



(Registered by the University Council of Jamaica)

The College of Insurance and Professional Studies is pleased to present its new programme:

ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION

COURSE TOPICS/AREAS

(Part Time)

YEAR 1

- English and Communication-01
- Business Mathematics
- Introduction to Research Methods
- Information Technology-01
- Introduction to Psychology
- Financial Accounting-01
- Organizational Behaviour
- Introduction to Sociology
- Principles of Management

YEAR 2

- Introduction to Micro Economics
- English and Communication-02
- Financial Accounting -02 OR
Caribbean Business Environment
- Business Communication
- Ethics in Business Administration
- Introduction to Macro Economics
- Personnel Management & Industrial
Relations OR Gender Issues in
Jamaica
- Marketing
- Business Law

Year 3

- Risk Management OR Information
Technology-02
- Major Project

COURSE TOPICS/AREAS

(Full-time)

YEAR 1

- English and Communication-01
- Business Mathematics
- Introduction to Research Methods
- Information Technology-01
- Introduction to Psychology
- Financial Accounting-01
- Organizational Behaviour
- Introduction to Sociology
- Principles of Management
- Introduction to Micro Economics
- English and Communication-02
- Financial Accounting -02 OR
Caribbean Business Environment

YEAR 2

- Business Communication
- Ethics in Business Administration
- Introduction to Macro Economics
- Personnel Management & Industrial
Relations OR Gender Issues in
Jamaica
- Marketing
- Business Law
- Risk Management OR Information
Technology-02
- Major Project

ENTRY REQUIREMENTS

To enter the Associate Degree in Business Administration, candidates must satisfy requirements in either LIST A or B.

LIST A

- Have passes in at least four (4) subjects at the GCE Ordinary Level or CXC General Proficiency. The subjects comprise English Language, Mathematics (or a mathematical subject) and any other two subjects.

LIST B (Mature Candidates)

- Have reached the age of twenty-five years
- Must pass the College's English Proficiency Test

PROGRAMME STRUCTURE AND EVALUATION

The Associate Degree Programme consists of 900 contact hours. Each term lasts for four (4) months and the time allocation for each course is forty-five (45) hours.

Full Time - 5 terms - (Mon – Thurs 9:00 a.m. – 11:00 a.m. and 12:00 noon - 2:00pm)

Part Time - 7 terms - 3 evenings per week 5:30 - 8:30pm and one (1) Saturday per month

Each course will be evaluated by a written quiz/project and an examination. The quiz will be designed to evaluate all sections of the course curriculum completed.

The three-hour essay-type examination will seek to evaluate the theoretical and analytical aspects of the course. These evaluations will occur during and at the end of each term.

REQUIREMENT FOR COMPLETION

The Associate Degree in Business Administration is awarded to those candidates who satisfactorily complete a total of sixty (60) credits. An overall Grade Point Average of (C) is required for graduation. The candidate is required to pass every course in the programme. In order to do so, every instrument of evaluation must be completed within the specified time. The candidate is also expected to comply with the 75% attendance at classes rule, as well as appropriate conduct and appearance. This programme must be completed within five (5) years.

1. Attendance at Examinations

- To be eligible to sit the final examination, students must attend at least 75% of the sessions.
- Examinations are usually scheduled two (2) clear weekends after a course ends; and post quizzes after the last lecture or during the term.
- It is imperative that students sit examinations on the scheduled date as failure to do so may result in a student having to repeat the course at added cost.

2. Supplemental Examinations

A candidate who fails an examination within (7) points of the pass mark will receive a supplemental failure (SF) and will be permitted to sit the supplemental examination within one month after notification of such failure with the following conditions:

I. Only one supplemental may be sat for a particular subject. Failure of a supplemental exam will result in the subject in question having to be repeated by the candidate at added cost. Supplemental exam attracts an examination fee.

II. All supplemental passes will be graded SP (*Supplemental Pass*), and will earn the maximum pass mark of 55%

3. Absence from Examinations

This should be discouraged. A candidate who has substantiated medical or other legitimate reason for missing an examination will have their case reviewed by the Board of Studies for eligibility for sitting the exam at a later date. It is the responsibility of the candidate to submit written substantiation of such reason along with proof/medical certificate within a week after the scheduled exam date.

FACILITIES

Our facilities have been designed to provide adequate support for our students and an environment that is conducive to learning. Each classroom is fully air-conditioned with internet access via our local area network. Free wireless internet is available to students from any location on our premises. The library

is also equipped with computers to provide internet access and allow students to work on various projects.

Total Cost:

Members - \$250,750

Non-Members - \$295,000

(Payment Plan Available)

TO REGISTER:

Complete the application form (available on our website) and submit it along with supporting documents to:

THE PROGRAMMES DEPARTMENT

Each form must be accompanied by a non-refundable registration fee of J\$500.00

(Applies to non-members)

CONTACT INFORMATION:

3 - 3A RICHMOND AVENUE,
KINGSTON 10

Telephone: (876) 929-3340/2/3
(876) 929-6146 or 6159

Digiline: (876) 383-2411

Fax: (876) 929-6117

E-mail:

info@collegeofinsurance.edu.jm

Website:

www.collegeofinsurance.edu.jm