



PROGRAMME ADVISING

NGO Professional Management Certificate

ACADEMIC YEAR
2021/2022



Online Programmes Delivery Department (OPDD)

Programme Manager(T): Ms. Charon Ince-Christopher

Email: charon.ince-christopher@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 are enrolled in Academic Year 2021/2022 must take the two courses listed simultaneously to be awarded the Certificate.

***IMPORTANT NOTE: (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 Online Programmes Delivery Department (PDD) as well as the session offered at your local site office.

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

Disclaimer: The Online Programmes Delivery Department (OPDD), UWI Open Campus reserves the right to revise this document during the Academic Year 2021/2022. Kindly check before the start of registration and during the semester for any updates or additional information. Please be guided accordingly.

Prerequisites for Matriculation into the BSc Public Sector Administration (PSAD)

- **Assessment Methods:** Students' work will be assessed and evaluated on a continuous basis through assignments. Assessment requirements are noted in the course guide of each course with clear guidelines, due dates and the weighting for each assessment task. This document can be found in the Learning Exchange.
- **Teaching Methods:** A blend of synchronous (e.g. web conferencing) and asynchronous (e.g. discussion forum) tools and learner-centered strategies are used

Duration: August – December, 2021

- **Technical requirement:** Students should be comfortable using a personal computer and email. Students will need to have access to a computer with Internet access.
- **Technology Requirement:** Students will need to have access to a computer with Internet access.
- **Library Services:** The Open Campus Library and Information Services (OCLIS) provide access to an increasingly dynamic collection of E-Preferred resources (eBooks, ejournals, and multimedia) via UWInC.

Plagiarism: A form of cheating. Not allowed, please refer to the note in the student's handbook.

TIPs:

1. 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.
2. Check the programme-advising document before the start of registration and during the semester for any updates or additional information.

Disclaimer: The Online Programmes Delivery Department (OPDD), UWI Open Campus reserves the right to revise this document during the Academic Year 2021/2022. Kindly check before the start of registration and during the semester for any updates or additional information. Please be guided accordingly.

The NGO Professional Management Certificate Prerequisites for Matriculation.

COURSE CODE	COURSE NAME	SEMESTER	PREREQUISITES & TIPS
Y E A R 1			
MGMT073	Essentials of NGO Management	1	100% continuous assessment
MGMT074	Developing and Managing Projects	1	100% continuous assessment

Disclaimer: The Online Programmes Delivery Department (OPDD), UWI Open Campus reserves the right to revise this document during the Academic Year 2021/2022. Kindly check before the start of registration and during the semester for any updates or additional information. Please be guided accordingly.