

INTERNATIONAL
UNIVERSITY OF
MONACO

PRE-MBA SESSION

PROGRAM DESCRIPTION

The Pre-MBA Session (Pre-MBA) at the International University of Monaco (IUM) is a 120-hour, non-credit program completed in approximately three weeks.

Master of Business Administration (MBA) programs often bring students together from a wide variety of backgrounds, cultures, and fields of study; this is certainly true of the IUM MonacoMBA for example. Given the potential of this diversity it is generally acknowledged that students need to acquire an initial familiarity with the accepted concepts, methodology, and terminology in key business fields – and master the communication or language skills needed to work effectively with them – *before* they begin advanced studies in the area. Again, this is most certainly the case at IUM where we have witnessed a strong correlation between completion of the Pre-MBA and success in the MonacoMBA.

In this context, the Pre-MBA is designed to ensure potential students are academically prepared for the demanding nature of MBA coursework. Utilizing an intensive modular format, the Pre-MBA seeks to provide a basic understanding of business principles and the skills necessary for their efficient application. It also introduces the types of subject matter – and their particular challenges – students may encounter in their studies, while honing communication and presentation skills in the cross-cultural context.¹

The Pre-MBA is principally designed for students without pre-requisite coursework who are applying for or entering the MonacoMBA, or an MBA at another institution. However, students who feel they may be inadequately prepared for MBA study and desire additional preparation; recent graduates who hold a bachelors degree and do not have significant business experience; or those interested in cross-cultural, intensive instruction in general business will also benefit from the program.

Students who successfully complete the Pre-MBA will be awarded a certificate of completion.

PRE-MBA SESSION SCHEDULE

The Pre-MBA will run from August 13 to September 4, 2007.

August 13-16: *PMBA 601: Introduction to Business Principles and Strategic Thinking*

August 17-20: *PMBA 602: Introduction to Quantitative Methods*

August 21-25: *PMBA 603: Introduction to Accounting and Finance*

August 27-30: *PMBA 604: Introduction to Economic Analysis*

August 31-September 4: *PMBA 605: English for Business Purposes*

Note: August 15, 22, and 29 are designated Admin Days on which students can organize and view housing, visit government offices, and deal with other administrative issues.

¹ Students may also further develop their language skills – in English or another language offered by IUM – by enrolling in the relevant courses.

CLASS SCHEDULE

PRE-MBA SESSION CLASS SCHEDULE: AUGUST 13-SEPTEMBER 5, 2006						
Week 1	Mon., Aug. 13	Tues., Aug. 14	Wed., Aug. 15	Thurs., Aug. 16	Fri., Aug. 17	Sat., Aug. 18
09:30-13:00	PMBA 601	PMBA 601	ADMIN DAY	PMBA 601	PMBA 602	PMBA 602
14:00-16:00	PMBA 601	PMBA 601		PMBA 601	PMBA 602	PMBA 602
16:30-18:00	PMBA 601	PMBA 601		PMBA 601	PMBA 602	PMBA 602
Week 2	Mon., Aug. 20	Tues., Aug. 21	Wed., Aug. 22	Thurs., Aug. 23	Fri., Aug. 24	Sat., Aug. 25
09:30-13:00	PMBA 602	PMBA 603	ADMIN DAY	PMBA 603	PMBA 603	PMBA 603
14:00-16:00	PMBA 602	PMBA 603		PMBA 603	PMBA 603	PMBA 603
16:30-18:00	PMBA 602	PMBA 603		PMBA 603	PMBA 603	PMBA 605
Week 3	Mon., Aug. 27	Tues., Aug. 28	Wed., Aug. 29	Thurs., Aug. 30	Fri., Aug. 31	Sat., Sep. 1
09:30-13:00	PMBA 604	PMBA 604	ADMIN DAY	PMBA 604	PMBA 605	PMBA 605
14:00-16:00	PMBA 604	PMBA 604		PMBA 604	PMBA 605	PMBA 605
16:30-18:00	PMBA 604	PMBA 604		PMBA 604	PMBA 605	PMBA 605
Week 4	Mon., Sep. 3	Tues., Sep. 4	ORIENTATION – INCLUDING INTEGRATION			PREPARE FOR START OF CLASSES
09:30-13:00	PMBA 605	PMBA 605				
14:00-16:00	PMBA 605	PMBA 605				
16:30-18:00	PMBA 605	PMBA 605				

Note: This schedule is subject to change.

COURSE DESCRIPTIONS

Note: All courses are non-credit and are graded Pass/Fail.

PMBA 601: Introduction to Modern Business and Strategic Thinking

This course provides an introduction to the theory and practice of modern business, and provides students with the basic tools for developing their strategic thinking. It introduces students to fundamental management concepts; various functions such as marketing, human resources management, accounting, and information technology; and the external environment of business, economics, banking, and insurance.

Students will learn the critical role management plays in modern business and demonstrate an understanding of the holistic nature of management in the modern firm – and how it affects the *entire* organization. They will gain an understanding of essential management theories, principles, and practice, and be able to discuss the relationship between the organization and its internal and external environments.

PMBA 602: Introduction to Quantitative Methods

This course introduces students to approaches to problem solving and mathematical models that are used in modern business situations.

Topics covered include functions and graphs – linear, quadratic, and exponential functions; using Excel; and graphing.

Students will learn how quantitative methods are applied to supply, demand, cost, revenue, and profit, and master the methodology for finding net present value and internal rate of return on Excel. They will develop a basic understanding of financial mathematics and data analysis (the graphical and numerical descriptions of data) critical to successful MBA-level study.

PMBA 603: Introduction to Accounting and Finance

This course introduces students to the essential skills and knowledge involved in finance and accounting as they are used solve common business problems.

It focuses on a general overview of the theory of finance and accounting, and explains the vocabulary and important concepts in the field. Each class session will contain hands-on exercises, case analyses, and analyses of financial reports.

Students will learn techniques that they will use repeatedly in MBA courses such as how to read annual reports and methods of analysis. They will develop a basic understanding of financial terms, concepts, and ratios.

PMBA 604: Introduction to Economic Analysis

This course introduces students to the basics of macro- and microeconomics (the study of the effects on the national economy of the choices that individuals, businesses, and governments make; and the workings of markets and industries, in particular the way firms compete with each other). The course sheds light on what is happening around the world and how this affects business decisions.

Students will learn ways of analyzing the impact that the macroeconomic environment and micro-economic factors such as the process of market interaction have on the operations and decisions of a project company they choose to examine. This will underpin a great deal of the subject matter they will later encounter in MBA coursework.

PMBA 605: English for Business Purposes

The course aims to develop students' communication and presentation skills so that they can fully participate in MBA coursework and assignments, and effectively present their work to various constituencies. It includes instruction in the use of PowerPoint as an aid to delivery.

Through writing and connected communications students will refine their research and referencing skills (MLS style), and learn to use the library, the Internet, and first hand materials to inform their work.

Students will learn to focus on appropriateness to purpose in writing, develop an understanding of the importance of meeting objectives and understanding audience needs, and begin to develop the necessary skills to use and revise technical document structure techniques. They will master techniques for communicating knowledge learned in MBA courses, working collaboratively in preparation for delivery, and developing skills of evaluation and constructive peer feedback.

PRE-MBA COST SUMMARY

TUITION AND FEES

Pre-MBA tuition for 2007 is €3.600.

- €1.800 of the tuition is payable within two weeks of the student's acceptance of a place in the Pre-MBA.
- €1.800 of the tuition is payable before the first day of the Pre-MBA.

Students also pay a non-refundable application fee of €30 due when the Pre-MBA application is submitted.

Note: The application fee is waived if students have been accepted into an IUM graduate program and are **required** to complete the Pre-MBA.

REFUND POLICY

Students will be refunded 75% of the first payment if they withdraw from the Pre-MBA before the first day of classes. There is no tuition refund if a student withdraws after the Pre-MBA has started.

Note: Books, supplies, and living expenses are **not** included in the tuition and fees amount.

Total Pre-MBA Session tuition and fees: €3.630.

OTHER EXPENSES

IUM's estimates of other expenses that may be incurred by students during the Pre-MBA are as follows:

- Housing €750
- Food and local transportation €500
- Books and supplies €500
- Miscellaneous university expenses €150

Total Pre-MBA Session estimated other expenses: €1.900.

Note: Although IUM will assist students in finding suitable housing, securing accommodation is the student's responsibility. The above figures are estimates only and represent an average; actual amounts can vary widely, especially with regard to housing.

IUM encourages applicants to carefully analyze their ability to finance their studies. The University will request all applicants to confirm their ability to meet such expenses.

FURTHER INFORMATION AND APPLICATION PROCEDURE

To apply for the Pre-MBA complete and submit the *IUM Graduate Application for Admission* as an "auditor."

Note: Applicants for the Pre-MBA need *only* submit the *IUM Graduate Application for Admission*, which constitutes the entire application.

For more information, and to receive an application form, contact Ms. Anne-Karine Agius at info@monaco.edu or 377-97-986-986.