



THE UNIVERSITY
OF THE
WEST INDIES
GLOBAL CAMPUS

**ASC Administrative Professional Office
Management (APOM)**

ACADEMIC YEAR
2023/2024



Online Programmes Delivery Department (OPDD)

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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 2023/2024 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. 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

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offered by the Online Programmes Delivery Department (OPDD) as well as the session offered at your local site office.

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The **ASc. Administrative Professional Office Management (APOM)** 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, and comprises of 60 credits. It provides the academic foundation for normal matriculation and credit exemptions as appropriate at the Bachelor degree level.

The **APOM** 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.



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

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. 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 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)
- Twelve (12) compulsory Core Courses (36 credits)
- Two (2) elective course (6 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.

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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.

Prerequisites 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 a remedial Mathematics course, MATH0900 Mathematics. MATH0900 in semester 1, 2 and summer.
- **English Language Requirements:** The English Language Proficiency Test (ELPT) is used to assess whether applicants to the ASc. Administrative Professional Office Management (APOM) possesses a satisfactory level of writing and reading proficiency in English for university academic purposes. ELPT is a prerequisite for FOUN1001: English for Academic Purposes.
- **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 prerequisite 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.

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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: Is a form of cheating, and is a very serious offence. Please refer to the notes in the Student Handbook.

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The Associate Degree in Administrative Professional Office Management Programme Prerequisites for Matriculation			
COURSE CODE	COURSE NAME	SEMESTER	PREREQUISITES & TIPS
LEVEL 1			
FOUN1001	English for Academic Purposes	1, 2, Summer	ELPT – English Language Proficiency* * If your Offer Letter from Admissions indicates that you are required to take the ELPT then you must first pass this Prerequisite test before you are allowed to do FOUN1001. 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.
ECON1003	Mathematics for the Social Sciences	1,2	Pass in CSEC Mathematics or approved equivalent OR MATH0900 Mathematics Assessment: Continuous 100%, No Final Examination
ECON1005	Introductory Statistics	1,2	Assessment: Continuous 100%, No Final Examination TIP: It is recommended that you take ECON1003 before taking this course
FOUN1101	Caribbean Civilization	1, 2 Summer	Assessment: Continuous 100%, No Final Examination. 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.
MGMT1001	Principles of Management	1, 2, Summer	Assessment: Continuous 100%, No Final Examination. This course is offered in semester 1, 2 and summer.
SPAN0900	Introductory Spanish	2 Summer	Assessment: Continuous 100%, No Final Examination 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)
ELECTIVES: Choose 1. Students are required to take ONLY ONE of the two courses below.			
1. SOCI1002 (Elective)	Introduction to Sociology	1,2	Assessment: Continuous 100%, No Final Examination Students, who entered the programme before 2009, we recommend that you take this course as a substitute/replacement for SOCI1901 Introductory Sociology
2. ECON1001 (Elective)	Introduction to Microeconomics	1,2	Assessment: Continuous 100%, No Final Examination Students, who entered the programme before 2009, we recommend that you take this course as a substitute/replacement for ECON1900 Introductory Economics
LEVEL 2			
ACCT1002	Financial Accounting	1,2	Students, who entered the programme before 2009, we recommend that you take this course as a substitute/replacement for ACCT1900 Principles of Accounting I Assessment: Continuous 100%, No Final Examination
ACCT1003	Cost & Management Accounting	1,2	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 Students should complete ACCT1002 before taking this course Assessment: Continuous 100%, No Final Examination.
BUAD1902	Office Management	2	Assessment: Continuous 100%, No Final Examination Note: This course is offered only once for the academic year
BUAD1903	Business & Commercial Law	2	Assessment: Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year.
BUAD1904	Records Management	2	Assessment: Continuous 100%, No Final Examination.
BUAD1905	Corporate Secretarial Practices	2 Summer (22/23 only)	BUAD1902 OR ENGL1900 OR ENGL0901 Assessment: Continuous 100%, No Final Examination.
ECON1002	Introduction to Macroeconomics	1, 2	Assessment: Continuous 100%, No Final Examination.
MGMT1000	Introduction to Computers (Information Literacy & IT)	1, 2, Summer	Assessment: Continuous 100%, No Final Examination. This course is offered in semester 1, 2 and summer.
MGMT1902	Human Resource Management	1	MGMT1001- Principles of Management Assessment: Continuous 100%, No Final Examination.

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MGMT1914	Industrial Relations Management	Summer	Assessment: Continuous 100%, No Final Examination.
MGMT1915	Fundamentals of Organizational Behaviour	2	Assessment: Continuous 100%, No Final Examination Note: This course is offered only once for the academic year
PHIL1901	Business Ethics	1	Assessment: Continuous 100%, No Final Examination. 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.
ELECTIVES CHOOSE 1: Students are required to take ONLY ONE of the following three courses listed below:			
MGMT1905 (elective)	Foundations of Caribbean Environment	1	Assessment: Continuous 100%, No Final Examination.
MGMT1908 (elective)	Project Cycle Management	1	Assessment: Continuous 100%, No Final Examination.
INFO1901 (elective)	Fundamentals of Management Informations Systems	Summer	Assessment: Continuous 100%, No Final Examination.

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