



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

REQUEST FOR EXTERNAL EXAMINERS

SCHOOL OF BUSINESS & MANAGEMENT
UNDERGRADUATE STUDIES

The University of the Commonwealth Caribbean - UCC (formerly The University College of the Caribbean) is currently recruiting the services of qualified Instructors with at least qualifications at the Masters Level to become members of our External Examiners Team for Undergraduate Programs in the School of Business & Management.

This is an invitation to join us in ensuring that the quality and transparency of examination documents are maintained through the assessment of experts in the respective disciplines. In so doing, the institution seeks to encourage best practices in accordance with local and international accrediting bodies as well as the strengthening of the UCC's internal quality assurance processes.

It is expected that the selected applicant will add value and drive the institution objectives as we strive to continue to build the UCC by continuously fostering leadership and innovation.

To be considered, the applicant should have at least:

- a. The External Examiner should add value and drive the quality assurance processes pertaining to examinations and other students' internal evaluation;
- b. Competent in assessing students' knowledge and skills at the tertiary level;
- c. Be an expert in the field of study concerned;
- d. Three years of teaching experience at the tertiary level, with a Graduate Degree and / or Terminal Degree;
- e. To better support the role, a Teachers Diploma is also welcomed and industry experience is always considered an invaluable asset;

Please send a detailed resume and cover letter to: externalexaminer@ucc.edu.jm; with copies to lmathison@ucc.edu.jm; externalexamofficer@ucc.edu.jm; The Application Letter should include your academic and industry experiences and how those experiences can add value to the External Examiner processes. Deadline for application is **Friday December 7, 2018 at 5.00p.m.** Email Caption must be clearly written "**PROSPECTIVE - BUSINESS & MANAGEMENT EXTERNAL EXAMINER**"

We look forward to your response.

Only Shortlisted applicants will be contacted.

See List of Modules

School of Business and Management

B.Sc. Tourism & Hospitality Management

MTH105	Applied Mathematics for Hospitality
HOS102	Sanitation, Hygiene & Safety
HOS104	Accommodations Management
HOS204	Food & Beverage 1
AC T201	Hospitality Accounting
LAW 201	Hospitality Law
HOS202	Events Management
HOS209	Food & Beverage 11
HOS206	Bar Operations
HOS300	Food Beverage & Labour Cost Control
HOS309	Destinations & Attractions Marketing
HOS302	Conferences & Conventions Management
HOS306	Managing Cultural Diversity
HOS406	Hospitality Ethics
HOS310	Front Office Management
HOS311	Menu Planning
HOS304	Integrated Food Service Management
HOS407	Wine & Beverage Management
HOS307	Entertainment Management
HOS100	Introduction to Tourism & Hospitality Mgt
HOS205	Sustainable Tourism
MKT202	Tourism Marketing
HOS313	Cultural & Heritage Tourism
HOS403	Tourism Planning & Policy Development
HOS408	Spa Services & Management
HOS405	International Travel & Tourism

B.Sc. Human Resource Management

HRM 303	Job Analysis and design
HRM 304	Recruitment, Selection and Orientation
HRM 307	Training and Development
HRM 404	Industrial and Employee Relations
HRM 306	Human Relation in Organization
HRM 406	Performance Management
HRM 405	Human Resource Information Systems
HRM 402	Organization Design, Development and Dynamics
HRM 407	Compensation and Benefit
ECN 401	Labour Economics
HRM 409	Occupational Health and Safety
HRM 401	Human Resource Counseling

B.Sc. Business Administration – Major in Accounting

MTH400	Quantitative Methods
FIN301	Risk Analysis and Management
ACT310	Advanced Financial Accounting
FIN305	Financial Reporting(IFRS)
FIN300	Financial Management
ACT207	Management Accounting
MGT403	Project Management
FIN403	Corporate Finance
MTH300	Calculus II
POM310	Introduction to Production & Operations Mgt

B.Sc. Business Administration – Major in Finance

ACT208	Cost Accounting
ACT207	Management Accounting
FIN302	Portfolio Management
FIN303	Financial Markets and Analysis
ACT300	Audit Practice and Procedures I
ACT402	Audit Practice and Procedures II
ACT205	Taxation Theory and Practice
ACT403	Advanced Taxation
FIN400	Advanced Financial Management
ACT401	Computerized Accounting Systems

B.Sc. Logistics & Operations Management

POM404	Material Management
ECN300	International Economics
POM300	Purchasing Management
LOM300	Transportation Management
LOM301	International Logistics
GIS300	Geographical Information Systems
ENV400	Environmental Economy & Policy
LOM400	Dry Dock Management
LOM401	Port Management
LOM499	Internship Logistics Supply Chain
ACT401	Fraud Examination

B.Sc. Production & Operations Management

POM400	Production and Operations Management
POM204	Quality Management
POM202	Warehouse and Inventory Management
POM201	Principles of Preventative Maintenance
POM203	Principles of Time Management
POM401	Manufacturing Strategies
POM403	Industrial Automation
POM402	Innovation in Production and Operations Mgt

B.Sc. Business Administration

SOC100	Introduction to Sociology
PSY100	Introduction to Psychology
ENG103	Introduction to Literature
POL100	Introduction to Politics
ENG109	Academic Writing I
ENG110	Academic Writing II
ENG111	Public Speaking
SPA101	Introduction to Spanish
ENG 104	Business Communication
ETH 201	Ethics
MTH 201	Introduction to Business & Economic Statistics
BUS102	Introduction to Business Administration
ACT100	Financial Accounting
MTH 101	College Algebra
ACT208	Cost Accounting
RSH405	Introduction to Research
LAW 101	Legal Concepts for Commerce
MTH103	Calculus I
ECN200	Principles of Micro Economics
ECN201	Principles of Macro Economics
OTB302	Organizational Theory & Behavior
RSH406	Applied Research
MGT 402	International Business Management
LAW400	Company Law
MGT400	Strategic Management
SOC 300	Social Psychology
BUS403	Entrepreneurship

B.Sc. Marketing

MKT 201	Principles of Marketing
MKT 408	Social Media/Market Optimization
MKT 301	Introduction to Advertising
MKT 302	Public Relations
MKT 300	Marketing Management
MKT 401	Consumer Behaviour
MKT 402	Integrated Marketing Communication
MKT 403	Market Research
MKT 404	Sales Management
MKT 405	Retail Management
MKT 406	International Marketing
MKT 407	Strategic Marketing