



THE UNIVERSITY
OF THE
WEST INDIES
GLOBAL CAMPUS

**Associate Degree in Business
Management (BUMA)
Pre-U PolyTech**

ACADEMIC YEAR
2025-2027



Online Programmes Delivery Department (OPDD)

For further information after careful review of this document,
please contact the Programme Manager (PM).

IMPORTANT INFORMATION TO GUIDE COURSE SELECTION & REGISTRATION



New Students

Students who enrolled as of Academic Year 2025/2026 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

Your course load is 5 courses in Semester 1 and Semester 2.

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 any sessions offered by the Pre-U PolyTech.

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** programme is delivered online, with some face-to-face components.

Some of your examinations may also be held face-to-face. 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.

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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 assessment period.
- Summer session has seven (7) weeks of instruction plus the assessment period.

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)
- Fourteen (14) compulsory Core Courses (42 credits)

Duration of the programme: Students must complete the programme in a maximum of nine (9) semesters (3 years), from date of registration. 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, class-work, and quizzes. 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.
- **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, ACRS0003, or equivalent is a prerequisite for FOUN1001: English for Academic Purposes.
- **Technology Requirement:** Students will need to have access to a computer with Internet access.

Leave of Absence (LOA): If you are unable to take a course, you need to inform your Pre-U tutor or Pre -U Coordinator.

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

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The Associate Degree in Business Management Programme Prerequisites for Matriculation			
COURSE CODE	COURSE NAME	SEMESTER	PREREQUISITES & TIPS
Year 1- Semester 1 25/26			
SOCI1002	Introduction to Sociology	1	Assessment: Continuous 100%, No Final Examination.
FOUN1101	Caribbean Civilization	1& Summer	Students who do not have Grade I in CXC/CSEC English or the ELPT will be required to do ACRS 0003 Communication and use of English and do FOUN 1101 in the Summer semester instead. Assessment: Continuous 100%, No Final Examination
ACCT1003	Cost & Management Accounting	1 & Summer	Assessment: Continuous 100%, No Final Examination.
*MATH0900	Mathematics	1	Only to be taken by students who do not have a Math CSEC Pass (grade 1-3) Assessment: Continuous 100%, No Final Examination
MGMT1000	Introduction to Computers (Information Literacy & IT)	1	Assessment: Continuous 100%, No Final Examination.
SPAN0900	Introductory Spanish	1	Assessment: Continuous 100%, No Final Examination.
*ACRS0003	Communication and use of English	1	Only to be taken by students who do not have a grade 1 English CSEC, not passed the ELPT, or do not have an approved equivalent. Assessment: Continuous 100%, No Final Examination
Semester 2 25/26			
FOUN1001	English for Academic Purposes	2	ELPT – English Language Proficiency Test, ACRS0003 Communication and use of English or an approved equivalent. Assessment: Continuous 100%, No Final Examination
ECON1003	Mathematics for the Social Sciences	2	Pass grade in Math CSEC, or an approved equivalent. Assessment: Continuous 100%, No Final Examination
MGMT1001	Principles of Management	2	Assessment: Continuous 100%, No Final Examination.
ECON1005	Introductory Statistics	2	Assessment: Continuous 100%, No Final Examination.

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The Associate Degree in Business Management Programme Prerequisites for Matriculation			
COURSE CODE	COURSE NAME	SEMESTER	PREREQUISITES & TIPS
ECON1002	Introduction to Microeconomics	2	Assessment: Continuous 100%, No Final Examination.
Summer 25/26			
ACCT1003	Cost & Management Accounting	Summer	This is only for students who did MATH0900 Mathematics in Semester 1 Assessment: Continuous 100%, No Final Examination
FOUN1101	Caribbean Civilization	Summer	This is only for students who did ACR0003 Communication and use of English in Semester 1 Assessment: Continuous 100%, No Final Examination.
Year 2- Semester 1 26/27			
MGMT1916	Foundations of Financial Management	1	ACCT1003 & ECON1005 Assessment: Continuous 100%, No Final Examination.
MGMT1905	Foundations of Caribbean Environment	1	Assessment: Continuous 100%, No Final Examination.
MGMT1902	Human Resource Management	1	MGMT1001 Assessment: Continuous 100%, No Final Examination.
MGMT1908	Project Cycle Management	1	Assessment: Continuous 100%, No final Examination
PHIL1901	Business Ethics	1	Assessment: Continuous 100%, No final Examination
Semester 2 26/27			
MKTG1900	Fundamentals of Marketing	2	Assessment: Continuous 100%, No Final Examination.
ACCT1002	Financial Accounting	2	Assessment: Continuous 100%, No Final Examination.
BUAD1903	Business & Commercial Law	2	Assessment: Continuous 100%, No Final Examination.
MGMT1915	Fundamentals of Organizational Behaviour	2	Assessment: Continuous 100%, No Final Examination.
MGMT1907	Small Business Management	2	Assessment: Continuous 100%, No Final Examination.

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