PROGRAMME ADVISING

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

ACADEMIC YEAR 2022/2023

ONLINE PROGRAMMES DELIVERY DEPARTMENT (OPDD)

ADVICE: For the working adult we recommend a maximum of 3 courses for the semester.

IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION

New Students: Students who enrolled as of Academic Year 2022/2023 must follow the course **sequence** given for their registered programme**.**

Advice For Managing Course Load: For the working adult we recommend that you do not attempt ***more than 3 courses*** per semester. Each student is an important member of the University; we want your experience here to be a successful one. Do not jeopardize your long-term goals by being unrealistic about what you can handle.

The Certificate in Human Resource Management has 24 credits, in 8 courses, over one year.

The programme is offered entirely online. Each is divided into three Levels: Level II incorporates Level I, and Level III incorporate Levels I & II.

- Level 1 certificate consists of 3 courses (9 credits) and may be completed in 4 months/1 semester. It prepares persons for entry-level, semi-skilled positions within the industry.

- Level II certificate consists of 6 courses (18 credits): the 3 courses comprising Level I + 3 additional courses. The Level-II certificate, which may be completed in 8 months/2 semesters, prepares persons as skilled workers: technical/specialized, independent workers.

- Level III certificate consists of 8 courses (24 credits): the 6 courses making up Level -II + two additional courses. The Level-III certificate, which may be completed in 12 months/3 semesters, prepares persons as skilled workers with supervisory responsibilities, e.g., a first line supervisor; trainer/instructor.

Exemptions

Exemptions will be considered **ONLY** for Level I courses. ***Exemptions <u>will not</u> be considered for Level II OR III courses***. Exemptions are given on a case-by-case basis through requests made to the Registry of Student Services. It is an online process activated for limited periods during the academic year. All registered students and OC staff members will receive notification by email that the process is open. The email will also provide an online link (URL) and instructions on how to complete the request.

Students will be considered for exemption (with credit) from Math Essentials for Tertiary Level Study if they possess at least a Grade I pass in CXC/CSEC/GCE Math or an equivalent course of study and for Reading and Writing Essentials for Tertiary Level Study if they possess at least a Grade I pass in CXC/CSEC/GCE English or an equivalent course of study.

Students will also be considered for exemption (with credit) from the course that is meant to introduce them to the field if they have received a B grade or higher in an equivalent introductory course, from UWI or a tertiary level institution recognized for normal matriculation at UWI.

Assessment

Students will be assessed and evaluated on a continuous basis through written assignments, class-work, multiple choice quiz, tests and an end–of-semester examination in each subject if applicable. Assessment requirements are noted in the course outline of each course with clear guidelines, due dates and the weighting for each assessment task.

Duration

One year (12 months)

Note: Summer semester is a <u>Mandatory</u> semester for this programme.

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**.**

TIPs:

The programmes are offered entirely online. That means you may arrange your study to fit your lifestyle: you can work from your home, office, hotel room, wherever there is Internet connection.

		YEAR 1				

COURSE CODE	COURSE NAME	SEMESTER			PRE-REQUISITE	IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION
		1	2	Summer		
Level 1						
ENGL0100	Reading and Writing for Essential for Tertiary Level Study	1			None	**Assessment:** Continuous assessment – 100% coursework
MATH0103	Maths Essentials for Tertiary Level Study	1			None	**Assessment:** Coursework- 40%, Final Exam - 60% (face-to face)
MGMT0100	Introduction to Human Resource Management	1			None	**Assessment:** Continuous assessment – 100% coursework
Level II						
MGMT0202	Health & Safety in the Workplace		2		None	**Assessment:** Continuous assessment – 100% coursework
MGMT0201	Training and Development		2		None	**Assessment:** Continuous assessment – 100% coursework
MGMT0200	Recruitment & Placement		2		None	**Assessment:** Continuous assessment – 100% coursework
Level III						
MGMT0301	Labour Relations			Summer	None	**Assessment:** Continuous assessment – 100% coursework
MGMT0300	Employee Law			Summer	None	**Assessment:** Continuous assessment – 100% coursework

Disclaimer: The Online Programmes Delivery Department (OPDD), UWI Open Campus reserves the right to revise this document during the Academic Year 2022/2023. Kindly check before the start of registration and during the semester for any updates or additional information. Please be guided accordingly.