



The MBA Handbook: Skills for Mastering Management (5th Edition)

By Sheila Cameron

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A vital resource and survival guide for MBA students, covering everything they need to know in order to prepare and support them throughout their studies.

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Editorial Review

Review

"An absolutely vital resource for anyone doing an MBA. It will help you at every stage: before, during and after your MBA." Alex Elferink, MBA student at Cass Business School, City University "I found the book invaluable in helping me to prepare for my own MBA studies and have always recommended it to prospective students of postgraduate studies in business and management." Daniel Ganly, MBA Director, Oxford Brookes University. "An invaluable source of guidance to my MBA success with articles carefully placed to complement the skillsets that are required for a rigorous programme like this - I would say that this is the most-used book during the MBA study" Lakshmi Ishwar, Director, Guardian Risk Advisors (P) Ltd, Bangalore

From the Back Cover

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"I found the book invaluable in helping me to prepare for my own MBA studies and have always recommended it to prospective students wishing to embark on postgraduate studies in business and management." - Daniel Ganly, MBA Director, Oxford Brookes University.

Undertaking any postgraduate management study is a big investment on many levels. *The MBA Handbook, fifth edition* explains what will be expected from you on a personal, professional and academic level and is designed to prepare and support you throughout your studies. The book is clearly structured and simply written around the following sections:

Pre-course preparation - Decide which qualification is right for you and plan your time and your funds. Check your study skills are up to scratch and recognise your own strengths and areas for improvement.

Studying - Familiarise yourself with all forms of teaching and assessment used on your course. Find out what your lecturers are looking for and learn how to boost your grades.

Beyond your Masters - Reassess your objectives and your options and learn how to make the most of your new opportunities.

This successful text has been thoroughly updated to include coverage of video conferencing, GMAT and problem-based learning. Features of this new edition include:

- Activities, examples and exercises in every chapter to help evaluate progress and put ideas into practice.
- Completely revised chapter on projects and dissertations which features an expanded section on methodologies and new material on plagiarism, internal consultancy, and electronic searches.
- Extended coverage of issues relating to EFL and ESL students.
- Dedicated chapter on 'Using Numbers' with worked examples of maths problems to help clarify and explain key mathematical techniques and applications.

- Helpfiles to assist with grammar, mathematics and spelling.

Visit the updated and expanded companion website for *The MBA Handbook, fifth edition* at www.booksites.net/cameron for worksheets, and self-assessment quizzes.

"An invaluable source of guidance to my MBA success with articles carefully placed to complement the skillsets that are required for a rigorous programme like this - I would say that this is the most-used book during the MBA study" Lakshmi Ishwar, Director, Guardian Risk Advisors (P) Ltd, Bangalore

Sheila Cameron has worked for the Open University Business School since its inception. She has been involved in its MBA programme since its earliest design stages in a variety of roles, including a period as MBA Director.

About the Author

PART ONE: INTRODUCTION1. Management, learning and the role of this book2. What different Masters qualifications offer3. Selecting a Master's programme4. Creating a learning contextPART TWO: PRE-COURSE PREPARATION5. Personal management skills6. Time management at work7. Effective learning8. Learning from learning theory9. Improving reading skills10. Using diagrams11. Working in teams12. Case studies, complexity and consultancy13. Using numbersPART THREE: SKILLS FOR ASSESSMENT14. Scoring well in assessment15. Writing assignments and reports16. Making presentations17. Passing examinations18. Other forms of assessment19. Projects, theses and dissertationsPART FOUR: AFTERWARDS20. Beyond your Masters...ReferencesIndex

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