

PROGRAMME ADVISING

NGO PROFESSIONAL MANAGEMENT CERTIFICATE ACADEMIC YEAR 2019/2020

PROGRAMME DELIVERY DEPARTMENT (PDD)

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 2019/2020** 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 Programme Delivery Department (PDD) as well as the session offered at your local site office.

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 2019

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 *UWIlInC*.

Plagiarism: A form of cheating. **Not allowed**, please refer to note in 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.

COURSE CODE	COURSE NAME	SEMESTER			PRE-REQUISITE	IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/REGISTRATION
		1	2	Summer		
MGMT073	Essentials of NGO Management	1			None	100% continuous assessment
MGMT074	Developing and Managing Projects	1			None	100% continuous assessment