



UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN
Fostering Leadership & Innovation

MBA PROGRAMME FAQ SHEET



FREQUENTLY ASKED QUESTIONS (FAQs)

What is the UCC Master of Business Administration (MBA)?

Generally speaking, the Master of Business Administration (MBA) degree prepares persons to successfully lead and manage organisations and businesses in a variety of fields in fast-changing local, regional and global contexts. The MBA is an integrative and dynamic management development programme. Participants take core courses in critical business functional areas as well as specialist courses enabling more in-depth exploration of leadership and management subjects.



How will I benefit from doing the MBA?



The MBA degree supports upward mobility as well as entrepreneurial aspirations. As participants expand their knowledge and skill base in the critical core areas and receive targeted training in the specialisation of their choice, MBA graduates can expect to receive increased and more diverse opportunities for promotion and income generation, to become more flexible and marketable, and to gain confidence and credibility as qualified leaders in their professions and nation-builders.

The MBA programme is designed to:

1. Provide a solid base of critical leadership and management principles and disciplines.
2. Facilitate the integration of these principles and disciplines.
3. Develop abilities to respond appropriately in increasingly risk laden and uncertain business climates.
4. Help persons to contextualise knowledge to their specific contexts (organisation, business, sector or industry).
5. Nurture critical analytical skills.
6. Enhance team-building and relational skills.
7. Strengthen communication skills.
8. Help persons to make sound business decisions.

What are the core courses in the MBA?

Each MBA participant takes 10 core courses in critical business functional areas to complete the programme, as indicated below:

COURSE CODES	COURSES
MGOL6001	Leadership, Management and Relational Dynamics in Organisations
MGIT6002	Information Systems in Organisations
MGQT6003	Modelling, Analysis for Decision Making in Organisations
ECON6001	Business Economics
MGHR6004	Managing People for Competitive Advantage
FIN612	Financial Management
MGMK6006	Marketing Management and Strategy
ETH600	Business Ethics
ACCT6001	Managerial Accounting
MGSM6007	Strategy and Organisation for Transformation and Growth (Capstone)

What are the specialisations in the MBA?

Each MBA student is able to pursue a specialisation of his/her choice enabling more in-depth exploration of leadership and management subjects in one of the following disciplines:

ENTREPRENEURSHIP
DISASTER MANAGEMENT
HUMAN RESOURCE MANAGEMENT
ACCOUNTING
FINANCE

MARKETING
HEALTHCARE MANAGEMENT
GENERAL MANAGEMENT
PROJECT MANAGEMENT

What are the specialist courses for each specialisation?

SPECIALIST COURSES FOR EACH UCC MBA SPECIALISATION	
ENTREPRENEURSHIP	
ENTR6001 - Entrepreneurship and Innovation: Concepts, Processes and Theories	
ENTR6002 - Entrepreneurial Marketing	
ENTR6003 - Entrepreneurial Finance and Venture Capital	
ENTR6004 - Business Plan Practicum	
DISASTER MANAGEMENT	
GEOG6001 - Disaster Management Theory and Policy	
DEVM6001 - Corporate Responsibility and the Environment	
MGRM6200 - Risk Assessment and Management	
OESH6001 - Public Safety and Health in Disaster Management	
HUMAN RESOURCE MANAGEMENT	
MGHR6005 - Industrial Relations and Labor Laws	
MGHR6006 - Talent Management	
MGHR6007 - Performance and Productivity Management	
MGHR6008 - Strategic International HRM	
ACCOUNTING	
ACCT6005 - Auditing	
ACCT6002 - Cost Accounting	
ACCT6003 - Financial Reporting	
ACCT6004 - Forensic Accounting	
FINANCE	
FINM6002 - Financial Markets and Institutions	
FINM6003 - International Financial Management	
FINM6004 - Investment Analysis and Portfolio Management	
FINM6005 - Advanced Corporate Finance Policies and Strategies	
MARKETING	
MGMK6007 - Understanding Consumer Behaviour	
MGMK6008 - Integrated Marketing Communications Strategy	
MGMK6009 - Service Marketing for Managers	
MGMK6010 - Global Marketing Management	
HEALTHCARE MANAGEMENT	
HCMG6001 - Healthcare Management and Delivery	
HCMG6002 - Healthcare Quality Management	
HCMG6003 - Business Innovation in Healthcare	
HCMG6004 - Advanced Study Healthcare Project	
GENERAL MANAGEMENT	
ENTR6001 - Entrepreneurship and Innovation	
BUSI6001 - Global Context for Business	
MGT621 - Quality Management	
MGOM6005 - Operations and Supply Chain Management	
PROJECT MANAGEMENT	
MGT641 - Project Management	
MGT642 - Project Planning: Strategies and Systems	
MGT643 - Project Execution: Tools and Techniques	
MGT644 - Project Closing and Final Project Document	



What is the number of credit hours in the MBA?

The ideal MBA applicant will recognise entrepreneurship, business and management as life callings, and will show a commitment to the qualities of personal character development which are relevant to business success and ethical behaviour.

Application materials are also reviewed thoroughly for evidence of writing and communication skills, and for such values as initiative, maturity, integrity, commitment, leadership, teamwork, innovation, and creativity. Involvement and leadership in professional, community and collegiate activities may thus be considered and would strengthen the application. In order to maintain as rich a learning environment as possible, UCC also seeks to enrol students from a variety of backgrounds.

In general, admission to the MBA programme requires the following:

- An earned baccalaureate degree from a recognised or/and accredited institution.
- A minimum of three (3) years' working experience.

Students complete 42 credit hours of courses for the MBA degree.

What are the admission requirements for the MBA?

- Completion of the Commonwealth Executive Management Achievement Test (CEMAT) or the GMAT (for candidates completing the full MBA degree, where required).
- A working knowledge of the English Language at the post-graduate studies level.
- Certain prerequisite courses may be required to be taken at the UCC.

Does the MBA programme have a Caribbean and/or international focus?

Yes. The programme has an international focus as the issues dealt with have regional and international variations on the themes in each course. Additionally, the courses in the degree benefit from curriculum design and other technical assistance derived from UCC's involvement in the international Commonwealth of Learning (COL) network of universities offering Commonwealth Executive Graduate degrees.



How do I apply for the UCC MBA?

The Admission Process is as follows:

- An Applicant submits an Application Form and other required documents to the College of Graduate Studies and Research (Paper) or the Registry (Online or Paper) by the application deadline (or as allowed under special circumstances).
- An applicant is required to submit the following documents in order to be accepted as a student:
 - Completed Application Form with attached passport size photograph
 - Proof of academic qualification(s)
 - Evidence of professional programmes/study (if applicable)
 - Statement of Purpose (signed and dated)
 - Current resume
 - Two recommendations
 - International documentation (if applicable)
 - An interview may be scheduled once the above documents are in hand for applicants.

Is the programme delivered face-to-face or online?

The programme is a fully taught blended programme.

What is the length of the programme of study?

The UCC MBA is 20 months part-time. Each MBA module is 5 weeks in duration with brief breaks in between.

Is there a maximum period within which the programme of study must be completed?

Yes. The full MBA must be completed within four (4) years of the commencement of the programme of study. Candidates unable to complete the degree within this timeframe, will be de-registered. However, a student may be eligible for re-registration dependent upon appropriate application for re-admission and the circumstances affecting the prior inability to complete the programme.

How are students assessed?

Students are assessed on formative and summative bases. That is, students are assessed by coursework, and by way of an end of course (final) examination. In order to gain a passing grade for each module (course) students must achieve a minimum of 50% for each component (course work and final examination). Students are required to maintain a "B" average GPA for the programme.

When are classes held?

The MBA is designed for flexible part-time study by busy working professionals, in response to the need and the growing demand for graduate level education. UCC offers the programme part-time on Sunday afternoons (1:00pm to 6:30pm), and one afternoon in the week (either Tuesdays or Thursdays between 5:30pm and 9:00pm).

Who are the lecturers for the programme?

The lecturers for the MBA are very experienced practitioners (in business, social services and entrepreneurship) and academic faculty. Participants receive critical support and attention from faculty and the UCC tradition of linking the academic and the practitioner based in close ties to the business community adds important dimensions of learning to the programme.

What is the tuition cost for the programme?

The tuition cost for the full UCC MBA programme is currently the Jamaican dollar equivalent of **US\$9,000.00***. A US\$250.00 non-refundable deposit is required upon acceptance to the programme.

Payment of the tuition charges (the balance) can be made in equal installments in keeping with the Approved Payment Schedule agreed by the student and the Student Financial Services office of UCC. Payments may be made by cheques payable to "University of the Commonwealth Caribbean", or via debit/credit cards at the Cashier.

**Please note that all costs are subject to change without notice.*

Is funding available for this programme and how can I access it?

Yes, funding is available to prospective and enrolled students pursuing the full UCC MBA programme and can be accessed through the Students' Loan Bureau (SLB), any credit union or reputable lending institution that provides loans for higher education programmes of study.

Interim payments may be negotiated with the Student Financial Services office until loans are finalised. While the UCC does not offer funding, the institution will facilitate payment options consistent with its policies and procedures.

Do the tuition charges include textbooks?

No. Some course materials may be made available via UCC's Learning Management System.

Is a laptop provided as part of the tuition?

No. A laptop is not provided as part of the tuition. However, students will need to have reliable and consistent access to a computer and internet facilities in order to successfully complete the programme of study.

Is a student required to sit an Admissions Test?

Yes. Some applicants may be required to sit the Commonwealth Executive Management Achievement Test (CEMAT). This instrument is provided through the Commonwealth of Learning (COL) at UCC. This may be required if an applicant has a degree with an accumulated Grade Point Average (GPA) below 2.0.

What is the CEMAT?

The CEMAT consists of multiple-choice questions designed to assess the applicant's capabilities in the following areas:

1. General Awareness
2. English Language
3. Quantitative Techniques
4. Reasoning

The CEMAT is administered by UCC at one of its centres (Kingston—Worthington Avenue; May Pen, Mandeville, Montego Bay, and Ocho Rios). A US\$100 fee is charged to cover administrative costs.



Are CEMAT preparation materials available?

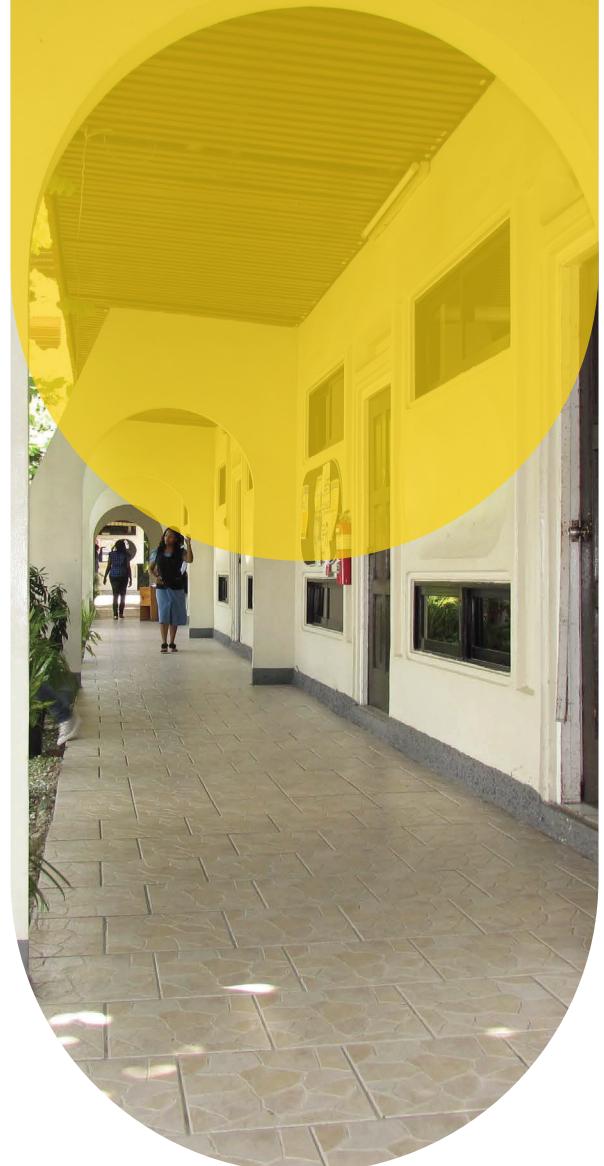
Yes. Online preparation materials are conveniently made available by the UCC to all applicants who need to sit the test and who pay the administrative fee. Please speak with a representative from the College of Graduate Studies and Research.

Is the MBA programme accredited?

Yes. The programme is accredited by the University Council of Jamaica (UCJ).

Which institution will award the degree?

The University of the Commonwealth Caribbean will award the degree. UCC is registered with and recognised by the University Council of Jamaica (UCJ) the official accreditation body for tertiary education in Jamaica.



Are support personnel available for these programmes?

Certainly. For further information or inquiries regarding the MBA programme you may contact:

Graduate Recruitment/Director, Administration & Student Services/Programme Coordinator

The College of Graduate Studies and Research, UCC

Tel: (876)906-3000 (Ask for extensions 3991/4002/4006/4027/4049)

Email: graduaterecruitment@ucc.edu.jm



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