



Graduate Program in Management

Our **Graduate Program in Management**

is a part-time, evening program for working professionals that offers a combination of on-campus and online courses (*a minimum of 6 on-campus courses is required*). Using a practical approach, the program supports your mastery of the foundational topics in management and finance, helping you gain the knowledge and skills to become a more effective leader. Through the **general management track**, you focus on developing the multifaceted skills critical to the management profession, including analysis, critical thinking, and organizational awareness. The **finance track**, a solid primer for finance-related careers, focuses on in-depth exploration of topics in economics and finance.

Curriculum Summary

This is an academically challenging program for business professionals with strong critical reasoning and writing skills. In addition, for the general management track you should be well versed in the content covered in ECON E-10a, MATH E-8, and, preferably, MATH E-15. If not you can complete these courses first at the undergraduate level. Although any undergraduate credit courses will not count toward the management degree, completing the courses will ensure that you have the foundational skills to succeed at Harvard. For the finance track, you must have a strong quantitative aptitude, since most of the courses are mathematically orientated.

For each track (general management or finance), you complete 12 graduate-level courses (48 credits). You can work through the program at your pace taking between one and four courses per semester. The only timeline requirement is completing the entire degree within five years. You can easily identify the more than 100 courses that count toward each track by using the online degree course search (click on "Courses" at our homepage, then "Degree Course Search," then "Management").

Admission Requirements

Because most of our students are experienced professionals, we believe an applicant's ability to do graduate-level work at Harvard is a more relevant predictor of academic success than standardized test scores or undergraduate grade point averages.

Thus, a requirement for admission is to earn **honors grades in a minimum of three graduate-credit courses from the program curriculum** at Harvard Extension School or Harvard Summer School. Enrollment is open, so you can simply register for courses during the registration periods (see below). We encourage you to register early, for many management courses are limited enrollment due to the case method pedagogy. Through our open enrollment policy, you can learn if the program is right for you and we can ensure that you can do the work. Specifically, you need to earn a 3.33 (B+) or higher cumulative grade point average (GPA) in all degree courses taken before admission, with no grade below a B in courses required for admission (you must use the degree course search to identify the required preadmission courses). You do not need to take all three courses in

Continued on next page

Fall 2009 registration: August 3 to August 30.

Fall 2009 classes begin August 31.

Spring 2010 registration: December 7 to January 24.

Spring 2010 classes begin January 25.

Summer 2010 registration: February 22–mid May

Summer classes begin June 21.

Graduate Program in Management *continued*

one semester. In fact, we encourage you to start off with one course. These courses count toward the 48 credits required for the degree once you are admitted.

Tuition and Financial Aid

Tuition varies slightly, but is approximately \$1900 per course (not per credit). The tuition is listed with the specific course description online. Besides books and supplies, the only other fee is the \$50 registration fee each semester. There is limited financial aid before you are admitted to the program, but you can work with Student Financial Services to secure private sources of funding to cover the cost of the first three courses required for admission. Once admitted, you will be eligible to apply for a number of loan and grant programs, including Harvard Extension School Scholarships.

Apply as Early as You Are Eligible

Students are admitted three times a year, according to the term in which they anticipate completing the courses required for admission.

If you will complete preadmission courses

in the fall.....Oct. 15–Nov. 30
 in the spring.....Mar. 15–Apr. 30
 in the summerJuly 15–Aug. 15

If you do not apply in the term that you anticipate completing the preadmission courses, you run the risk of losing degree credit for completed coursework, as admission criteria and degree requirements are subject to change.

Submit application between

Application Advice

Collect application materials while completing your preadmission courses. Request official transcripts of all schools for which you have earned a degree and keep them in sealed envelopes. This is particularly important if you need to request foreign transcripts, for copies will not be accepted. If your university will not send an official transcript to you, have it sent to Donna Clark, Harvard University Extension School, 51 Brattle Street, Cambridge, MA 02138. If English is your second language, take the TOEFL well in advance of the application dates. Finally, if your previous degrees are from universities outside of the US and Canada, have your foreign transcripts evaluated by the Center For Educational Documentation, www.cedevaluations.com, or World Education Service.

See attached for program requirements.

For detailed information, visit www.extension.harvard.edu/management.

Need help brushing up on your undergraduate mathematics skills? We recommend *All the Mathematics You Missed: But Need to Know for Graduate School* by Thomas A. Garrity and Lori Pedersen, available at the CARC Resource Library, Grossman Library, Sever Hall, 3rd Floor.



Management Program: Finance Track Requirements

While you are taking the first three preadmission courses, you can use this worksheet in conjunction with the **degree course search** (click on "Courses" at our homepage, then "Degree Course Search") to choose your courses.

It is **important** that you apply to the program in the semester that you anticipate completing the preadmission courses to ensure that you're meeting the degree requirements and to receive all the benefits of degree candidacy, such as priority registration, a Harvard University ID card, eligibility for financial aid, and access to career services. Moreover, if you delay application, you run the risk of losing degree credit, because the Harvard University Extension School reserves the right to make ongoing changes to admission and degree requirements.

Once admitted, you will receive official confirmation of your completed and remaining degree requirements from the Professional Degree Programs Office each semester.

Please note: six on-campus-only courses and six Harvard-affiliated-instructor (H) courses are required.

Three Preadmission Courses (these will count toward your required courses)

Principles of Finance (one course)

<input checked="" type="checkbox"/>	Subject	Number	Course title	Harvard-affiliated instructor	On-campus only
<input type="checkbox"/>			Required for admission	<input type="checkbox"/>	<input type="checkbox"/>

Financial Accounting (one course)

<input checked="" type="checkbox"/>	Subject	Number	Course title	Harvard-affiliated instructor	On-campus only
<input type="checkbox"/>			Required for admission	<input type="checkbox"/>	<input type="checkbox"/>

And one required or elective course (see below)

Required courses

Business Valuation (one course)

<input checked="" type="checkbox"/>	Subject	Number	Course title	Harvard-affiliated instructor	On-campus only
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Corporate Finance (one course)

<input checked="" type="checkbox"/>	Subject	Number	Course title	Harvard-affiliated instructor	On-campus only
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Financial Statement Analysis (one course)

<input checked="" type="checkbox"/>	Subject	Number	Course title	Harvard-affiliated instructor	On-campus only
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Investment Theory (one course)

<input checked="" type="checkbox"/>	Subject	Number	Course title	Harvard-affiliated instructor	On-campus only
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Organizational Behavior (one course)

<input checked="" type="checkbox"/>	Subject	Number	Course title	Harvard-affiliated instructor	On-campus only
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Strategy (one course)

<input checked="" type="checkbox"/>	Subject	Number	Course title	Harvard-affiliated instructor	On-campus only
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Electives (four courses)

<input checked="" type="checkbox"/>	Subject	Number	Course title	Harvard-affiliated instructor	On-campus only
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>



Management Program: General Management Track Requirements

While you are taking the first three preadmission courses, you can use this worksheet in conjunction with the **degree course search** (click on "Courses" at our homepage, then "Degree Course Search") to choose your courses.

It is **important** that you apply to the program in the semester that you anticipate completing the preadmission courses to ensure that you're meeting the degree requirements and to receive all the benefits of degree candidacy, such as priority registration, a Harvard University ID card, eligibility for financial aid, and access to career services. Moreover, if you delay application, you run the risk of losing degree credit, because the Harvard University Extension School reserves the right to make ongoing changes to admission and degree requirements.

Once admitted, you will receive official confirmation of your completed and remaining degree requirements from the Professional Degree Programs Office each semester.

Please note: six on-campus-only courses and six Harvard-affiliated-instructor (H) courses are required.

Three Preadmission Courses (these will count towards your required courses)

Economics (one course)

<input checked="" type="checkbox"/>	Subject	Number	Course title	Harvard-affiliated instructor	On-campus only
<input type="checkbox"/>			Required for admission	<input type="checkbox"/>	<input type="checkbox"/>

Accounting (one course)

<input checked="" type="checkbox"/>	Subject	Number	Course title	Harvard-affiliated instructor	On-campus only
<input type="checkbox"/>			Required for admission	<input type="checkbox"/>	<input type="checkbox"/>

And one required or elective course (see below)

Required courses

Finance (one course)

<input checked="" type="checkbox"/>	Subject	Number	Course title	Harvard-affiliated instructor	On-campus only
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Management (two courses)

<input checked="" type="checkbox"/>	Subject	Number	Course title	Harvard-affiliated instructor	On-campus only
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Marketing (one course)

<input checked="" type="checkbox"/>	Subject	Number	Course title	Harvard-affiliated instructor	On-campus only
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Organizational Behavior (one course)

<input checked="" type="checkbox"/>	Subject	Number	Course title	Harvard-affiliated instructor	On-campus only
<input type="checkbox"/>			Strongly suggested for admission	<input type="checkbox"/>	<input type="checkbox"/>

Strategy (one course)

<input checked="" type="checkbox"/>	Subject	Number	Course title	Harvard-affiliated instructor	On-campus only
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Electives (four courses)

<input checked="" type="checkbox"/>	Subject	Number	Course title	Harvard-affiliated instructor	On-campus only
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

48 credits total