THE UNIVERSITY OF THE WEST INDIES
GLOBAL CAMPUS

Diploma Public Sector Administration (PSAD)

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

The **Diploma in Public Sector Administration** is designed to provide an academic foundation and practical training for persons working in public sector entities, to enhance their understanding of the functioning of the public sector and to develop competencies in management. Students build competencies in English Language and Mathematics and are introduced to management and administrative principles and skills to enable them to function efficiently in the workplace. The Diploma in Public Sector Administration programme is delivered online, and is 100% Coursework.

The Diploma in Public Sector Administration programme has 30 credits

The **Diploma in Public Sector Administration** 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.

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 The Diploma in Public Administration a student must successfully complete the equivalent of thirty (30) credits distributed as follows:

- Three (3) compulsory General Education Courses (9 credits)
- Seven (7) compulsory Core Courses (21 credits)

Duration of the programme: Students studying on a full-time schedule must complete the Diploma in a minimum of one (1) and a maximum of two (2) consecutive semesters. Part-time students four (4) and a maximum of eight (8) consecutive semesters including summers. Plan wisely to suit your particular situation so you may perform at your full potential. Each course is 39 contact hours. 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.

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

- **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.

- **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.

TIPs:

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.

1. Continuing students are required to complete all their level one courses including pre-requisite before undertaking courses from level two.

2. 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.

3. 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.

The Diploma Public Sector Administration (PSAD) Pre-requisites for Matriculation.			
COURSE CODE	**COURSE NAME**	**SEMESTER**	**PRE-REQUISITES & TIPS**
L E V E L 1			
ENGL0900	Fundamentals of English	1	Pass in CSEC English Language **Assessment Assessment:** Continuous 100%, No Final Examination
MATH0900	Mathematics	1, 2. Summer	Students must have general mathematical computation skills and a basic knowledge of algebra. **Assessment:** Continuous 100%, No Final Examination.
GOVT1900	Introduction to Administrative Principles & Practices	1	**Assessment:** Continuous 100%, No Final Examination.
GOVT1902	Caribbean Political Economy	1	**Assessment: Assessment**: Continuous 100%, No Final Examination.
MGMT1000	Introduction to Computers (Information Literacy & IT)	1, 2 Summer	**Assessment**: Coursework Continuous 100%, No Final Examination This course is offered in semester 1, 2 and summer.
ENGL0901	Business Communication	2	**Assessment:** Continuous 100%, No Final Examination
LAW1910	Constitutional & Administrative Law	2	**Assessment: Assessment**: Continuous 100%, No Final Examination
ECON1001	Introduction to Microeconomics	1, 2	**Shared with Undergraduate programmes Assessment:** **Assessment**: Continuous 100%, No Final Examination
SOCI1002	Introduction to Sociology	1, 2, Summer	**Shared with Undergraduate programmes** **Assessment: Assessment**: Continuous 100%, No Final Examination
GOVT1006	Introduction to Public Administration	2, Summer 23/24 only	**Assessment: Assessment**: Continuous 100%, No Final Examination