UNIVERSITY OF THE COMMONWEALTH CARIBBEAN
Fostering Leadership & Innovation

PROFESSIONAL CERTIFICATES (ProfCert 12 CREDITS)

POSTGRADUATE DIPLOMAS (PGDip 18 CREDITS)

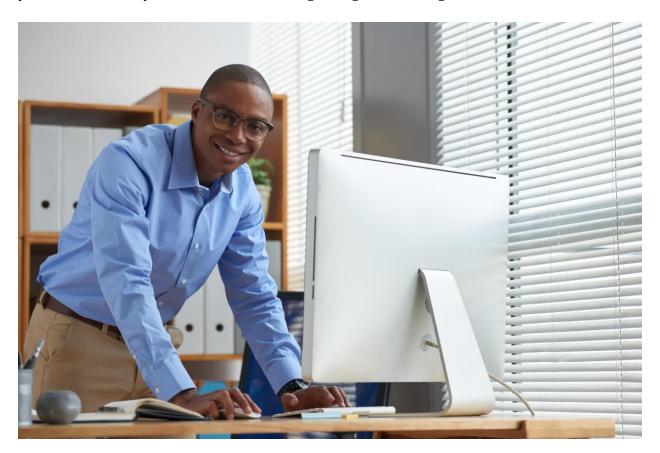

FREQUENTLY ASKED QUESTIONS (FAQs)

What are the Professional Certificate and Postgraduate Diploma (ProfCert & PGDip) programmes?

The **Professional Certificate** (12 credits) and **Postgraduate Diploma** (18 credits) programmes are short, but integrative and dynamic management development programmes, offered through UCC's College of Graduate Studies and Research, in which participants take core courses in critical business functional areas as well as specialist courses enabling more in-depth exploration of leadership and management subjects.

What are the benefits of completing the ProfCert /PGDip?

As participants in the **Professional Certificate** and **Postgraduate Diploma** programmes expand their knowledge and skill base and receive targeted training in the specialisation of their choice, they can expect to receive increased and more diverse opportunities for promotion and income generation, to become more flexible and marketable, and to gain confidence and credibility as nation-builders and qualified leaders in their professions.

The ProfCert and PgDip programmes are great options for professional development or advancement and career transitions. These programmes can also build an individual's credentials for a promotion or a position in a new field or industry, even if he/she does not have a bachelor's degree in that field. The ProfCert and PgDip support upward mobility as well as entrepreneurial aspirations. The programmes are designed for flexible part-time study by busy working professionals, in response to the need and the growing demand for graduate level education.

Who should consider enrolling in the ProfCert or PGDip?

1. Individuals seeking opportunities for personal/career development and wishing to acquire advanced knowledge in a given field, but who are unable to make the commitment required by a master's programme.

2. Individuals wishing to specialise in just one area and receive instruction in the main tools and practices of a specific field, without having to complete the entire core curriculum of a degree programme.

3. Individuals wanting to master their field or those seeking new, current and up-to-date knowledge about a particular area of interest. Knowledge gained can improve job

performance. The ProfCert/PgDip can enhance a resume and help the individual stand out in a competitive job market.
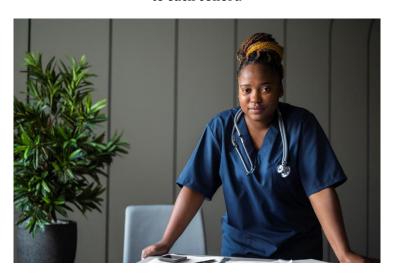
4. Individuals looking to learn fundamental skills that can qualify them for leadership and management positions within the various fields offered in the ProfCert and PGDip.

What are the specialisations offered in the ProfCert and PGDip*?

Each ProfCert and PGDip student is able to pursue a specialisation of his/her choice enabling more in-depth exploration of leadership and management subjects in one or more of the following disciplines*:

GENERAL MANAGEMENT
HUMAN RESOURCE MANAGEMENT
ACCOUNTING
FINANCE
MARKETING
HEALTHCARE MANAGEMENT
ENTREPRENEURSHIP
DISASTER MANAGEMENT
PROJECT MANAGEMENT

*Please note that offerings are based on subscription and that every specialisation may not be offered to each cohort.

What are the courses in each specialisation in the ProfCert and PGDip?*

Professional Certificates each offer three (3) specialist courses and one (1) core course in nine (9) disciplines within a lock-step structure, as outlined below.

Postgraduate Diplomas each offer four (4) specialist courses and two (2) core courses in nine (9) disciplines within a lock-step structure, as outlined below.

CORE COURSES FOR EACH SPECIALISATION	SPECIALIST COURSES FOR EACH SPECIALISATION ProfCert – select 3 specialist courses only PgDip – All specialist courses	CREDITS
	GENERAL MANAGEMENT	
ETH600 Business Ethics (3 credits) (PgDip only)	ENTR6001 **-** Entrepreneurship and Innovation	3
MGOL6001 Leadership, Management and Relational Dynamics in Organisations (3 credits)	BUSI 6001 - Global Context for Business	3
	MGT621 - Quality Management	3
	MGOM6005 - Operations and Supply Chain Management	3
	HUMAN RESOURCE MANAGEMENT	
ETH600 Business Ethics (3 credits) (PgDip only)	MGHR6005 – Industrial Relations and Labor Laws	3
MGHR6004 - Managing People for Competitive Advantage (3 credits)	MGHR6006 - Talent Management	3
	MGHR6007 - Performance and Productivity Management	3
	MGHR6008 - Strategic International HRM	3
	ACCOUNTING	
ETH600 Business Ethics (3 credits) (PgDip only)	ACCT6005 – External Auditing	3
ACCT6001 - Managerial Accounting (3 credits)	ACCT6002 - Cost Accounting	3
	ACCT6003 - Financial Reporting	3
	ACCT6004 - Forensic Accounting	3
	FINANCE	
ETH600 Business Ethics (3 credits) (PgDip only)	FINM6002 - Financial Markets and Institutions	3
FINM6001 – Financial Management (3 credits)	FINM6003 - International Financial Management	3
	FINM6004 - Investment Analysis and Portfolio Management	3

	FINM6005 - Advanced Corporate Finance Policies and Strategies	3
	MARKETING	
ETH600 Business Ethics (3 credits) (PgDip only)	MGMK6007 - Understanding Consumer Behaviour	3
MGMK6006 - Marketing Management and Strategy (3 credits)	MGMK6008 - Integrated Marketing Communications Strategy	3
	MGMK6009 - Service Marketing for Managers	3
	MGMK6010 - Global Marketing Management	3
	HEALTHCARE MANAGEMENT	
ETH600 Business Ethics (3 credits) (PgDip only)	HCMG6001 - Healthcare Management and Delivery	3
MGIT6002 Information Systems in Organisations (3 credits)	HCMG6002 - Healthcare Quality Management	3
	HCMG6003 - Business Innovation in Healthcare	3
	HCMG6004 - Advanced Study Healthcare Project	3
	ENTREPRENEURSHIP	
ETH600 Business Ethics (3 credits) (PgDip only)	ENTR6001 - Entrepreneurship and Innovation: Concepts, Processes and Theories	3
MGMK6006 - Marketing Management and Strategy (3 credits)	ENTR6002 - Entrepreneurial Marketing	3
	ENTR6003 - Entrepreneurial Finance and Venture Capital	3
	ENTR6004 - Business Plan Practicum	3
	DISASTER MANAGEMENT	
ETH600 Business Ethics (3 credits) (PgDip only)	GEOG6001 - Disaster Management Theory and Policy	3
BUSI 6001 - Global Context for Business (3 credits)	DEVM6001 - Corporate Responsibility and the Environment	3
	MGRM6200 - Risk Assessment and Management	3
	OESH6001 - Public Safety and Health in Disaster Management	3
	PROJECT MANAGEMENT	
ETH600 Business Ethics (3 credits) (PgDip only)	MGT641 Project Management	3
MGOL6001 Leadership, Management and Relational Dynamics in Organisations (3	MGT642 Project Planning: Strategies and Systems	3

credits)		
	MGT643 Project Execution: Tools and Techniques	3
	MGT644 Project Closing and Final Project Document	3

*Please note that offerings are based on subscription and that every specialisation may not be offered to each cohort.

What is the number of credit hours in the Professional Certificate?

Students complete 12 credit hours of courses for the **Professional Certificate** programme.

What is the number of credit hours in the Postgraduate Diploma?

Students complete 18 credit hours of courses for the **Postgraduate Diploma** programme.

What are the admission requirements for the ProfCert and PGDip programmes?

The ideal applicant will recognise entrepreneurship, business and management as life callings, and will show a commitment to the qualities of personal character development which are relevant to business success and ethical behaviour.

Application materials are also reviewed thoroughly for evidence of writing and communication skills, and for such values as initiative, maturity, integrity, commitment, leadership, teamwork, innovation, and creativity. Involvement and leadership in professional, community and collegiate activities may thus be considered and would strengthen the application. In order to maintain as rich a learning environment as possible, UCC also seeks to enrol students from a variety of backgrounds.

Professional Certificate and **Postgraduate Diploma** students are required to meet the same basic admission requirements as degree-seeking students and are subject to the same Admission Policies as degree-seeking students.

In general, admission to the **Professional Certificate** and **Postgraduate Diploma** programmes requires the following:

- An earned baccalaureate degree or higher from a recognised or/and accredited institution, in any discipline.

OR

- Equivalent prior learning, including at least three (3) years relevant professional experience.

- Other entry pathways, such as relevant work experience of at least three (3) years and/or a combination of qualifications may also be considered.

- A working knowledge of the English Language at the post-graduate studies level.

How do I apply for the Professional Certificate and the Postgraduate Diploma?

The Admission Process is as follows:

- An Applicant submits an Application Form and other required documents to the UCC Recruitment Department, the College of Graduate Studies and Research, or the Registry by the application deadline (or as allowed under special circumstances).

- An applicant is required to submit the following documents in order to be accepted as a student:

  ✓ Completed Application Form with attached passport size photograph

  ✓ Proof of academic qualification(s)

  ✓ Evidence of professional programmes/study (if applicable)

  ✓ Statement of Purpose (signed and dated)

  ✓ Current resumé

  ✓ Two recommendations

  ✓ International documentation (if applicable)

  ✓ If deemed necessary, an interview may be scheduled with applicants after the above documents are in hand.

Are the programmes delivered face-to-face or online?

The programmes will be taught online, however, Final Examinations and other assessment activities, such as practicum and oral presentations will likely be face-to-face.

What is the length of study for the programmes?

The **Professional Certificate** is 5 months minimum in duration, part-time.

The **Postgraduate Diploma** is 9 months minimum in duration, part-time.

How are students assessed?

Students in the College of Graduate Studies and Research (CGSR) are assessed on formative and summative bases. That is, students are assessed by coursework, and by way of an end of course (final) examination. In order to gain a passing grade for each module (course) students must achieve a minimum of 50% for each component (course work and final examination). Students are required to maintain a "B" average GPA for the programme. Please see Grading System details below.

GRADING PHILOSOPHY AND METHOD: A letter grade of "B" is a good and usual graduate course grade. A letter grade of "A" is not as common and requires excellent and superior performances in all areas of work throughout the programme, and also requires the demonstration of abilities of a "Reflective Practitioner" in all areas as evaluated by the instructor.

In compliance with institutional policy, students are required to pass both course work and end of module exams in order to successfully complete each module.

CGSR Grading System		
Percentage Score	**Letter Grade**	**Quality Points per Credit Hour**
90 – 100	**A**	**4.00**
80 – 89	**A-**	**3.67**
70 – 79	**B+**	**3.33**
60 – 69	**B**	**3.00**
0-59	**F**	**0.00**

When are classes held?

The **Professional Certificate** and **Postgraduate Diploma** programmes are designed for flexible part-time study by busy working professionals, in response to the need and the growing demand for graduate level education. UCC offers the programme in online part-time on Sunday afternoons (1:00pm to 6:30pm), and one afternoon in the week (Tuesdays or Thursdays between 5:30pm and 9:00pm).

Who are the lecturers for the programme?

The lecturers for the **Professional Certificate** and **Postgraduate Diploma** programmes are very experienced practitioners (in business, social services and entrepreneurship) and academic faculty. Participants receive critical support and attention from faculty and the UCC tradition of linking the academic and the practitioner based in close ties to the business community adds important dimensions of learning to the programme.

What is the tuition cost for these programmes?

The tuition cost for the **Professional Certificate** programme is currently the Jamaican dollar equivalent of **US$3,290*,** and the **Postgraduate Diploma** costs **US$4,950**. A **US$250.00** non-refundable deposit is required upon acceptance to each of the programmes. Payment of the tuition charges (the balance) can be made in equal installments in keeping with the Approved Payment

Schedule agreed by the student and the Student Financial Services office of UCC. Payments may be made by cheques payable to "University of the Commonwealth Caribbean", or via debit/credit cards at the Cashier. *Please note that all costs are subject to change without notice.*

Is funding available for this programme and how can I access it?

Yes, funding is available to prospective and enrolled students and can be accessed through the Students' Loan Bureau (SLB), any credit union or reputable lending institution that provides loans for higher education programmes of study. Interim payments may be negotiated with the Student Financial Services office until loans are finalised. While the UCC does not offer funding, the institution will facilitate payment options consistent with its policies and procedures.

Do the tuition charges include textbooks?

No. Some course materials will be made available through the Learning Management System.

Is a laptop provided as part of the tuition?

No. A laptop is not provided as part of the tuition. However, students will need to have reliable and consistent access to a computer and internet facilities in order to successfully complete their programme of study.

Is a student required to sit an Admissions Test?

A student who enters the ProfCert and PGDip programmes through the Mature Entrance matriculation process will be required to sit the Commonwealth Executive Management Achievement Test (CEMAT). This instrument is provided through the Commonwealth of Learning (COL) at UCC. This may also be required if an applicant has a degree with an accumulated Grade Point Average (GPA) below 2.0.

What is the CEMAT?

The CEMAT consists of multiple-choice questions designed to assess the applicant's capabilities in the following areas:

1. General Awareness
2. English Language
3. Quantitative Techniques

4. Reasoning

The CEMAT is administered by UCC at one of its centres (Kingston—Worthington Avenue; May Pen, Mandeville, Montego Bay and Ocho Rios).   A US$100 fee is charged to cover administrative costs.

Are CEMAT preparation materials available?

Yes. Online preparation materials are conveniently made available by the UCC to all applicants who need to sit the test and who pay the administrative fee. Please speak with a representative from the College of Graduate Studies and Research.

Are these programmes accredited?

Yes.   UCC is nationally and internationally accredited. The UCC was awarded international institutional accreditation status in 2017 by the UK-based accreditation body, the Accreditation Service for International Schools, Colleges and Universities (ASIC UK). UCC received institutional accreditation from the University Council of Jamaica (UCJ) effective November 2019. The PGCert and PGDip programmes therefore have international transferability.

Do the programmes have a Caribbean and/or international focus?

Yes. The programmes have an international focus, as the issues dealt with have regional and international variations on the themes in each course. Additionally, the courses in the ProfCert and PGDip benefit from curriculum design and other technical assistance derived from UCC's involvement in the international Commonwealth of Learning (COL) network of universities offering the Commonwealth Executive Graduate degrees.

Which institution will award the diploma upon completion of the programmes?

The University of the Commonwealth Caribbean will award the diploma.   UCC is registered with and recognised by the University Council of Jamaica (UCJ) the official accreditation body for tertiary education in Jamaica.

Are support personnel available for these programmes?

Certainly; for further information or inquiries regarding the ProfCert and PGDip programmes you may contact:

> Graduate Recruitment/Director, Administration & Student Services/Programme Coordinator
> The College of Graduate Studies and Research, UCC

Tel: (876)906-3000 (Ask for extensions 3991/4001/4002/4006/4049)
Email: graduateadvisor@ucc.edu.jm