

BIMAP Certificate in Management Studies (BCMS)

The BIMAP Certificate in Management Studies (BCMS) is a One (1) Year management certificate programme which currently offers nine (9) areas of specialization in the key areas of management.

AREAS OF SPECIALIZATION

The nine (9) specializations for this programme are:

- Accounting/Finance
- Event Planning & Conference Management
- General Management
- Human Resource Management
- Management of Information Technology
- Marketing Management
- Production and Operations Management
- Supervisory Management
- Tourism Management

TARGET AUDIENCE

The BCMS was designed to address the special needs of individuals who wish to develop their management skills in a short period of time. It is also targeted towards:

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

QUALIFICATIONS FOR ADMISSION

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

APPLICATION PROCEDURE

Application forms may be found on the website www.bimapbb.com or may be collected from the office. The completed form along with non-refundable \$50.00 BDS fee (*Effective Feb 1st 2017) and the copies of CXC's or courses pursued at other institutions should be submitted to our headquarters in Wildey, at least two (2) weeks before the start of the term.

LENGTH OF THE PROGRAMME

The BCMS programme length is one (1) academic year. In the event of documented extenuating circumstances, i.e. illness or work commitments, students may be granted an extension for one (1) trimester. Documented proof must be presented in all cases.

START DATES

There are three (3) trimesters per year:

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

REGULATIONS

Students are required to take a minimum of one (1) course per term for completion of the programme within the given time period. An average of 55% (C) or more must be maintained throughout the course of study. Classes are held between 3:00 pm to 9:00 pm Mondays to Fridays and Saturdays 9:00 am to 1:00 pm.

EXEMPTIONS

For a course to be considered for exemption, it must have been passed with a grade of "C" in the BIMAP grading scheme and taken the term prior to application.

Request for an exemption must be made at the time of the application and must relate to the area of specialization chosen. If exemption is granted, a fee of \$100.00 is payable.

PROGRAMME STRUCTURE

The BCMS programme requires that each student must complete three (3) courses and two (2) seminars identified within the chosen specialization.

Special Requirements:

1. 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 "Accounts (Basic)" or "Accounting and Finance for Management".
2. Human Resource Management: Prospective students must have a general idea of Management principles as a prerequisite, or they will be required to take "Fundamentals of Management".
3. 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".
4. Marketing Management: Students are allowed to choose any three (3) of the optional courses.

COST OF PROGRAMME

| BCMS Programme Cost | Members | Non-Members | Caricom | Int'l US\$ |
|--|---------|-------------|---------|------------|
| Accounting/Finance | \$2,135 | \$2,315 | \$2,900 | \$2,315 |
| Management of Information Technology | \$2,280 | \$2,465 | \$3,000 | \$2,465 |
| All Others | \$2,090 | \$2,265 | \$2,745 | \$2,265 |
| Students may also choose to pay per course. | | | | |
| Courses | Members | Non-Members | Caricom | Int'l US\$ |
| Basic & Intermediate | \$530 | \$575 | \$700 | \$575 |
| Advanced | \$575 | \$625 | \$850 | \$625 |
| Computer-Based | \$625 | \$675 | \$825 | \$675 |
| Advanced Computer-Based | \$675 | \$725 | \$875 | \$725 |
| Seminars | \$250 | \$270 | \$325 | \$270 |

TRANSFER OF CREDIT HOURS

Students who complete the B.C.M.S. may be allowed entry into the BIMAP Diploma in Management Studies (BDMS) programme, provided they achieve a cumulative average of 65% (B-) or greater. The same Grade Point Averages (GPA's) for the B.D.M.S Programme will apply for the B.C.M.S.

*Revised February 2017

Registration forms are available from the Training Division OR can be downloaded from www.bimapbb.com



BIMAP DRIVE WILDEY, ST. MICHAEL BARBADOS BB14007 • Tel: (246) 431-4200 • Fax: (246) 429-6733
E-mail: Office@bimap.com.bb • Website: www.bimapbb.com



ALL BIMAP PROGRAMMES ARE APPROVED BY THE BARBADOS ACCREDITATION COUNCIL

| KEY | BIMAP Certificate in Management Studies (BCMS) | C = Compulsory course/seminar | | | | | | | | | | | Accounting/ Finance Event Planning & Conf. Mgt. | General Management | Human Resource Mgt. | Mgt of Information Technology | Marketing Mgt. Production & Operations Mgt. | Supervisory Mgt. | Tourism Mgt. | Credit Points | Credit Points Per Programme |
|--|---|--|---|---|-----|---|---|---|---|-----|-----|-----|--|-----------------------|------------------------|----------------------------------|---|---------------------|-----------------|------------------|--------------------------------|
| | | O = Option course/seminar | | | | | | | | | | | | | | | | | | | |
| | | R = Special Requirement course | | | | | | | | | | | | | | | | | | | |
| SEMINARS | | | | | | | | | | | | | | | | | | | | | |
| | SEM215 The Management of Change | C | O | C | C | C | O | O | O | O | O | 0.5 | 0.5 | | | | | | | | |
| | SEM225 Leadership | O | C | O | O | O | O | O | C | O | O | 0.5 | 0.5 | | | | | | | | |
| | SEM230 Effective Team Building | O | O | O | O | O | O | C | O | O | O | 0.5 | 0.5 | | | | | | | | |
| | SEM240 Corporate Etiquette | O | O | O | O | O | C | O | O | C | O | 0.5 | 0.5 | | | | | | | | |
| | SEMINAR 1 Option | C | C | C | C | C | C | C | C | C | C | 0.5 | 0.5 | | | | | | | | |
| View the current 1 Day Seminar Schedule and select one seminar which has not been previously taken | | | | | | | | | | | | | | | | | | | | | |
| SUBJECTS | | | | | | | | | | | | | | | | | | | | | |
| | ACC110 Accounts (Basic) OR ACF120 Accounting & Finance For Management | R 1 | - | - | - | - | - | - | - | C | - | 3 | 3 | | | | | | | | |
| | ACC210 Accounts (Intermediate) | C | - | - | - | - | - | - | - | - | - | 4 | 4 | | | | | | | | |
| | ACF255 Management Accounting OR ACF260 Financial Management | C | - | - | - | - | - | - | - | - | - | 4 | 4 | | | | | | | | |
| | ACC310 Accounts (Advanced) | C | - | - | - | - | - | - | - | - | - | 4 | 4 | | | | | | | | |
| | BLW220 Principles Of Labour & Administrative Law | - | - | - | C | - | - | - | - | - | - | 4 | 4 | | | | | | | | |
| | CDP265 Systems Analysis And Design | - | - | - | - | C | - | - | - | - | - | 4 | 4 | | | | | | | | |
| | CDP245 Management Of Information Technology | - | - | - | - | C | - | - | - | - | - | 4 | 4 | | | | | | | | |
| | GMN117 Fundamentals of Management | - | - | - | R 2 | - | - | - | - | - | R 3 | 3 | 3 | | | | | | | | |
| | GMN210 General Management | - | - | C | - | - | - | - | - | - | - | 4 | 4 | | | | | | | | |
| | GMN220 Administrative Management | - | - | O | - | O | - | O | - | - | - | 4 | 4 | | | | | | | | |
| | GMN240 Supervisory Management | - | - | O | - | - | - | - | C | - | - | 4 | 4 | | | | | | | | |
| | GMN257 Event Planning | - | C | - | - | - | - | - | - | - | - | 4 | 4 | | | | | | | | |
| | GMN258 Event Impacts And Risk | - | O | - | - | - | - | - | - | - | - | 4 | 4 | | | | | | | | |
| | GMN259 Event Design | - | O | - | - | - | - | - | - | - | - | 4 | 4 | | | | | | | | |
| | GMN265 Project Management | - | - | - | - | O | - | O | - | - | - | 4 | 4 | | | | | | | | |
| | GMN261 Managing International Conferences | - | C | - | - | - | - | - | - | - | - | 4 | 4 | | | | | | | | |
| | GMN268 Occupational Safety And Health Management | - | - | - | O | - | - | - | - | - | - | 4 | 4 | | | | | | | | |
| | GMN269 Tourism Management | - | - | - | - | - | - | - | - | C | - | 4 | 4 | | | | | | | | |
| | GMN265 Project Management OR GMN268 Occupational Safety And Health Management OR ACF255 Management Accounting | - | - | C | - | - | - | - | - | - | - | 4 | 4 | | | | | | | | |
| | GMN266 Maintenance Management OR POM230 Purchasing & Inventory Management | - | - | - | - | - | - | C | - | - | - | 4 | 4 | | | | | | | | |
| | HRM200 Management Of Human Resources | - | - | - | C | - | - | - | - | O | - | 4 | 4 | | | | | | | | |
| | HRM210 Personnel Management | - | - | - | O | - | - | - | O | - | - | 4 | 4 | | | | | | | | |
| | HRM220 Industrial Relations | - | - | - | O | - | - | - | - | - | - | 4 | 4 | | | | | | | | |
| | HRM245 Public Relations | - | O | - | - | O | O | - | O | O | - | 4 | 4 | | | | | | | | |
| | MKM110 Fundamentals of Marketing | - | - | - | - | - | O | - | - | R 3 | - | 3 | 3 | | | | | | | | |
| | MKM210 Sales Management | - | - | - | - | - | O | - | - | - | - | 4 | 4 | | | | | | | | |
| | MKM220 Retail Management | - | - | - | - | - | O | - | - | - | - | 4 | 4 | | | | | | | | |
| | MKM225 Tourism Marketing | - | - | - | - | - | - | - | - | C | - | 4 | 4 | | | | | | | | |
| | MKM245 Effective Selling Techniques | - | - | - | - | - | O | - | - | - | - | 4 | 4 | | | | | | | | |
| | MKM250 Marketing Management | - | - | - | - | - | O | - | - | - | - | 4 | 4 | | | | | | | | |
| | MKM260 International Marketing Management | - | - | - | - | - | O | - | - | O | - | 4 | 4 | | | | | | | | |
| | MKM270 Practical Advertising And Promotion | - | - | - | - | - | O | - | - | O | - | 4 | 4 | | | | | | | | |
| | POM210 Production and Operations Management | - | - | - | - | - | - | C | - | - | - | 4 | 4 | | | | | | | | |
| NOTES | | | | | | | | | | | | | | | | | | | | | |
| R 1 | 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 "Accounts (Basic)" or "Accounting and Finance for Management". | | | | | | | | | | | | | | | | | | | |
| R 2 | Human Resource Management | Prospective students must have a general idea of Management principles as a prerequisite, or they will be required to take "Fundamentals of Management". | | | | | | | | | | | | | | | | | | | |
| R 3 | 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". | | | | | | | | | | | | | | | | | | | |
| | Marketing Management | Students are allowed to choose any three (3) of the optional courses. | | | | | | | | | | | | | | | | | | | |