

# ASSOCIATE OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION

The Associate degree in Business Administration is an excellent training option for anyone who has an aptitude for the world of business and commerce. The programme is aimed at addressing the needs of a wide cross section of individuals, whether there is a long-term objective to pursue a career in the field of management with a business organization, or to become an entrepreneur.

In both situations, a basic knowledge of the world of business will keep you in good stead.

The Associate degree in Business Administration provides graduates with the fundamental tools that are needed for entry-level jobs and for venturing into the entrepreneurial arena. This programme is offered over a two (2) year period making it a total duration of four (4) semesters full-time or six (6) semesters on a part-time basis. All students pursuing this programme must cover all courses offered in Year one (1) and two (2).

## MATRICULATION REQUIREMENT

1. A minimum of five (5) CSEC passes (I, II, III)- including English Language
2. A minimum of five (5) passes at the GCE'O Level (A, B, C) including English A.



## CAREER OPPORTUNITIES

Students completing the Associate Degree in Business Administration may be employed in any of the following areas:

- ❖ Administrative Assistant
- ❖ Branch Service Representative (Bank teller)
- ❖ Human Resource Assistant
- ❖ Retail Store Manager
- ❖ *And many more.*

## Articulation of ASc to BSc in Business Administration

The CCCJ offers programmes at the Associate and Bachelor's levels using a 2 + 2 concept.

Under this 2 + 2 concept, the first two years of the programme are at the Associate level and the final two years are at the Bachelor's level

# FACULTY OF EDUCATION AND MANAGEMENT



## BSc & ASc in Business Administration



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Students’ Choice”**

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# Bachelors of Science in Business Administration

The Bachelors of Science Degree in Business Studies is designed with industry participation and advice and seeks to cater to these needs, by providing students an opportunity to develop knowledge, competencies and skills in areas of marketing, finance, accounting and human resource management. .



## MATRICULATION REQUIREMENTS FOR THE BSc IN BUSINESS ADMINISTRATION

In order to be eligible for entry, applicants must satisfy one of the following:

### 1. Standard forms of matriculation

Applicant must possess an Associate degree issued by the CCCJ.

It should be noted that the qualifying degree must be in an area relevant to the intended programme of study. Applicants who fail to meet this criterion will be required to complete the necessary bridging courses at the Associate degree level prior to being afforded acceptance.

### 2. Alternate forms of articulation

a. A **current student** who has ended the final semester of a **CCCJ Associate degree** programme and **trailing no more than six (6) credits**.

The following conditions shall apply.

- The qualifying degree must be in an area relevant to the intended programme of study.
- The outstanding credits cannot be from a first year course.
- The outstanding credits cannot be from a course leading to a specialization/major.

b. Equivalent qualification(s) as determined by the CCCJ

c. Mature Status as determined by the CCCJ

The Bachelors Degree in Business Administration is built onto the Associate Degree in Business Administration and provides the opportunity for graduates of the Associate degree in Business Studies or an equivalent qualification, to buttress their knowledge and become a specialist in any of the following areas:

- Accounting
- Finance and Management
- Human Resource Management
- Marketing

The aim of this upper level programme is to:

- develop the learner's analytical and problem solving skills in the business environment;
- give the students the understanding of concept and theories learned as they are applied in:
  - ❖ human resource management
  - ❖ accounting
  - ❖ finance and management
  - ❖ marketing
- develop and apply the theories and concepts delivered across the programme as a whole and within the pathways in particular.

## TARGET AUDIENCE

This programme targets any of the following individuals:

- ❖ Persons with industry experience seeking certification at supervisory level
- ❖ Persons with industry experience who are supervisors but need formal training.
- ❖ Graduates with an Associate Degree in related fields/specific fields.
- ❖ Persons who want to change their career path within the programme industry.
- ❖ High school graduates interested in careers in business, marketing, finance, accounts and human resource management.

