

International Headquarters: Heron House, St Peter, Jersey JE3 7BY, Britain. Tel: +44 (0)1534 485485 Email: learn@cambridgetraining.com Web: www.cambridgecollege.co.uk

## THE CIC MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAMME SPECIALISATION ON STRATEGIC MANAGEMENT

Cambridge International College provides a structured, three 'Study Year' **MBA** Programme with specialisation on Strategic Management. It is designed to develop general business, management and administration knowledge and ability over a wide range of areas; a significant knowledge of business strategy, business finance and managerial economics; and advanced strategic management and administration skills with a focus on marketing strategy and financial strategy and policy; such knowledge, ability and skills are essential for high-level and senior managers, executives, directors, professionals and leaders in today's competitive business world, and to invest our education with CIC - CIC is the "right accelerate high-level career development especially in management.



Shaker Mustafa, Malaysia: "CIC's Masters course is relevant and comprehensive and covers the major areas of business. It is beneficial choice" to further our knowledge.

## STUDY DURATION AND METHODS

- \* Registration onto CIC's MBA Programme can take place on any day or date of the year; there are no fixed start dates, term-times or semesters.
- \* The unique CIC MBA Programme is structured to take account of each applicant's present level of existing qualifications and work experience. Therefore, although many people will need to proceed through all three 'Study Years', other people who are considered by CIC to be suitably qualified or experienced, might be granted Study Exemptions from one or more Core Subjects.
- The description 'Study Year' is used as a guide only. The flexible distance-learning study method of CIC's MBA Programme allows each individual to progress at his or her OWN pace. Some people might complete a 'Study Year' in less than a 12-month (one year) period; others might take longer. The average time taken to complete a CIC MBA Programme is 2 - 3 years.
- \* All Examinations are in the MBA Member's **own area**; it is **not** necessary to come to the College premises in Jersey, Britain, to sit the Examinations. Arrangements for Examinations are made only after registration onto the MBA Programme, and when the relevant stage has been reached and satisfactory progress has been made in the Programme.

## ENTRY REQUIREMENTS

Applicants must be at least 21 years of age and have either of the following 'entry qualifications':

#### \* Academic/Professional Qualifications

To be accepted for registration onto CIC's MBA Programme an applicant must hold at least Diploma or local equivalent examination passes, or other recognised Course or Program or Training/Study examination-based qualifications acceptable to and recognised by CIC.

#### **\*** Work/Practical Experience/Seniority Qualifications

Many good middle and senior managers, executives, directors and professionals have extensive experience but few "formal" qualifications; the CIC MBA recognises the value of work experience, and at its discretion CIC may accept relevant managerial/business work experience as "qualification" for entry onto the MBA Programme. Any applicants applying for registration onto CIC's MBA Programme based solely upon work experience will be expected to provide evidence of at least three years' work experience at an appropriate senior or higher level.

#### An **Eligibility Assessment** is available **before** Registration if required; see pages 3 & 4



#### Winston Moses Makere wrote from Tanzania:

"After completing study with CIC, I got a wonderful job as Deputy General Secretary of the Researchers, Academicians & Allied Workers Union. Salary and benefits are now more than double!"

## WHAT WILL BE STUDIED ON THIS CIC MBA PROGRAMME

#### FIRST 'STUDY YEAR'

#### The CORE subjects are:

- 1. Business Theory & Commercial Practice
- 2. Business Economics & Commerce
- 3. Management & Administration of People in Business
- 4. Management and Administration Theory and Practice to an advanced level

#### SECOND 'STUDY YEAR'

#### The CORE subjects studied are:

- 1. Business Finance & Accounting
- 2. Sales & Marketing
- 3. Human Resource Management
- 4. The commencement of a Project

#### THIRD 'STUDY YEAR'

#### The CORE subjects studied are:

- 1. Corporate Strategy & Planning
- 2. Managerial Economics
- 3. Business Finance & Investment
- 4. Marketing Strategy
- 5. Financial Strategy & Policy

#### JUST A FEW OF CIC MEMBERS INTERNATIONALLY RECENTLY AWARDED A CIC MBA INCLUDE:



LYDIA B. APPIAH FINANCIAL MANAGEMENT (GHANA)



LAWRANCE BOTTNEY MARKETING MANAGEMENT (KUWAIT)



DAVIE H CHINTENGO FINANCIAL MANAGEMENT (MALAWI)



SIXTUS M BARAGOVYA ORGANIZANTIONAL MANAGEMENT (TANZANIA)



AMNA A ZOARAB HUMAN RESOURCE MANAGEMENT (QATAR)



WORKIE DEBELA DINKA HUMAN RESOURCE MANAGEMENT (ETHIOPIA)



MFON DANIEL AKPAN FINANCIAL MANAGEMENT (GUYANA)



KHALID ALRUBAUYYI HUMAN RESOURCE MANAGEMENT (EGYPT)



MOHAMMED OTHMAN ROSALIND WANYAGI MARKETING ORGANIZATIONAL MANAGEMENT MANAGEMENT (SAUDI ARABIA) (KENYA)

ROSS COOPER

FINANCIAL

MANAGEMENT

(FNGLAND)

CLAVER KARARA

BUSINESS

MANAGEMENT

(RWANDA)

DENSILL SINCLAIR

HUMAN RESOURCE

MANAGEMENT

(JAMAICA)



FIRAS ABDULGHAFOOR ORGANIZATIONAL MANAGEMENT (IRAQ)



FARHAD ZIAEE HUMAN RESOURCE MANAGEMENT (U.S.A.)



OSMANU K AZUMAH HUMAN RESOURCE MANAGEMENT (U.S.A.)



ORGANIZATIONAL MANAGEMENT



AHMED A A SALEM MARKETING MANAGEMENT (U.A.E.)



ORGANIZATIONAL MANAGEMENT (ANGUILLA)



BEATRICE MUKARHIWA HUMAN RESOURCE MANAGEMENT (CANADA)



SULAIMAN ALORAINI GABRIEL NYAMEKYE MARKETING MANAGEMENT (GHANA)



EHAB H A L ALSADEEK MARKETING MANAGEMENT (SAUDI ARABIA)



JEAN CLAUDE MBERI BUSINESS MANAGEMENT (FRANCE)



ALFRED BANGURA ORGANIZATIONAL MANAGEMENT (SIERRA LEONE)

## **'STUDY EXEMPTIONS', EXAMINATIONS & SPECIAL FEATURES**

For each CIC MBA Programme the First "Study Year" comprises four (4) 'Core Subjects' which require the appropriate Examinations to be passed, and the Second "Study Year" comprises three (3) 'Core Subjects' which require the appropriate Examinations to be passed. Holders of relevant CIC Diplomas, CIC Honours/Advanced Diplomas or CIC Higher Awards, and holders of similar qualifications awarded by non-CIC bodies, might be granted a 'Study Exemption' based upon previous study and Examination success.

A 'Study Exemption' might be granted on a Subject for Subject basis ONLY if:

(i) the applicant has **ALREADY** studied the **full syllabus** of a **'Core Subject'** to an **acceptable level** AND has passed **an Examination on that syllabus** set by or recognised **by CIC**; AND

(ii) the recognised Examination (whether set by CIC itself or any other recognised body) must have been passed within three years prior to registration onto the CIC MBA Programme. Examinations passed longer than three years before registration will NOT be accepted for CIC 'Study Exemption' purposes.

- \* A 'Study Exemption' cannot be granted from the Project or from any Third "Study Year" Subjects.
- If a 'Study Exemption' is allowed from one or more 'Core Subjects' then the normal Programme Fee may be reduced. If a 'Study Exemption' is allowed from a 'Core Subject', then the CIC Study & Training Material for that 'Core Subject' is NOT supplied. However, the Member will be expected to revise thoroughly his or her former studies of the syllabus of that 'Core Subject'.
- \* Even if a 'Study Exemption' is granted from a 'Core Subject', the Member MUST STILL sit and pass the CIC Examination set on that 'Core Subject'. A 'Study Exemption' is NOT an exemption from sitting an Examination - the CIC Examination for EVERY 'Core Subject' MUST be sat and passed regardless of whether any 'Study Exemption' has been granted.
- CIC reserves the sole right to grant or to refuse to grant any 'Study Exemption' from a 'Core Subject' at its sole discretion.
- The "advised study hours" for the First "Study Year" and the Second "Study Year" is between 480 and 720 hours each; the advised study hours will reduce for any 'Study Exemption' granted from a 'Core Subject'. The advised study hours for the Third "Study Year" is 750-975 hours. However, the flexible study method of CIC's MBA Programme allows each Member to proceed and progress at his or her OWN pace. Some Members might complete the study for a 'Core Subject' or for a "Study Year" in less than one year or with fewer study hours; others might need to take longer.
- When the First "Study Year" Examination which is based on the content of all four 'Core Subjects' is passed a Results Sheet stating all four grades achieved is awarded; when the Second "Study Year" Examination which is based on the content of all three Core Subjects is passed a Results Sheet stating all three grades achieved is awarded; when each Examination for a Third "Study Year" Subject is passed a Results Sheet stating the grade achieved is awarded; when the Project is successfully completed a Results Sheet stating the grade achieved is awarded.
- Project details are provided during the Second "Study Year" but the Project does not need to be submitted until the end of the Third "Study Year". Therefore the knowledge, theories and experience gained during all three "Study Years" can be fully used in undertaking and preparing the Project.
- The Programme Fee includes all appropriate Study Materials/Publications, Examinations, Project details and assessments. The CIC Master of Business Administration (MBA) certification will be awarded, with a Transcript & Grade Sheet stating all grades achieved, on the successful completion of all Examinations set and the Project. All Grades will also be available to view on the CIC Member Services website: www.cambridgeinternationalcollege.co.uk
- \* All Examinations are sat under Invigilation/Supervision in the Member's own area; there is NO requirement to come to the College in Britain to study or to sit Examinations. The CIC MBA Programme is studied by distance-learning the flexible, modern, effective way to study and gain skills, knowledge and qualifications. Members study in their own countries. Therefore Fees are much less expensive and the MBA award is exactly the same as for on-campus study. Note: the CIC MBA award does not mention the words "distance-learning".

#### **CIC MBA PROGRAMME STUDY FEE and REGISTRATION PROCEDURE** Fees may be paid in British Pounds (£) or in US Dollars (US\$) or in Euros (E)

The Standard Fee for the <u>complete</u> MBA Programme (all three 'Study Years') for Registrations after 1st September 2013 is:

#### Either: £2,500 OR US\$5,000 OR E3,750 if paid in full on registration

OR an Instalment payment of £320 or US\$640 or E480 each month for ten (10) months

For each Study Exemption granted from a Core Subject the above Fee may be <u>reduced</u> by:

#### Either: £150 OR US\$300 OR E225 from the "full" Fee if it is paid on registration

#### OR £20 or US\$40 or E30 from each of the ten Instalments

Fees include despatch of Study Materials safely by registered/recorded delivery post.

Note: if a Member wishes to gain a **second MBA** with a different Specialisation after completion of the first one, the Fee is one payment of £500 or US\$1,000 or E750. (Instalments are not available for a second MBA Programme, and only the two 'Specialisation' Subjects need to be completed.)

#### APPLYING FOR REGISTRATION ONTO THE CIC MBA PROGRAMME

As soon as you are ready to commence your MBA Programme Studies with CIC, complete the CIC 'Application for Registration' Form - printed in RED on pages 7 and 8 - fully and in CAPITAL LETTERS. Then post it (or fax it or email it) WITH your Fee payment (either the "Full Fee" or the first of the ten Instalments) by registered airmail post to the College in Jersey, Britian.

#### MBA ELIGIBILITY ASSESSMENT (before applying for Registration)

If you are **UN**certain whether you are eligible for registration onto the CIC MBA Programme, you are welcome to complete the *'Eligibility Assessment' Form* - printed in **BLUE** on page 5 - and send it to the College with a copy of your CV/Resume, and the non-refundable *'Eligibility Assessment Charge'* of £25. For any **CIC Diploma or BA awards**, state your Membership Number(s). To find out if you may be entitled to any "Study Exemptions" based upon any non-CIC qualifications you MUST attach supporting documents (such as copies of qualifications and transcript/content; "Study Exemptions" cannot be granted without them). We need to know your:-

- 1. Present qualifications (certificates, diplomas, degrees) awarded **on examination success**; state start and finish dates of studies; send with photocopies, and transcripts/contents if available.
- 2. Work experience; state start and finish dates, posts and positions held, work activities; attach work/employment references and C.V.

Your documentation will be assessed by the College Admissions Board, and you will be quickly informed (by email or airmail) whether or not you are eligible for registration onto the CIC MBA Programme. If you are eligible, you will be sent an *'Acceptance onto the CIC MBA Programme Letter'* stating what, if any, Study Exemption will be granted to you, and the Programme Fee payable.

**Note:** The College cannot undertake your Eligibility Assessment unless and until you have paid the required *Eligibility Assessment Charge* of £25.

#### **Registration Process**

On receipt of your 'Application for Registration' Form and Fee payment at the College in Jersey, Britain, every effort will be made to register you on the CIC MBA Programme and to despatch Study Material to you by airmail within 24 hours of your Registration. If you state your email address, Module One for appropriate Core Subjects will be **emailed** to you so you can commence Studies very quickly, and you will also be able to view your details on the CIC Member Services Website.

## **Cambridge International College**

The leading Accredited International Distance-Training College - from Britain across the World! International Headquarters: Heron House, St Peter, Jersey JE3 7BY, Britain. Tel: +44 (0)1534 485485 Email: learn@cambridgetraining.com Website: www.cambridgecollege.co.uk

## Assessment for Eligibility to Register onto CIC's Master of Business Administration (MBA) Programme SPECIALISATION ON STRATEGIC MANAGEMENT

To avoid delay in your possible Registration onto CIC's MBA Programme please complete this Form **fully** and **accurately**, and **attach** to it all required documents/copies, and send to:

CAMBRIDGE INTERNATIONAL COLLEGE, Heron House, St Peter, Jersey JE3 7BY, BRITAIN.

| FULL Name:           | Date of birth: |
|----------------------|----------------|
| FULL Postal Address: |                |
|                      |                |
|                      |                |
|                      |                |

Fax Number and/or email address (if available): \_\_\_\_

Present Qualifications (Certificates, Diplomas, Degrees) awarded on examination success; state start/finish dates and attach photocopies (and transcript/contents if available) - or attach to your CV.

Work experience; state start & finish dates, positions, work activities - or attach details to your CV.

Please advise me whether I am eligible for registration on to this CIC MBA Programme; I agree to and accept and abide by the Conditions of Registration. I enclose the *Eligibility Assessment Charge* of **GB£25** (British Ponds only) which I agree is **non-refundable**, whatever the decision of the College's Admissions Board.

Payment is in the form of:

Currency notes;
Cu

| Signed: | Date: | CIC Ref: |
|---------|-------|----------|
|---------|-------|----------|

### PAYMENTS MAY BE MADE TO THE COLLEGE IN BRITAIN BY ANY OF THESE METHODS:-

CURRENCY NOTES: we accept United States Dollars (US\$), British Pounds (£), Euros (E).

A "crossed" **BANK DRAFT** or **INTERNATIONAL MONEY ORDER** payable to Cambridge International College can be purchased from a bank in US Dollars, British Pounds or Euros. Collect the draft/ IMO from the bank and send it to CIC **yourself**; the bank will NOT send it for you. A draft/IMO in **US Dollars** must be drawn on a bank in **New York**; a draft/IMO in **British Pounds** or in **Euros** must be drawn on a bank in **London**. (Note: the College cannot accept US Dollar drafts which have a value of less than US\$100; the College cannot accept Euro drafts which have a value of less than E100.)

By BANK TRANSFER direct to one of our 'receive only' Bank Accounts:

Account Name: Services to Management (for Cambridge International College)

Bank: HSBC Bank plc, Jersey St Helier Branch, Britain

for transfers in British Pounds (£) send to: Account Number: 32144670 Sort Code: 402534, SWIFT/BIC Code: MIDLGB22, IBAN: GB35 MIDL 4025 3432 1446 70

for transfers in US Dollars (US\$) send to: Account Number: 68294583 Sort Code: 400515, Swift/BIC Code: MIDLGB22, IBAN: GB59 MIDL 4005 1568 2945 83

#### for transfers in Euros (E) send to: Account Number: 68343364 Sort Code: 400515, Swift/BIC Code: MIDLGB22, IBAN: GB38 MIDL 4005 1568 3433 64

Post or fax, or scan and email your Registration Form to the College in Britain with the bank receipt. We can "credit" you only with the sum actually received, so ensure you pay all charges at your end and add £15 or US\$30 or E20 to the Fee to cover the transfer charges of intermediary banks.

A **WESTERN UNION AGENT** in your country can send your payment in British Pounds OR US Dollars to CIC on your behalf; you can pay to the Western Union Agent in **your 'local' currency**. You can transfer your payment through Western Union:-

either by 'Quick Pay' service to Account Name: Services to Management

Code City SMCOLLEGE,UK Account No AUK040697

<u>OR</u> by *'Will Call'* service to David LAWSON at Jersey, U.K. In either case, mail or fax or scan and email your Enrolment Form with the Western Union receipt to CIC in Jersey, Britain, stating clearly the 10-digit Money Transfer Control Number.

Airmail or fax, or scan and email, your Registration Form with a copy of the Western Union receipt to CIC in Jersey, Britain, stating clearly the **10-digit Money Transfer Control Number**.

**MONEYGRAM:** CIC can accept 'person to person' Fee payments sent by MoneyGram. If you wish to send a 'person to person' Fee payment by MoneyGram transfer, please contact the College for the exact details of how and to who the payment should be made payable.

**BRITISH POSTAL ORDERS** can be accepted; they should be crossed and payable to Cambridge International College. **Only** BRITISH Postal Orders can be accepted.

**RELATIVES/FRIENDS IN BRITAIN, USA or EUROPE**: Send them your completed Registration Form to forward to the College in Jersey, Britain, **with** the Fee for your Studies by one of the methods described above.

**CHEQUES:** CIC is unable to accept personal cheque payments for this Programme.



## Application for Registration onto CIC's MBA Programme SPECIALISATION ON STRATEGIC MANAGEMENT

To avoid delay in your Registration onto CIC's MBA Programme, complete this 'Application for Registration Form' fully and accurately, and attach to it all relevant documents/copies (not required again if previously submitted with an 'Assessment for Eligibility to Register Form'). This completed 'Application for Registration Form', attachments and Fee must be airmailed under registered cover to: CAMBRIDGE INTERNATIONAL COLLEGE, Heron House, St Peter, Jersey JE3 7BY, BRITAIN.

| FULL Name:                                                                                                                                                       | Date of birth:                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| FULL Postal Address:                                                                                                                                             |                                                                                                                       |
| Email address (if available):                                                                                                                                    | CIC Acceptance Ref:                                                                                                   |
|                                                                                                                                                                  | mas, Degrees) awarded on examination success; state<br>and transcript/contents if available) - or attach to your CV.  |
|                                                                                                                                                                  |                                                                                                                       |
| Work experience; state start & finish dates                                                                                                                      | s, positions, work activities - or attach details to your CV.                                                         |
|                                                                                                                                                                  |                                                                                                                       |
| I enclose the sum of as the Full I                                                                                                                               | Fee for my MBA Programme.                                                                                             |
|                                                                                                                                                                  | <b>st Instalment of Fee</b> for my MBA Programme, and I agree ext nine consecutive months until the Fee is completed. |
| Payment is in the form of:<br>□ currency notes; □ bank draft/IMO; □ posta<br>□ Western Union 10-digit money transfer cor<br>□ MoneyGram 8-digit transfer ref no: | ntrol no:                                                                                                             |

continued on next page....

#### TERMS AND CONDITIONS OF REGISTRATION ON TO CIC'S MBA PROGRAMME with Cambridge International College you study in your country of residence - you do NOT need to come to Jersey, Britain.

By signing below you accept the following Terms and Conditions of Registration and agree to abide by all the Rules and Regulations of *Cambridge International College*, Jersey, JE3 7BY, Britain.

- 1. On receipt of your MBA Application for Registration Form and Fee payment at the College in Jersey, Britain, and on your acceptance onto the MBA Programme, you will be registered with Cambridge International College onto the CIC MBA Programme and you will be rapidly sent, by airmail post, CIC Study Materials which for the First and Second "Study Years" additionally include Self-Assessment Tests and Recommended Answers and full Study & Training Instructions on how you can learn and progress rapidly with CIC with all of which you agree to comply fully. Note: If you stated your email address on your Application for Registration Form, Module One for appropriate Core Subjects in the First and/or Second "Study Years" may be sent to you by email.
- 2. Should CIC judge that you do not meet the requirements for entry onto the MBA Programme, CIC may utilise the Fee received to provide training and study which will help bring you to the level where you are accepted onto the MBA.
- 3. Your Study & Training Period in which to complete Studies on the MBA Programme will be 36 months from your registration date provided you have completed payment of the agreed Study Fee. However, you will be permitted to complete the MBA Programme in a shorter period of time if you devote sufficient time to studies and produce satisfactory Examination and Project Work. All Examinations will be sat under 'Approved Invigilation' in your own area (see below \*).
- 4. If you are paying the MBA Fee by Instalments you must make monthly Instalment Fee payments according to the agreed Instalment payment schedule. If there are delays in your payment of Instalments of Fee and the MBA Programme Fee increases after your registration, the College may require that late and remaining Instalments of Fee be paid at the new Instalment Fee in place at the time.
- 5. You agree to follow and abide by all of CIC's Examination rules and regulations, and to follow the guidelines and advice provided by the College.
- On successfully completing the CIC MBA Programme you will be awarded the CIC Master of Business Administration - MBA - certification with a Transcript and Grade sheet, stating the appropriate Specialisation.

Please register me on to the CIC MBA Programme; I agree to and accept all the Terms and Conditions of Registration set out above, and I agree to abide by all CIC Rules and Regulations currently in force and as they might be amended from time to time.

Signed:

Date:

# PLEASE ATTACH TWO PASSPORT-SIZE COLOUR PHOTOGRAPHS. THE PHOTOGRAPHS ARE NOT ESSENTIAL, AND NEED <u>NOT</u> DELAY YOUR REGISTRATION ONTO THE CIC MBA PROGRAMME, BUT <u>WILL</u> BE NEEDED FOR ID PURPOSES BEFORE YOUR EXAMINATIONS

\* Approved Invigilation means you sit your Examinations under 'true examination conditions' supervised by an Invigilator (Proctor or Mentor or Supervisor) approved by the College - in your local area (wherever you are resident at the time you are ready to sit an Examination). Arrangements for you to sit an Examination under Approved Invigilation/Supervision *in your local area* can only be made: (1) once you are registered with the College on its MBA Programme; and (2) when you have reached the relevant stage of the MBA Programme and have made sufficient progress in studies. Arrangements cannot be made for your Examinations before your registration.

Cambridge International College has special arrangements with organizations worldwide, such as



#### Isaac Kwabena Afreh Aboagye wrote from Ghana:

"I am delighted to bring to your notice that following the successful completion of my CIC MBA in Strategic & Marketing Management I have been promoted to a Consultant and transferred to the Northern Region. I know I can always count on your institution."