

PROGRAMME ADVISING

ASSOCIATE DEGREE IN ADMINISTRATIVE PROFESSIONAL OFFICE MANAGEMENT (APOM) Academic Year 2017/2018

PROGRAMME DELIVERY DEPARTMENT(PDD)

ADVICE: For the working adult, we recommend three (3) courses for the semester.

IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION

New Students: Students who enrolled as of Academic Year 2017/2018 must follow the prescribed course of study and sequence given for their programme.

Continuing Students: Students are required to successfully, complete all courses in Year 1 before they can proceed to Undertake courses in Year 2.

Advice For Managing Your Course Load: Most students carry between 1 – 3 courses per semester. **Plan wisely to suit your particular situation** so you may perform at your full potential. Do not jeopardize your long-term goals by being unrealistic about what you can handle.

The **ASc in Administrative Professional Office Management** is designed to provide an academic foundation and specialised training to effectively help students meet the challenges of the contemporary workplace. Students build theoretical knowledge and management competencies in a broad range of functional areas. The ASc in Administrative Professional Office Management programme is delivered **online**. However, final examinations are held face-to-face at the respective sites. The ASc in Administrative Professional Office Management programme has 60 credits. It provides the academic foundation for normal matriculation and credit exemptions as appropriate at the Bachelor degree level.

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The **ASc in Administrative Professional Office Management** operates under a semester system.

- Semester 1 and 2 each, have thirteen (13) weeks of instruction plus an examination period.
- Summer session has seven (7) weeks of instruction plus the examination period.

Summer Offering: Summer is not mandatory and is not a regular semester. However, it gives students the opportunity to complete courses outside the regular semesters and adds flexibility to your programme plan, however the study period is shorter (7-8 weeks) and very intensive.

Summer also gives finalizing students the opportunity to fast track their programme for completion to be eligible for graduation in October of academic year 2017/2018. Note the **summer period** is not funded by the Government Assistance for Tuition Expenses Programme (GATE).

Requirements for an Award: To be eligible for the award of Associate Degree in Administrative Professional Office Management a student must successfully complete the equivalent of sixty (60) credits distributed as follows:

- Six (6) Compulsory General Education Courses (18 credits)
- Thirteen (13) compulsory Core Courses (39 credits)
- One (1) elective course (3 credits)

Duration of the programme: Students studying on a **full-time** schedule must complete the programme in a maximum of 8 semesters or two years; and **part time** for 16 semesters or three years. However, we strongly recommend that you do not attempt **more than 3 courses** if, as an adult, your job and family commitments make it difficult to meet the academic requirements of your programme. Each course is 39 contact hours.

Assessment Methods: The work of students will be assessed and evaluated on a continuous basis through assignments, class-work, tests and an end-of-semester examination in each subject. Assessment requirements are noted in the course outline of each course with clear guidelines, due dates and the weighting for each assessment task.

Pre-requisites for Matriculation into the Associate Degree programme:

Mathematics Requirements:

For entry to the ASc programmes, an approved qualification in Mathematics is required. The minimum Mathematics requirement is a pass at CSEC or the equivalent. Candidates who do not meet this requirement must successfully complete an approved remedial Mathematics course. Approved remedial Mathematics courses include Improving your Math Skills (IYMS1001) and MATH0900 Mathematics. **IYMS1001** is offered in semester 1, 2 and summer and **MATH0900** in semester 1 and summer.

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English Language Requirements:

The **English Language Proficiency Test (ELPT)** is used to assess whether applicants to the ASc possess a satisfactory level of writing and reading proficiency in English for university academic purposes. **ELPT** is a pre-requisite for FOUN1001: English for Academic Purposes. For those persons requiring ELPT, the exam schedule is posted by the Registry on the Department's Web Page at: <http://www.open.uwi.edu/undergraduate/elpt>. Also, check your site office for more details. ***The earliest offering for ELPT for semester 1, 2017/2018 is August 10, 2017.*** Applicants who do not pass the ELPT must re-take the test at the next offering ***November 2017.***

Technology Requirement:

Students will need to have access to a computer with Internet access.

TIPS:

1. For the working adult, we recommend that you do not attempt ***more than 3 courses*** per semester. **Plan wisely to suit your particular situation** so you may perform at your full potential.
2. Continuing students are required to complete all their level one courses including pre-requisite before undertaking courses from level two.
3. Read your course guide carefully prior to the start of teaching and take note of the pertinent information to assist with the planning of your time schedule for the semester. Note your course guide will provide the course assessment method(s), assignments and grading rubrics, timelines for submission of assignments, date and time for the live web sessions, recommended text and additional reading resources, as well as a brief summary of each unit and objectives.
4. Check the programme advising document before the start of registration and during the semester for any updates or additional information.

Additionally, please note:

Leave of Absence (LOA): If you are unable to take a course, you should apply for LOA in writing, by submitting a written request on the Leave of Absence form to the Academic Board, through the Registry of Student Services, detailing the reasons for the application. Students must submit to the Registry through their Site office. Granting of leave is subject to the regulations. Also, send a note to your tutors and course coordinators.

Plagiarism: A form of cheating. **Not allowed**, please refer to note in student's handbook.

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YEAR 1

Course Code	Course Name	Semester		Pre-Requisite	IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION
FOUN1001	English for Academic Purposes	1	2	Summer	<p>Shared with Undergraduate programmes</p> <p><i>If your Offer Letter from Admissions indicates that you are required to take the ELPT then you must first pass this test before you are allowed to do FOUN1001. If you already passed the ELPT or your offer letter indicates that you are not required to take the English Proficiency Test (ELPT), it is highly recommended that you register for FOUN1001 in Semester 1</i></p> <p>Pre-requisite: English Proficiency Test (ELPT): For those persons requiring ELPT, the exam schedule is posted by the Registry on the Department's Web Page at : http://www.open.uwi.edu/undergraduate/elpt</p> <p>The earliest offering for ELPT for semester 1 is August 10, 2017. Applicants who do not pass the ELPT must re-take the test at the next offering November 2017.</p> <p>TIP: We recommend that you take this introductory course first. New and continuing students must pass this course before undertaking Level 2 courses. FOUN1001 is offered in semester 1, 2 and summer. However, the Summer will be dependent on students' registration numbers.</p>
MGMT1000	Introduction to Computers (Information Literacy & IT)	1	2	Summer	<p>Assessment: Coursework - 60% Final Examination - 40% (face-to-face)</p> <p><i>This course is offered in semester 1, 2 and summer. However, the Summer will be dependent on the students' registration number.</i></p>

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FOUN1101	Caribbean Civilization	1	2	Summer	None	<p>Shared with Undergraduate programmes</p> <p>Assessment: Coursework - 60% Final Examination - 40% (face-to-face)</p> <p><i>Students, who entered the programme before 2009, we recommend that you take this course as a substitute/replacement for SOCI1900 Caribbean Studies</i></p> <p><i>This course is offered in semester 1, 2 and summer. However, the Summer will be dependent on the students' registration number.</i></p>
MGMT1001	Principles of Management	1	2	Summer	None	<p>Assessment:</p> <p>Continuous 100%, No Final Examination</p> <p><i>This course is offered in semester 1, 2 and summer. However, the Summer will be dependent on the students' registration number.</i></p>
PHIL1901	Business Ethics	1			None	<p>Assessment: Class participation - 20% Assignment - 40% Final Examination- 40% (face-to-face)</p> <p><i>Students, who entered the programme before 2009, we recommend that you take this course as a substitute/replacement for PHIL1900 Ethics, Logic and Philosophy.</i></p> <p><i>Recommended Text:</i></p> <ul style="list-style-type: none"> • Trevino, Linda and Nelson, Katherine. (2006) <i>Managing Business Ethics: Straight Talk about how to do it Right</i> 4/E Wiley. ISBN: 0471755257 • Velasquez, Manuel. (2002) <i>Business Ethics: Concepts & Cases</i> 6/E Prentice Hall, ISBN: 0-13-093821-1

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ACCT1002	Financial Accounting	1	2	None	<p>Shared with Undergraduate programmes</p> <p><i>Students, who entered the programme before 2009, we recommend that you take this course as a substitute/replacement for ACCT1900 Principles of Accounting I</i></p> <p>Assessment: Coursework - 60% Final Examination - 40% (face-to-face)</p> <p><i>Required Text: Horngren, C.T., and Harrison, W.T., Oliver, Suzanne M., Accounting,(International) 9th ed., Prentice Hall 2009</i></p>
ECON1003	Mathematics for the Social Sciences	1	2	Pass in CSEC Mathematics or approved equivalent Or IYMS1001 Improving Your Math Skills	<p>Shared with Undergraduate programmes</p> <p>Assessment: Coursework – 40% Final Examination- 60% (face-to-face)</p> <p><i>Required Online eBooks for ECON1003:</i></p> <ul style="list-style-type: none"> <i>Abramson, J., Falduto V., Gross, R., Lippman, D., Rasmussen, M., Norwood, R., Fernandez, C. (2015). College Algebra. Retrieved from http://openstaxcollege.org/textbooks/college-algebra</i> <i>Lippman, D. & Rasmussen, M. (2015). Precalculus: An Investigation of Functions. Retrieved from http://www.opentextbookstore.com/precalc/</i> <p><i>These works are licensed under a Creative Commons Attribution-Share Alike 3.0 United States License</i></p>

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BUAD1902	Office Management		2	None	<p>Assessment: Coursework – 40% Final Examination - 60% (face-to-face)</p>
MGMT1915	Fundamentals of Organizational Behaviour		2	None	<p>Assessment: Coursework - 40% Final Examination - 60% (face-to-face)</p>
SPAN0900	Introductory Spanish		2	Summer None	<p>Assessment: Coursework – 40% Final Examination- 60% (face-to-face)</p> <p><i>Students are asked to note that regulation 24.10 in the Student Handbook quoted below applies to this course:</i></p> <p>Regulation 24.9 notwithstanding, when practical papers, practical coursework, oral examinations, practicum and/or internships contribute towards the final grade, candidates MUST SATISFY THE EXAMINERS IN BOTH THE THEORETICAL AND PRACTICAL ASPECTS OF THE COURSE.</p> <p><i>NB: The offering of this in Summer will be dependent on students' registration numbers</i></p>

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Year 2

Continuing students are strongly advised to complete their Year 1 courses before undertaking Year 2.

Course Code	Course Name	Semester		Pre-Requisite	IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION
ECON1005	Introductory Statistics	1	2	None	<p>Shared with Undergraduate programmes</p> <p>Assessment: Coursework – 40% Final Examination- 60% (face-to-face)</p> <p><i>TIP: Students tend to be more successful at passing this course after completing ECON1003.</i></p>
ACCT1003	Cost & Management Accounting	1	2	None	<p>Shared with Undergraduate programmes</p> <p><i>Students, who entered the programme before 2009, we recommend that you take this course as a substitute/replacement for ACCT1903- Cost and Management Accounting I</i></p> <p><i>Student should complete ACCT1002 before taking this course</i></p> <p>Assessment: Coursework - 30% Final Examination - 70% (face-to-face)</p> <p><i>Required Textbook: Horngren, C.T., and Harrison, W.T., Oliver, Suzanne M., Accounting, (International) 9th ed., Prentice Hall 2009</i></p>

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MGMT1902	Human Resource Management	1			MGMT1001- Principles of Management	<p>Assessment: Coursework - 40% Final Examination - 60% (face-to-face)</p> <p><i>MGMT1001 is a pre-requisite for MGMT1902</i></p> <p><i>Recommended Texts: Human Resource Management by Fisher, Schoenfeldt and Shaw (latest ed.)</i></p> <p><i>Fundamentals of Human Resource Management by David Decenzo and Stephen Robbins (latest ed.)</i></p>
OPTIONS: CHOOSE 1 FROM 2						
Student are required to take <u>only one</u> of the following two courses listed below						
1. MGMT1914	Industrial Relations Management			Summer	None	<p>Assessment: Coursework - 40% Final Examination - 60% (face-to-face)</p>
2. MGMT1905	Foundation of Caribbean Business Environment	1			None	<p>Assessment: Coursework – 40%</p>

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INFO1901	Fundamentals of Management Information Systems	1			None	<p>Assessment: Coursework – 40% Final Examination - 60% (face-to-face)</p> <p><i>Recommended texts:</i></p> <p>1) <i>Text: Information Systems Today. Retrieved from www.pearsonhighered.com/valacich , Information Systems Today. 4th Ed. Joseph Valacich , Christoph Schneider</i></p> <p>2) <i>Text: Management Information Systems...James O'Brien www.mhhe.com/obrien - For additional instructor and student resources (case studies)</i></p> <p><i>TIP: We recommend that you take this course after completing MGMT1000.</i></p>
MGMT1908	Project Cycle Management	1			None	<p>Assessment: Continuous 100% No final examination</p> <p><i>Required Text:</i></p> <ul style="list-style-type: none"> • <i>Maylor, Harvey (2005) Project Management (3/E) Harlow: Pearson Education ISBN 02737904311</i> • <i>James P Lewis (2000). The Project Manager's Desk Reference: A Comprehensive Guide to Project Planning, Scheduling, Evaluation, Control and Systems (2/E). New York: McGraw Hill. ISBN No. 0-07-134750-X</i> <p><i>Recommended:</i></p> <ul style="list-style-type: none"> • <i>Davidson Frame (1995). Managing Projects in Organizations: How to Make the Best Use of Time, Techniques, and People. San Franscisco: Jossey-Bass Publishers. ISBN No. 0-7879-0160-1</i> • <i>Jeffrey K Pinto ed. (1998) The Project Management Institute: Project Management Handbook. San Fransisco: Jossey-Bass Publishers. ISBN No. 0-7879-4013-5</i>

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ECON1002	Introduction to Macroeconomics	1	2		None	Shared with Undergraduate programmes Assessment: Coursework – 40% Final Examination - 60% (face-to-face)
BUAD1903	Business & Commercial Law		2	Summer	None	Assessment: Coursework – 40% Final Examination - 60% (face-to-face) <i>NB: The offering of this in Summer will be dependent on students' registration numbers.</i>
BUAD1904	Records Management		2		None	Assessment: Coursework – 40% Final Examination - 60% (face-to-face)
BUAD1905	Corporate Secretarial Practices		2		Pre-Requisites: BUAD1902 or ENGL1900 or ENGL0901	Assessment: Coursework – 40% Final Examination - 60% (face-to-face) Pre-Requisites: BUAD1902 Office Management or ENGL1900 English & Communication I or ENGL0901 Business Communication

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Course Code	Course Name	Semester		Pre-Requisite	IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION
ELECTIVES: CHOOSE 1 FROM 2: <i>Students are required to take <u>ONLY ONE</u> of the two listed electives.</i>					
1. SOCI1002	Introduction to Sociology	1	2	None	<p>Shared with Undergraduate programmes Assessment: Coursework – 40% Final Examination - 60% (face-to-face)</p> <p><i>Students, who entered the programme before 2009, we recommend that you take this course as a substitute/replacement for SOCI1901 Introductory Sociology</i></p>
2. ECON1001	Introduction to Microeconomics	1	2	None	<p>Shared with Undergraduate programmes Assessment: Coursework – 40% Final Examination - 60% (face-to-face)</p> <p><i>Students, who entered the programme before 2009, we recommend that you take this course as a substitute/replacement for ECON1900 Introductory Economics</i></p>

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