

# MSBM Professional Services

## Frequently Asked Questions

- **What is Executive Education, and how does it differ from regular degree programs?**

The Executive Education programmes/courses offered by the Mona School of Business & Management (MSBM) are short-term, non-degree courses designed for working professionals seeking to enhance their skills, knowledge, and leadership capabilities. The courses are typically focused on practical, real-world applications and are shorter in duration compared to regular degree programs. Executive Education is geared towards professionals looking to upskill or reskill without committing to a full degree programme.

- **Who is eligible to enroll in Executive Education programmes at MSBM?**

Our programmes are open to individuals with varying levels of professional experience and educational backgrounds. Eligibility requirements may vary by programme, so it is best to review the specific programme details on our website, <https://www.mona.uwi.edu/msbm/msbm-consulting/education-training>

- **What are the benefits of pursuing Executive Education at MSBM?**

The benefits include gaining specialized knowledge, upgrading and updating business skills and competences, networking opportunities, enhancing leadership skills, and staying competitive in your industry. Our programmes are designed to provide practical insights and are often taught by industry experts, ensuring immediate applicability in the workplace.

- **How do I apply for an Executive Education programme and what is the application process?**

The application process for Executive Education programmes varies by course. Applications are typically done online through our website at this link:

<https://www.mona.uwi.edu/msbm/msbm-consulting/executive-education/short-courses-registration-form>

- **What types of Executive Education programmes are offered at MSBM, and what are the duration and format options?**

We offer a wide range of Executive Education programs, including workshops, short courses, and certificate programs. The duration and format options vary depending on the specific program. You can find detailed information about each program, including its duration and format, on our website. Please see link:

<https://www.mona.uwi.edu/msbm/sites/msbm/files/2023-08/2023-08-25/Schedule%20-%20Sept%202023%20to%20July%202024.pdf>

○ **What is the cost of Executive Education programmes, and are there any payment plans available?**

Programme costs vary based on the course and duration. You can find pricing details on the programme pages. Some programmes may offer payment plans. Please contact our office for specific information. We can be contacted by telephone; 876-977-6035 or 876-478-8180, or email us at [msbm-psu@uwimona.edu.jm](mailto:msbm-psu@uwimona.edu.jm).

○ **Are classes offered online or face-to-face?**

Both online and face-to-face modalities are available. Participants will be notified of the modality closer to the start of the course.

○ **What is the typical class size for Executive Education courses?**

Class sizes for Executive Education courses are typically small to facilitate interaction and engagement. The specific class size may vary by programme but is designed to ensure a personalized learning experience.

○ **Who are the instructors for Executive Education programmes, and what are their qualifications and industry experience?**

Our instructors are experienced professionals and experts in their respective fields. This to ensure that there is a wealth of practical knowledge and industry experience to the classroom.

○ **Is there any flexibility in the course schedule for working professionals?**

Yes, we understand the needs of working professionals. Many of our Executive Education programmes offer flexible scheduling options, including evening, weekend, and online classes to accommodate busy professionals.

○ **Are there any prerequisites or specific work experience requirements for admission into certain Executive Education programmes?**

No, there are no external prerequisites or specific work experience requirements for admission into our Executive Education programmes. However, it is important to note that some of our courses have internal prerequisites. This means that, in order to qualify for certain courses within our programme offerings, participants may need to have completed another one of our courses. These internal prerequisites ensure that participants have the foundational knowledge and skills necessary to excel in more advanced courses, ultimately enhancing the overall learning experience. Please contact us for further details.

○ **What networking opportunities are available for Executive Education students to connect with peers and industry professionals?**

Networking is an integral part of our programmes. You will have opportunities to connect with fellow participants, alumni, and industry experts through workshops, seminars, and events hosted by MSBM.

○ **Can I transfer credits earned in an Executive Education programme toward a degree programme at UWI Mona in the future?**

At present, our Executive Education programmes are non-credit courses. However, if you are considering pursuing a degree programme at the University of the West Indies, Mona in the future and have completed one of our certificate programmes, it may be worthwhile to inquire with the University about the possibility of receiving exemptions from specific courses or modules based on your completion of our certificate programme. Please note that the decision on whether to grant exemptions would be at the discretion of the University, and they would be able to provide you with specific information regarding this matter.

○ **How is the success and impact of Executive Education programmes measured?**

Success and impact are measured through participant feedback, and post-programme assessments. We continuously evaluate and improve our programmes based on this feedback.

○ **What is the accreditation status of MSBM?**

MSBM is accredited by relevant academic and professional bodies. Please visit our website for detailed accreditation information; <https://www.mona.uwi.edu/msbm/>

○ **Can I get a customized Executive Education programme for my organization or company?**

Yes, we offer customized Executive Education programmes tailored to the specific needs of organizations. Please visit our website for further information:

<https://www.mona.uwi.edu/msbm/msbm-consulting/education-training>

○ **What is the refund policy in case I need to withdraw from an Executive Education programme?**

Our cancellation, withdrawal and refund policy is as follows: MSBM/PSU reserves the right to cancel any course and will refund 100% of fees paid. Participants who cancel their attendance in a course five (5) business days or more before the start of the course will be refunded 95% of the fee. MSBM will charge a processing fee of 30% of the course fee per person for all cancellations received less than 5 business days prior to the start of the course. No refund will be given once the person has attended the first class. All cancellations must be in writing. Registration is transferable where the registered person is unable to attend, and makes the request in writing. In all refund cases above, payment will be refunded once a written request is submitted.

- **How can I stay updated on upcoming Executive Education courses, events, and news from the Mona School of Business and Management?**

You can stay updated by visiting our website, subscribing to our newsletter, and following us on social media platforms. We regularly update our website with program announcements and news.

- **How can I find out what level the course is?**

Course levels and prerequisites are indicated in the course descriptions on our website. We offer courses suitable for participants with varying levels of experience, including beginners, intermediate, and advanced learners.

- **Which courses carry certification and by which accredited body?**

All of our courses and programmes are accredited by the University Council of Jamaica (UCJ) through the University of the West Indies (UWI). Additionally, we have established internal partnerships that have resulted in some of our programmes receiving international accreditation and recognition. Notable partnerships include those with organizations such as the Project Management Institute, the International Institute of Business Analysis, and the Council of Supply Chain Management Professionals.

We actively explore opportunities for additional international partnerships to further elevate the certification and accreditation of our courses.

- **How often are new courses added to the schedule?**

We frequently introduce new courses and programmes to meet evolving industry needs. Stay updated through our website and announcements for information on new and upcoming courses.

- **How do I register and make payment for a course?**

Payments may be made online or in person. Registration and payment instructions are available on our website for each programme. Follow the outlined steps for a smooth registration process. Please see link for the online registration form:

<https://www.mona.uwi.edu/msbm/msbm-consulting/executive-education/short-courses-registration-form>

- **What is the deadline for course registration and payment?**

Registration forms must be completed and returned no later than 10 working days prior to the start of the course and accompanied by either a payment confirmation, MSBM receipt or a Company Commitment Letter or Purchase Order. We recommend registering early to secure your spot in the course, as some programmes have limited capacity.

- **Do I get access to online support?**

All courses are supported by our MSBM Technical support team, whether the courses are delivered face to face or virtually.

- **Are course materials covered in the course fees?**

All course fees are inclusive of textbooks if required and access to course materials.

- **Do the courses offer certificates of participation or achievement?**

Yes, our courses do offer certificates of participation or achievement upon successful completion. These certificates serve as a recognition of your dedication and commitment to the course material. The specific type of certificate you receive may vary depending on the course, so please feel free to inquire about the details of certificate offerings for the specific course you are interested in.