

WHY STUDY AT THE UWI OPEN CAMPUS?

The Open Campus provides attractive options for academic progress, lifelong learning and career development in a variety of formats and modes of delivery. Join the over 20,000 students who study in the Open Campus each year. Some of the reasons that students choose the Open Campus include:

Access: The Open Campus provides opportunities for students to gain access to higher education. The design of the programmes with entry at several levels allows more students access to the UWI through a number of different matriculation options.

Study at your own pace: The mixed mode teaching delivery method of the Open Campus allows students to organise their time to better fit in with their personal and work commitments. Students can achieve their academic goals on a flexible schedule.

Cost-effectiveness: The Open Campus offers programmes at less cost than full-time residential study programmes.
In-country education and training: Many of our programmes offer students the opportunity to study while remaining in full-time employment. In addition, the new skills and ideas developed can be applied in the workplace.
Professional Development: The Open Campus offers opportunities for persons to keep abreast of new ideas and concepts in their own fields of work or in other disciplines.



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For further information,
please visit our website
www.open.uwi.edu
or the nearest Open Campus Site or contact the
Registry of Student Services
admissions@open.uwi.edu

Associate Degree in Business Management

Associate Degree in Business Management

ABOUT THE PROGRAMME

Enhance your knowledge base and required skills to pursue a career in business and management with the Associate of Science Degree in Business Management (ASc BUMA). Students pursue a mix of courses in a broad range of areas designed to provide them with a foundation in management principles and functional skills to enhance efficiency and advance organizational skills.

Graduates who meet minimum GPA requirements will be eligible for entry to Level 2 of the relevant BSc programme at UWI.

WHO IS THIS PROGRAMME FOR?

The ASc BUMA programme is specially designed for middle managers, office professionals and persons interested in formalizing their skills in management.

PROGRAMME STRUCTURE & CONTENT

The associate degree programmes are delivered using mixed-mode format. Some courses are delivered in a face-to-face environment while others are delivered using blended learning or online approaches. Students must have access to a computer and Internet access. Online orientation is conducted before the start of the programme.

Students complete a total of 60 credits normally equivalent to 20 courses. Students explore general education and core courses in a number of areas including:

- Statistics
- Management
- Business Law
- Financial Management
- Human Resource Management
- Introductory Foreign Language

WHEN WILL IT START?

Students may start this programme in August or January of the academic year.

ENTRY REQUIREMENTS

Applicants should meet lower level matriculation requirements which include:

1. Holders of five (5) CXC-CSEC or GCE 'O' Level passes or equivalent, not necessarily obtained at the same sitting, as follows:
 - (i) English (A), and
 - (ii) Mathematics or a foreign language, or an approved science (not Health Science), or additional Mathematics or Geography
 - (iii) Three (3) other approved subjects not already counted above.
2. Persons over the age of 21 on the basis of their overall academic and professional attainments.
3. Holders of the approved certificates from the School of Continuing Studies, UWI with an acceptable pass in English Language

ENGLISH LANGUAGE PROFICIENCY TEST (ELPT)

Candidates who do not possess one of the exempting qualifications listed below are required to take the English Language Proficiency Test (ELPT).

Holders of the following qualifications are exempt from the ELPT:

- (i) Grade I - CXC-CSEC English 'A' examination
- (ii) Grade A - GCE 'O' Level English Language
- (iii) Grade A or B - Cambridge GCE A/O Level General Paper examination
- (iv) Grades I-II CXC-CAPE Communication Studies
- (v) Grade B+ or above - College English Skills I or II - College of the Bahamas
- (vi) Grade B+ or above - Advanced Communication or Business Communication - University of Technology (UTECH)
- (vii) Grade B+ or above - Freshman Composition I or II - Northern Caribbean University (NCU)

The ELPT is administered several times a year. Please check our website www.open.uwi.edu or the site in your region for test dates. There is a fee of US\$25 or the local equivalent. The results of the test will remain valid for a period of five (5) years.

HOW TO APPLY

The Open Campus accepts online applications only for regional programmes. Applicants must have an email account to begin the process. Log on to our website www.open.uwi.edu and follow the on-screen instructions to complete the application form.

WHAT DOCUMENTS SHOULD I SUBMIT?

Submit your application receipt together with the supporting documents below to your Centre Head/Site Coordinator within a week of your application. The Centre Head/Site Coordinator will certify the photocopies of your documents and return the originals to you.

Supporting Documents

- a) Birth certificate
- b) Academic certificates/grade slips
- c) Professional certificates/diplomas (where applicable)
- d) Marriage certificate/deed poll (whichever is applicable) if the present name is different from that on documents. Each name must be spelled correctly and also correctly hyphenated, where necessary.

HOW MUCH WILL THIS PROGRAMME COST?

Currently, a three-credit face-to-face or online/blended course for any of the undergraduate degree, associate degree, diploma or certificate programmes will cost you US\$300.00 or its equivalent in your local currency. This covers the cost of tuition and examination costs. For online/blended courses, fees may also cover materials, teleconferences and tutorials as appropriate.

The University reviews tuition fees annually and course fees may be subject to change.