UNIVERSITY OF MANAGEMENT AND TECHNOLOGY

Master of Business Administration (MBA)

Master Degree Program Specially Designed for Bachelor Degree Holders

Master of Science in Information Technology (MSIT)

Master of Public Administration (MPA)

(Hong Kong EMB course registration number: 261825)

A Fast Track to Attaining a Prestigious US oMaster Qualification

Registration Number: 261825

About UMT

The University of Management and Technology (UMT), chartered by the State Council of Higher Education of Virginia (SCHEV), is a private university located in downtown metropolitan area in the Washing D.C. of Virginia State, USA. UMT's campus is located in proximity to the White House and Pentagon building.

Arlington, Virginia

UMT provides graduate and undergraduate degree programs and professional development programs to American and international students in modern management and technology areas.

UMT is committed to excellence in management and technology education. Its courses focus on contemporary management and technology issues. Faculty members are carefully screened to assure that UMT instructors possess a balance of scholarly and practical insights on current management practice and technology applications.

UMT is committed to employing modern teaching delivery technology to offer its students the best management and technology education available. UMT faculty and staff have extensive management and education experience working with major universities, companies, nonprofit organizations, and government agencies.

Accreditation

(Hong Kong EDB course registration number: 261825)

The University of Management and Technology is accredited by the Distance Education Accrediting Commission (DEAC), which is listed by the U.S. Department of Education as a nationally recognized accrediting agency. As such, our programs and administrative policies are frequently reviewed to ensure that we continue to meet the DEAC's exacting standards of excellence.

CHEA Council for Higher Education Accreditation CHEA International Quality Group **CIQG**	As an accredited, degree-granting member of the DEAC, the University of Management and Technology is an institutional member of Council for Higher Education Accreditation (www.chea.org). CHEA is a private, nonprofit national organization that coordinates accreditation activities in the United States. CHEA is the largest institutional higher education membership organization in the United States with approximately 3,000 accredited colleges and universities and more than 60 participating national, regional, and specialized accrediting organizations.

PMI GLOBAL ACCREDITATION CENTER FOR PROJECT MANAGEMENT — ACCREDITED PROGRAM	UMT earned Specialized and Professional Accreditation for its Project Management degrees by the Global Accreditation Center (GAC) for the Project Management Institute® (PMI). GAC is the governing body for the policies, procedures, and standards for the accreditation of university degree programs related to project management.
	
	The following degree programs are accredited by the PMI Global Accreditation Center for Project Management Education Programs (GAC):
	    Master of Science in Management, Project Management
	    Master of Business Administration, Project Management
	    Master of Science in Information Technology, Information Technology Project Management
	    Doctor of Business Administration
	
	The GAC Accredited Program seal is a mark of Project Management Institute, Inc.

Global Network

UMT collaborates with a number of prestigious universities around the world to offer their undergraduate and postgraduate programs:

Australia

UMT cooperates with **Australian Graduate School of Management (AGSM),** which is the business school for both The University of New South Wales and The University of Sydney. Academic Dean of UMT, Dr. J. Davidson Frame presented a variety of topics in Sydney and Melbourne over the years.

Greater China

UMT works with **Beijing University**, the best university in China to offer their MBA in Project Management.

UMT teams up with **East China University of Science and Technology** to offer their highly successful mater programs in project management.

UMT partners with Beijing Normal University to offer DBA program to the learners in Beijing.

United Kingdom

UMT offers degree programs in cooperation with **Warwick University** in the United Kingdom.

Distinguished Academic Team

UMT's faculty team represents diverse backgrounds with members having taught and earned their advanced degrees from some of the top universities in the world.

J. Davidson Frame, PhD, PMP
Academic Dean

- A major player in technology management and project management education
- Has written nine books and more than 30 scholarly articles on these subjects. His Managing Projects in Organizations is a business best seller.
- Served as a Professor of Management Science at The George Washington University, where he was Chairman of the Management Science Department (1988-89), and Director of the International Center for Project Management Excellence (1995-98).
- Served a total of eleven years on the Board of Directors at PMI. He received PMI's Distinguished Service Award and Person of the Year Award.
- Has trained more than 35,000 managers worldwide over the past two decades.
- Has taught technology management, project management, and general management courses at organizations such as Morgan Stanley, Credit Suisse, Fannie Mae, AT&T, Motorola, Sprint, Lucent, Boeing, IBM, and Marriott.
- Holds the following degrees: a Ph.D. and an M.A. from American University, and a B.A. from the College of Wooster, with a focus on history and mathematics. A certified Project Management Professional (PMP).

Yanping Chen, MD, PhD, PMP
President

- Planning director for China's manned space flight program, where 200 projects were being carried out concurrently..
- Founder and President of the Yankee Clipper Group, an international training and consulting firm.
- A Visiting Scholar at The George Washington University, a Director of Planning and Management for a large government organization, a Senior Research Scientist, and a Cardiologist.
- Has taught at The George Washington University, the International Space University, and Beijing Medical University. Her areas of expertise include: international business management; project

management; public administration; public policy; science and technology policy and management; entrepreneurship; and leadership.

- Served on the Certification Committee of the Project Management Institute (PMI). She was elected PMI's Board of Directors in 2005 and again in 2008. In 2008, she was elected to serve as Vice Chair of the Project Management Institute. In 2012, she was made a Fellow of PMI.

- Has authored more than twenty publications covering a broad range of international science and technology policy and management issues as well as medical technical issues. She is fluent in Mandarin and English.

- She holds the following degrees: Ph.D., Public Policy, The George Washington University; M.A., Science, Technology & Public Policy, The George Washington University; and M.D., Bethune Medical University, Shijiazhuang, China. She is a certified Project Management Professional (PMP).

Gregory J. Marsh, MSCS, MCDBA, MCSE
Undergraduate Dean

- Over 31 years' experience in Computer Science and Information Technology plus 11 years experience in Electronics Technology.
- Managed major defense contracts (7 years), lead System Software development contracts (5 years), held the Position of Chief Technology Officer in two corporations (7 years).
- Serves the Undergraduate Dean and the Director of Information Technology at UMT.
- Holds the following degrees: Master of Science in Computer Science (UMT), Bachelor of Science in Computer Science (UMT), and Associate of Science in Electronics Technology (Belleville Area College, Belleville, IL). He holds the following Industry Certifications: Microsoft Certified System Engineer, Microsoft Certified Database Administrator, Enterasys Certified System Engineer, and Avaya Certified Engineer.

Kenny Burrow, PhD, PgMP, PMP, PCP, CM, CSP

- A Risk and Process Analyst and Project Manager, Dr. Burrow worked as Program Manager and Project Manager for the military and several government contractors.
- Served as an Adjunct Professor for Webster University as well as an instructor for the University of Maryland and Central Texas College.
- Received his PhD in Business Administration from Columbia Southern University, an M.S. in Systems Engineering from Johns Hopkins University, an M.S. in Operations Management from the University of Arkansas, an M.B.A. in Project Management from the University of Management and Technology,

a B.S. in Industrial Technology from Southern Illinois University, a B.S. in Computer Technology from the City University of New York, and a Certificate in Process Management from the University of Texas.

- Holds Program Management Professional (PgMP), Project Management Professional (PMP), Project+ Certified Professional (PCP), Certified Manager (CM), and Certified Safety Professional (CM) certifications. He is also DAWIA certified in Program Management, Systems Planning, Development, Research, and Engineering, Acquisition Logistics, and Information Resource Management.

James Lewis, PhD

- An experienced project manager who teaches project management seminars throughout the United States, England, and the Far East.
- President of The Lewis Institute, Inc., a training and consulting company specializing in project management.
- Hs held various positions, including project manager, product engineering manager, and chief engineer, for Aerotron, Inc. and ITT Telecommunications, both of Raleigh, NC.
- The author of: *Project Planning, Scheduling and Control*, Third Edition; *Mastering Project Management; The Project Manager's Desk Reference*, Second Edition; *Working Together: The 12 Principles Employed by Boeing Commercial Aircraft to Manage Projects, Teams*, and the *Organization; Fundamentals of Project Management; How To Build and Manage a Winning Project Team; and Team-Based Project Management*.
- Holds a Ph.D. in Psychology and a B.S. in Electrical Engineering, both from North Carolina State University in Raleigh.

Program Features

- Can be completed within one year
- Flexible Learning mode (Web-based Learning platform, Distance Learning, Tutorial)
- Tutorial supports by qualified local tutors. UMT course supervisors and teaching assistants will monitor and facilitate instruction and guide students in the use of resources available in Hong Kong and the US.
- Instructional materials for distance learning will be provided to facilitate students' learning. Free access to UMT's on-line platform and library

Program Structure

The MBA degree offers students a professional degree that prepares them to manage business and nonprofit enterprises. For students who plan to pursue business careers in the project management area, UMT offers the MBA with a project-management focus, enabling students to gain in-depth knowledge and skills in project management. The UMT MBA program consists of 15-course (45 credit-hour).

The Master of Public Administration (MPA) is a graduate master degree designed specifically for managers in public and nonprofit organizations. The public sector continues to play an important role in the effective functioning of society. Public sector managers deal with complex, high-impact issues that require expert judgment in a wide variety of areas. Public administrators lead a large and small public-service organizations including federal, state and local government agencies; community organizations; charities; and foundations.

The MPA provides students with the tools, knowledge, and insights needed to do a good job performing their duties in government agencies and not-for-profit organizations. The UMT MPA master program consists of 12-course (36 credit-hour). These courses provide a strong foundation in theory and practice.

For students with bachelor or equivalent, the following courses will be required to obtain UMT's MBA and MPA degree and UMT's MSIT degree:

Master of Business Administration

- Mgt 201. Effective Communications and Soft Skills
- Mgt 202. Business Law and Ethics
- Mgt 210. Quantitative Methods for Decision-making
- Mgt 215. Operations, Logistics and Supply Chain Management
- Mgt 220. Information Technology
- Mgt 230. Leadership and Organizations
- Mgt 240. Marketing and Sales
- Mgt 245. Technological Entrepreneurship and Innovation
- Mgt 250. Project Management
- Mgt 253. Risk and Quality Management
- Mgt 254. Contracts and Procurement
- Mgt 280. Finance
- Mgt 281. Accounting
- Mgt 285. Economics
- Mgt 299. Business Policy

Master of Public Administration

- Mgt 200. Business Basics
- Mgt 202. Business Law and Ethics
- Mgt 210. Quantitative Methods for Decision-making
- Mgt 220. Information Technology
- Mgt 230. Leadership and Organizations
- Mgt 250. Project Management
- Mgt 254. Contracts and Procurement
- Mgt 265. International relations
- Mgt 270. Principles of Public Sector Management
- Mgt 271. Structure and Function of Government
- Mgt 279. Management of Major Programs

Master of Science in Computer Science

Advances in information technology have brought fundamental changes to business worldwide. Technology is no longer the exclusive realm of specialists. Managers in organizations that rely on IT must develop knowledge, skills, and abilities in the core areas of IT as well as complementary management knowledge, skills, and abilities. The Master of Science in Information Technology (MSIT) program is an interdisciplinary degree that achieves these dual educational goals. Students entering the program are expected to be familiar with at least one programming language and to have completed at least one semester of statistics.

It takes a minimum of 36 credit hours to complete the MSIT degree.

- CST 230. Computer Architectures
- CST282. Information Technology Project Management
- CST 290. Database Management Systems
- Mgt 200. Business Basics
- Mgt 220. Information Technology
- Mgt 222. e-Commerce
- Mgt 245. Technological Entrepreneurship and Innovation
- Mgt 253. Risk and Quality Management
- Mgt 261. Data Communications
- Mgt 280. Finance
- Mgt 281. Accounting
- Mgt 285. Economics

Admission Requirements

The minimum admission requirements are as follows:

- Holder of Bachelor degree/diploma with the minimum GPA of 2.5 from a recognized university or professional association.

- Demonstrated proficiency in English

- Other equivalent qualifications to be assessed by UMT.

Assessment

Assessment of each subject typically consists of assignments and a written examination generally contributing to about half of the overall assessment

Tuition Fee

- For UMT bachelor degree final year program, the affordable tuition fee is **HK$85,000**. The tuition covers:

    ✧ Tutorial/Revision Class fee

    ✧ Comprehensive learning materials fee

    ✧ Assessment fee

    ✧ Online community support

* Textbooks of all subjects are not included in the tuition fee.

* An additional 12 Months Interest Free Installments are available for applicants.

Applying for Admission

✧ **Completed application form**

Make sure to complete the entire application form, giving accurate and up-to-date information.

✧ **Official transcripts from all graduate and undergraduate institutions attended**

Transcripts not in English must be accompanied by certified English translations.

✧ **Non-refundable registration fee of HK $500, payable to Interactive Education (HK) Ltd.**

✧ **Mail completed registration form to:**

Attn: Interactive Education (HK) Ltd

Suite 2106, Level 21, New World Tower I, 16-18 Queen's Road Central, Central, HK

Phone: (852) 2791-1155

Please note: Payment must accompany all registrations in order to reserve your seat.

Tuition Refund Policy

A student may request course cancellation in any manner, but the university strongly advises such requests to be in writing by email, fax, or mail. The refund is calculated based on the postmarked date that a student's cancellation is mailed or the date that an email or fax request is received by UMT.

Cancellation after Seven Days: If a student requests cancellation after the above seven days, UMT shall refund the proportion of the tuition paid, according to the following schedule:

Cancellation Date After	Refund Amount
1st week (seven days) of the course	80%
2nd week (fourteen days) of the course	60%
3rd week (twenty-one days) of the course	40%
4th week (twenty-eight days) of the course	20%
5th week (thirty-five days) of the course	None

Refund Payment: Refund payment will be made within 30 days from the cancellation date.