



ASSOCIATE OF ARTS IN BUSINESS BTEC LEVEL 4 HNC

About the Program

The Associate 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; or to be employed in a variety of positions within the Business field as a starting professional.

The program educates the student in depth towards the field of business, including 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. To meet the laid down objectives USM uses the internationally renowned PEARSON/BTEC curriculum for Business.

Upon completion of this program student will earn the internationally British Higher National (Level 4) in Business next to their USM Associate of Arts Degree. The Higher National 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.

For More Information

Persons who are interested in the program are encouraged to reach out to the Admissions officer or Student Support Center. These resources can provide valuable guidance on the application process, including program requirements, deadlines, and necessary documents.

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
Administration fee (per semester)	\$ 250

There may be additional costs for this program such as travel, and courses taken abroad. Students should consult the Division Head or Advisor on this matter.

Admission Steps

- Complete your application form
 - \$ 25 application fee
- Submit the relevant supporting documents:
 - Original High school diploma
 - Original High school transcripts (must be sealed and stamped)
 - Exam results (CXC/HAVO/GED/BAC results (if applicable))
 - Personal Essay
 - Two (2) passport pictures
 - Copy of Passport (Verified at USM)
 - Proof of Residency/ Registration form
 - Affidavit of financial support (Forms available at the USM)
- Submit your application before the deadline
- Meet all USM’s acceptance criteria
(Additional requirements not listed here may be necessary for admittance to this program.)
- Sit the Placement Exams
- Meet with your Division Head/Coordinator before registering for classes.
- Pay for your registered classes.
- Start your classes!
- 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 th
Spring (January – May)	November 1 st
Summer (June – August)	April 8 th



Approved Center



UNIVERSITY of ST. MARTIN

Your Key to a Brighter Future

ASSOCIATE OF ARTS IN BUSINESS – BTEC Level 4 HNC

GENERAL COURSE REQUIREMENTS (30 Credits)	Credit	PRE-REQUISITES	PARADIGM Recommended Plan of Study	
- Freshman Development Seminar*	1			
Humanities			YEAR 1	Semester 1
- 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/SPE 116: Interp. Comm. / Gr, Dyn. Pub. Spe . *	3	ENG 010, 011, 012	SPE 115 / SPE 116	3
- PDC 20347L (Unit 17): Professional Identity & Practice	3	ENG 010, 011, 012	MAT 141	4
	12		BUS 100/CIS 101	3
			HIS 190	3
				17
Mathematics			YEAR 1	Semester 2
- MAT 141 College Algebra*	4	MAT 021, 022	ECO 221	3
- MAT 231 Intro to Statistics*	4	MAT 141	MAT 231	4
	8		ENG 112	3
			PDC 20347L	3
			BUS 51108N	3
				16
Social Sciences			YEAR 2	Semester 3
- ECO 221: Intro to Macro-Economics *	3	MAT 021, 022	ECO 222	3
- ECO 222: Intro to Micro-Economics *	3	MAT 021, 022	BUS 51109N	3
- HIS 190: SXM History & Cultural Heritage	3		BUS 51110N	3
	9		BUS 51111N	3
			BUS 51120N	3
			BUS 51113N	3
				18
MAJOR COURSE REQUIREMENTS (38 Credits)			YEAR 2	Semester 4
- BUS 100: Study & Employ Skills** (BTEC) / CIS101* RPL	3	Skills & ENG 111	BUS 51112N	3
- BUS 51108N (Unit 1): Business & the Business Environment	3	Skills & ENG 111	BUS 22001L	3
- BUS 51109N (Unit 2): Marketing Processes & Planning	3	Skills & ENG 111	BUS 250	5
- BUS 51110N (Unit 3): Human Resource Management	3	Skills & ENG 111	BUS 51123N	6
- BUS 51111N (Unit 4): Leadership & Management	3	Skills & ENG 111		17
- BUS 51112N (Unit 5): Accounting Principles	3	Skills & ENG 111		
- BUS 51113N (Unit 6): Managing a Successful Bus Pro-Pset	3	MAT 231, ECO 221/222		
- BUS 22001L (Unit 7): Business Law	3	Skills & ENG 111		
- BUS 51120N (Unit 16): Managing the Customer Exp	3	Skills & ENG 111		
- BUS 51123N (Unit 19): Research Project*	6	Last semester combined with BUS 250		
- BUS 250: Internship *	5	Last semester, combined with BUS 51123N		
	38			
* Mandatory for all students new to BTEC courses				
General Credits Requirement	30			
Major Credits Requirement	38			
Minimum Total Credits Required for Degree	68			

*Summer course possible when offered

