

OBJECTIVE

To train participants in the theory of business administration and to develop practical skills in this area.

FOR WHOM

Managers, Assistant Managers and persons aspiring for management positions as well as those aiming for further professional training.

CLASS SCHEDULE

Mondays, Tuesdays, Wednesdays &
Thursdays
5:30 p.m. -8:30 p.m.

N.B

UTech/JIM School of Advanced Management reserves the right to withdraw/postpone a scheduled course if registration is insufficient for a standard size class.

COMMENCEMENT DATE

SEPTEMBER / FEBRUARY

Cost: \$150,000.00 per year
Modular cost: \$21,000.00

COURSE MODULES

YEAR 1

- ❖ English Language & Comprehension
- ❖ Pre-Calculus Algebra
- ❖ Microeconomics
- ❖ Introduction to Psychology
- ❖ English Language-Oral

- ❖ Principles of Management
- ❖ Macroeconomics
- ❖ Introduction to Statistics & Probability
- ❖ Sociology
- ❖ Introduction to Logic

YEAR 2

- ❖ Financial Accounting
- ❖ Business Law
- ❖ Micro-Computer Application
- ❖ Administrative Application of Computers

- ❖ Management Science
- ❖ Spanish I
- ❖ Principles of Marketing
- ❖ Spanish II
- ❖ Managerial Accounting

ENTRY REQUIREMENTS

Five (5) G.C.E. O'Level subjects or CXC (or equivalent) including English Language and Mathematics.

OR

Certificate of Achievement in one of the appropriate preparatory courses offered by J.I.M. (or an equivalent as judged by the Board of Studies). However, in exceptional cases, a mature applicant who does not have these certificates but who has worked in an acceptable administrative, supervisory or managerial position for a minimum of three years may on the recommendation of his/her employer be accepted.

APPLICATION INFORMATION

Complete an application form and bring it along with supporting documents to:

**THE PROGRAMMES DEPARTMENT
UTech / JIM SCHOOL OF ADVANCED
MANAGEMENT
47 HOPE ROAD, KINGSTON 10**

Each form must be accompanied by a non-refundable fee of \$1000.

CREDIT RECOMMENDATION

THE JAMAICAN INSTITUTE OF MANAGEMENT IS REGISTERED AS A TERTIARY INSTITUTION BY THE UNIVERSITY COUNCIL OF JAMAICA (U.C.J).

All of J.I.M.'S (6) diploma courses and the Associate Degree in Business Administration have been registered and recommended for credits by the American Council on Education (ACE) to a wide range of universities and colleges throughout the U.S.A.

The American Council on Education is internationally recognized as the major coordinating body for post-secondary education in the U.S.A.

REFUND POLICY

- ❖ Fees are not refundable in cases of partial attendance.
- ❖ Fees are not refundable in full, only if, the applicant cancels in writing, not less than five (5) working days, before the course is cancelled /withdrawn by UTech /JIM School of Advanced Management.

UTech/JIM SCHOOL OF ADVANCED MANAGEMENT CAMPUSES

MONTEGO BAY

Tel: 952-8677

OCHO RIOS

Tel: 974-6971

PORT ANTONIO

Tel: 993-4306

MANDEVILLE

Tel: 961-2847

UTech / JIM SCHOOL OF ADVANCED MANAGEMENT

47 Hope Road, Kingston 10

Tel: (876) 927-5857/927-9923

Fax: (876) 927-3756

Email: j.i.m@cwjamaica.com

Website: www.jim.edu.jm

ASSOCIATE DEGREE IN

Business Administration