

## Programme Advising

### Diploma in Business Administration Programme: Academic Year 2016/2017

#### Diploma in Business Administration Programme Advising for Academic Year 2016/2017

*ADVICE: For the working adult we recommend a maximum of 3 courses for the semester.*

#### IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION

**New Students:** Students who enrolled as of Academic Year 2016/2017 must follow the course sequence given for their programme.

**Continuing Students:** Students are required to successfully complete all courses in Semester 1 before they can proceed to undertake courses in Semester 2. Students are required to follow the prescribed course of study given below for their programme.

**Important Advice:** 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 **Diploma in Business Administration** is designed to provide an academic foundation and specialised training for junior office staff and self-employed persons to effectively meet the challenges of the contemporary workplace. Students build competencies in English Language and Mathematics and are introduced to management and administrative principles and skills to enable them to function efficiently in the workplace. The Diploma in Business Administration programme is delivered **online**. However, final examinations are held face-to-face at the respective sites. The Diploma in Business Administration programme has 30 credits. Students may use this programme to ladder into the Associate of Science Degree in Business Management.

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The **Diploma in Business Administration** 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 2016/2017. 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 Diploma in Business Administration a student must successfully complete the equivalent of thirty (30) credits distributed as follows:

- Three (3) compulsory General Education Courses (9 credits)
- Seven (7) compulsory Core Courses (21 credits)

**Duration of the programme:** Students studying on a **full-time schedule** must complete the Diploma in a minimum of two (2) and a maximum of four (4) consecutive semesters. **Part-time students** four (4) and a maximum of eight (8) consecutive semesters including summers. **Plan wisely to suit your particular situation** so you may perform at your full potential. Each course is 39 contact hours. 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.

**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.

**Technical requirement:** Students should be comfortable using a personal computer and email. Students will need to have access to a computer with Internet access.

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**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 Semester 1

Course Code	Course Name	Semester			Pre-Requisite	IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION
<b>ENGL0900</b>	Fundamentals of English	<b>1</b>			<i>Pass in CSEC English Language</i>	<b>Assessment:</b> Coursework - 40% Final Examination - 60% (face-to-face)
<b>MATH0900</b>	Mathematics	<b>1</b>		<i>Summer</i>	<i>Students must have general mathematical computation skills and a basic knowledge of algebra</i>	<b>Assessment:</b> Coursework - 40% Final Examination - 60% (face-to-face)  <i>The offering in Summer will be dependent on students' registration numbers.</i>
<b>MGMT1000</b>	Introduction to Computers (Information Literacy & IT)	<b>1</b>	<b>2</b>	<b>Summer</b>	None	<b>Assessment:</b> Coursework - 60% Final Examination - 40% (face-to-face)  <i>This course is offered in semester 1, 2 and summer. However, the Summer will be dependent on the students' registration number.</i>

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<b>MGMT1001</b>	Principles of Management	<b>1</b>	<b>2</b>	<b>Summer</b>	None	<p><b>Assessment:</b></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>
<b>ACCT1002</b>	Financial Accounting	<b>1</b>	<b>2</b>		None	<p><b>Shared with Undergraduate programmes</b></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><b>Assessment:</b></p> <p>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>

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## Year 1 Semester 2

Course Code	Course Name	Semester		Pre-Requisite	IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION
<b>MKTG1900</b>	Fundamentals of Marketing		<b>2</b>	None	<p><b>Assessment:</b> Coursework - 40% Final Examination - 60% (face-to-face)</p>
<b>ECON1001</b>	Introduction to Microeconomics	<b>1</b>	<b>2</b>	None	<p><b>Shared with Undergraduate programmes</b></p> <p>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 <b>ECON1900 Introductory Economics</b></i></p>

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<b>BUAD1903</b>	Business & Commercial Law		<b>2</b> Summer	None	<p><b>Assessment:</b>            Coursework - 40%            Final Examination - 60% (face-to-face)</p> <p><i>The offering in Summer will be dependent on students' registration numbers</i></p>
<b>MGMT1907</b>	Small Business Management		<b>2</b>	None	<p><b>Assessment:</b>            Coursework - 40%            Final Examination - 60% (face-to-face)</p>
<b>ENGL0901</b>	Business Communication		<b>2</b> Summer	None	<p><b>Assessment:</b>            Coursework - 40%            Final Examination - 60% (face-to-face)</p> <p><i>The offering in Summer will be dependent on students' registration numbers</i></p>

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