

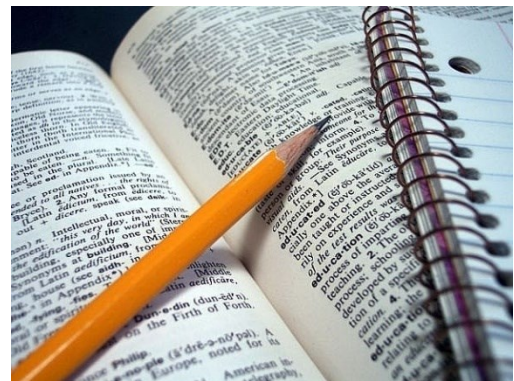


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ROYAL INSTITUTE OF MANAGEMENT
BHUTAN

Department of Finance & Business

Diploma in Financial Management

Course Specification



Introduction

The Diploma in Financial Management (DFM) is a two year course designed for the students selected through merit ranking of the Standard XII Examination Certificate of the Bhutan Board of Examinations. The course is designed within the broad context of international financial management practices to suit both public and corporate financial management. The focus of the course is to develop professionals with adequate knowledge and operational skills to undertake financial related tasks and also inculcate transferable and lifelong learning skills. The participants are provided with a sound understanding of disciplines in accounting, finance, public financial administration, auditing and business law & ethics to prepare them for career in government, public, corporate and not-for-profit organizations.

Course Duration

Two year- Fulltime.

Course Coordinators' contact details;

A. Course coordinator

Pema Drupchen

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Royal Institute of Management

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B. Course coordinator

Pema Dorji

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Admission Requirements

Admission to the course is governed by Admissions Policy of the Institute. For details visit the following link www.rim.edu.bt. Participants must have a Standard XII in any discipline and must be selected through merit ranking selection conducted by Royal Institute of Management (RIM).

Progression Requirements

Academic achievement is governed by the Institute's Academic Progress Policy. For details visit the following link www.rim.edu.bt. Overall, student must secure a minimum of 50 percent in each unit and must not fail in more than two units in order to progress to higher level. Unit outlines may also

stipulate the additional requirements such as minimum requirement of attendance and participations.

Dzongkha and/or English Language Requirements

The course is taught in English and as such participants are expected to be conversant in the English language at the Standard XII level.

Any accreditation requirements and authority

The course has been designed following the guidelines prescribed in the Bhutan Qualifications Framework (BQF) and hence meets the requirement of the Bhutan Accreditation Council (BAC)

Summary Course aims and outcomes

The DFM course aim is to develop professionals with adequate knowledge and operational skills to undertake financial related tasks by inculcating transferable and lifelong learning skills.

Course Objectives

Specific objectives of the course are to:

- Develop the range of financial knowledge, skills and attitudes needed for government, public and corporate sector financial management practices.
- Develop the analytical skill that enhances the ability to make decisions that are appropriate and timely.
- Inculcate universal standards of integrity, honesty and ethical attributes.

Learning Outcomes:

On successful completion of the course, graduates should be able to:

- Acquire discipline specific knowledge and skills necessary for employment requiring the exercise of personal responsibilities and decision making.
- Support and assist management in financial related works.
- Act in accordance with universal standards of integrity, honesty and ethical attributes.

Graduate attributes summary

The course focuses in developing and inculcating the following graduate attributes;

Discipline specific knowledge & skills	Communication skills	Professional attributes	Integrity, honesty and ethical attributes
<ul style="list-style-type: none">• In-depth knowledge in their chosen field of study and the ability to apply that knowledge in practice.• Be prepared for lifelong learning in pursuit of professional development	<ul style="list-style-type: none">• To speak proficiently• To convey information competently• To utilize information technology skills• To present information precisely and accurately	<ul style="list-style-type: none">• Positive attitudes towards work (working independently and in teams) and taking responsibilities for personal action.	<ul style="list-style-type: none">• Act in accordance with universal standards of integrity, honesty and ethical attributes.

Summary of course content

The course consists of 12 taught units and two terms of On Job Training (OJT). The course is taught in a dual system of academic learning and practicum learning spread over six terms. The initial four terms are classroom (academic) teaching and learning. Four units are taught in each term. The last two terms are practicum learning with six months on job teaching and learning.

The courses begin with pre-orientation / introductory program with academic learning skills.

The course also provides students with Electives. The electives are scheduled in Term Three & Term Four. However, the Institute reserves the right to offer the elective unit(s), which is subject to minimum number of student enrollment to take the unit.

Students opting to enroll for employment in the government sector will be acquainted and trained in public sector financial systems and practices as government accounting, PEMS & MYRB and personal management. These courses are based on the mandatory requirement of the Bhutanese government for personnel to enter the Royal Civil Service financial management services.

Students opting to enroll for employment in the public, corporate and private sector will be acquainted and trained in business management, principles of economics and basic financial management.

Students will also have opportunity to subsequently participate in non credited skilled based programs like Introduction to Computer (*Basic Computers*), Dzongkha Language and Unicode and Management Communication, Office Management and other units for which participants will be awarded a Certificate of Attendance.

Course structure by year, credit and unit level

Term	Units	Credit points
Term 1	1. Financial Accounting I	15
	2. Procurement	15
	3. Public Financial Administration	15
Term 2	1. Financial Accounting II	15
	2. Quantitative Approaches to Financial Management	15
	3. Cost Accounting	15
Term 3	1. Financial Accounting III	15
	2. Company's Act (Business law & Ethics)	15
	3. Elective 1 a. Government Accounting I b. Principles of Economics	15
Term 4	1. Principles of Auditing	15
	2. Revenue Accounting & Tax	15
	3. Elective 2 a. Government Accounting II b. Basic Financial Management	15
Term 5	1. On Job Training (Practicum Learning) Accounts & Budget Practicum	30
Term 6	2. On Job Training (Practicum Learning) Auditing Practicum	30
Total Credit Points		240

Teaching and Learning Methods and Strategies

Teaching and learning methodologies used in this course are governed by the RIM Teaching and Learning Policy. For details visit the following link www.rim.edu.bt. Abiding by the Institutional

principles, it uses a variety of interactive, practice-oriented and problem solving based learning methods linked to assessment methods.

Summary of Units

a. The unit level and credit

The units for the course meets the standard that satisfies to determine the level of achievements as per the criteria laid out in the Bhutan Qualification Framework 2012 and the Tertiary Education Policy of Kingdom of Bhutan 2010 and the RIM academic policy. The units are also drawn by doing a through stakeholder consultation with more than 41 organizations.

The units are sequenced in order to provide a positive achievement of learning outcomes and demonstrated development graduate attributes of in-depth and professional knowledge appropriate proactive pro active managers with managerial and decision making capacities and technical competency by inculcating transferable and lifelong learning skills.

b. Any prerequisites

Participants must be acquainted with basic accounting knowledge, IT fundamentals and management communications skills.

c. The offering centre/Department

The course is offered by The Department of Finance & Business, Royal Institute of Management.

d. A summary of the syllabus

For details of the units visit the following link www.rim.edu.bt.

e. Contact hours

The credit policy of the Institute as stated in the RIM Academic Policy details the credit point for each unit as 15 credits. For details visit the following link www.rim.edu.bt. The RIM credit policy is subsumed and to be considered as per the Bhutan Qualification Framework, 2012 which states that one unit is equivalent to 15 contact hours. Therefore each unit is of 150 hours spread across various methods of learning and teaching hours of 39 hours of classroom teaching and learning, assessment, tutorials, lab-sessions, self learning and assessments as per the unit descriptor.

f. Mode of Instruction

All units will be delivered in English as a medium of instruction with expectation of Dzongkha language as a medium of instruction for units offered in non credited skill based units.

g. Learning Outcome

On successful completion of the course, graduates should be able to:

- Exercise discipline specific knowledge and skills necessary for employment requiring to apply personal responsibilities and decision making.
- Support and assist management in financial related works.
- Act in-accordance with universal standards of integrity, honesty and ethical attributes.