PROGRAMME ADVISING

ASSOCIATE DEGREE IN ADMINISTRATIVE PROFESSIONAL OFFICE MANAGEMENT (APOM)
ACADEMIC YEAR 2020/2021

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 2020/2021 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.
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 2020/2021. 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:**

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.
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/home. Also, check your site office for more details. The earliest offering of ELPT August 2020.

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.
## YEAR 1

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>SEMESTER</th>
<th>PRE-REQUISITE</th>
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<tbody>
<tr>
<td>FOUN1001</td>
<td>English for Academic Purposes</td>
<td>1 2</td>
<td>Summer</td>
<td>ELPT – English Language Proficiency* NB: “With effect from the Academic year 2019-2020, all newly admitted students to the University of the West Indies will be required to register for the required Foundation Course in Academic Literacies (unless otherwise exempted) as part of their Level One undergraduate degree programme. Part-time students will be required to register for this course during the first year of their registration.” If your Offer Letter from Admissions indicates that you are required to take the ELPT then you must first pass this Pre-requisite test before you are allowed to do FOUN1001. Students requiring ELPT, the earliest offer is August 2020. TIP: If you already passed the ELPT you should register for FOUN1001 in Semester 1. To move on to Level 2 courses students must successfully pass this course.</td>
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</tbody>
</table>
| MGMT1001    | Principles of Management                         | 1 2      | Summer        | Assessment: Continuous 100%, No Final Examination
This course is offered in semester 1, 2 and summer. |
| MGMT1000    | Introduction to Computers (Information Literacy & IT) | 1 2      | Summer        | Assessment: Coursework - 60%, Final Examination - 40% (face-to-face)
This course is offered in semester 1, 2 and summer |
| PHIL1901    | Business Ethics                                  | 1        | None          | Assessment: Coursework - 60%, Final Examination - 40% (face-to-face)
Students, who entered the programme before 2009, we recommend that you take this course as a substitute/replacement for PHIL1900 Ethics, Logic and Philosophy.
Note: This course is offered only once for the academic year. |
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| FOUN1101    | Caribbean Civilization                    | 1 2 Summer | None                          | Assessment: Coursework - 60% Final Examination - 40% (face-to-face)  
Students, who entered the programme before 2009, we recommend that you take this course as a substitute/replacement for SOCI1900 Caribbean Studies  
This course is offered in semester 1, 2 and summer. |
| ACCT1002    | Financial Accounting                     | 1 2      | None                          | Assessment: Coursework - 60%, Final Examination - 40% (face-to-face)  
Students, who entered the programme before 2009, we recommend that you take this course as a substitute/replacement for ACCT1900 Principles of Accounting I |
| ECON1003    | Mathematics for the Social Sciences      | 1 2      | Pass in CSEC Mathematics or approved equivalent OR IYMS1001 Improving Your Math Skills | Assessment: Coursework - 40%, Final Examination - 60% (face-to-face) |
| BUAD1902    | Office Management                        | 2        | None                          | Assessment: Coursework - 40%, Final Examination - 60% (face-to-face)  
Note: This course is offered only once for the academic year. |
| MGMT1915    | Fundamentals of Organizational Behaviour | 2        | None                          | Assessment: Coursework - 40%, Final Examination - 60% (face-to-face)  
Note: This course is offered only once for the academic year. |
| SPAN0900    | Introductory Spanish                     | 2 Summer | None                          | Assessment: Coursework - 40%, Final Examination - 60% (face-to-face)  
Students are asked to note regulation 24.10 in the Student Handbook (Students must pass both coursework and final examination in order for pass score) |
YEAR 2
Continuing students are strongly advised to complete their Year 1 courses before undertaking Year 2.

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| ECON1005    | Introductory Statistics      | 1 2 Summer | None          | Assessment: Coursework – 40%, Final Examination- 60% (face-to-face)  
*TIP: It is recommended that you take ECON1003 before taking this course* |
| ACCT1003    | Cost & Management Accounting | 1 2      | None          | 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**  
*Student should complete ACCT1002 before taking this course* |
| MGMT1902    | Human Resource Management    | 1        | MGMT1001- Principles of Management | Assessment: Coursework - 40%, Final Examination - 60% (face-to-face) |
| ECON1002    | Introduction to Macroeconomics | 1 2     | None          | Assessment: Coursework – 40%, Final Examination - 60% (face-to-face) |
| BUAD1903    | Business & Commercial Law    | 2        | None          | Assessment: Coursework – 40%, Final Examination - 60% (face-to-face)  
*Note: This course is offered only once for the academic year.* |
| BUAD1904    | Records Management           | 2        | None          | Assessment: Coursework - 40%, Final Examination - 60% (face-to-face) |
| BUAD1905    | Corporate Secretarial Practices | 2        | BUAD1902 OR ENGL1900 OR ENGL0901 | Assessment: Coursework – 40%, Final Examination - 60% (face-to-face) |

Disclaimer: The Programme Delivery Department (PDD), UWI Open Campus reserves the right to revise this document during the Academic Year 2020/2021. Kindly check before the start of registration and during the semester for any updates or additional information. Please be guided accordingly.
### OPTIONS: CHOOSE 1 FROM 3: Student are required to take ONLY ONE of the following three courses listed below:

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<td>MGMT1914</td>
<td>Industrial Relations Management</td>
<td>Summer</td>
<td>None</td>
<td>Assessment: Coursework - 40%, Final Examination - 60% (face-to-face)</td>
</tr>
</tbody>
</table>

**Assessment:**
- Coursework: 40%
- Final Examination: 60% (face-to-face)

### ELECTIVES: CHOOSE 1 FROM 2: Students are required to take ONLY ONE of the two listed electives listed below:

<table>
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<tr>
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<tr>
<td>MGMT1905</td>
<td>Foundation of Caribbean Business Environment</td>
<td>Summer</td>
<td>None</td>
<td>Assessment: Coursework - 40%, Final Examination - 60% (face-to-face)</td>
</tr>
<tr>
<td>INFO1901</td>
<td>Fundamentals of Management Information Systems</td>
<td>Summer</td>
<td>None</td>
<td>Assessment: Coursework - 40%, Final Examination - 60% (face-to-face)</td>
</tr>
<tr>
<td>MGMT1908</td>
<td>Project Cycle Management</td>
<td>Summer</td>
<td>None</td>
<td>Assessment: Continuous 100%, No final examination</td>
</tr>
</tbody>
</table>

**TIP:** It is recommended that you take MGMT1000 before taking this course.

Students who entered the programme before 2009, we recommend that you take this course as a substitute/replacement for MGMT1000 Introductory Business Environment.

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<td>SOCI1002</td>
<td>Introduction to Sociology</td>
<td>1</td>
<td>None</td>
<td>Assessment: Coursework – 40%, Final Examination - 60% (face-to-face)</td>
</tr>
<tr>
<td>ECON1001</td>
<td>Introduction to Microeconomics</td>
<td>1</td>
<td>None</td>
<td>Assessment: Coursework – 40%, Final Examination - 60% (face-to-face)</td>
</tr>
</tbody>
</table>

Students who entered the programme before 2009, we recommend that you take this course as a substitute/replacement for ECON1000 Introductory Economics.