

## Associates of Arts in Business

### Program of Study

<b>GENERAL COURSE REQUIREMENTS (27 Credits)</b>	<b>Credit</b>	<b>PRE-REQUISITES</b>	<b>PARADIGM recommended Plan of Study</b>	
- Freshman Development Seminar	<b>1</b>			
<b>Humanities</b>			<b>YEAR1</b>	<b>Semester 1</b>
- (ENG 111) English Composition 1	3	ENG 010, 011, 012	FDS 100	1
- (ENG 112) English Composition 2	3	ENG 111	ENG 111	3
- (SPE 115) Interpersonal Communications	3	ENG 010, 011, 012	SPE 115	3
- (HTM290) Personal and Professional Development	3	ENG 112, SPE 115	MAT 141	4
			BUS 110	3
			BUS 120	3
	<b>12</b>			<b>(17)</b>
<b>Mathematics</b>			<b>YEAR1</b>	<b>Semester 2</b>
- (MAT 141)* College Algebra	4	MAT 021, 022	ECO 221	3
- (MAT 231) Intro to Statistics or (MAT 232) Calculus for Business & Soc. Science	4	MAT 141	MAT 231/232	4
			ENG 112	3
			BUS 130	3
			BUS 140	3
			BUS 150 (S)	3
	<b>8</b>			<b>(19)</b>
S = Summer course				
<b>Social Sciences</b>			<b>YEAR 2</b>	<b>Semester3</b>
- (ECO 221) Introduction to Macro-Economics	3	MAT 021, 022	CIS 101	3
- (ECO 222) Introduction to Macro-Economics	3	MAT 021, 022	ECO 222	3
			BUS 210	3
			BUS 220	3
			BUS 230	3
			BUS 240	3
	<b>6</b>			<b>(18)</b>
<b>MAJOR COURSE REQUIREMENTS</b>			<b>YEAR 2</b>	<b>Semester 4</b>
- (CIS 101) Business Software Applications	3	CIS 021	BUS 250	5
- (BUS110/ <b>Unit 1</b> ) Business and the Bus Environment	3		BUS 255	6
- (BUS120/ <b>Unit 2</b> ) Marketing essentials	3		HTM 290	3
- (BUS130/ <b>Unit 3</b> ) Human Resource Management	3			
- (BUS140/ <b>Unit 4</b> ) Management and Operations	3			
- (BUS 150) Work-Based Experience	3	BUS 110, 120, 130		
- (BUS210/ <b>Unit 5</b> ) Management Accounting	3	MAT 141		
- (BUS220/ <b>Unit 6</b> ) Managing a Successful Bus Project	3	HTM 290, BUS 210		
- (BUS230/ <b>Unit 9</b> ) Entrepreneurship and Small Business Management	3	BUS 220		
- (BUS240/ <b>Unit 10</b> ) Financial Accounting	3	BUS 210		
- BUS 255/ <b>Unit 11</b> ) Research Project	6	BUS 150, 230, 240		
- (BUS250) Internship	5	BUS 150, 230, 220		
	<b>41</b>			<b>(14)</b>
<b>TOTAL REQUIREMENTS</b>	<b>68</b>			

## Associates of Arts in Business

### About the Program

The **Associates of Arts in Business** is both an academic and business-oriented program that allows the students to acquire all necessary skills, concepts, and experiences to continue their studies for a Bachelor of Arts in a Business degree.

The program educates the student in depth towards the field of business, including computerized accounting. In addition, a solid foundation is offered in the related fields such as Business Management and Information Communication Technology. As a result of this, a Business graduate can also relate, anticipate and communicate in the business environment.

In order to meet the laid down objectives USM uses the internationally renowned BTEC curriculum for Business. Upon completion of this program students will earn the internationally recognized British Higher National Certificate in Business next to their USM Associate of Arts in Business.

The Higher National Certificate/Diploma together with the Associates of Arts in Business provides a solid grounding in Business which students can build on should they decide to continue their studies beyond this stage. It allows students to specialize by committing to specific career paths and progression routes to a degree-level study.

The Business Program is now accredited by BTEC and it is an EQF level 5 program.

### For More Information

Persons interested in applying to the program should consult with the Admissions Department at the University of St. Martin.

### Tuition and Fees (Academic Year)

Application Fee	\$25
Tuition Cost per credit	\$157 or \$190
Registration fee (per semester)	\$15
General fee (per semester)	\$100

*There are additional costs for this program such as SKOTEL, travel, and courses taken abroad. Students should consult the Division Head or advisor on this matter.*

### Admission Steps

1. Complete your Application form
  - a. \$25 application fee
2. Submit the relevant supporting documents:
  - A. Original High school diploma
  - B. Original High school transcripts (must be sealed and stamped)
  - C. Exam results (CXC /HAVO /GED /BAC results (if applicable))
  - D. Personal Essay
  - E. Two (2) passport pictures
  - F. Copy of passport (Verified at USM)
  - G. Proof of Residency/ Registration form
  - J. Affidavit of financial support (Forms available at the USM)
3. Submit your application before the deadline
4. Meet all USM's acceptance criteria  
(Additional requirements not listed here may be necessary for admittance to this program.)
5. Sit the Placement Exams
6. Meet with your Division Heads/Coordinator before registering for classes
7. Start your classes!
8. *International Students should apply a semester prior to the date of desired enrollment.*

### Academic Calendar and Application Deadlines

Semester	Admissions Deadline:
Fall (August – December)	July 8 <sup>th</sup>
Spring (January – May)	November 8 <sup>th</sup>
Summer (June – August)	April 8 <sup>th</sup>

