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| --- |
| Provisional Academic Advising |
|  HUMAN RESOURCE MANAGEMENT (Special) |
| Student Name: |  | Student ID: |  |

**Important for Level I**

1. In Level 1 of your programme, you are required to do either **FOUN 1001 (English for Academic Purposes)** or **FOUN 1106 (Academic English for Research Purposes).** The following rules determine which of these courses you are to do.
2. All students are required to take the **English Language Proficiency Test (ELPT)** except for persons with the following qualifications:
* Grade 1 in CXC General Proficiency English A
* Grade A in Cambridge GCE O-Level English
* Grade A or B in Cambridge GCE A-Level
* Grade I or II in CAPE Communication Studies
* Grade B or above in a College English course from an approved University

**To register for the ELPT visit the Virtual Helpdesk** [**online**](https://sta.uwi.edu/fhe/welcome-fhe-virtual-help-desk)

**Enquiries concerning the ELPT are to be emailed to:** **ELPT.registration@sta.uwi.edu**

If you missed the first sitting of the ELPT, you will have another opportunity to do the test. Please consult the academic calendar [online](https://sta.uwi.edu/resources/documents/academiccalendar.pdf) for the date of the next sitting.

**Students who pass the** **ELPT** are to do **FOUN 1001** (English for Academic Purposes). This is a Semester 1 course.

1. **Students with a Grade I or II in CAPE Communication Studies** are to do **FOUN 1106** (Academic English for Research Purposes). This is a Semester 1 course.

Often due to issues beyond your control, you may have to do FOUN 1001 or FOUN 1106 in the 2nd year of your programme. To fill the gap in Year 1, you can do one of the following: (a) a pre-requisite needed for a Minor, (b) a compulsory Level 2 course, or (c) a co-curricular (COCR) course for your personal development.

1. In Level 1 of your programme, you are required to do **ECON 1003 – Mathematics for Economics I.** The following rules apply.

Students are required to do a **Mathematics Proficiency Test (MPT)** if they do not have:

* a Pass at GCE Additional Mathematics
* a Pass at GCE Advanced Level Mathematics
* a Pass at GCE AS Mathematics
* CAPE Mathematics
* Mathematics for Business Purposes (Open Campus)
* Business Management Mathematics (Open Campus)
* Certificate Course in Business Management and Administrative Professional Office Management – Mathematics (Open Campus) or its equivalent.

To **register for the MPT** visit the Department of Economics webpage [online](https://sta.uwi.edu/fss/economics/who-should-write-mathematics-proficiency-test-mpt)

* Students who **PASS** the MPT can go on to **register for ECON 1003-Mathematics for Economics I**
* Students who **FAIL** the MPT **must register for** and pass **ECON 0001-Mathematics for Social Sciences** to qualify to do ECON 1003.

Students who have a **Pass** in any of the following **Open Campus courses** are eligible for **exemption without credit** from **ECON 0001**.

• Mathematics for Business Purposes

* Business Management-Mathematics
* Certificate Course in Business Management and Administrative Professional Office Management.

These students are to complete an [Application for Credits/Exemption form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsta.uwi.edu%2Fresources%2Fdocuments%2Fcreditexemptions.doc&wdOrigin=BROWSELINK) and submit by email to STA-Economics.Department@sta.uwi.edu following which you can go on to register for ECON 1003.

1. **Exemptions with credit** may be granted to students who obtained Grades 1 or 2 for CAPE as shown below**:**

|  |  |
| --- | --- |
| **CAPE SUBJECT** | **COURSE EXEMPTED** |
| CAPE Accounting - Unit 1 | ACCT 1002 Intro to Financial Accounting |
| CAPE Accounting - Unit 2 | ACCT 1003 Intro to Cost and Managerial Accounting |
| CAPE Economics- Unit 2 | ECON 1002 Intro to Macroeconomics |
| CAPE Management of Business - Units 1 and 2 | MGMT 1001 Intro to Management |
| CAPE Statistical Analysis-Unit 1 andCAPE Mathematical Analysis Unit 2 ORCAPE Applied Mathematics – Units 1 and 2 | ECON 1005 Intro to Statistics |
| CAPE Sociology - Unit 1 | SOCI 1002 Intro to Sociology I |
| CAPE Sociology - Unit 2 | SOCI 1000 Intro to Sociology II |
| CAPE Pure Mathematics Units 1 and 2 | ECON 1003 Mathematics for Economics I |
| CAPE Tourism - Units 1 and 2 | TOUR 1001 Intro to International Tourism |

**Exemptions with credit** may be granted for Grades A or B in the following subject:

|  |  |
| --- | --- |
| **QUALIFICATION** | **COURSE EXEMPTED** |
| A-Level Mathematics | ECON 1003 Mathematics for Economics I  |

**Exemptions only** will be granted for passes in the following subject areas:

|  |  |
| --- | --- |
| **QUALIFICATION** | **COURSE EXEMPTED** |
| AS Mathematics; GCE Additional Mathematics  | ECON 1003 Mathematics for Economics I  |

Students who are eligible for these exemption(s) are to complete an [Application for Credits/Exemption form](https://www.google.com/url?client=internal-element-cse&cx=014976049393604524538:2zejzkrg0lg&q=https://sta.uwi.edu/sites/default/files/uwi/EXEMPTION%2520_%2520CREDITS%2520FORM%25202021.pdf&sa=U&ved=2ahUKEwinmeyerbb5AhXoq4QIHYtsBLYQFnoECAAQAQ&usg=AOvVaw3zxOszh-VdtObLTpMfvtTn) and submit the completed form via email to admis@sta.uwi.edu

Once approved, the exemptions will be reflected on their transcripts as:

EC – exemption with credit

EX – exemption only (i.e. exemption without credit)

If you obtained exemption only (EX), please ensure that you have satisfied the credit requirements for the degree. It may mean doing electives to satisfy the credits. If the exemption was at Level I, the elective should be a Level I course.

Browse the Course Descriptions section of the [Faculty Handbook](https://sta.uwi.edu/faculty-booklet-archive/) for a complete list of courses offered by the Faculty of Social Sciences.

Level 1 courses begin with the number 1, for example:

* COCR 1013 (Financial Literacy and Training)
* COCR 1036 (Ethics and Integrity: Building Professional Competence)
* COCR 1051 (Innovation and Entrepreneurship Steps)
* MGMT 1011 (Intro to Insurance)
* PSYC 1001 (Intro to Psychology)
* SOCI 1002 (Intro to Sociology I)

**NB:** Courses beginning with code COCR are [cocurricular](https://sta.uwi.edu/cocurricular/) courses. You may do up to 6 credits of co-curricular courses. Co-curricular courses, however, CANNOT be used to satisfy Level 2 or 3 credit requirements.

**Important for Level 2 and 3**

**Planning at this level is key!** Create a **roadmap** for success. **For example:**

* You must pass ECON 1003 (Mathematics for Economics I) or ECON 1005 (Intro to Statistics) along with ACCT 1002 (Intro to Financial Accounting) in your 1st year to do MGMT 2023 (Financial Management I) in your 2nd year.
* MGMT 2008 is a pre-requisite for a number of your Level 3 courses.

Failure to plan well can result in staying an additional year to complete the degree.

Check pre-requisites for Year 2 and 3 compulsory courses in the Course Descriptions Section of the [Faculty Handbook](https://sta.uwi.edu/faculty-booklet-archive/)

**Electives**

Electives are courses of your choice.

To satisfy Level 2/3 elective requirements you may choose any five Level 2 or 3 courses.

* For courses offered by the Faculty of Social Sciences (FSS) browse the Course Descriptions Section of the [Faculty Handbook](https://sta.uwi.edu/faculty-booklet-archive/). Here you will find the complete set of courses offered by our 4 departments: Management Studies, Economics, Political Sciences, and Behavioural Sciences.
* Alternatively, you may pursue one Minor to satisfy your elective requirements. Minors are concentrations that consist of 5 courses. To consider your options visit the section on Minors in the [Faculty Handbook](https://sta.uwi.edu/faculty-booklet-archive/)

FSS students do not require special permission to pursue an FSS minor. You may register for the courses based on their availability and once you have satisfied the requirements for the minor, declare the minor in your final year, final semester. Click here for the [Declaration of Minors Form](https://uwi.jotform.com/210193713102037)

**To Graduate**

**To graduate** you must complete at least 30 (3-credit) courses inclusive of your compulsory courses:

* 10 courses at Level 1,
* 20 courses at Levels 2 and 3.

PROGRAMME CONTENT

**FULL-TIME** students are normally required to do a maximum of 5 courses each semester.

**PART-TIME** students are normally required to do a maximum of 4 courses each semester.

The minimum number of courses a student can do each semester is 2.

If a course is offered in both Semesters 1 and 2, you may choose the semester in which you wish to do the course.

Select your courses based on the information given above and [PROCEED TO REGISTER](https://sta.uwi.edu/resources/documents/banner_registration_guide_ug.pdf) and

[ENROLL IN FEE PAY](https://sta.uwi.edu/registration/procedure.asp#STEP5) (mandatory)

**LEVEL 1**

|  |  |  |
| --- | --- | --- |
| **Course Code & Title** | **Credits** | **Semester** |
| **ACCT 1002** Intro to Financial Accounting | 3 | 1 OR 2 |
| **ECON 1001** Intro to Microeconomics | 3 | 1 |
| **ECON 1002** Intro to Macroeconomics | 3 | 2 |
| **ECON 1003** Mathematics for Economics I | 3 | 1 OR 2 |
| **ECON 1005** Intro to Statistics  | 3 | 1 |
| **MGMT 1001** Intro to Management | 3 | 1 OR 2 |
| **PSYC 1001** Introduction to Psychology | 3 | 1 |
| **FOUN 1101** Caribbean Civilisation | 3 | 1 OR 2 |
| **FOUN 1210** Science, Medicine & Technology in Society | 3 | 1 OR 2 |
| **FOUN 1001** English for Academic Purposes **OR FOUN 1106** Academic English for Research Purposes | 3 | 1 |

**LEVEL 2 and 3**

|  |  |  |
| --- | --- | --- |
| **Course Code & Title** | **Credits** | **Semester** |
| **MGMT 2006** Management Information Systems I | 3 | 1 OR 2 |
| **MGMT 2008** Organizational Behaviour | 3 | 1 OR 2 |
| **MGMT 2012** Quantitative Methods | 3 | 1 OR 2 |
| **MGMT 2023** Financial Management I | 3 | 1 OR 2 |
| **MKTG 2001** Principles of Marketing | 3 | 1 OR 2 |
| **MGMT 3017** Human Resource Management | 3 | 1 OR 2 |
| **MGMT 3018** Industrial Relations | 3 | 1 OR 2 |
| **MGMT 3022** Organizational Development | 3 | 2 |
| **MGMT 3024** Business Communication | 3 | 1 OR 2 |
| **MGMT 3025** Human Resource Development | 3 | 2 |
| **MGMT 3031** Business Strategy and Policy | 3 | 1 OR 2 |
| **MGMT 3032** Entrepreneurial Studies | 3 | 1 OR 2 |
| **MGMT 3035** Ethics in Business | 3 | 1 OR 2 |
| **MGMT 3062** Compensation Management | 3 | 1 OR 2 |
| **MGMT 3311** Occupational Safety and Health Management | 3 | 1 |
| **ELECTIVE** (must be a Level 2/3 course) | 3 |  |
| **ELECTIVE** (must be a Level 2/3 course) | 3 |  |
| **ELECTIVE** (must be a Level 2/3 course) | 3 |  |
| **ELECTIVE** (must be a Level 2/3 course) | 3 |  |
| **ELECTIVE** (must be a Level 2/3 course) | 3 |  |