



UNIVERSITY of ST. MARTIN

ASSOCIATES OF ARTS IN BUSINESS – BTEC LEVEL 4 HNC

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. 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 recognized PEARSON/BTEC curriculum for Business.

Upon completion of this program student will earn the internationally British Higher National Certificate (Level 4) in Business next to their USM Associate of Arts Degree. The Higher National Diploma (Level 5) 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.

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

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.

Admission Requirements

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 /BAC/GED results (if applicable))
 - d. Personal essay (see application package)
 - e. Two (2) passport pictures
 - f. Copy of passport (Verified at USM)
 - g. Proof of Residency/Original Registration form
 - h. Affidavit of financial support (see application package)
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. Attend Student Orientation
7. Meet with your Division Heads/Coordinator to register for classes
8. Start your classes!

*International Students should apply a semester prior to the date of desired enrollment.

Semesters:	Admissions Deadline:
Fall (August – December)	April 30th
Spring (January – May)	October 30th
Summer (June – July)	April 9th

**International students*

Updated: June 2026

 **Pearson
BTEC**
Approved Centre



UNIVERSITY of ST. MARTIN

Program Course Requirements: 68 Credits

- Freshman Development Seminar 1

HUMANITIES CORE (12 CREDITS)

- ENG 111 English Composition 1* 3
- ENG 112 English Composition 2* 3
- SPE 115/SPE 116: Interp. Comm. / Gr. Dyn. Pub. Spe. 3
- PDC 20347L (Unit 17): Professional Identity & Practice 3

MATHEMATICS (8 CREDITS)

- MAT 141* College Algebra 4
- MAT 231 Intro to Statistics 4

SOCIAL SCIENCES (9 CREDITS)

- ECO 221 Macroeconomics 3
- ECO 222 Microeconomics 3
- HIS 190 SXM History & Cultural Heritage 3

MAJOR COURSE REQUIREMENTS (38 CREDITS)

- PDC 100: Study & Employ Skills** BTEC / CIS101 RPL 3
- BUS 51094S (Unit 1): Business & the Business Environment 3
- BUS 51109N (Unit 2): Marketing Processes & Planning 3
- BUS 51095S (Unit 3): Human Resource Management 3
- BUS 51111N (Unit 4): Leadership & Management 3
- BUS 51112N (Unit 5): Accounting Principles 3
- BUS 51113N (Unit 6): Managing a Successful Bus Pro-Pset 3
- BUS 22001L (Unit 7): Business Law 3
- BUS 51120N (Unit 16): Managing the Customer Experience 3
- BUS 51123N (Unit 19): Research Project * 6
- BUS 250: Internship* 5

**Mandatory for all students new to BTEC courses

*Summer course possible when offered

PARADIGM Recommended Plan of Study	
YEAR 1	Semester 1
FDS 100	1
ENG 111	3
SPE 115 / SPE 116	3
MAT 141	4
PDC 100/CIS 101	3
HIS 190	3
	(17)
YEAR 1	Semester 2
ECO 221	3
MAT 231	4
ENG 112	3
PDC 20347L	3
BUS 51094S	3
	(16)
YEAR 2	Semester 3
ECO 222	3
BUS 51095S	3
BUS 51111N	3
BUS 51120N	3
BUS 51113N	3
	(18)
YEAR 2	Semester 4
BUS 51112N	3
BUS 22001L	3
BUS 250	6
BUS 51123N	5
	(17)

Pre-requisites Key:

ENG 111: ENG 011, & ENG 012

ENG 112: ENG 111

SPE 115 / SPE 116: ENG 011, & ENG 012

PDC 20347L: ENG 011, & ENG 012

MAT 141: MAT 021 & MAT 022

MAT 231: MAT 141

ECO 221 / ECO 222: MAT 021 & MAT 022

PDC 100 / BUS 51094S/ BUS 51109N / BUS 51095S / BUS 51111N / BUS 51112N / BUS 51113N / BUS 51120N: Skills & ENG 111

BUS 22001L: Skills & ENG 111

BUS 51123N Last semester; taken with BUS 250

BUS 250 Last semester; taken with BUS 51123N



Minimum Total Credits Required for Degree 68