p>This course is designed to familiarize participants with the various ways in which the legal system of the country directly impacts on business decision-making.</p>	
<p>It explores the legal rights and duties of the management of organizations, and provides a framework for understanding the growing body of legislation which regulates employment practices and other administrative functions.</p>	
<p>Topics covered include:- <input type="checkbox"/> Employer-Employee Contracts <input type="checkbox"/> Strikes and Industrial Action <input type="checkbox"/> Wrongful Dismissal <input type="checkbox"/> Severance <input type="checkbox"/> Natural Justice <input type="checkbox"/> Operations of Tribunals <input type="checkbox"/> Tenders <input type="checkbox"/> Service Contracts.</p>	

COURSE INFORMATION		
<b>DURATION:</b>	45 Hours	
<b>DAYS: / TIME:</b>	Tuesdays & Thursdays	5:30 pm – 7:30 pm
<b>TUTOR:</b>	Derek Alleyne, BSc, MA	
<b>COURSE FEES:</b>	\$525 – Non-members \$480 – Members & Government Departments	
<b>STARTING DATE:</b>	TUESDAY, JANUARY 10, 2012	
<b>TEXT USED:</b>	 Handouts.	

## Purchasing & Inventory Management

[Course Code: POM230]

COURSE DESCRIPTION	
<p>This course aims to provide participants with the knowledge of a variety of tools and techniques necessary for effective purchasing and inventory management. It is designed to help the Purchasing Officer appreciate his/her role in maintaining product/service quality and organizational profitability. Production managers and those in charge of maintenance and distribution of stock, will appreciate their roles in maintaining adequate stock under the right conditions.</p>	
<p>The course will be of benefit to Purchasing Officers, Production Operations Managers, Stock Control Officers, or those planning to enter such fields.</p>	

COURSE INFORMATION		
<b>DURATION:</b>	45 Hours	
<b>DAYS: / TIME:</b>	Mondays & Wednesdays	3:00 pm – 5:00 pm
<b>TUTOR:</b>	Owen Knight, BSc	
<b>COURSE FEES:</b>	\$525 – Non-members \$480 – Members & Government Departments	
<b>S T A R T I N G DATE:</b>	MONDAY, JANUARY 9, 2012	
<b>TEXTS USED:</b>	 Manual (to be returned at the end of the course).	
<i>Award:</i>	<i>Roberts Manufacturing</i>	

## Production and Operations Management

[Course Code: POM210]

COURSE DESCRIPTION	
<p>This course is designed to meet the needs of persons directly responsible for production in the manufacturing and the service industries. The course presents an integrated framework for understanding the different aspects of the conversion of resources into useful goods and services and it also provides the basis for improving productivity of the operations.</p>	
<p>Topics covered include: <input type="checkbox"/> Capacity and Layout Planning <input type="checkbox"/> Operations Scheduling <input type="checkbox"/> Production Standards and Work Measurement <input type="checkbox"/> Inventory Control <input type="checkbox"/> Control of Operating Systems.</p>	

COURSE INFORMATION		
<b>DURATION:</b>	45 Hours	
<b>DAYS : / TIME:</b>	Mondays & Wednesdays	5:00 pm – 7:00 pm
<b>TUTOR:</b>	Ryan Nurse, BSc, MPhil	
<b>COURSE FEES:</b>	\$525 – Non-members \$480 – Members & Government Departments	
<b>S T A R T I N G DATE:</b>	MONDAY, JANUARY 9, 2012	
<b>TEXT USED:</b>	“Operations Management” by William J. Stevenson, 9 <sup>th</sup> Ed – McGraw-Hill (to be returned at the end of the course).	
<i>Award:</i>	<i>B'dos Investment &amp; Development Corporation</i>	

## International Marketing Management

[Course Code: MKM260]

COURSE DESCRIPTION	
<p>This course is aimed at all persons involved in every aspect of the marketing of tourism products and services. The course applies the fundamental principles specifically to the tourism environment. Participants will be exposed to the tools and skills necessary to exploit the opportunities available in this dynamic and exciting industry.</p>	
<p>Topics covered include:- <input type="checkbox"/> Markets and Market Segments <input type="checkbox"/> Buyer Behaviour <input type="checkbox"/> Coping with Cultural Barriers <input type="checkbox"/> Researching <input type="checkbox"/> International Markets <input type="checkbox"/> Advertising and the Tourism Product <input type="checkbox"/> Marketing Policies and Approaches.</p>	
<p><b>PREREQUISITE</b> ▶ <b>Fundamentals of Marketing [MKM110], or equivalent.</b></p>	

COURSE INFORMATION	
<b>DURATION:</b>	45 Hours
<b>DAYS : / TIME:</b>	Saturdays 9:00 am – 1:00 pm
<b>TUTOR:</b>	St. Anthony “Tony” Proute, BComm
<b>COURSE FEES:</b>	\$525 – Non-members \$480 – Members & Government Departments
<b>S T A R T I N G DATE:</b>	SATURDAY, JANUARY 7, 2012
<b>TEXT USED:</b>	“International Marketing – An SME Perspective” by Seán de Búrca, Richard Fletcher & Linden Brown – Prentice Hall (to be returned at the end of the course).
<i>Award:</i>	<i>SOL (Barbados) Limited</i>

## Systems Analysis and Development

[Course Code: CDP265]

COURSE DESCRIPTION	
<p>This course is designed to give a better understanding and practical knowledge of the entire process by which computerized information systems are developed. The target group includes the ‘technical’ Computer Professionals, the End-Users of information systems, and also Business Analysts – those persons responsible for liaising between the two traditional groups. It takes the systems approach to the development of an information system, while emphasizing the major management issues related to system development.</p>	
<p>Topics covered include:- <input type="checkbox"/> Systems Development Life Cycle <input type="checkbox"/> Systems Analysis Tools <input type="checkbox"/> Structured Analysis and Design Methodologies <input type="checkbox"/> File and Database Design Techniques <input type="checkbox"/> Systems Implementation and Evaluation <input type="checkbox"/> Project Management <input type="checkbox"/> Cost-Benefit Analysis <input type="checkbox"/> Communication Skills.</p>	
<p><b>PREREQUISITE</b> ▶ <b>Familiarity with Database Management Systems.</b></p>	

COURSE INFORMATION	
<b>DURATION:</b>	45 Hours
<b>DAYS : / TIME:</b>	Tuesdays & Thursdays 5:00 pm – 7:00 pm
<b>TUTOR:</b>	André Walke, BSc
<b>COURSE FEES:</b>	\$625 – Non-members \$575 – Members & Government Departments
<b>S T A R T I N G DATE:</b>	TUESDAY, JANUARY 10, 2012
<b>TEXT USED:</b>	“Systems Analysis & Design” by Kendall & Kendall (to be returned at the end of the course).

# Advanced Level & B. B. A. Courses



## Book-keeping & Accounts (Advanced)

[Course Code: ACC310]

### COURSE DESCRIPTION

This course is designed for students who have successfully completed the Basic and Intermediate Accounts courses, and who are required to function as, or in direct collaboration with the Accountant/Financial Controller (depending on the size of the operation).

Topics covered include:-  Capital Structure – Alternatives  Preparing Final Accounts – A Comprehensive Approach  Published Accounts  Tax Matters  Source and Use of Funds  Accounting Ratios and Formulae  Preparing for the Audit  Partnership Accounts.

**PREREQUISITE** ▶ **Book-keeping & Accounts (Intermediate)** [ACC210], or equivalent.

### COURSE INFORMATION

<b>DURATION:</b>	45 Hours	
<b>DAYS: / TIME:</b>	Tuesdays & Thursdays	5:00 pm – 7:00 pm
<b>TUTOR:</b>	Don Goddard, CMA	
<b>COURSE FEES:</b>	\$575 – Non-members \$525 – Members & Government Departments	
<b>S T A R T I N G DATE:</b>	TUESDAY, JANUARY 10, 2012	
<b>TEXT USED:</b>	handouts.	

## Employment Law

[Course Code: BLW501]

COURSE DESCRIPTION	
<p>This course examines the legal aspects of employment, from recruitment to termination, with a focus on the rights and responsibilities of employers and employees.</p>	
<p>Topics covered include:- ▶ Terms and Conditions of Employment, including Wage and Hour Laws ▶ Occupational and Health Regulations ▶ Law of Wrongful Discharge ▶ Introduction to Law Governing Employment Discrimination and ▶ Collective Bargaining.</p>	

COURSE INFORMATION	
<b>DURATION:</b>	45 Hours
<b>DAYS: / TIME:</b>	Saturdays 9:00 am – 1:00 pm
<b>TUTOR:</b>	Ivan Walters, BA, LLB, MEd
<b>S T A R T I N G DATE:</b>	SATURDAY, JANUARY 7, 2012
<b>TEXT USED:</b>	“Selwyn’s Law of Employment” by Selwyn Morgan, 15 <sup>th</sup> Ed. (Oxford Publication)

COURSE FEES	
3-MONTH CERT. STUDENTS	B.B.A STUDENTS
\$575 – Non-members \$525 – Members & Govt. Dpts.	\$1,100 – Non-members \$1,000 – Members & Govt. Dpts.

## e - Commerce

[Course Code: GMN505]

COURSE DESCRIPTION	
<p>This course introduces students to e-commerce from a management perspective. It examines the impact of constantly changing technology and the effects on business practice and organizational decision-making. Students will be exposed to an extensive guide for comprehending the operational issues of e-business and will be provided the tools to link theory with practice.</p>	
<p>Topics covered include: ▶ Overview of Web-Based Business Models ▶ Web-Based Marketing and Strategies ▶ Electronic Payment Systems and Electronic Data Interchange (EDI) ▶ Security Issues, Networks and e-Commerce ▶ Integrating Business Functions in an e-Commerce Environment and ▶ The Legal, Ethical and Other Issues of e-Commerce.</p>	

COURSE INFORMATION	
<b>DURATION:</b>	45 Hours
<b>DAYS: / TIME:</b>	Tuesdays & Thursdays 7:00 pm – 9:00 pm
<b>TUTOR:</b>	Stephen Savoury, MBA, FLMI, ACS, AIMIS
<b>S T A R T I N G DATE:</b>	TUESDAY, JANUARY 10, 2012
<b>TEXT USED:</b>	“e-Commerce Management: International Version” by Laudon and Traver (to be returned at the end of the course).

COURSE FEES	
3-MONTH CERT. STUDENTS	B.B.A STUDENTS
\$575 – Non-members \$525 – Members & Govt. Dpts.	\$1,100 – Non-members \$1,000 – Members & Govt. Dpts.

## Human Resource Development

[Course Code: HRM500]

COURSE DESCRIPTION	
<p>This course is designed to provide a framework for assisting employees in the development of their personal and organizational skills, abilities and knowledge. Participants will focus on the opportunities that are available to them, including coaching, mentoring and succession planning.</p>	
<p>Topics covered include:- <input type="checkbox"/> Fundamental Concepts of Human Resource Planning <input type="checkbox"/> Fundamental Concepts of Staff Training <input type="checkbox"/> The Strategic and Organizational Contexts of Learning and Development <input type="checkbox"/> Training Needs and Assessment <input type="checkbox"/> Designing Training Programmes and <input type="checkbox"/> Training Evaluation.</p>	

COURSE INFORMATION	
<b>DURATION:</b>	45 Hours
<b>DAYS: / TIME:</b>	Mondays & Wednesdays 5:30 pm – 7:30 pm
<b>TUTOR:</b>	Kenneth Walters, MSc
<b>STARTING DATE:</b>	MONDAY, JANUARY 9, 2012
<b>TEXT USED:</b>	“Human Resource Development” by Jon M. Werner & Randy L. De Simone.

COURSE FEES	
3-MONTH CERT. STUDENTS	B.B.A STUDENTS
\$575 – Non-members \$525 – Members & Govt. Dpts.	\$1,100 – Non-members \$1,000 – Members & Govt. Dpts.

## Financial Risk Management

[Course Code: ACF501]

COURSE DESCRIPTION	
<p>This course introduces the concept and practice of financial risk management. Risk management includes identifying, measuring and controlling risk exposure and how to market credit risk.</p>	
<p>Topics covered include:- <input type="checkbox"/> Measuring Risk and Exposures <input type="checkbox"/> Managing Foreign Exchange Risk <input type="checkbox"/> Managing Interest Rate Risk <input type="checkbox"/> Managing Credit Risk <input type="checkbox"/> Hedging Strategies <input type="checkbox"/> Hybrid Securities <input type="checkbox"/> Derivatives.</p>	
<p><b>PREREQUISITE</b> ▶ Accounting &amp; Finance for Management [ACF120], or Financial Management [ACF255].</p>	

COURSE INFORMATION		
<b>DAYS: / TIME:</b>	Mondays & Wednesdays	5:30 pm – 7:30 pm
<b>TUTOR:</b>	Peter Alleyne, BSc, MSc	
<b>STARTING DATE:</b>	MONDAY, JANUARY 9, 2012	
<b>TEXT USED:</b>	“BBP – ACCA Diploma in Financial Risk Management (Study Guide)” (to be returned at the end of the course).	

COURSE FEES	
3-MONTH CERT. STUDENTS	B.B.A STUDENTS
\$575 – Non-members \$525 – Members & Govt. Dpts.	\$1,100 – Non-members \$1,000 – Members & Govt. Dpts.

## Corporate Finance

[Course Code: ACF500]

### COURSE DESCRIPTION

This course focuses on financial decision making at the corporate level. It is aimed at increasing the understanding of finance by covering more in-depth, issues first considered in financial management.

Topics covered include:-  Corporate Finance and Portfolio Principles  Fundamentals of Valuation  The Cost of Capital  Capital Budgeting  Capital Structure  Cash and Liquidity Management  Financial Distress and Bankruptcy.

**PREREQUISITE** ▶ Accounting & Finance for Management [ACF120], or Financial Management [ACF255].

### COURSE INFORMATION

<b>DAYS: / TIME:</b>	Tuesdays & Thursdays	5:30 pm – 7:30 pm
<b>TUTOR:</b>	Sam Moseley, CMA, MBA	
<b>S T A R T I N G DATE:</b>	TUESDAY, JANUARY 10, 2012	
<b>TEXT USED:</b>	“Corporate Finance: A Practical Approach” by M.R. Clayman, M.S. Fridson, G.H. Troghton (to be returned at the end of the course).	

### COURSE FEES

3-MONTH CERT. STUDENTS	B.B.A STUDENTS
↓	↓
\$575 – Non-members \$525 – Members & Govt. Dpts.	\$1,100 – Non-members \$1,000 – Members & Govt. Dpts.

## New Venture Creation

[Course Code: ESM500]

### COURSE DESCRIPTION

This course will provide participants with a solid foundation for starting a new venture, growing and developing the venture and reaping the benefits. Participants will explore the key issues and vital aspects of entrepreneurship, and develop the knowledge, skills and competencies to successfully exploit entrepreneurial opportunities.

Topics covered include:-  The Global Entrepreneurial Revolution  Understanding the Entrepreneurial Process  Criteria for Evaluating New Ventures  Developing a Business Plan  The Entrepreneurial Manager and the New Venture Team  Understanding Ethics and Integrity  Strategies and Techniques for Managing Resources and Mobilizing Venture Capital, and  Managing Growth.

### COURSE INFORMATION

<b>DAYS: / TIME:</b>	Mondays & Wednesdays	5:00 pm – 7:00 pm
<b>TUTOR:</b>	Rudolph Gibbons, BCH, BA, BBA, MBA	
<b>S T A R T I N G DATE:</b>	MONDAY, JANUARY 9, 2012	
<b>TEXT USED:</b>	“New Venture Creation: Entrepreneurship for the 21 <sup>st</sup> Century”, 7 <sup>th</sup> Edition by Jeffrey Timmons and Stephen Spinelli (to be returned at the end of the course).	

### COURSE FEES

3-MONTH CERT. STUDENTS	B.B.A STUDENTS
↓	↓
\$575 – Non-members \$525 – Members & Govt. Dpts.	\$1,100 – Non-members \$1,000 – Members & Govt. Dpts.

## Registration

Registration closes when the course is fully booked.



### COMPANIES

COMPANIES WISHING TO REGISTER EMPLOYEES FOR COURSES SHOULD FIRST CONTACT THE TRAINING DIVISION TO CONFIRM THAT PLACES ARE AVAILABLE. A COURSE BOOKING FORM, AND CHEQUE, ARE REQUIRED TO CONFIRM REGISTRATION!

### IMPORTANT !

BOOKINGS, FROM COMPANIES CANNOT BE TAKEN OVER THE TELEPHONE!

HOWEVER, THE FOLLOWING (ADDRESSED TO THE TRAINING ADMINISTRATOR) WILL BE ACCEPTED IN THE ABSENCE OF A "COURSE-BOOKING FORM" .....

	<b>FAX NUMBER:</b>	<b>429-6733</b>
	<b>E-MAIL:</b>	<a href="mailto:training@bimap.com.bb">training@bimap.com.bb</a> <b>OR</b> <a href="mailto:office@bimap.com.bb">office@bimap.com.bb</a>

■ Registration

■ Refunds / Credits

■ Fee Structure

■ Payments

**PRIVATE INDIVIDUALS**

- **BOOKINGS, FROM PRIVATE INDIVIDUALS, CANNOT BE TAKEN OVER THE TELEPHONE!**
  
- **SINCE PLACES ON A COURSE ARE ASSIGNED ON A FIRST-COME-FIRST-SERVED BASIS, PRIVATE INDIVIDUALS INCLUDING THE FOLLOWING STUDENTS .....**
  - (i) **1-YEAR CERTIFICATE IN MANAGEMENT STUDIES (BCMS)**
  - (ii) **2<sup>1</sup>/<sub>2</sub>-YEAR DIPLOMA IN MANAGEMENT STUDIES (BDMS), AND**
  - (iii) **BACHELOR OF BUSINESS ADMINISTRATION (BBA)**
  
- ..... **WHO WISH TO REGISTER FOR A COURSE SHOULD CONFIRM A PLACE BY PAYING THE NECESSARY FEE.**

*Refunds / Credits*

**FULL REFUND**

Full refund of course fees will be allowed in the following circumstances: (1) A place is not allocated on the course or (2) The course is cancelled.

**PARTIAL REFUND**

An Administration Fee of \$50.00 will be deducted from the course fee paid if withdrawal from the course is effected (in writing, faxed or e-mailed) at, or before, the **START** of the term.

A penalty of \$150.00, and an administration fee of \$50.00, will be deducted from the course fee if withdrawal from the course is effected (in writing, faxed or e-mailed), to the Training Administrator, Training Division, on or before the **FOURTH** session of the course, irrespective of whether the student attended class sessions.

**FINANCIAL CREDIT**

A non-transferable and non-refundable financial credit of \$275.00 will be allowed if notice of withdrawal is submitted (in writing, faxed or e-mailed), to the Training Administrator, Training Division, on or before the **SIXTH** session of the term, irrespective of whether the student attended class sessions.

- (1) **FINANCIAL CREDITS WILL NOT BE ALLOWED AFTER THE SIXTH SESSION.**
  
- (2) **A FINANCIAL CREDIT WILL NORMALLY BE VALID FOR THREE (3) TERMS.**
  
- (3) **CREDITS/REFUNDS CANNOT BE GRANTED UNLESS WRITTEN NOTIFICATION IS RECEIVED AS STIPULATED ABOVE.**

## Fee Structure

<b><u>BARBADIAN STUDENTS</u></b>	
Basic and Intermediate Level courses	\$525.00
Computer courses	\$625.00
Advanced Level courses	\$575.00

<b><u>CARICOM STUDENTS</u></b>	
Basic and Intermediate Level courses	\$650.00
Computer courses	\$775.00
Advanced Level courses	\$800.00

<b><u>INTERNATIONAL STUDENTS</u></b>	
Basic and Intermediate Level courses	US\$525.00
Computer courses	US\$625.00
Advanced Level courses	US\$575.00

- ✚ Individuals working for Member companies of BIMAP or Government Departments are entitled to a discount on fees.
- ✚ All monies are quoted in Barbados (\$Bds) dollars unless otherwise stated.
- ✚ (\$Bds 1.00 = \$US 0.50)
- ✚ All fees are subject to change.

## Payments



**PAYMENTS MAY BE MADE DURING THE HOURS OF**



**8 : 00 A.M. – 5 : 00 P.M.**

**MONDAY to FRIDAY**

*Other programmes offered:*

	<p><b>1-YEAR CERTIFICATE IN MANAGEMENT STUDIES (B.C.M.S.)</b></p>	<p><b>CONTACT:</b>  <b>Jaimin Persaud-Piggott</b>  <b>Tel: 431-4236</b>  <b>E-mail:</b>  <a href="mailto:marketing@bimap.com.bb">marketing@bimap.com.bb</a></p>
	<p><b>2½-YEAR DIPLOMA IN MANAGEMENT STUDIES (B.D.M.S.)</b></p>	<p><b>CONTACT:</b>  <b>Veronica Squires</b>  <b>Tel: 431-4215</b>  <b>E-mail:</b>  <a href="mailto:diploma@bimap.com.bb">diploma@bimap.com.bb</a></p>
	<p><b>BACHELOR OF BUSINESS ADMINISTRATION DEGREE (B.B.A.)</b></p>	<p><b>CONTACT:</b>  <b>Jaimin Persaud-Piggott</b>  <b>Tel: 431-4236</b>  <b>E-mail:</b>  <a href="mailto:marketing@bimap.com.bb">marketing@bimap.com.bb</a></p>
	<p><b>MASTERS PROGRAMMES (M.B.A. / M.S.C.)</b></p>	<p><b>CONTACT:</b>  <b>Chevron Nesfield</b>  <b>Tel: 431-4219</b>  <b>E-mail:</b>  <a href="mailto:trainingmba@bimap.com.bb">trainingmba@bimap.com.bb</a></p>

# Course Offerings

Terms 2 & 3, 2012

All Course Listings

are

Tentative

## Term 2, 2012

(APRIL 21 TO JULY 21)

COURSE TITLE	COURSE CODE
--------------	-------------

### Basic-Level Courses

1.	<b>FUNDAMENTALS OF MANAGEMENT</b>	<b>GMN117</b>
2.	<b>PRINCIPLES OF ECONOMICS</b>	<b>ECS110</b>
3.	<b>BUSINESS COMMUNICATIONS</b>	<b>GMN150</b>
4.	<b>QUANTITATIVE MANAGERIAL DECISION-MAKING</b>	<b>GMN155</b>
5.	<b>INTRODUCTION TO COMPUTERS (APPLICATION SOFTWARE)</b> • Windows XP • Microsoft Office – Word, Excel, Access (2007)	<b>CDP163</b>
6.	<b>FUNDAMENTALS OF DATABASE MANAGEMENT</b> • Windows XP • Microsoft Access (2007)	<b>CDP130</b>
7.	<b>FUNDAMENTALS OF SPREADSHEET ANALYSIS</b> • Windows XP • Microsoft Excel (2007)	<b>CDP140</b>
8.	<b>BOOK-KEEPING &amp; ACCOUNTS (BASIC)</b>	<b>ACC110</b>

### Intermediate-Level Courses

9.	<b>SUPERVISORY MANAGEMENT</b>	<b>GMN240</b>
10.	<b>MANAGEMENT OF HUMAN RESOURCES</b>	<b>HRM200</b>
11.	<b>ADMINISTRATIVE MANAGEMENT</b>	<b>GMN220</b>
12.	<b>INDUSTRIAL RELATIONS</b>	<b>HRM220</b>
13.	<b>GENERAL MANAGEMENT</b>	<b>GMN210</b>
14.	<b>PUBLIC RELATIONS</b>	<b>HRM245</b>
15.	<b>PROJECT MANAGEMENT</b>	<b>GMN265</b>
15.	<b>SALES MANAGEMENT</b>	<b>MKM210</b>
16.	<b>MARKETING MANAGEMENT</b>	<b>MKM250</b>
17.	<b>TOURISM MANAGEMENT</b>	<b>GMN269</b>
18.	<b>BUSINESS LAW</b>	<b>BLW210</b>
19.	<b>MGT. OF INFORMATION TECHNOLOGY</b>	<b>CDP245</b>
20.	<b>BOOK-KEEPING &amp; ACCOUNTS (INT.)</b>	<b>ACC210</b>
21.	<b>MANAGEMENT ACCOUNTING</b>	<b>ACF255</b>

### Advanced-Level & B.B.A. Courses

22.	<b>AUDITING</b>	<b>ACF502</b>
23.	<b>ENTREPRENEURIAL MANAGEMENT</b>	<b>ESM501</b>
24.	<b>MANAGERIAL COMMUNICATIONS</b>	<b>GMN504</b>
25.	<b>RESEARCH METHODS</b>	<b>GMN507</b>
26.	<b>MARKETING RESEARCH AND ANALYSIS</b>	<b>MKM500</b>
27.	<b>INTERNATIONAL HR MANAGEMENT</b>	<b>HRM505</b>

## Term 3, 2012

(SEPTEMBER 8 TO DECEMBER 1)

	COURSE TITLE	COURSE CODE
<i>Basic-Level Courses</i>		
1.	FUNDAMENTALS OF MANAGEMENT	GMN117
2.	PRINCIPLES OF ECONOMICS	ECS110
3.	QUANTITATIVE MANAGERIAL DECISION-MAKING	GMN155
4.	FUNDAMENTALS OF DATABASE MANAGEMENT • Windows XP • Microsoft Access (2007)	CDP130
5.	FUNDAMENTALS OF SPREADSHEET ANALYSIS • Windows XP • Microsoft Excel (2007)	CDP140
6.	BOOK-KEEPING & ACCOUNTS (BASIC)	ACC110
<i>Intermediate-Level Courses</i>		
7.	SUPERVISORY MANAGEMENT	GMN240
8.	MANAGEMENT OF HUMAN RESOURCES	HRM200
9.	ADMINISTRATIVE MANAGEMENT	GMN220
10.	MAINTENANCE MANAGEMENT	GMN266
11.	TOURISM MARKETING	MKM255

12.	PRACTICAL ADVERTISING & PROMOTION	MKM270
13.	PROJECT MANAGEMENT	GMN256
14.	RETAIL MANAGEMENT	MKM220
15.	SYSTEMS ANALYSIS & DEVELOPMENT	CDP265
16.	COMPUTER-ASSISTED ACCOUNTING	CDP230
17.	COMPUTER INTERNET AND SECURITY	CDP270
18.	OCCUPATIONAL SAFETY & HEALTH MGT.	GMN268
19.	BOOK-KEEPING & ACCOUNTS (INT.)	ACC210
20.	FINANCIAL MANAGEMENT	ACF260
<i>Advanced-Level &amp; B.B.A. Courses</i>		
21.	BUSINESS POLICY & STRATEGIC MGT.	GMN510
22.	SERVICES MARKETING	MKM502
23.	TRANSPORTATION AND LOGISTICS	POM501