

## HOW TO APPLY

The following are required on submission of each completed Application Form:

- The original and a copy of CXC / GCE O'Level and CAPE / GCE A-Level certificates.
- Non-refundable application fee of \$120.00 (Linx, manager's cheque or credit card only, no cash or personal cheques).
- One (1) Passport-sized Photograph.
- The original and a copy of the following forms of National Identification: Birth Certificate and National ID Card or Passport.
- The original and a copy of your Marriage Certificate/ Affidavit. (This is applicable if the name on the certificate is different from the name on the application form.)

Applicants wishing to apply for exemptions must do so at the time of application. Exemptions will only be considered when supported by original copies of Transcripts.

Applications must be sent to:

**The Manager, Registry Services**

UWI School of Business and Applied Studies Limited  
(UWI-ROYTEC)

#136-138 Henry Street, Port-of-Spain.

**PLEASE NOTE:** Applicants who have lost or misplaced their original Certificates / Transcripts are required to request a Letter / Certified Duplicate Copy from the Ministry of Education or awarding institution.

**Please visit our website to access the online application option.**



UWI SCHOOL OF BUSINESS AND  
APPLIED STUDIES LIMITED  
trading as

**ROYTEC**

### VISION

To be the tertiary institution of choice, that meets national and international standards of quality through its distinction and leadership in the areas of business, education and technology studies, para-professional programmes and corporate training.

### MISSION

To position the institution as the preferred provider of applied studies in Trinidad and Tobago and to enhance corporate competitiveness by producing a work ready graduate who is a highly skilled and competent practitioner, a critical thinker, an innovator, an entrepreneur, and a socially engaged individual.

### CORE VALUES

- Excellence
- People-Centeredness
- Integrity
- Equity
- Quality
- Engagement
- Innovation
- Life Long Learning

**NORTH CAMPUS**

136-138 Henry Street,  
Port of Spain, Trinidad, WI  
Tel: (868) 225-1299  
Fax: (868) 623-7338

**SOUTH CAMPUS**

Naparima College, Lute Drive,  
San Fernando, Trinidad, WI  
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[www.roytec.edu](http://www.roytec.edu)

[marketing@roytec.edu](mailto:marketing@roytec.edu)



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DIPLOMA IN  
GENERAL  
MANAGEMENT



## PROGRAMME OBJECTIVES

The Diploma in General Management prepares managers and supervisors to become effective decision makers and leaders. Participants will explore essential components of managing workplace conflict, the application of sound human behavioural approaches, strategic decision making, organisational change, project management, strategic management, financial analysis and core theoretical frameworks to conceptualise the managerial function.

## OVERALL AIMS

- To expose participants to the core theoretical frameworks necessary to conceptualise the Human Resource Management function, build sound Communication skills, Project Management skills, Financial and Accounting techniques, Strategic Planning and Negotiation and Conflict Management skills.
- To acquire fundamental skills in preparing participants to take up roles as supervisors and managers in organisations.
- To expose participants to the most effective methods and ways of communicating as a core managerial competency.
- To acquire the knowledge, skills and guidance needed to plan and manage projects successfully and profitably.
- To understand financial and operational measures, including preparation of budgets and responding to financial performance and financial analysis.
- To be able to apply strategic planning techniques to assist in prioritising, developing and implementing sound management approaches.

## PROGRAMME STRUCTURE

The programme is conducted over three (3) academic terms or one (1) academic year. Classes meet for one – three (3) hour session per week for twelve (12) weeks for each course.

This programme of study allows graduates to carry forward nine (9) academic credits toward the UWI-ROYTEC Associate of Science Degree in Management (ADM), leading to the Bachelor of Business Administration (BBA) from the University of New Brunswick, Canada.

## COURSES COVERED

- FUNDAMENTALS OF MANAGEMENT (TERM 1)
- UNDERSTANDING HUMAN COMMUNICATION (TERM 1)
- INTRODUCTION TO PROJECT MANAGEMENT (TERM 2)
- FINANCE AND ACCOUNTING FOR NON-ACCOUNTING MANAGERS (TERM 2)
- NEGOTIATION & CONFLICT MANAGEMENT (TERM 3)
- STRATEGIC PLANNING (TERM 3)
- PRACTICUM (TERM 3)

All Courses are compulsory.  
There are no elective courses.

## ENTRY REQUIREMENTS

A minimum of five CXC passes, (General Proficiency) Grades I and II (Grade III accepted from June 1998 onwards) or five GCE O' Level passes, Grades A, B and C (or equivalent) including English Language and Mathematics.

Applicants may also be considered on the basis of their work experience, training and educational background as deemed relevant by UWI-ROYTEC to be the equivalent of the above for the purpose of study and may be subject to an interview.

