



**Atlantic International University**  
**Academic Evaluation Committee**  
**Bachelor's in Business Administration**  
**Candidate: Natalie Amanda Sampson**

Dear Ms. Sampson,

After reviewing the documents and autobiography submitted regarding your academic background and professional journey, the Academic Committee acknowledges your broad and valuable experience in business, administration, marketing, human resources, and entrepreneurship. Your leadership in various roles demonstrates a practical and applied understanding of business principles relevant to your program at AIU.

Below are six proposed course credits that align with your experience. You are welcome to accept or reject any of them for credit. Courses you accept will be graded based on the evidence provided.

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**Course Evaluation Report**

**1. Small Business Management**

**Grade: A**

As founder and owner of Genesis Construction Farming Machinery & Power Tools Company, you are directly involved in sourcing, coordinating shipments, managing customer service, and expanding operations. This demonstrates advanced entrepreneurial and managerial skills.

**Relevance:** Within the major.

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**2. Administrative Office Procedures**

**Grade: A**

Your roles across multiple organizations included duties such as minute-taking, report preparation, arranging meetings, drafting correspondence, and clerical operations—key elements of administrative procedure at the professional level.

**Relevance:** Within the major.

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**3. Human Resource Management**



**Grade: B**

You completed relevant training in human resource management and exercised people management responsibilities at Habitat for Humanity Guyana Inc. and FCE Systems. While your experience is credible, no personnel performance evaluations or HR policy implementation were documented.

**Comment:** Grade may be raised by submitting an HR policy handbook or a staffing evaluation report you've developed.

**Example Assignment:** *Submit a sample employee onboarding process or performance appraisal form used in one of your previous positions.*

**Relevance:** Within the major.

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#### **4. Marketing and Promotion**

**Grade: B**

As a marketing agent at FCE Systems and now as a business owner marketing your products online, your applied skills in developing outreach strategies are evident. However, formal plans or campaign analysis were not submitted.

**Comment:** To raise this grade, submit a promotional plan or social media strategy from your current business.

**Example Assignment:** *Submit a campaign outline showing target audience, media used, and performance metrics.*

**Relevance:** Within the major.

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#### **5. Accounting and Bookkeeping Applications**

**Grade: C**

Your CV references knowledge of accounting tools such as QuickBooks and Peach Tree. However, no direct work history or applied accounting functions (e.g., payroll, reconciliation, or financial statements) were detailed.

**Comment:** This grade can be raised with evidence of financial records or bookkeeping procedures you manage.

**Example Assignment:** *Submit a monthly sales ledger or sample balance sheet you generated using QuickBooks.*

**Relevance:** Within the major.

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#### **6. Community Development and Leadership**



**Grade: A**

Your current involvement in community work helping others improve their education and access social services reflects both leadership and social entrepreneurship. These responsibilities tie closely with applied leadership and service management skills.

**Relevance:** Within the major.

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 **Conclusion and Recommendation**

Ms. Sampson, your work across public, private, and non-profit sectors has contributed to your growth as a well-rounded business professional. Your entrepreneurial accomplishments and administrative leadership clearly align with the expectations of a Bachelor's in Business Administration. AIU encourages you to submit any optional assignments to enhance grades for the courses marked below an A.

Please notify me of which courses you accept for credit evaluation, and I will proceed with updating your academic record accordingly.

Sincerely,

**Dr. Edward Lambert**

**Academic Director**

Atlantic International University