**Updated April 2019**

(NB: For students pursing this programme option who will be registering for FOUN1001 in Summer, 2018/19 please use the CRN highlighted in green below)

**PROGRAMME ADVISING**

BSC MANAGEMENT STUDIES (Human Resource Management) Academic Year 2018/2019

<table>
<thead>
<tr>
<th>ADVICE: For the working adult we recommend a maximum of 3 courses for the semester and no more than 2 in Summer</th>
</tr>
</thead>
</table>

| NEW STUDENTS: Students starting the programme in the Academic Year 2018/2019 are required to follow the course sequence for Year 1/Level 1. |

**Summary Points:**

- We recommend that you register for no more than 3 courses during the semesters and 2 courses in summer.
- As an adult learner with competing responsibilities for your time, it is very important during your first year working in this online environment that you adhere to the recommendation above to ensure that you do not over-extend yourself and compromise your academic performance.
- Once you have successfully completed your first year in this programme you will be in a better position to determine if you are able to take additional credit hours.
- Your Level 1 courses are very important to prepare you for your Levels 2 and 3 courses. It is therefore important that you make your first year a success.

**Tips:**

- Examine your Offer Letter from the Recruitment, Admissions & Registration Department to determine if you are required to take the following pre-requisites:
  - English Language Proficiency Test (ELPT) - pre-requisite for FOUN1001: English for Academic Purposes.
  - Improving Your Math Skills (IYMS) - pre-requisite for ECON1003: Mathematics for Social Sciences I. IYMS is offered three (3) times within the academic year (Semester 1, Semester 2 and Summer).
- If you are required to take ELPT and/or IYMS please ensure that you do so at the first available offering.
- You should attempt to complete all of your Foundation courses in your first year of study.
- Attend and participate in all Student Orientation Sessions scheduled by the Programme Delivery Department (PDD) and your Local Site Office.
- Check this Programme Advising document regularly for any adjustments to the schedule.
INTERNAL TRANSFER/CONTINUING STUDENTS:-

- Students, who started prior to the Academic Year 2018/2019, are required to complete their Levels 1 and 2 courses before moving to Level 3.
- Courses being repeated should be taken at the first available opportunity before you attempt to register for courses at the next Level.
- Pay close attention to pre-requisite courses.
- Plan your courses wisely to ensure the successful completion of the courses you register for this academic year.
- Maintain a **Grade Point Average (GPA) of 2.0 and above.**

Assessment:

Detailed information on the type of course assessments for your registered courses would be made available in the Course Guide posted on the respective course pages in the Learning Exchange at the start of each semester. You are encouraged to read your Course Guide/s carefully. The following are the categories of assessments :-

- **100% Continuous Assessment:** In this method you will be assessed using 100% coursework, which would include but not be limited to the following graded activities: (quizzes, debates, portfolios, discussions, projects/reports, etc.) throughout the semester.  
  OR

- **Combination of Coursework (which could take various formats) and a Face-to-Face Final Examination** – The venue for final examinations will be provided by your local UWI Open Campus, Site Office.
COURSE SELECTION GUIDELINES FOR NEW LEVEL 1 STUDENTS

New students may register for eight (8) courses this Academic Year as follows:

SEMESTER 1: August – December

1. ACCT1002
2. SOCI1002
3. FOUN1501 OR FOUN1001 OR MGMT1000

- IYMS is not for credit - but you should take this prerequisite course in this semester if you intend to register for ECON1003 next semester.

SEMESTER 2: January – May

1. ACCT1003
2. Either ECON1003 – (To take this course you must take/pass IYMS in Semester 1) OR ECON1004 (for students with a pass at CAPE Mathematics)
3. FOUN (Any of the two (2) FOUN courses not yet taken/passed)

SUMMER/SEMESTER 3: May – July

The following Level 1 courses would be available in Summer/Semester 3 for those of you who opt to pursue courses during this period.

1. MGMT1000
2. MGMT1001

NB: The offering of these Summer courses will be dependent on student registration numbers.

All remaining Level 1 courses should be taken in the next Academic Year.
<table>
<thead>
<tr>
<th>LEVEL1</th>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>SEMESTER</th>
<th>PRE-REQUISITE</th>
<th>IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/REGISTRATION</th>
</tr>
</thead>
</table>
|        |             | English for Academic Purposes                    | 1        | 2             | **If your Offer Letter from Admissions indicates that you are required take the ELPT then you must first pass this test before you are allowed to do FOUN 1001.** If your Offer Letter from Admissions indicates that you are required take the ELPT then you must first pass this test before you are allowed to do FOUN 1001. For those persons requiring ELPT, the earliest offering is in **August, 2019**. Please contact your Site Coordinator for additional information. For those students requiring ELPT - the exam schedule is also posted during the year by the Registry on your Department’s Web Page at:  
http://www.open.uwi.edu/undergraduate/home  
**TIP**  
- **New/ Returning Students** are required to complete the ELPT and FOUN1001 before registering for Level 2 courses.  
- If you have already passed ELPT or you are not required to take ELPT it is recommended that you register for this course in Semester 1. Assessment:  
*50% Coursework and 50% Examination (face-to-face).* |
|        | FOUN1001    | (Foundation Course)                              | 1        | 2             | **If your Offer Letter from Admissions indicates that you are required take the ELPT then you must first pass this test before you are allowed to do FOUN 1001.** For those persons requiring ELPT, the earliest offering is in **August, 2019**. Please contact your Site Coordinator for additional information. For those students requiring ELPT - the exam schedule is also posted during the year by the Registry on your Department’s Web Page at:  
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**TIP**  
- **New/ Returning Students** are required to complete the ELPT and FOUN1001 before registering for Level 2 courses.  
- If you have already passed ELPT or you are not required to take ELPT it is recommended that you register for this course in Semester 1. Assessment:  
*50% Coursework and 50% Examination (face-to-face).* |
|        | MGMT1000    | Introduction to Computers (Information Literacy & IT) | 1        | 2             | **Assessment:**  
*60% Coursework and 40% Examination (face-to-face).* |
<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>SEMESTER</th>
<th>PRE-REQUISITE</th>
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</thead>
<tbody>
<tr>
<td>FOUN1501</td>
<td>Foundations for Learning Success <em>(Foundation Course)</em></td>
<td>1 2 Summer</td>
<td>None</td>
<td><strong>Assessment:</strong> 100% Continuous Assessment.</td>
</tr>
<tr>
<td>SOCI1002</td>
<td>Introduction to Sociology</td>
<td>1 2</td>
<td>None</td>
<td><strong>Assessment:</strong> 60% Coursework and 40% Examination (face-to-face)</td>
</tr>
</tbody>
</table>
| ACCT1002    | Introduction to Financial Accounting             | 1 2      | None          | **Tip:** It is recommended that you first attempt this course in Semester 1.  
**Assessment:** 40% Coursework and 60% Examination (face-to-face)  
| ACCT1003    | Cost and Management Accounting I                 | 1 2      | None          | **Tip:** First attempt in Semester 2 **or only** after completing ACCT1002. 
**Assessment:** 30% Coursework and 70% Examination (face-to-face)  
<p>| ECON1000    | Principles of Economics                          | 1        | None          | <strong>Assessment:</strong> 100% Continuous Assessment                              |</p>
<table>
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<tr>
<th>LEVEL 1</th>
<th>SEMESTER</th>
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<tbody>
<tr>
<td>COURSE CODE</td>
<td>COURSE NAME</td>
<td>PRE-REQUISITE</td>
</tr>
<tr>
<td>ECON1003</td>
<td>Mathematics for the Social Sciences I</td>
<td>1 2 Summer</td>
</tr>
<tr>
<td>ECON1004</td>
<td>Mathematics for Social Sciences II</td>
<td>1 2 Summer</td>
</tr>
<tr>
<td>ECON1005</td>
<td>Introduction to Statistics</td>
<td>1 2 Summer</td>
</tr>
<tr>
<td>MGMT1001</td>
<td>Principles of Management</td>
<td>1 2 Summer</td>
</tr>
</tbody>
</table>

*Tip:* You are required to choose **either** ECON1003 or ECON1004 **not both.** Your choice should be based on the pre-requisite requirement. Attempt this course before taking ECON1005.

**Required Online eBooks for ECON1003:**


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*Tip:* It is recommended that **either** ECON1003 or ECON1004 be attempted before taking this course.

**Assessment:**

- ECON1003: 40% Coursework and 60% Examination (face-to-face)
- ECON1004: None
- ECON1005: None
- MGMT1001: None

**Assessment:** 100% Continuous Assessment
**LEVEL 2**

**TIP: Second Year students**

- Complete the course FOUN1001 course before moving to Level 2 courses
- Pass all Level 1 prerequisite courses before registering at Level 2
- Take your Level 2 courses in sequence
- Complete all of your Level 2 courses before registering for Level 3

**Returning students** – Pay attention to prerequisite course requirements for courses at Level 3

<table>
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<tr>
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</thead>
</table>
**Assessment:** 100% Continuous Assessment |
**Assessment:** 60% Coursework and 40% Examination (face-to-face) |
<p>| MGMT2021    | Business Law | 1 | Summer | None | <strong>Assessment:</strong> 40% Coursework and 60% Examination (face-to-face) |
| MKTG2001    | Principles of Marketing | 1 | 2 | ACCT1002, ACCT1003, ECON1005 and ECON1001 or ECON1000 | <strong>Assessment:</strong> 40% Coursework and 60% Examination (face-to-face) |</p>
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</thead>
<tbody>
<tr>
<td>MGMT2023</td>
<td>Financial Management</td>
<td>1, 2</td>
<td>ACCT1002 and ECON1003 or ECON1004</td>
<td>Assessment: 40% Coursework and 60% Examination (face-to-face)</td>
</tr>
<tr>
<td>MGMT2006</td>
<td>Management Information Systems I</td>
<td>1, 2</td>
<td>None</td>
<td>Assessment: 40% Coursework and 60% Examination (face-to-face).</td>
</tr>
<tr>
<td>MGMT2005</td>
<td>Computer Applications for Business</td>
<td>2</td>
<td>None</td>
<td>Assessment: 40% Coursework and 60% Examination (face-to-face).</td>
</tr>
<tr>
<td>MGMT2013</td>
<td>Introduction to International Business</td>
<td>2</td>
<td>None</td>
<td></td>
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**Required Text:**

**Assessment:** 100% Continuous Assessment
LEVEL 3 COURSES

NOTE:
A finalizing student is: a student, who has successfully passed all FOUNDATION courses, has followed the sequence of course offerings and has now completed most of the Level 3 courses of their programme.

MGMT3116: Research Project/Practicum (6 credits) is a year-long course. It is recommended that students attempt this course in the final year of the programme after completing all Level 1, Level 2 and the majority of their Level 3 courses).

A Graduating Student is a finalizing student who has a maximum of 3 courses left to complete by summer of the respective Academic Year.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>MGMT3031</td>
<td>Business Strategy and Policy</td>
<td>2</td>
<td>MGMT2064 and MGMT2023</td>
<td>Note carefully the prerequisite courses for this course. There are 3 prerequisites for this course.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer</td>
<td></td>
<td>Assessment: 40% Coursework and 60% Examination (face-to-face)</td>
</tr>
<tr>
<td>MGMT3116</td>
<td>Research Project/Practicum</td>
<td>1 2</td>
<td>MGMT2063</td>
<td>This is a year-long course which begins in Semester 1 and terminates at the end of Semester 2. Please note the recommendation provided above for this course.</td>
</tr>
<tr>
<td>MGMT3061</td>
<td>Team Building and Management</td>
<td>2</td>
<td>MGMT2064</td>
<td>Assessment: 60% Coursework and 40% Examination (face-to-face)</td>
</tr>
<tr>
<td>MGMT3063</td>
<td>Labour &amp; Employment Law</td>
<td>1</td>
<td>None</td>
<td>This course should be taken on completion of all Level 1 and at least 8 Level 2 courses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Assessment: 60% Coursework and 40% Examination (face-to-face)</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Semester</td>
<td>Core/Option</td>
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</table>
| MGMT3065    | Managing Organisational Change                   | 2       | Summer   | None        | This course should be taken on completion of all Level 1 and at least 8 Level 2 courses.  
Assessment: 40% Coursework and 60% Examination (face-to-face) |
| MGMT3024    | Business Communication                           | 2       |          | FOUN1001    | Assessment: 100% Continuous Assessment                              |
| MGMT3062    | Compensation Management                          | 2       | Summer   | MGMT2064    | Assessment: 40% Coursework and 60% Examination (face-to-face)         |
| MGMT3018    | Industrial Relations                             | 1       |          | None        | This course should be taken on completion of all Level 1 and at least 8 Level 2 courses.  
Assessment: 40% Coursework and 60% Examination (face-to-face) |
| MGMT3106    | Managing Gender, Equality, Diversity and Inclusion| 2       |          | MGMT2064    | Assessment: 100% Continuous Assessment                              |

Disclaimer: The Programme Delivery Department (PDD) reserves the right to revise this document during the Academic Year 2018/2019. Students are kindly advised to consult the online document regularly during the academic year for any updates. Please be guided accordingly.