First Semester	Modules	Duration
UCCABC001	Business Communication I	21 hours
UCCACA002	Computer Application and Appreciation	18 hours
UCCABM003	Mathematics for Business	21 hours
UCCABS004	Introduction to Business Spanish	21 hours
UCCAPM005	Principles of Marketing	36 hours
UCCACP006	Consumer Psychology	18 hours
Second Semester	**Modules**	**Duration**
UCCABA007	Fundamental of Business Administration	36 hours
UCCAOC008	Business Communication II	12 hours
UCCAACC009	Book Keeping and Records Management	21 hours
UCCASB0010	Introduction to Small Business Management	21hours
UCCACS0011	Principles of Customer Service	15 hours
Total Programme Hours		**240**

COURSE DESCRIPTIONS

BOOK KEEPING AND RECORDS MANAGEMENT
This course provides students with a review and improved understanding of the fundamental bookkeeping concepts, theory and practice, and promote their application to the workplace and professional practice. Students will learn some of the basic principles and skills commonly associated with an understanding of basic bookkeeping.

BUSINESS COMMUNICATION I
This course will help prepare students to be adaptable and functional in business, their personal lives and vocational occupations. It is designed to emphasize proper grammar and mechanical skills, as well as to improve students' understanding of literature, vocabulary, speaking, listening, and writing skills. These will enable students to become effective writers and researchers.

BUSINESS COMMUNICATION II
This course will help prepare students to be adaptable and functional in business, their personal lives and vocational occupations. It is designed to emphasize oral communication skills that will enable students to become effective public speakers and communicators.

BUSINESS MATHEMATICS
This course sets out the basics governing mathematical principles and moves into more advanced applications, which will equip students to effectively cope with other mathematics based courses they will encounter throughout their programme. Topics include arithmetic operations and basic statistics.

CONSUMER PSYCHOLOGY
Participants in this course will gain an understanding of the concepts upon which the discipline of consumer behaviour is based and be able to understand how consumers make decisions about product choices. Participants will also be able to appreciate the needs and motivations of consumers as well as the social and cultural dimensions of consumer behaviour.

FUNDAMENTALS OF BUSINESS ADMINISTRATION
This course introduces participants to the fundamental principles of Business Administration.
It examines the factors that lead towards the successful administration of a business, and the leadership skills and behaviours necessary for achieving organizational goals and objectives. It is designed to examine modern management challenges that organizations face and provides an explanation of various types of planning and decision-making tools that can aid in attaining success. This course will cover both the traditional and current thinking relating to management concepts and theories. Additionally, it is structured to increase participants' knowledge of the fundamentals of organizing, influencing, communication, motivation and human resource management.

INTRODUCTION TO BUSINESS SPANISH
This course is designed for students with little or no familiarity with Spanish, and wishes to be able to converse in the language at a basic level. It introduces students to the communicative functions and structures of the Spanish language through developing the four skills of listening, speaking, reading and writing, as well as exposure to different aspects of Hispanic culture. It is prearranged around four (4) units that facilitate the use of the target language to identify, describe and characterize people, objects, places and events, and expressions of feelings and ideas. Classes will include situational role-play and responses, reporting and preparing simple materials, such as completing forms, sending emails and letters in the target language. In addition, there will be the use of authentic materials, magazines, brochures, videos, broadcasts from Spanish television stations and access to interactive online programmes.

INTRODUCTION TO SMALL BUSINESS MANAGEMENT

This course provides you with an opportunity to develop small business management/entrepreneurial skills. Entrepreneurs are a driving force for the growth and development of any economy. They are crucial in the creation of hundreds of new jobs and employment opportunities. Annually, many new micro-businesses are formed largely by people with no previous business experience or formal training. The success of a new business need not be left solely to luck or chance. This course explores the business start up process as a skill set. The entrepreneurial spirit is the most significant economic development in recent

history, and this course will increase the participant's level of interest in pursuing entrepreneurship as a career.

PRINCIPLES OF CUSTOMER SERVICE
This course is designed to enable students to develop the requisite knowledge, skills and attitudes required to provide good customer service. It focuses on developing awareness of the importance of customer service to the success in any industry, building and maintaining customer loyalty, dealing with difficult customers, presenting a professional image and participating in teamwork.

PRINCIPLES OF MARKETING
This introductory course in marketing will expose students to the fundamentals and principles of marketing. Participants will gain a general knowledge of marketing, marketing research, consumer behavior, designing and developing products and the pricing and placing of products. Emphasis will be placed during the course on the application of the marketing principles to real world situations.

COMPUTER APPLICATION AND APPRECIATION
This course gives students an appreciation of the many uses of computers in society. The topics include: types and categories of computers, software and hardware components, computer networks and information system concepts with an emphasis on terminology and functionality. In the practical section of the course students will get hands-on experience using office productivity tools.