**ACADEMIC ADVISING SHEET LEVEL II/III**

**ACADEMIC YEAR 2023/2024**

**BSc Accounting (Special) Programme**

Dear Returning Student,

Please complete this advising sheet following the instructions provided on page 2 below and submit via email to [bscacctadv@gmail.com](mailto:bscacctadv@gmail.com). If needed, please let us know your availability for a 1-on-1 Virtual Academic Advising session.

Please specify Subject as:

RETURNING STUDENT - <INSERT STUDENT NAME> - <INSERT STUDENT ID#>

*For example:*

*Subject – RETURNING STUDENT – JOHN SMITH – 81600XXXX*

|  |  |
| --- | --- |
| **NAME\*:** |  |
| **STUDENT ID #\*:** |  |
| **Year of Entry\*:** |  |
| **Status\*:** | Full Time Part Time |
| **Contact #\*:** |  |
| **Email\*:** |  |

**Comments / Notes:**

<Use this space to highlight any issues you are currently facing e.g. Dean’s Hold, intention to pursue a Minor and in what area etc>

**Student’s Signature: Date (dd/mm/yyyy):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOR OFFICIAL USE:**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Admin/AA Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appointment Made: Yes No**

**Date & Time of Appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Advisor Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please follow ALL instructions provided below to ensure a smooth Advising process.**

**INSTRUCTIONS TO STUDENTS:**

1. All returning students to the BSc Accounting programme must complete this Academic Advising Sheet.
2. **Students who upload/submit an incomplete Advising Sheet will experience delays in the Academic Advising Process.**
3. Please save the completed Advising Sheet in Microsoft Word with the following file name: FIRST NAME LAST NAME – UWI STUDENT ID#. Example: JOHN SMITH – 810009999.
4. Please fill out all required fields, identified by the marker ‘**\***’, on pages 1 and 3 of this Advising Sheet.
5. Students are reminded to complete the last section of the Advising Sheet - *List of Courses You Plan to Undertake in Academic Year 2023/2024*. If you are unsure or unable to locate your Academic Advising Sheet from Level I and/or Level II, a summary of the courses to be completed for both levels are provided within. Students are encouraged to review the Faculty of Social Sciences Undergraduate Booklet based on your year of entry into the programme (link: <https://sta.uwi.edu/faculty-booklet-archive>) which will assist you in identifying possible elective choices. If you are interested in pursuing the ACCA professional qualification or a career in Teaching, please refer to Instruction numbers 6 and 7 below.

**LEVEL TWO**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Semester 1** | | | **Semester 2** | | |
| **Course Code** | **Course Title** |  | **Course Code** | **Course Title** |  |
| ACCT 2014 | Financial Accounting I |  | ACCT 2015 | Financial Accounting II |  |
| ACCT 2021 | Cost and Managerial Accounting |  | MGMT 2021 | Business Law\* |  |
| ~~MGMT 2006~~ | ~~Management Information Systems I\*~~ |  | MGMT 2023 | Financial Management I\* |  |
| ~~MGMT 2008~~ | ~~Organizational Behaviour\*~~ |  | ~~MKTG 2001~~ | ~~Principles of Marketing\*~~ |  |
| MGMT 2012 | Quantitative Methods\* |  | ELECTIVE |  |  |

**\*Offered in both Semesters I & II.**

**LEVEL THREE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Semester 1** | | **Semester 2** | |
| **Course Code** | **Course Title** | **Course Code** | **Course Title** |
| ACCT 3041 | Advanced Financial Accounting | ACCT 3039 | Management Accounting II |
| ACCT 3043 | Auditing I | MGMT 3031 | Business Strategy and Policy\* |
| MGMT 3035 | Ethics in Business\* | MGMT 3032 | Entrepreneurial Studies\* |
| ELECTIVE |  | ELECTIVE |  |
| ELECTIVE |  | ELECTIVE |  |

**\*Offered in both Semesters I & II.**

1. For students wishing to pursue the ACCA professional accreditation, you are reminded that the recommended electives are as follows:
   1. MGMT 3048 – Financial Management II [Semester 1 course; pre-requisite: MGMT 2023]
   2. MGMT 3051 – Taxation I [Semester 2 course; no pre-requisite]
2. Other recommended electives include:
3. ACCT XXXX – Fraud Examination [coming soon, Semester 2 course; pre-requisite: ACCT 1002]
4. ACCT 3015 – Accounting Information Systems [Semester 2 course; pre-requisite: MGMT 3011]
5. ACCT 3040 – Accounting Theory ***(required for a career in teaching)*** [Semester 2 course; no pre-requisite]
6. Students wishing to pursue more than the required number of courses per semester must obtain Faculty approval.

**PLEASE HIGHLIGHT IN GRAY OR YELLOW ALL COURSES SUCCESSFULLY COMPLETED\*:**

|  |  |  |
| --- | --- | --- |
| **LEVEL I – 30 credits (10 courses)** | | |
| ACCT 1002 | ACCT 1003 | ECON 1001 |
| ECON 1002 | ECON 1003 | ECON 1005 |
| FOUN 1001 | FOUN 1106 | FOUN 1101 |
| FOUN 1210 | MGMT 1001 | SOCI 1002 |
| List any other first year courses inclusive of co-curricular courses (course codes only) completed here: | | |
|  |  |  |

*If an exemption is received, place in brackets EC or EX after each applicable course code.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LEVEL II/III – 60 credits (20 courses)** | | | | |
| **Core Courses:** | | | | |
| ACCT 2014 | ACCT 2015 | ACCT 2021 | MKTG 2001 | MGMT 2006 |
| MGMT 2008 | MGMT 2012 | MGMT 2021[[1]](#footnote-1) | MGMT 2023 | ACCT 3039 |
| ACCT 3041 | ACCT 3043 | MGMT 3031 | MGMT 3032 | MGMT 3035 |
| **Electives** [List all electives (course codes only) successfully completed here]: | | | | |
|  |  |  |  |  |
|  |  |  |  |  |

**LIST THE COURSES YOU PLAN TO UNDERTAKE IN ACADEMIC YEAR 2023/2024 (Course Codes AND Titles)\*:**

|  |  |
| --- | --- |
| **SEMESTER 1** | **SEMESTER 2** |
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |

1. MGMT 3046 – Company Law is the core course for students registered prior to AY 2018/2019. [↑](#footnote-ref-1)