



**DISTANCE EDUCATION**  
**MASTER IN BUSINESS**  
**ADMINISTRATION**

[www.ac.ac.cy](http://www.ac.ac.cy)



## About American College

American College is a leading higher education institution founded in 1975. The College is located in the capital of Cyprus, Nicosia. Cyprus is an island that lies at the crossroads of Europe, Asia and Africa and is a member-state of the European Union. American College is one of the oldest higher education institutions in Cyprus. The College is registered with the Cyprus Ministry of Education and Culture and it offers a wide range of accredited programs of study. Its programs are modelled on American and European higher education and the qualifications awarded are recognized both nationally and internationally.



## Introduction to distance education

In recent years the advancement of technology, the widespread use of the computer and the advent of the internet has led to new forms of delivering education. The process of acquiring knowledge, skills and competences, is no longer bounded by space and time, and higher education is no longer limited to rigid pedagogical methods. Distance education offers the opportunity to people who cannot or do not prefer to study in a conventional program of study, requiring their physical presence in a classroom (due to geographical restrictions and/or time constraints), to acquire knowledge and gain a higher education qualification.

Students spend more time working on their own in a distance education program. The time they would spend on-campus in a conventional program of study is replaced with activities such as more reading, writing, watching PowerPoint/video presentations, participating in online discussion boards attending online live lectures and communication with their instructor and other students. Distance education contributes in making education more open and accessible, flexible and adaptable to society's needs.

## How our distance education is delivered

### Distance education tools

The students' learning experience is mainly managed through our distance-learning platform. Students log in the platform by using their browser and a username and a password provided by American College. In addition, for the delivery of distance education we use an online library platform, a web conferencing system, a telecommunication software and email and telephone communication. Through the above platforms, system and software, students access course material and learning resources, submit assignments, answer self-assessment questions, watch live online lectures and participate in online discussion boards (forums) and live chat rooms. Moreover, they communicate with their instructors and other students enrolled in their course through private chat and private web conference. The live online lectures are recorded and stored and can be played back by a student at any time. Our distance education is thus delivered with the use of asynchronous (non-real time) and synchronous (real time) distance education tools.

### Role of instructor

The instructor of a course is the person in charge for the teaching and learning process of the particular course. He/she is responsible for the structure, the content, the design and elaboration of the learning activities. The instructor carefully prepares and collects the learning material of his/her courses. Such learning material may be text or multimedia created by the instructor him/herself or in collaboration with other instructors or it may be taken from the web. The instructor of a course supervises the students enrolled in the particular course, answers their questions, grades their assignments and projects and monitors their overall learning progress, providing them with the necessary feedback. At the same time, he/she encourages active participation in learning by using all the synchronous and asynchronous tools. The instructor is also the examiner who will mark the final examination of the course. We believe that frequent and direct interaction between a student and the instructor of a course play a key role in the learning process. During the direct interaction, personalized attention is given to the student so that he/she receives valuable guidance on the content of a course. Through this guidance, each student receives supplemental help that is specific to his/her needs.

## Elements of learning

The student has a major position in our pedagogical model. The learning process revolves around preparing, designing and organizing the learning resources and activities in such a way in order to enhance the student's learning and prepare the student for the final examination and other course assessments. Our pedagogical model consists of three elements: autonomous study and individual work, guidance by the instructor and collaboration with other students and the instructor. For the first element: the provision of up to date and comprehensive learning material adjusted to the special characteristics of distance education plays a major role. For the second element: the provision of frequent and in-depth guidance enhances student learning. For the third element: we place special emphasis on communication and discussion and exchange of opinions and ideas among the students and between the students and the instructor. This takes place for example while students do group assignments and projects, participate in online discussion boards and live chat rooms. Such group activities allow students to interact with other students with the same or different work experiences and from other countries and cultures, learn from each other and gain new perspectives. The collaborative construction of knowledge combines personal experience, group research processes and knowledge management.

## Highly qualified and experienced instructors

Finally yet importantly, the success of our distance education lies in the fact that our distance education is delivered by highly qualified instructors who are specialists in their respective fields and trained in regards to the distance education pedagogical methodologies and tools. All our distance education instructors have a long experience in higher education teaching and research in their field of expertise. Moreover, they were trained in using synchronous and asynchronous distance education tools, preparing and organizing distance education material, activities and communication. Their scientific background in their academic field, their knowledge in distance education delivery along with the state-of-the-art distance education tools we use, the up to date and comprehensive learning material we provide and the modern learning methodologies and assessment we apply guarantee the high quality and reliability of our distance education.

## Online library platform

American College subscribes to a rich online library platform. The platform contains the full text of thousands of scholarly journals, trade journals, market and industry reports, working papers, conference proceedings and dissertations. Students increasingly need more than just scholarly journals to conduct their research thoroughly and effectively. This is why our online library platform made it easy for them to access thousands of key trade and other publications in addition to the scholarly journals. Moreover, the platform provides its users with advanced tools for research and writing such as a smart search and sort tool, a cite tool to generate a bibliography and a

content alert tool that emails users new records added to the library that match their search criteria. The platform's innovative information content and technologies increase the productivity of our students. All American College distance education students are provided with a username and a password to access the platform on any device (e.g. personal computer, smart phone, tablet) with internet connection. All these can be accessed from anywhere in the world and they are available 24 hours a day, 365 days a year!



## Assessment

Each course is assessed during the teaching period of a course through coursework and a written final examination.

### Coursework

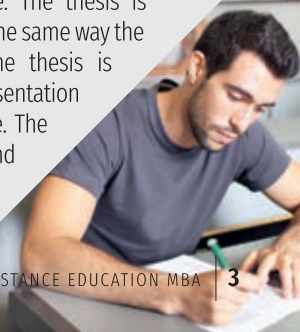
For every course, students produce a number of written assignments called coursework (e.g. projects, essays and other assignments). Coursework is assessed as follows: The instructor provides students with the requirements and the submission deadline (date and time) of the coursework well in advance. Students then upload their work through the distance-learning platform by the deadline set. Coursework is uploaded in word format so that the instructor can use the comment facility of Microsoft Word to comment and mark the coursework. The instructor then uploads the marked coursework using the platform. The coursework serves to keep students alert, provide feedback to them (as part of the learning process) and prepare them for the final examination.

### Final examination

After the teaching period is over students take a comprehensive written final examination for each course. The examination requires the physical presence of the student. Students residing in Cyprus must take the final examination at American College premises. Students residing in countries other than Cyprus take the final examination at the examination place arranged by the College in their country of residence (such students can take the examination at American College premises if they wish to do so). The date and time of the final examination and the address of the examination place are announced to students well in advance. Soon after the examination is over the instructor of the course marks the examination answer scripts and then the grades of the particular course are released.

### Thesis

Master's degree students are required to write a thesis. A thesis is the final project of their master's degree. The thesis is uploaded to the distance-learning platform in the same way the written assignments are uploaded. Once the thesis is completed the student is required to give a presentation of his/her thesis via a private web conference. The thesis is assessed based on the thesis itself and the thesis presentation.



# Master in Business Administration



## Introduction

As the business world continues to become more complex, the need for better-educated leaders and managers continues to grow. New technologies, redefined values and shifting customer demands are decisively changing and renewing the way businesses operate in the twenty first century. Today, managers need to be equipped with a range of skills to deal with the ever-increasing complexity and uncertainty in both public and private sector organizations. Today's employers are looking for Master in Business Administration (MBA) graduates who can demonstrate an international mind-set, comprehend global issues, manage relationships across cultures and grow businesses in emerging markets around the world.

Our MBA program equips our students with the knowledge and skills to meet this challenging environment. The American College MBA provides students with the skills to excel in management and leadership positions. The program consists of a strong foundation in core management subjects such as Strategic Management, Operations Management, Organizational Behavior, Accounting, Finance, Economics, Marketing and Human Resource Management. Apart from the theoretical aspect, the program ensures that students are exposed to new thinking in leadership, new developments in business, new paradigms in emerging markets on the global economy and the effects of technology on business.

Studying with American College is a truly rewarding experience. Our students are our first priority. The MBA program of American College is delivered by passionate, dedicated and engaged academics who combine industry experience with academic rigour. They foster an environment where discussion and debate are highly valued. Our highly educated professors care about individual student success and remain committed to ensure their success.

The use of a range of learning methods including online lectures, case studies, group work and self-study exercises are core to the success of our program. All of these help to build skills and competencies, which develop students' managerial capabilities. The MBA degree at American College is constantly reviewing and enhancing its curriculum to keep pace with advances in business education, to stay ahead of emerging business trends and proactively aware of important developments in key areas of international business.



## Accreditation

The American College Distance Education Master in Business Administration is an accredited program of study, accredited by the Cyprus Agency of Quality Assurance and Accreditation in Higher Education. The agency is the official body responsible to ensure the quality of higher education and to accredit the programs of study offered by higher education institutions in the Republic of Cyprus. Accreditation is the process of validation in which higher education programs of study are evaluated based on a number of criteria and standards such as the way teaching and student assessment is conducted, qualifications and experience of teaching personnel, structure and content of a program of study, administrative mechanisms, institution's facilities and student services. The accreditation of our Distance Education Master in Business Administration means that the program of study met the particular criteria and standards and the degree obtained by the program's graduates is fully recognized worldwide for employment purposes and for continuing education to a higher level. The accreditation status confirms the high quality and standards of our Distance Education MBA!

## Career prospects and access to further studies

What can you do with a Master in Business Administration degree once you have graduated? A lot. An MBA is extremely versatile and valuable and allows you to pivot in many different directions depending on your career aspirations, skills and interests. Below you may find popular career pathways open to MBA graduates:

- General Management (e.g. Chief Executive Officer or Manager in a variety of economy sectors)
- Accounting, Finance, Banking and Economics (e.g. Chief Financial Officer, Corporate Finance, Insurance and Risk Management, Investment Banker, Policy Maker within public service)
- Human Resource Management (e.g. Employee Relations, Learning and Development, Recruitment and Talent Management)
- Manufacturing (e.g. Logistics Management, Operations Manager, Stock Control and Supply Chain Manager)
- Marketing, Advertising and Sales (e.g. Brand Manager, Marketing Manager, Market Research)
- Consultancy (e.g. General Management Issues, Issues related to the above pathways)

MBA graduates can work in multinational and global corporations, local businesses or small and medium size enterprises. In addition, they can work as Self Employed (e.g. Consultant, Project Manager or start their own business).

The American College MBA can be a stepping-stone for further academic and professional studies. Our MBA graduates can continue with a Doctoral Degree abroad in universities in United Kingdom, United States of America or other countries. Moreover, our MBA graduates can continue their education by obtaining professional qualifications such as the Association of Chartered Certified Accountants (ACCA) and the Chartered Banker Diploma.

# The program

The MBA program is offered on a full-time basis (over a minimum period of 14 months) or on a part-time basis.

## Learning outcomes

Upon successful completion of the Master in Business Administration, its graduates will:

1. Demonstrate competency across business disciplines, specifically apply the essential elements of core business principles to analyze and evaluate problems and to construct and implement solutions in the business environment.
2. Demonstrate critical thinking, specifically employ appropriate analytical models and apply critical reasoning processes to evaluate evidence, select among alternatives, and generate creative options in furtherance of effective decision-making.
3. Demonstrate teamwork and leadership skills, specifically function in a variety of work groups using appropriate leadership skills and styles and collaborate with a variety of other people using elements of effective team dynamics to effectively and appropriately structure teamwork.
4. Possess effective communication skills, specifically write business documents clearly, concisely, and analytically and speak in groups and in public clearly, concisely, and analytically, with appropriate use of visual aids.

## Credit requirements

The curriculum comprises 10 core and 2 elective courses that ensure a solid grasp of complex business and related issues. An important function of postgraduate education is to acquaint students with current academic research in their field and equip them to apply that knowledge. In addition to the 12 courses, the American College MBA degree requires students to prepare a research thesis. To write a thesis, students must perform research on a specific subject that demonstrates their knowledge acquired through their program. Master's degree students are allocated a supervisor who provides guidance throughout the execution of the thesis. Supervisors act as a point of reference throughout the thesis period, advise on content aspects and generally give students feedback on their progress.

The program requires a minimum of 90 ECTS credits as follows:

	Credits
Core Courses	60
Elective Courses	12
Thesis	18
<b>Total</b>	<b>90</b>

## MBA Foundation Courses

MBA Foundation Courses are offered during the two weeks prior to the beginning of every semester/session. Students without a business degree or students who completed their business degree over seven years ago and do not have managerial experience are required to take the following MBA Foundation Courses:

- ACC571 Accounting
- CSC571 Business Computing
- MTH571 Business Mathematics and Statistics

The MBA Foundation Courses are offered at no additional charge.

## Core Courses

- ACC671 Financial and Managerial Accounting (6)
- ECO671 Managerial Economics (6)
- FIN671 Financial Management (6)
- MAR671 Marketing Management (6)
- MGT671 Operations Management (6)
- MGT672 Human Resource Management (6)
- MGT673 Organizational Behavior (6)
- MGT674 Quantitative Methods for Business (6)
- MGT675 Strategic Management (6)
- MGT676 Business Research (6)

## Electives Courses

- FIN672 Multinational Business Finance (6)
- FIN673 Investments (6)
- MAR672 Consumer Behavior (6)
- MAR673 Strategic Marketing (6)
- MGT677 Business Ethics (6)
- MGT678 Managing Corporate Change (6)
- MGT679 Labor Relations (6)
- MGT680 Leadership and Innovation (6)
- MGT682 Internship (6)

## Thesis

- MGT681 Thesis (18)

The number of credits carried by each course is indicated in the parenthesis following the course title.

## Admission criteria

Candidates are admitted to our Master in Business Administration on a competitive basis. Applicants for the MBA must fulfill the following admission criteria:

- A recognized Secondary (High) School Leaving Certificate (i.e. 12 or 11 years of education depending on the country of origin) or equivalent qualifications (e.g. GCEs "A" level).
- A recognized bachelor degree or equivalent qualifications.

The program is open to students with a bachelor degree in any discipline. Students without a business degree or students who completed their business degree over seven years ago and do not have managerial experience are required to take the MBA Foundation Courses to prepare for postgraduate studies in business. These courses are offered during the two weeks prior to the beginning of every semester/session at no additional charge.

### English language proficiency

The language of instruction of our MBA is English. Students must therefore, provide proof of English language proficiency such as:

- a) An average score of at least of 5.0 in the IELTS examination.
- b) A score of at least 40 in the TOEFL Internet Based Test (TOEFL iBT).
- c) A score of at least 38 in the Pearson Test of English Academic (PTE Academic).
- d) A Secondary (High) School Leaving Certificate where English was the language of instruction.
- e) A degree or a higher education qualification of at least 2 year's duration where English was the language of instruction.

In case a student does not possess one of the above English language qualifications but he/she is in possession of another qualification, he/she may ask the Office of Admissions if his/her qualification is considered as an equivalent to any of the above qualifications.

## Admission intakes and procedure

New students can start their distance education MBA in the Fall (beginning of October) or Spring semester (beginning of February) or Summer session (middle of June). Students are expected to finalize all their admissions paperwork prior to the beginning of the intended semester/session. Detailed information on the admission procedure (required documents, application deadlines, etc.) for Distance Education students is given in the Admission Procedure leaflet for Distance Education Applicants or can be found in our website ([www.ac.ac.cy](http://www.ac.ac.cy)).

## Tuition and other fees

Detailed information on the tuition and other fees for Distance Education students is given in the Tuition and Other Fees leaflet for Distance Education or can be found in our website ([www.ac.ac.cy](http://www.ac.ac.cy)).

## Scholarships and financial aid

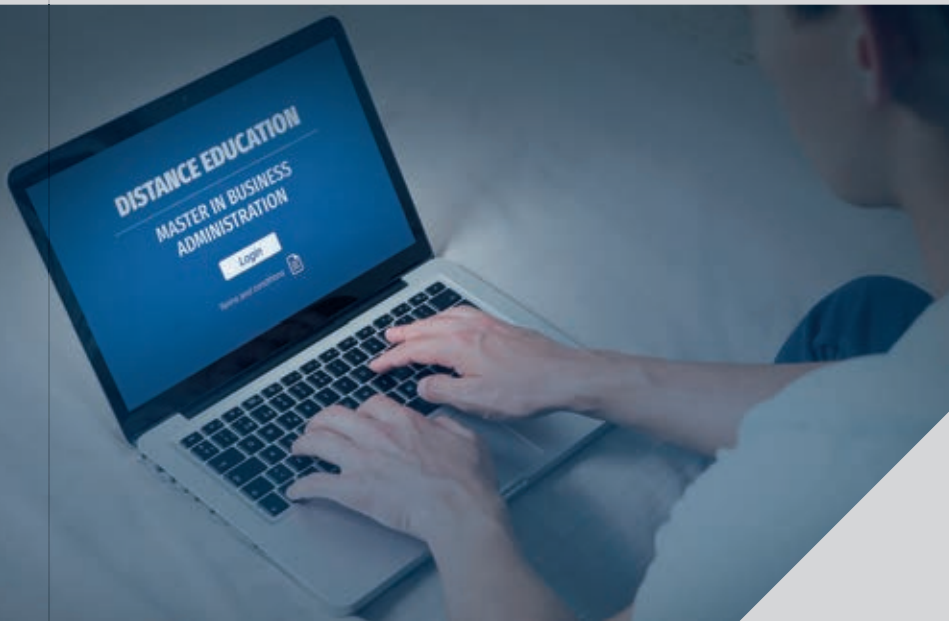
American College offers numerous scholarships and financial aid programs to Distance Education students based on academic merit and financial need. Detailed information on scholarships for new Distance Education students is given in the Tuition and Other Fees leaflet for Distance Education or can be found in our website ([www.ac.ac.cy](http://www.ac.ac.cy)).

## Advantages of distance education

- Study from anywhere in the world and at any time of the day over the internet
- Fit your learning around your work and personal life
- Learn easier and better by studying at your own pace
- Unlike conventional education, you can play back an online lecture at any time since it is recorded
- There is no need to do any traveling or live in another city or country to study and this saves you time, money and hassle
- Make connections with a more diverse range of people worldwide and enjoy the benefits of a wider range of networking opportunities

## Why choose the American College distance education MBA?

- Study a high quality and fully accredited program of study
- Obtain a degree title that is fully recognized worldwide and equally acknowledged (compared to conventional MBAs) by academic institutions and employers
- Earn a qualification from an academic institution based in the European Union and providing education since 1975
- Learn with the use of state of the art distance-learning platform, web conferencing system and telecommunication software
- Study based on up to date and comprehensive learning material, adjusted to the special characteristics of distance education
- Get access to a rich and technologically advanced online library platform
- Learn from well-qualified academics with substantial teaching and research experience, trained in the delivery of distance education
- Study in our MBA program by paying affordable tuition fees



*Knowledge, Recognition, Employment.*

### Contact us

Application forms and any other admission information may be obtained from the College website or the Office of Admissions (see contact details below). In addition, you may contact the Office of Admissions to arrange a campus visit.



Office of Admissions

American College

Mailing address: P.O. Box 22425, 1521 Nicosia, Cyprus

Physical address: 3 Omirou Avenue, Eleftheria Square, 1097 Nicosia, Cyprus



Tel: +357 22661122



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