



THE UNIVERSITY  
OF THE  
WEST INDIES  
GLOBAL CAMPUS

**Associate Degree in Business  
Management (BUMA)**

ACADEMIC YEAR  
2023/2024



**Online Programmes Delivery Department (OPDD)**

Programme Manager: Mrs. Colleen Robinson-Hunte

Email: [colleen.robinson-hunte@open.uwi.edu](mailto:colleen.robinson-hunte@open.uwi.edu)

# 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 2022/2023 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

**Disclaimer:** The Online Programmes Delivery Department (OPDD), UWI Global Campus reserves the right to revise this document during the Academic Year 2023/2024. Kindly check before the start of registration and during the semester for any updates or additional information. Please be guided accordingly



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

The **Associate Degree in Business Management (BUMA)** 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 Associate Degree in Business Management is delivered online. However, final examinations are held face-to-face at the respective sites. The Associate Degree in Business Management programme has 60 credits. It provides the academic foundation for normal matriculation and credit exemptions as appropriate at the Bachelor degree level.

The **Associate Degree in Business Management (BUMA)** 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-advising 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 in October of the academic year 2022/2023. 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 Business Management (BUMA) a student must successfully complete the equivalent of sixty (60) credits distributed as follows:

- Six (6) Compulsory General Education Courses (18 credits)
- Thirteen (12) compulsory Core Courses (36 credits)

**Disclaimer:** The Online Programmes Delivery Department (OPDD), UWI Global Campus reserves the right to revise this document during the Academic Year 2023/2024. Kindly check before the start of registration and during the semester for any updates or additional information. Please be guided accordingly



- 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.

## Prerequisites for Matriculation into the ASc. Business Management (BUMA) Programme

**Assessment Methods:** The work of students will be assessed and evaluated on a continuous basis through assignments, classwork, 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 an approved remedial Mathematics course. Approved remedial Mathematics course MATH0900 Mathematics. 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 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 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.

**Disclaimer:** The Online Programmes Delivery Department (OPDD), UWI Global Campus reserves the right to revise this document during the Academic Year 2023/2024. Kindly check before the start of registration and during the semester for any updates or additional information. Please be guided accordingly



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 the note in the student's handbook.



The Associate Degree in Business Management Programme Prerequisites for Matriculation			
COURSE CODE	COURSE NAME	SEMESTER	PREREQUISITES & TIPS
<b>LEVEL 1</b>			
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. <b>TIP:</b> 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 IMATH0900 Mathematics <b>Assessment:</b> Continuous 100%, No Final Examination.
ECON1005	Introductory Statistics	1,2	<b>Assessment:</b> Continuous 100%, No Final Examination. <b>TIP:</b> It is recommended that you take ECON1003 before taking this course
FOUN1101	Caribbean Civilization	1, 2 Summer	<b>Assessment:</b> Continuous 100%, No Final Examination. Students, who entered the programme before 2009, we recommend that you take this course as a substitute/replacement for SOC11900 Caribbean Studies. This course is offered in semester 1, 2 and summer.
MGMT1000	Introduction to Computers (Information Literacy & IT)	1, 2, Summer	<b>Assessment:</b> Continuous 100%, No Final Examination. This course is offered in semester 1, 2 and summer.
MGMT1905	Foundations of Caribbean Environment	1	<b>Assessment:</b> Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year
SPAN0900	Introductory Spanish	2 Summer	<b>Assessment:</b> Continuous 100%, No Final Examination. Students are asked to note regulation 24.10 in the Student Handbook
<b>ELECTIVES: Choose 1. Students are required to take ONLY ONE of the two courses below.</b>			
1. SOCI1002 (Elective)	Introduction to Sociology	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 SOC11901 Introductory Sociology
2. ECON1001 (Elective)	Introduction to Microeconomics	1,2	<b>Assessment:</b> 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
3. FINA1001 (Elective)	Elements of Banking and Finance	1	Assessment: Continuous 100%, No Final Examination.
<b>LEVEL 2</b>			
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 <b>Assessment:</b> Continuous 100%, No Final Examination.
ECON1002	Introduction to Macroeconomics	1, 2	<b>Assessment:</b> Continuous 100%, No Final Examination.
MGMT1001	Principles of Management	1, 2, Summer	<b>Assessment:</b> Continuous 100%, No Final Examination. This course is offered in semester 1, 2 and summer.
PHIL1901	Business Ethics	1	<b>Assessment:</b> 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.
BUAD1903	Business & Commercial Law	2	<b>Assessment:</b> Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year.
MGMT1915	Fundamentals of Organizational Behaviour	2	<b>Assessment:</b> Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year
MGMT1902	Human Resource Management	1	MGMT1001- Principles of Management <b>Assessment:</b> Continuous 100%, No Final Examination.
MKTG1900	Fundamentals of Marketing	2	<b>Assessment:</b> Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year

**Disclaimer:** The Online Programmes Delivery Department (OPDD), UWI Open Campus reserves the right to revise this document during the Academic Year 2023/2024. Kindly check before the start of registration and during the semester for any updates or additional information. Please be guided accordingly



The Associate Degree in Business Management Programme Prerequisites for Matriculation			
COURSE CODE	COURSE NAME	SEMESTER	PREREQUISITES & TIPS
MGMT1907	Small Business Management	2	<b>Assessment:</b> Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year
MGMT1916	Foundations of Financial Management	Summer	<b>ECON1005 and ACCT1003</b> <b>Assessment:</b> Continuous 100%, No Final Examination. Note: This course is offered only once for the academic year
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 <b>Assessment:</b> Continuous 100%, No Final Examination.
<b>OPTIONS: CHOOSE 1: Students are required to take ONLY ONE of the following three courses listed below:</b>			
1. MGMT1914 (Elective)	Industrial Relations Management	Summer	<b>Assessment:</b> Continuous 100%, No Final Examination.
2. INFO1901 (Elective)	Fundamentals of Management Information Systems	Summer	<b>Assessment:</b> Continuous 100%, No Final Examination. <b>TIP:</b> It is recommended that you take MGMT1000 before taking this course
3. MGMT1908 (Elective)	Project Cycle Management	1	<b>Assessment:</b> Continuous 100%, No final examination

**Disclaimer:** The Online Programmes Delivery Department (OPDD), UWI Open Campus reserves the right to revise this document during the Academic Year 2023/2024. Kindly check before the start of registration and during the semester for any updates or additional information. Please be guided accordingly

