



PROGRAMME ADVISING

Diploma in Social Services

ACADEMIC YEAR
2020/2021



Programme Delivery Department (PDD)

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IMPORTANT INFORMATION TO GUIDE COURSE SELECTION & REGISTRATION

Kindly review this document at the start of each semester
for any adjustments to the schedule.



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

Please continue to follow the prescribed course of study given.

Advice For Managing Course Load

Most students carry between 1 – 3 courses per semester. **For the working adult**, we recommend that you **do not attempt more than three (3) courses** per semester and two (2) courses in summer.

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.

IMPORTANT NOTE for New Students

Orientation is the first step to achieving academic and personal success at the UWI Open Campus. It supports you by assisting with your transition to the online environment. It will equip you with the needed navigational skills to function successfully online and provide pertinent information about the available services, go to persons and responsibilities as an online student. It is imperative that you attend the online sessions offered by the Programme Delivery Department (PDD) as well as the session offered at your local site office.

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.

The **Diploma in Social Services Programme** is delivered using a mixed-mode format. Courses are delivered using online or blended approaches. Students must have access to a computer and Internet access. Online orientation is conducted before the start of the programme.

Students complete a total of 30 credits normally equivalent to 10 courses. Students explore general education and core courses in a number of areas including:

Fundamentals of English

Principles & Practice of Social Work

Human Growth & Development

Human Behaviour & the Social Environment

Administrative Principles & Practices

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.



Remember to check the programme-advising document before the start of registration and during the semester for any updates or additional information.

Pre-requisites for Matriculation into the Diploma in Social Services Programme

- **Mathematics Requirements:** For entry to the Undergraduate 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 the approved remedial Mathematics course Improving your Math Skills (IYMS1001). IYMS1001 is offered in semester 1, 2 and summer.
- **English Language Requirements:** The English Language Proficiency Test (ELPT) is used to assess whether applicants to the Undergraduate programmes 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 is TBD.
- **Technology Requirement:** Students will need to have access to a computer with Internet access.

The Diploma in Social Services Programme Pre-requisites for Matriculation and Exemptions			
COURSE CODE	COURSE NAME	SEMESTER	PRE-REQUISITES, TIPS & ASSESSMENT TYPES
Y E A R 1			
ENGL0900	Fundamentals of English	1	<i>Pass in CSEC English Language</i> Coursework - 40%, Final Examination - 60% (face-to-face)
MATH0900	Mathematics	1, Summer	<i>Students must have general mathematical computation skills and a basic knowledge of algebra</i> Coursework - 40%, Final Examination - 60% (face-to-face)
MGMT1000	Introduction to Computers (Information Literacy & IT)	1, 2, Summer	No Pre-Requisites Coursework- 60%, Final Examination - 40%
SOWK0900	Principles & Practice of Social Work 1	1	No Pre-Requisites Coursework - 40%, Final Examination - 60% (face-to-face)
SOWK0902	Human Growth & Development	1	No Pre-Requisites Coursework - 40%, Final Examination - 60% (face-to-face)
SOWK0903	Understanding Human Behaviour & the Social Environment	2	No Pre-Requisites Coursework - 40%, Final Examination - 60% (face-to-face)
SOWK0901	Principles & Practice of Social Work II	2	SOWK0900 40%, Final Examination - 60% (face-to-face)
SOCI1002	Introduction to Sociology	1, 2	No Pre-Requisites Coursework - 40%, Final Examination - 60%
SOCI1001	Introduction to Social Research	2	No Pre-Requisites Assessment: continuous 100%, No Final Examination (face-to-face)
SOWK0904	Social Services Practicum Experience	2	FINAL YEAR STUDENTS Assessment: continuous 100%, No Final Examination

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