

Diploma in Management Studies

The BIMAP Diploma in Management Studies (BDMS) is a 2 ½ Year management diploma 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:

- Administrative Management
- Event Planning & Conference Management
- Financial Management
- Human Resource Management
- Management of Information Technology
- Marketing Management
- Public Sector Management
- Production and Operations Management
- Tourism Management

QUALIFICATIONS FOR ADMISSION

Five (5) CXC certificates: General Proficiency Grades 1, 2, (or Grade 3 from 1998) including English 'A' and Mathematics or equivalent and four (4) years' work experience. **OR**

Four (4) BIMAP certificate courses or the equivalent: (With an average of 55% or more) and four (4) years' work experience.

NOTE:

Applicants without CXC English 'A' or the equivalent must successfully complete Business Communications.

Applicants without CXC Mathematics or the equivalent must successfully complete Quantitative Managerial Decision-Making.

Applicants pursuing the Marketing Management specialization without a background in Marketing are required to pursue "Fundamentals of Marketing" before attempting the three (3) core subjects.

Each applicant's range of qualifications and years of experience will be examined individually.

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 a non-refundable \$50.00 BDS fee and the copies of CXC's or other courses pursued at other institutions should be submitted to our headquarters in Wildey.

LENGTH OF THE PROGRAMME

The BDMS programme length is 2 ½ academic years. In the event of documented extenuating circumstances, i.e. illness or work commitments, students may be granted an extension up to 2 ½ years. 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

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 within five (5) years prior to the application.

Request for an exemption must be made at the time of the application.

In the case of non-BIMAP courses, a transcript is required to support the request.

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

- BIMAP courses – \$100.00
- Non-BIMAP courses – \$250.00

PROGRAMME STRUCTURE

The BDMS is divided into four (4) sections to be completed as follows:

Section 1: Four (4) FOUNDATION (basic-level) courses.

Section 2: Three (3) 1-day SEMINARS. Two (2) compulsory and one (1) optional.

Section 3: Four (4) CORE (intermediate-level) courses based on your area of specialization. Three (3) compulsory and one (1) optional. **(see BDMS chart)**

Section 4: One (1) ADVANCED PROJECT.

At the end of the programme each BDMS student will be required to complete one Advanced Project according to his/her specialization. The course will be centered 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 development of a new management system/procedure or product/service
- The improvement of an existing management system/procedure or product/service

COST OF PROGRAMME

*Revised January 2020

BDMS Programme Cost	Members	Non-Members	Int'l US\$
Financial Management	\$6,450	\$6,900	\$6,900
Management of Information Technology	\$6,575	\$7,050	\$7,050
All Others	\$6,425	\$6,850	\$6,850
Students may also choose to pay per course.			
Courses	Members	Non-Members	Int'l US\$
Basic & Intermediate	\$600	\$625	\$625
Advanced	\$625	\$675	\$675
Computer-Based (Basic & Intermediate)	\$675	\$725	\$725
Computer-Based (Advanced)	\$725	\$775	\$775
Seminars	\$300	\$350	\$350
Advanced Dip. Project	\$650	\$700	\$700

KEY	BIMAP Diploma in Management Studies (BDMS)	C = Compulsory course										
		P = Prerequisite course	Administrative Mgt.	Financial Mgt.	Human Resource Mgt.	Tourism Mgt.	Mgt. of Information Technology	Production & Operations Mgt.	Event Planning & Conf. Mgt.	Marketing Mgt.	Credit Points	Credit Points Per Programme
		O = Optional course										
		R = Special Requirement course										
PREREQUISITE COURSES - IF REQUIRED												
1	GMN155 Quantitative Managerial Decision-Making	R	R	R	R	R	R	R	R	R	Certificate	
2	GMN150 Business Communications	R	R	R	R	R	R	R	R	R	Certificate	
3	MKM110 Fundamentals of Marketing	-	-	-	-	-	-	-	-	R	Certificate	
The requirements for Mathematics and English may be satisfied by successfully completing GMN155 Quantitative Managerial Decision-Making and GMN150 Business Communications												
4 COMPULSORY FOUNDATION COURSES												
1	GMN117 Fundamentals of Management	C	C	C	C	C	C	C	C	C	3	3
2	ECS110 Principles of Economics	C	C	C	C	C	C	C	C	C	3	3
3	CDP140 Fundamentals of Spreadsheet Analysis (Microsoft Excel) OR CDP130 Fundamentals of Database Management (Microsoft Access)	C	C	C	C	C	C	C	C	C	3	3
4	ACC110 Accounts (Basic) OR ACF120 Accounting & Finance For Management	C	C	C	C	C	C	C	C	C	3	3
3 SEMINARS - 2 COMPULSORY, 1 OPTION												
1	SEM215 The Management of Change	C	C	C	C	C	C	C	C	C	0.5	0.5
2	SEM230 Effective Team Building	C	C	C	C	C	C	C	C	C	0.5	0.5
3	SEMINAR: View the current 1 Day Seminar Schedule and select one seminar	C	C	C	C	C	C	C	C	C	0.5	0.5
4 COURSES - 3 COMPULSORY CORE COURSES & 1 OPTIONAL COURSE												
	GMN220 Administrative Management	C	O	O	-	O	-	O	-	-	4	4
	BLW220 Principles Of Labour & Administrative Law	C	O	O	-	-	-	-	-	-	4	4
	ACF255 Management Accounting OR ACF260 Financial Management	C	C	-	O	-	-	O	-	-	4	4
	ACC210 Accounts (Intermediate)	O	C	-	-	-	-	-	-	-	4	4
	ACC310 Accounts (Advanced)	-	C	-	-	-	-	-	-	-	4	0
	HRM210 Personnel Management	O	-	C	-	-	-	-	-	-	4	0
	HRM220 Industrial Relations	O	-	C	-	-	O	-	-	-	4	0
	HRM200 Management Of Human Resources	O	-	C	C	C	C	O	-	-	4	0
	GMN269 Tourism Management	O	-	-	C	-	-	-	O	-	4	0
	MKM225 Tourism Marketing	-	-	-	C	-	-	-	O	-	4	0
	CDP245 Management Of Information Technology	-	-	-	-	C	-	-	-	-	4	0
	CDP265 Systems Analysis And Design	-	-	-	-	C	-	-	-	-	4	0
	POM210 Production and Operations Management	O	-	-	-	-	C	-	-	-	4	0
	GMN266 Maintenance Management	-	-	-	-	-	C	-	-	-	4	0
	GMN257 Event Planning	O	-	-	-	-	-	C	-	-	4	0
	GMN261 Managing International Conferences	-	-	-	-	-	-	C	-	-	4	0
	HRM245 Public Relations	O	-	O	O	-	-	C	O	-	4	0
	MKM250 Marketing Management	-	-	-	O	O	-	O	C	-	4	0
	MKM260 International Marketing Management	-	-	-	O	-	-	-	C	-	4	0
	MKM270 Practical Advertising And Promotion	-	-	-	-	-	-	-	C	-	4	0
	MKM210 Sales Management	-	-	-	-	-	-	-	O	-	4	0
	MKM220 Retail Management	-	-	-	-	-	-	-	O	-	4	0
	MKM245 Effective Selling Techniques	O	-	-	O	-	-	-	O	-	4	0
	BLW210 Business Law	O	-	O	-	O	-	-	-	-	4	0
	CDP230 Computer Applications For Mgt. (Computer-Assisted Accounting)	O	-	-	-	O	-	-	-	-	4	0
	CDP270 Computer And Internet Security: Principles & Practices	O	-	-	-	O	-	-	-	-	4	0
	GMN258 Event Impacts And Risk	-	-	-	-	-	-	O	-	-	4	0
	GMN259 Event Design	-	-	-	-	-	-	O	-	-	4	0
	GMN265 Project Management	O	-	-	-	O	O	O	-	-	4	0
	GMN267 Risk And Crisis Management	O	O	O	-	O	O	-	-	-	4	0
	GMN268 Occupational Safety And Health Management	-	-	O	-	-	-	O	-	-	4	0
	POM230 Purchasing & Inventory Management	-	-	-	-	-	O	-	-	-	4	0
ADVANCED PROJECT- COMPULSORY												
1	APW400 Advanced Project Workshop	C	C	C	C	C	C	C	C	C	0.5	0.5
2	Advanced Diploma Project	C	C	C	C	C	C	C	C	C	5	5
DIPLOMA COMPLETE											Total Grade Points	35