



**Master  
in Business  
Administration**  
Distance Education



**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.

## **Master in Business Administration**

### **Distance Education**

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, Marketing Management, Human Resource Management, Financial Management and Financial and Managerial Accounting. 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.

Our graduates cover the entire spectrum of chief executive officers, executive directors, senior managers and entrepreneurs both in the public and private sector. They occupy important positions in public and private enterprises in many countries. Our global student community of professionals provide a platform for exceptional networking and business opportunities.

The MBA program is offered on a full-time basis over a minimum period of 12 months or on a part-time basis.



# The program

## Purpose and Objectives

The MBA's purpose and objectives are:

1. Preparing managers of high quality who will meet today's complex and multidimensional work environment.
2. Developing the necessary skills for operating efficiently an organization.
3. Developing managers who will be able to integrate the concept and tools of management with the realities of their own business environment.
4. Fostering innovative and creative managers with the vision and the skills to turn vision into reality.

## Curriculum

The curriculum comprises of 6 Core and 2 Elective courses. In addition to the 8 courses, the American College MBA degree requires students to prepare a research thesis. Specifically, the program requires a minimum of 90 ECTS credits as follows:

	Credits
MBA Core Courses	45
MBA Elective Courses	15
Thesis	30
<b>Total</b>	<b>90</b>

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. The MBA Foundation Courses are offered prior to the beginning of every semester/session at no additional charge.

### MBA Foundation Courses

ACC571 Accounting  
CSC571 Business Computing  
MTH571 Business Mathematics and Statistics

### MBA Core Courses

ACC672 Financial and Managerial Accounting (7,5)  
FIN674 Financial Management (7,5)  
MAR674 Marketing Management (7,5)  
MGT682 Human Resource Management (7,5)  
MGT683 Strategic Management (7,5)  
MGT684 Research Methods (7,5)

### MBA Electives Courses

ECO672 Managerial Economics (7,5)  
MGT685 Operations Management (7,5)  
MGT686 Business Ethics (7,5)  
MGT687 Organizational Behavior (7,5)

### Thesis

MGT688 Thesis (30)

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

# 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 will allow 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. Many of our MBA graduates have continued with a Doctoral Degree abroad in universities in United Kingdom, United States of America or other countries. Moreover, our MBA graduates have continued their education by obtaining professional qualifications such as the Association of Chartered Certified Accountants (ACCA).





## Accreditation

The Master in Business Administration of American College is accredited by the Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CYQAA). CYQAA is registered with the European Quality Assurance Register for Higher Education (EQAR) and is the competent authority of the Republic of Cyprus responsible for the accreditation of higher education programs of Cyprus. The Accreditation confirms the status and standard of our MBA within Cyprus and internationally, and is indicative of the quality and standards maintained by the College.



THE CYPRUS AGENCY OF QUALITY ASSURANCE  
AND ACCREDITATION IN HIGHER EDUCATION

The qualification awarded is recognized by the Cyprus Council of Recognition of Higher Education Qualifications (KYSATS). KYSATS is the competent authority of the Republic of Cyprus for the recognition of higher education qualifications. The qualification awarded is fully recognized and largely appreciated in both the public and private sectors in Cyprus and internationally.



THE CYPRUS COUNCIL OF RECOGNITION OF  
HIGHER EDUCATION QUALIFICATIONS (KYSATS)

## 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 Secondary (High) School Leaving Certificate (i.e. 12 or 11 years of education depending on the country of origin) or equivalent qualifications (e.g. GCE "A" levels).
- A bachelor's degree or equivalent qualifications.

The program is open to students with a bachelor's degree in any discipline.

### English language proficiency

The language of instruction of our MBA is English. Students must therefore, provide proof of English language proficiency. Any of the following is considered as an acceptable English language proficiency proof:

- An average score of at least of 5.0 in the IELTS examination.
- A score of at least 70 in the TOEFL Internet Based Test (TOEFL iBT).
- A grade of at least D in the IGCSE English language examination.

In case you do not possess one of the above qualifications but you are in possession of another qualification you may ask the Office of Admissions if your qualification is considered as an acceptable English language proficiency proof.

## 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)).

# Introduction to distance education

In recent years the advancement of technology 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 requiring their physical presence in a classroom (due to geographical restrictions and/or time constraints), to acquire knowledge and gain a higher education qualification.

In a distance education program, students spend more time working on their own. The time they would spend on-campus in a traditional course is replaced with activities such as more reading, writing, watching PowerPoint/video presentations, participating in online discussion forums attending online live lectures and real-time communication with the instructor and their fellow students.

## How our distance education MBA is delivered

### Distance education tools

The students' learning experience is mainly managed through our Learning Management System platform in which, students log in by using their browser. For the delivery of distance education we also use an online library platform, a video conferencing platform, a telecommunications application and email and telephone communication. Through the above platforms and applications, students access course material and learning resources, submit assignments, answer self-assessment questions, watch live online lectures and participate in online discussion 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.

### Elements of learning

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.

### Highly qualified and experienced instructors

The success of our distance education also 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. Finally, they were trained in using synchronous and asynchronous distance education tools, preparing and organizing distance education material, activities and communication.



## Online library platform

American College subscribes to a rich online library platform. The platform contains thousands of online books from reputable commercial and academic presses and millions of citable journal, magazine and newspaper articles on various subjects. Specifically, the platform contains the full text of thousands of journals, including essential scholarly journals and the most important trade journals. It provides access to key trade publications, conference proceedings, market reports, thousands of dissertations, working papers, news sources and much more. Moreover, the platform provides our students 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 students 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. Our distance education students can access the online library platform from any device (e.g. personal computer, smart phone, tablet) 24 hours a day, 365 days a year!



## Assessment

Each course is assessed during the teaching period of the 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). 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 an examination place arranged by the College in their country of residence. Such students can take the final examination at American College premises if they wish to do so.

### Thesis

Students are also required to write a thesis. A thesis is the final project of their master's degree. 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.

## What do our graduates say?



**Polykarpos Pallikaros** (Cyprus)

The American College Distance Learning MBA has not only equipped me with the advanced skills and knowledge to face the changing and erratic business environment, but has also given me the confidence to face the rising challenges both in my workplace context and everyday life. During my studies, I was able to gain insights on current research in business and management and use contemporary tools for business decision making and analysis. The professionalism and support of faculty and staff is cherished as was a catalyst in the successful completion of my studies.



**Ioannis Sfakiotakis** (Greece)

I chose to study remotely because I wanted to work and study at the same time. I have a very good impression of the particular program of study. The professors were flexible and available for anything I wanted to ask. I definitely feel that they were by my side. I did not expect that my courses would affect my way of working and my way of thinking at work, but really, through each syllabus unit of my courses I improved my behavior and performance.









# AMERICAN COLLEGE

*We educate people since 1975*

## Apply for admission - Contact us

Visit the College website to apply for admission online. Moreover, you may obtain application for admission forms and any other admission information from the College website or the Office of Admissions. In addition, you may contact the Office of Admissions to arrange a campus visit.

### American College

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