Open University *of* Mauritius

BSc (Hons) Correctional Services Management [OUbs012]

1. Objective and Rationale

The aim of this degree program is to enable learners to earn a high level, specialist qualification, while also acquiring skills and expertise that could benefit any correctional services environment. The degree program will prove invaluable to anyone wishing to succeed in the world of correctional services, and will enable learners to look forward to a rewarding career, a good salary, and a challenging and interesting role with great promotional prospects. In particular, learners will also develop a strategic perspective on real-world business and general management practice using the most recent case-studies and research. The programme will enhance the ability to evaluate and analyse evidence and implement appropriate solutions in any business and correctional services environment. The programme should also prepare for a career at senior management level through the development of enhanced personal and interpersonal skills. This programme is primarily aimed at officers already employed in the correctional services.

2. General Entry Requirements

I. **EITHER** "Credit" in at least three subjects at School Certificate or General Certificate of Education O-Level or equivalent and "Pass" in at least two subjects at Higher School Certificate or General Certificate of Education Advanced Level or equivalent;

II. **OR** An appropriate equivalent Diploma/Certificate/Foundation Course acceptable to the Open University of Mauritius.

III. Learners who do not qualify under options I and II may register for Foundation Courses offered by The Open University of Mauritius. Those who complete the Foundation Courses successfully will be eligible for registration for the relevant degree programmes.

IV. **OR** Qualifications awarded by other universities and institutions, which are acceptable to the Open University of Mauritius as satisfying the minimum requirements for admission.

V. Mature candidates having a strong background of work experience and uncertified learning may be assessed for entry to programmes through the Accreditation of Prior Learning (APL) and the Accreditation of Prior Experiential Learning (APEL). Please consult the General Rules and Regulations of the Open University of Mauritius for further details.

VI. Preferably candidates employed in the Correctional Services.

3. Programme Requirements

As per general entry requirements.

4. **Minimum Requirements for Award**

   Degree Award

   For the award of the degree, all modules of the programme, including work placement, must be completed. Except for the work placement module, every module carries 4 credits except the dissertation carries 6 credits.

5. **Programme Duration**

	Normal	**Maximum**
Degree:	3 years	6 years

6. **Credits per Year:** Maximum 42 credits and minimum 18 credits.

7. **Minimum Credits Required for Degree Award:** 114

8. **Assessment**

   Each module will be assessed over 100 marks (i.e. expressed as %) with details as follows (unless otherwise specified) :

   Assessment will be based on a written examination of 2 hours duration which would account for 70% of the final module grade and continuous assessment would account for 30% of the final module grade. Continuous assessment would be based on assignment(s). Each module will carry 100 marks. To pass any module, the learner should score a minimum of 40% in continuous assessment and a minimum of 40% in the end of semester examination. Learners may re-sit up to a maximum of two failed modules for the semester of the programme.

   Written examinations for all modules, whether taught in semester 1 or in semester 2 or both, will be carried out at the end of the semester (unless otherwise stated).

   Work Placement (**OUbs00300w**) of 3 months' duration must be satisfactorily completed for the award of the degree. Such requirement may be waived for part-time learners currently in employment.

9. **Grading**

Marks (x) %	Description	Grade	Grade Point
$x \geq 70$	Excellent	A	5
$60 \leq x < 70$	Very Good	B	4
$50 \leq x < 60$	Good	C	3
$45 \leq x < 50$	Satisfactory	D	2
$40 \leq x < 45$	Pass	E	1
$x < 40$	Ungraded	U	0

10.   Award

BSc (Hons) Correctional Services Management with
1st Class with Honours	CPA ≥ 70
2nd Class 1st Division with Honours	60≤ CPA < 70
2nd Class 2nd Division with Honours	50≤ CPA < 60
3rd Class	45≤ CPA < 50
Pass	40≤ CPA < 45
No Award	CPA < 40

If CPA < 40, the learner will have to repeat the entire academic year, and retake the modules as and when offered. However, s/he will not be required, if s/he wishes, to retake module(s) for which Grade C or above has been obtained. Learners are allowed to repeat twice once over the entire duration of the Programme of Studies. No award is made if CPA < 40.

11.   Programme Plan

YEAR 1

SEMESTER ONE

Code	Module Name	Hrs/Wk L+P	Credits
OUbs012111	Accounting Fundamentals	3+0	4
OUbs012112	Business Economics	3+0	4
OUbs012113	Fundamentals of Finance	3+0	4
OUbs012114	Management and Marketing Principles	3+0	4

SEMESTER TWO

Code	Module Name	Hrs/Wk L+P	Credits
OUbs012121	Financial Accounting	3+0	4
OUbs012122	Introduction to Business Law	3+0	4
OUbs012123	Organisational Behaviour and Analysis	3+0	4
OUbs012124	Business Communication Skills	3+0	4
OUbs012125	Quantitative Methods for Business	3+0	4
OUbs012126	IT Essentials	3+0	4

YEAR 2

SEMESTER ONE

Code	Module Name	Hrs/Wk L+P	Credits
OUbs012211	Human Resource Management	3+0	4
OUbs012212	Fundamental Influence	3+0	4
OUbs012213	Criminal Law	3+0	4
OUbs012214	Organisational Psychology	3+0	4
OUbs012215	Management Information System	3+0	4

SEMESTER TWO

Code	Module Name	Hrs/Wk L+P	Credits
OUbs012221	Research Methods in Penology	3+0	4
OUbs012222	Introduction to Correctional Management	3+0	4
OUbs012223	Social dynamics in a Correctional Centre	3+0	4
OUbs012224	Correction and Care	3+0	4
OUbs012225	Special Needs Offenders	3+0	4

YEAR 3

SEMESTER ONE

Code	Module Name	Hrs/Wk L+P	Credits
OUbs012311	Community Corrections	3+0	4
OUbs012312	Correctional Services Management I	3+0	4
OUbs012313	Strategic Correctional Services Management	3+0	4
OUbs012314	Quality Management	3+0	4

SEMESTER TWO

Code	Module Name	Hrs/Wk L+P	Credits
OUbs012321	Project Management	3+0	4
OUbs012322	Correctional Security	3+0	4
OUbs012323	Correctional Services Management II	3+0	4
OUbs012324	Dissertation		6

Note: Work Placement (OUbs00300w) of 3 months carries an NS award.

No. of Modules: 28
Total No. of credits: 114

Learners who opt for BSc. (Hons.) Correctional Services Management will study common modules with those in the BSc (Hons) Business Management Year 1 stream and then for the specific modules below in Year 2 and 3.

BSc (Hons) Business & Correctional Services Management:

- **Fundamental Influence**
- **Criminal Law**
- **Organisational Psychology**
- **Research Methods in Penology**
- **Introduction to Correctional Management**
- **Social dynamics in a Correctional Centre**
- **Correction and Care**
- **Special Needs Offenders**
- **Community Corrections**
- **Correctional Services Management I**
- **Strategic Correctional Services Management**
- **Correctional Security**
- **Correctional Services Management II**

12. Syllabus Outline

OUbs012111-Accounting Fundamentals

Module Aim: This module is designed to introduce basic accounting concepts to learners who do not intend to major in accounting. Accounting is said to be the language of business and a basic knowledge of it will no doubt enhance learners' understanding of the business world. Learners learn commonly used accounting terminology, recording financial transactions and preparing financial statements which are essential for business learners. The module also prepares learners for further accounting modules included in their programmes.

Unit 1: The need for accounting and the accounting equation
Unit 2: The Double-Entry System of Book-keeping
Unit 3: The Cash Book
Unit 4: Books of Original Entry
Unit 5: The Income Statement and Statement of Financial Position
Unit 6: Adjustments on Balance Day
Unit 7: Accounting for depreciation and disposal of non-current assets
Unit 8: Introduction to Costing.

OUbs012112 – Business Economics

Module Aim: To provide learners with the analytical tools required to understand the micro and macro-economic environment within which businesses function; and how this environment has direct relevance to the decision-making processes of managers. Learners will also be introduced to key economic concepts and principles in the context of the business environment. This module will look at the forces that shape the external environment of the firm such as aggregate demand, fiscal and

monetary policies play in the economy and their impact on the firm's operations. The emphasis will be on those topics which are of particular importance to decision makers in business.

Unit 1: Introduction to business economics
Unit 2: Basic concepts and definition
Unit 3: The market
Unit 4: Demand and price
Unit 5: Supply and price
Unit 6: Equilibrium, price, output determination and movement to new equilibriums
Unit 7: Introduction to elasticity
Unit 8: The short-run production function: total, average and marginal product
Unit 9: Costs in the short-run
Unit 10: Production and costs in the long-run
Unit 11: Revenue curves and firm's output
Unit 12: Profit maximisation
Unit 13: The meaning of profit for businesses
Unit 14: Alternative market structures and perfect competition
Unit 15: Monopoly
Unit 16: Oligopoly
Unit 17: Economic growth, development and business
Unit 18: The Aggregate supply-aggregate demand model
Unit 19: Monetary and fiscal and policy.

OUbs012113 - **Fundamentals of Finance**

Module Aim: The aim of this module is to help learners appreciate the logic for making better financial decisions and hence, equip them with the basic knowledge of risk, return and investment and the different techniques used to minimize losses.

Unit 1: Financial Statement and Planning
Unit 2: Time Value of Money
Unit 3: Capital Budgeting Decisions
Unit 4: Sources of Finance
Unit 5: Valuation of Bonds and Other Securities
Unit 6: Risk and Return and Capital Asset Pricing Model
Unit 7: Introduction to Stock Market
Unit 8: Working Capital Management.

OUbs012114 -**Management and Marketing Principles**

Module Aim: This module is designed to introduce basic management and marketing principles to learners.
Unit 1: Management Concepts and Functions
Unit 2: Development and Management Theories
Unit 3: The Internal and External Environments of the Organisation
Unit 4: Social Responsibility and Ethics in Management
Unit 5: Managerial Decision Making
Unit 6: The Planning Process
Unit 7: Introduction to marketing concepts, the role of marketing in technology firms, and the various factors that influence marketing decision-making
Unit 8: Marketing Management Philosophies
Unit 9: Relationship Marketing
Unit 10: Business & Marketing Strategy.

OUbs012121- Financial Accounting

Module Aim: To develop an understanding of accounting concepts and principles relating to financial accounting and develop technical skills leading to preparation of financial statements.

Unit 1: Control Accounts
Unit 2: Value Added Tax
Unit 3: Stock Valuation Methods
Unit 4: Partnerships
Unit 5: Incomplete Records;
Unit 6: Accounting for Not-for- Profit Organisations
Unit 7: Accounting Standards
Unit 8: Cash Flow Statement.

OUbs012122-Introduction to Business Law

Module Aim: To provide learners with a knowledge and understanding of the principles and practices of Business law. Learners will also learn legal issues relating to running and administration of domestic as well as offshore companies.

Unit 1: Origins and Sources of Business Law
Unit 2: International Commercial Law
Unit 3: Essential Elements of Conflict of Laws
Unit 4: Law of Contract
Unit 5: Duties of Directors and Meetings
Unit 6: Offshore Companies
Unit 7: Dispute Resolution
Unit 8: Regulatory Framework of International Trade Treaties.

OUbs012123-Organisational Behaviour and Analysis

Module Aim: To provide learners with a knowledge and understanding of the factors influencing the attitudes and behaviour within organisations. The module explores the strategies and concepts to maximise the potential and resolve problems associated with individuals, groups within the organisation and the organisation as a whole.

Unit 1: The nature of Organisation Structure
Unit 2: Organisational Control
Unit 3: Contemporary Issues in Management
Unit 4: Introduction to Organisational Behaviour
Unit 5: Foundations of Individual and Group Behaviour
Unit 6: Designing Motivating Jobs
Unit 7: Conflict Management
Unit 8: Organisational Culture.

OUbs012124-Business Communication Skills

Module Aim: To provide learners with knowledge on how to communicate effectively and how to identify the barriers to effective communication as well as developing techniques to overcome them.

Unit 1: Theories and practice of effective public performance
Unit 2: Nature and components of the corporate image
Unit 3: Marketing communication
Unit 4: Making Communication Effective
Unit 5: Non-verbal Communication

Unit 6: Business Letters
Unit 7: Interviews & Career Seeking Communication
Unit 8: Business Communication in the New Millennium.

OUbs012125 - Quantitative Methods for Business

Module Aim: The objective of this module is to help learners to understand issues in the collection and analysis of quantitative data for supporting management decision making. Learners will learn how to apply a range of basic statistical methods which are relevant to managerial decisions.

Unit 1: Quantitative methods, numbers and business
Unit 2: Frequency distribution – Summary measures. Probability & probability distributions
Unit 3: Measures of location and spread
Unit 4: Introduction to Statistical inference: Sampling distributions; source, types and arrangement of data Uses of quantitative and qualitative data
Unit 5: Correlation analysis
Unit 6: Simple linear regression analysis
Unit 7: Time series analysis of data.

OUbs012126 - IT Essentials

Module Aim: The module provides an introduction to information technology, computers, and computer networks and their application. Learners will also learn how communications systems can help boost productivity.

Unit 1: IT and Computers
Unit 2: Stepping in the Computer
Unit 3: Input and Output Devices
Unit 4: Secondary Storage
Unit 5: Systems Software
Unit 6: Systems Development
Unit 7: Computer Networks
Unit 8: Issues and Trends in IT.

OUbs012211-Human Resource Management

Module Aim: The objective of this module is to introduce concepts relating to the effective utilization and maximum development of human resources.

Unit 1: Evolution of HRM
Unit 2: Job design and team working
Unit 3: Organisational culture
Unit 4: Human resource planning
Unit 5: Employee relations
Unit 6: Human Resource Development (HRD)
Unit 7: Organisation Development (OD)
Unit 8: International human resource management.

OUbs012212- Fundamental Influence

Module Aim: In this module attention is given to the demography of the countries that figure in the comparative study of correctional services systems. The origins of the systems are examined in terms of the respective constitutions of the countries and of any other laws that may have an influence on the systems. The module focuses on the interaction between role-players in the criminal

justice system such as the police, justice and correctional institutions. The emphasis is on the functioning of the correctional services system in each country covered in the study. The treatment of prisoners, personnel and finance is examined. Correctional supervision is also studied as a sentence option.

Unit 1: Demographic factors that have an influence on corrections in the various countries
Unit 2: Constitutional basis on which selected international correctional systems are founded
Unit 3: Statutory provisions that regulate the selected correctional systems
Unit 4: Structure of corrections in the selected countries
Unit 5: Relationships between different role players in the criminal justice system that influence
      corrections in selected countries.

OUbs012213 - Criminal Law

Module Aim: The objective of this module is to introduce Criminal Law and to look at aspects which are relevant to the Correctional Services. It covers a general introduction to the topic and will aid learners to understand the legal system.

Unit 1: Historical background of the Mauritian Legal System;
Unit 2: Sources of Law;
Unit 3: The Litigation process: Civil & Criminal Processes;
Unit 4: The doctrine of Precedents;
Unit 5: Statutory Interpretation;
Unit 6: Introduction to penal law;
Unit 7: Concepts of penal law;
Unit 8: Codification of penal law;

Oubs012214 - Organisational Psychology

Module Aim: This module aims to provide a general overview of organisational psychology. Learners will be acquainted to issues such as perception, motivation and leadership.

Unit 1: Organisational Psychology in Context
Unit 2: Attitudes and Values
Unit 3: Perception and Decision making
Unit 4: Motivation
Unit 5: Groups and Teams
Unit 6: Leadership
Unit 7: Power and Conflict
Unit 8: Organisational Structure
Unit 9: Organisational Culture
Unit 10 : Organisational Change

OUbs012215-Management Information System

Module Aim: To provide learners with knowledge on the role played by information systems in the running of organizations. Learners will learn issues relating to information systems in the functional areas of organizations.

Unit 1: Fundamentals of information systems
Unit 2: Information systems for business operations
Unit 3: Decision support systems
Unit 4: Information systems for strategic advantage
Unit 5: Managing information technology

Unit 6: Planning and implementing change
Unit 7: Business process re-engineering
Unit 8: Executive Information systems.

OUbs012221 - Research Methods in Penology

Module Aim: The objective of this module is to introduce the key elements of a research project and the key concepts related to research design. It will prepare learners to design and carry out business and penology research studies for their dissertation in a consistent and scientific manner.

Unit 1: Primary and Secondary research
Unit 2: Quantitative research designs
Unit 3: Survey design and administration issues
Unit 4: Qualitative research
Unit 5: Sampling processes
Unit 6 : Questionnaire design
Unit 7 : Information collection process
Unit 8: Data Analysis

OUbs012222 - Introduction to Correctional Management

Module Aim: Learners who complete this module should be able to explain the nature/type/origins/sources/management of conflict in a correctional environment, apply motivational techniques and strategies in the correctional environment and explain sexual harassment as a phenomenon in a correctional environment between different role players. Learners should also be able to explain the management of safety and security information of inmates with regard to different functions and events in a correctional environment, manage health and safety, accommodation and discipline and punishment in a correctional environment and the management of the movement and control of people in corrections.

Unit 1: Conflict management
Unit 2: Motivating people
Unit 3: Sexual harassment
Unit 4: Management of security information (inmates), and safety of inmates and staff
Unit 5: Management of health and safety, accommodation, discipline and punishment
Unit 6: Movement control

OUbs012223 - Social dynamics in a Correctional Centre

Module Aim : Learner credited with this module will be able to demonstrate a clear understanding of the dynamics and challenges correctional officials face in a correctional centre, explain the diversity of behaviours encountered in a correctional centre, give an account of the attitudes and patterns of behaviour typically displayed by prisoners, explain the dynamics that underlie the patterns of prisoner behaviour , describe specific behaviour problems of prisoners in a correctional environment and discuss the basic principles of prisoner supervision.

Unit 1: Dynamics and challenges correctional officials face in a correctional centre
Unit 2: Understanding personality and behavioural Differences an a Correctional Centre
Unit 3: Attitudes and patterns of behaviour typically displayed by prisoners
Unit 4: Dynamics Prisoner Behaviour
Unit 5: The Fundamentals of prisoner supervision

OUbs012224 - Correction and Care

Module Aim : Learners who complete this module should be able to evaluate the role of correctional officials in the correction of offending behaviour, evaluate the role of correctional officials in the physical, emotional and mental wellbeing of offenders, put offender correction and care in penological perspective, evaluate the role played by different external role players in offender correction and care, explain the responsibilities of all correctional officials regarding offender correction and care and describe the roles that the correctional officials plays in changing the behaviour of inmates.

Unit 1: The role of the correctional officials in the correction and care of the offender 1
Unit 2: Physical care of offenders
Unit 3: Educational and spiritual wellbeing of offenders
Unit 4: The role of correctional officials in the correction of offending behaviour
Unit 5: Behavioural change programmes for offenders

OUbs012225 - Special Needs Offenders

Module Aim: This module provides an overview of a number of categories of special needs offenders. It explains the extent and impact of female offenders on the correctional environment, describes the approach in handling mothers with babies in correctional centres and describes international standards and norms. It also discusses relevant legislation and policies with regard to female offenders. Learners will also be exposed to the special needs of short- and long-term offenders (including lifers) in the correctional environment and be made aware of international standards and norms, relevant legislation and policies with regard to short- and long-term offenders and lifers. The element of various categories of substances abused by offenders prior to them entering the prison institution is also covered, explaining how to handle substance abuse offenders, release mechanisms and relevant legislation and policies relating to substance abuse offenders. Finally, the challenges encountered by the correctional officials and inmates in addressing STDs, HIV and AIDS are dealt with.

Unit 1: Otherness of the Various Categories of Special Needs Offenders
Unit 2: The Female Offender
Unit 3: Special Needs of Short- And Long-Term Offenders
Unit 4: Substance Abuse
Unit 5: STDs, HIV and Aids.

OUbs012311 - Community Corrections

Module Aim: To develop knowledge of the concepts, issues and practices of community corrections and to give a general insight into the different types of corrections.

Unit 1: An overview of the criminal justice system and community-based sentences
Unit 2: The role of correctional services in community corrections
Unit 3: Internal role-players in community corrections
Unit 4: External role-players in community corrections
Unit 5: Community corrections from a human rights perspective

OUbs012312 - Correctional Services Management I

Module Aim: To develop knowledge of learners to the general management ethics in correctional services and responsibilities of such services. Learners will be provided an overview of organisational cultures and the human resource management

Unit 1: Management ethics
Unit 2: Social responsibility
Unit 3: Learning organisations

Unit 4: Organisation culture
Unit 5: Human Resources Management.

OUbs012313 - Strategic Correctional Services Management

Module Aim: Students who complete this module should be able to explain the value and relevance of strategic management for corrections managers, analyse performance of corporate services within a corrections environment, apply strategic planning principles and techniques within a corrections environment, apply forecasting techniques relevant to strategic planning within the corrections industry, generate appropriate strategies towards improved performance and the survival of the corrections system and compile a strategic plan for the implementation of strategic goals and strategies within the corrections environment.

Unit 1: Vision, Mission, Key Success Factors and Overall Objectives of Correctional Services
Unit 2: Analysis of the External Environment
Unit 3: Forecasting
Unit 4: Forecasting (continued)
Unit 5: Analysis of the Internal Environment
Unit 6: Choice of a Strategy
Unit 7: Strategy Implementation
Unit 8: Formulating a Strategic Plan

OUbs012314-Quality Management

Module Aim: To provide learners with an understanding of the full range of quality concepts. Learners will learn the dynamic characteristics of business management and the correlation between quality practices and corporate performance.

Unit 1: Introduction to Quality.
Unit 2: Total Quality Management concept and philosophies
Unit 3: Total Quality Culture
Unit 4: Business Excellence Model – MBNQA, EFQM, Deming Prize.
Unit 5: Quality Management Systems: ISO 9000.
Unit 6: Quality System Audit.
Unit 7: Quality tools and techniques for process improvement.
Unit 8: Statistical Process Control.

OUbs012321-Project Management

Module Aim: The objective of this module is to develop a practical understanding and skill to plan and manage a project to its successful conclusion. It encourages learners to reflect across management disciplines and understand the significance of their application on the accomplishment of a project.

Unit 1: New venture creation in context
Unit 2: Identifying and evaluating business opportunities
Unit 3: Innovation and intellectual property rights
Unit 4: Competitive entry strategies
Unit 5: Business planning and identifying resources required
Unit 6: Financial planning and control
Unit 7: Long-term funding – venture capital, cash flow and funds flow
Unit 8: Business plan evaluation.

OUbs012322 - Correctional Security

Module Aim: To provide learners with knowledge on the ways correctional security can be enforced. It covers aspects such as searches in corrections, the use of security equipment which can help learners to better understand the security aspect.

Unit 1: The application of searches and inspections in corrections
Unit 2: Use and maintenance of security equipment in a correctional environment
Unit 3: Safety within a correctional environment
Unit 4: Internal safe custody
Unit 5: External safe custody
Unit 6: Security information within the correctional environment

OUbs012323 - Correctional Services Management II

Module Aim: Learners will be equipped with practical knowledge about organisation planning in correctional services. Learners will also be acquainted with proper policy formulation and methods for communication and negotiation.

Unit 1: Right of existence
Unit 2: Overall objectives and organisation planning
Unit 3: Policy formulation
Unit 4: Organisation renewal (organising)
Unit 5: External organisational communication
Unit 6: Negotiations and negotiation skills.

OUbs012324-Dissertation

The research project will allow the learner to examine thoroughly an area or a problem related to businesses. The project will draw upon significant concepts and techniques introduced during the taught part of the programme and will look at how to merge the theory and practice of management through the achievement of a considerable and related in-depth piece of work. The review of the final year project will be based on the compliance of a report which should be in the range of 12,000–15,000 words.