



Columbia Commonwealth University

Educating the whole person

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CCWUM Prospectus

2014 Programmes

1. Mission Statement and Philosophy

Columbia Commonwealth University Malawi is an institution of higher learning striving to provide educational programs designed for the intellectual, professional and personal developments of its students. **The university's educational philosophy** is based on the integration of mind, body and spirit and thus encourages students not only to learn new things but also to become aware of and respond to the many problems surrounding their physical and social environments, their community as well as their personal development physically, intellectually, morally and ethically.

Students are encouraged to take an active part in the learning process and develop critical thinking skills and problem solving abilities. Each course is therefore designed to give them opportunities to relate what is learned from the text to day-to-day problems they face at work, at home and their in their cultural, political, economic and social environments.

2. Accreditation and Recognitions

Columbia Commonwealth University/Malawi (CCWUM) is accredited by Malawi Government.

3. Programmes offered

We currently offer:

- 1) The Doctor of Philosophy (PhD) in Business and Administration, and
- 2) The Master of Business Administration (MBA) programs
- 3) Bachelor of Business Administration

Classes are held on weekends to fit the schedule of working professional adult

learners. Distance Education and Degree Completion Programs will commence soon.

4. Admission Requirements:

A Master degree from a nationally or regionally accredited university in order to be admitted to the Ph.D. program and a Bachelor's degree from a nationally or regionally accredited university in order to be admitted to the MBA program.

Applicants for Degree Completion Program will be assessed based on their qualifications and the year they wish to join ie year 1, year 2, year 3 or year 4.

5. Residency Requirements:

Taking into consideration the situation of adult learners at the graduate level, CCWUM requires **a minimum of one and half years** for completion of the MBA program and a **minimum of three years** for completion of the Ph.D. program. This includes course work and writing the Thesis for MBA and the Dissertation for the Ph.D. programs.

This estimate is based on students taking not more than 3 courses (9 credits) each quarter to complete the course work and at least two quarters to write the Thesis and up to one year to write the dissertation.

6. Transfer Credits Policy:

CCWUM awards credits for **courses completed elsewhere** as well as for **experiential leaning** according to the policies and guidelines on transfer credits. (Please refer to the guideline for details)

7. Application Procedure:

- 1) Fill out the CCWUM application form and submit it with an initial application processing fee of MK10,000.00
- 2) If the applicant meets the minimum requirement, the student will be issued a form to be filled out by referees who are familiar with her/his academic performance, job performance, character and potential to pursue a graduate level academic program.

8. Tuition

Tuition for the 2013/2014 academic year is as follows:

		PhD	MBA	Degree Completion
1	Application fees	MK10,000	MK10,000	MK10,000
2	Registration fees	\$50	\$50	No
3	Course fees	MK110, 000 per course for 17 courses.	MK108,000 per course for 14 courses	MK108,000 per course
4	Graduation fee	\$500	\$300	MK50,000
5	Supervision fees	\$600	\$1000	

Please note that there will not be any examination fees when students complete courses and take examinations. (See details of tuition payment arrangements below.)

9. Enrolment:

Once students are accepted into the program they applied for, and decide to enroll, they are required to pay a registration fee of \$100.00 at least one month before classes start.

The Enrollment Agreement Form should be signed at the time of registration.

10. Tuition Payment Arrangements:

For the 2013/2014 academic year, CCWUM courses are offered at the rate of one course a month in two weekend class sessions of 16 hours each totaling 32 class hours) in order to meet the needs of working adults whose job schedules and family responsibilities would not allow them to attend traditional week day classes. With this scheduling structure, CCWUM will require students to complete 3 courses in 3 months (one quarter) and their first payment should be at least for a quarter or 3 courses. Once students start the program they can make monthly, quarterly or yearly payment arrangements as their situations allow.

11. The Curriculum

11.1 The Ph.D. Program in Business Administration

Program Objectives

The PhD program in Business Administration is designed to enable students to:

- become effective and efficient administrators and managers in the field of business
- advance their careers and develop their professional involvement at higher levels of business administration and management
- master concepts and principles in major business administration fields so that they apply them to areas such as program planning, strategic management, financial management, marketing, human resource development and other business management and administration related fields,
- become competent scholars capable of conducting original research, systematic inquiry and critical evaluation of programs and projects

11.1.1 Areas of Concentration

PhD Students can choose one of the following four Areas of Concentration:

1. Marketing Management
2. Financial Management
3. Human Resource Management
4. Strategic Management

(If students have a need for other areas of concentration other than those listed above, the University can make provisions to address such needs as long as the area of concentration fits into and is relevant to the programs offered).

11.1.2 REQUIREMENTS TO COMPLETE THE PH.D PROGRAM

In order to earn the Ph.D. Degree in Business Administration, students are

required to complete a total of 70 credits (51 credits of course work and 19 credits for Dissertation) according to the following breakdown:

A. REQUIRED COURSES (7 courses of 3 credits each).....21 credits

MGT 711	Strategic Management	3 Credits
MGT 712	Managerial Finance	3 Credits
MGT 713	Project Management	3 Credits
MGT 714	Global Business Strategy	3 Credits
MGT 715	Organisational Development and Change	3 Credits
MGT 716	Management Information Systems	3 Credits
MGT 717	International Business Law	3 Credits
MGT 760	Research Methods	3 credits
MGT 761	Business Ethics	3 credits
MGT 762	Organisational Behaviour	3 credits

B. AREA OF CONCENTRATION COURSES

4 In class courses	3 credits each	12 credits total
3 special topics	3 credits each	9 credits total
		Total area of concentration courses for Ph.D = 21 credits

C. Elective courses (3 courses of 3 credits each) = 9 credits

D. DISSERTATION (19 credits according to the following breakdown)

D1. Dissertation Preparation and Proposal Submission 4 credits

D2. Dissertation Preparation and Submission.....12 credits

D3.Dissertation Defense..... 3 credits

Total credits for Dissertation.....19

Total credits required to complete the PhD program..... 70

(Please note that the number of transfer credits accepted will determine how many courses the student takes from the list of Required Courses, Electives and/or Directed studies. The number of transferable credits is listed under List of Courses. Transferable courses should have been taken **within the last three years** from accredited institutions and graded as "B" or better. Experiential credits are awarded upon proper documentation of the experience according to the guidelines on the Experiential Credit Request Form and approval by a qualified faculty who will review the documents and assign a grade. When students request credits for experiential learning, they should list the relevant content of the experience that corresponds to the course content the credit is requested for.)

II. AREA OF CONCENTRATION COURSES (FOUR COURSES OF 3 CREDITS FOR EACH CONCENTRATION)

a. Marketing Concentration:

Course Code	Course	Credits
MGT 721	Advanced Marketing Management	3
MGT 722	Consumer Behaviour	3
MGT 723	Advertising and Promotion Management	3
MGT 724	Entrepreneurship	3

b. Financial Management Concentration:

Course Code	Course	Credits
MGT 731	International Finance	3
MGT 732	Advanced Accounting Systems	3
MGT 733	Money and Banking	3
MGT 734	Auditing	3

d. Strategic Management Concentration:

Course Code	Course	Credits
MGT 751	International Management	3
MGT 752	Change Management	3
MGT 753	Operations Management	3
MGT 754	Global Strategies of Business Management	3

c. Human Resources Concentration:

Course Code	Course	Credits
MGT 741	Human Resources Management	3
MGT 742	Employee Training and Development	3
MGT 743	Social Environment of Business	3
MGT 744	International Human Resources Management	3

SPECIAL TOPICS FOR DIRECTED STUDIES (FOUR COURSES OF 3 CREDITS)

Marketing Concentration – MGT 725 to MGT 727

Financial Management Concentration – MGT 735 to MGT 737

Human Resources Management concentration – MGT 745 to MGT 747

Strategic Management Concentration – MGT 755 to MGT 757

Examples of Special Topics Directed Studies:

- a) Directed studies in Local Business Investment Policy.
- b) Directed studies in Contemporary Issues in the Import/Export Economy.
- c) Directed studies in Selected Topics on Local Taxation Laws
- d) Directed studies on Issues on Employment Practices (laws, government policies, employee right). (Other topics in Business and Administration can also be

selected and be submitted for approval.

11.2 THE MBA PROGRAM

Program Objectives

The MBA Program is designed to enable students to:

- advance their career objectives in business administration by developing the skills and knowledge in various areas in business
- become familiar with the concepts and principles of business administration in their particular field of choice and interest
- become competent practitioners in a chosen field of business administration
- prepare for advanced research work that can lead to a higher degree program

Areas of Concentration:

MBA Students can choose one of the following four Areas of Concentration

- 1) Marketing Management
- 2) Financial Management
- 3) Human Resource Management
- 4) Strategic Management

(If students have a need for other areas of concentrations other than those listed above, the University can make provisions to address such needs as long as the area of concentration fits into and is relevant to the programs offered.)

Requirements to Complete the MBA Program:

In order to earn the MBA degree, students are required to complete a total of 63 credits according to the following breakdown:

A. REQUIRED COURSES (7 courses).....21 credits

MGT 501	Business Research Methods	3 Credits
MGT 502	Accounting Principles and Practices	3 Credits
MGT 503	Business Ethics	3 Credits
MGT 504	International Trade	3 Credits
MGT 505	Marketing Management	3 Credits
MGT 506	Managerial Economics	3 Credits
MGT 507	Business Law	3 Credits
MGT 548	Organisational Behaviour	3 credits

B. AREA OF CONCENTRATION COURSES (4 courses) 12 credits

4 In class courses	3 credits each	12 credits total
2 special topics	3 credits each	6 credits total
		Total area of concentration courses for MBA = 18 credits

C. Elective courses (3 courses of 3 credits each) = 9 credits

Total credits for courses..... 39

D. THESIS (15 credits according to the following breakdown)

- T1. Thesis Preparation and Proposal Submission 3 credits
- T2. Thesis writing and submission of final paper9 credits
- T3 Thesis oral examination3

Total credits required to complete the MBA program.....54

(NOTE: The number of transfer credits accepted will determine how many courses the

student takes from the list of Required Courses, Electives and/or Directed studies. The number of transferable credits is listed under List of Courses. Transferable courses should have been taken within the last three years from accredited institutions and graded as "B" or better. Experiential credits are awarded upon proper documentation of the experience according to the guidelines on the Experiential Credit Request Form and approval by a qualified faculty who will review the documents and assign a grade. When students request credits for experiential learning, they should list the relevant content of the experience that corresponds to the course content the credit is requested for.)

**AREA OF CONCENTRATION COURSES
(THREE COURSES OF 3 CREDITS FOR
EACH CONCENTRATION – TOTAL OF 9
CREDITS)**

a. Marketing Concentration:

Course Code	Course	Credits
MGT 511	Advanced Marketing Management	3
MGT 512	Consumer Behaviour	3
MGT 513	Advertising and Promotion Management	3
MGT 724	Entrepreneurship	3

b. Financial Management Concentration

Course Code	Course	Credits
MGT 524	International Finance	3
MGT 525	Advanced Accounting Systems	3
MGT 526	Money and Banking	3
MGT 527	Auditing	3

c. Human Resources Management

Course Code	Course	Credits
MGT 537	Human Resources Management	3
MGT 538	Employee Training and Development	3
MGT 539	Social Environment of Business	3
MGT 540	International Human Resources Management	3

d. Strategic Management Concentration:

Course Code	Course	Credits
MGT 541	Strategic Management	3
MGT 542	Change Management	3
MGT 543	Operations Management	3
MGT 544	Project Management	3

III. SPECIAL TOPICS FOR DIRECTED STUDIES (ANY TWO COURSES TO BE SELECTED FROM THE LIST BELOW IN CONSULTATION WITH AND APPROVAL BY INSTRUCTOR)

- 591 – Directed Studies in Local Business Investment Policy
- 592 – Directed Studies in Contemporary Issues in the Import/Export Economy.

593 – Directed Studies in Selected Topics on Local Taxation Laws

594 –Issues on Employment Practices (laws, government policies, employee rights)

Students can also identify other areas of their interest within Business and Administration and submit a proposals for approval.

MASTERS THESIS:

a. Thesis Proposal and Preparation – 3 credits (After all courses are completed the student identifies a relevant topic to his/her area of concentration and discusses with the instructor to have the topic approved. The student then submits a proposal according to the guidelines stated under Course Description)

b. Thesis Preparation and Submission- 9 credits (the instructor reviews the thesis and if approved, rates the Paper as follows: "Pass", (a B equivalent) "Pass with Honors" (an "A" equivalent") or "Pass with Great Distinction" (an A+ equivalent).

c. Thesis Oral Review - 3 credits (after the Thesis is approved and graded and the student will be required to study the contents thoroughly and will have an oral examination session with the Thesis supervisor (advisor) and another faculty member of CCWUM. The student will be asked questions in order to assess his/her mastery of the content of the paper, method of inquiry, significance of the study and similar questions

If you need more information, you can write or telephone the University:

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