



## Master's Degree in Management Requirements 2008–09

To earn the Master of Liberal Arts in Management, meet the following requirements:

- **Complete 12 courses** (48 credits), fulfilling the distribution, concentration, and capstone requirements (requirements detailed below).
- **Complete six on-campus-only courses** (24 of the 48 credits) at Harvard Extension School or Harvard Summer School.
- **Earn a grade of B– or higher in each course** (B or higher in the three required for admission) and **maintain a 3.0 GPA** in courses taken for **graduate credit** at Harvard Extension School or Summer School.
- **Complete six of the total courses with Harvard-affiliated instructors.**
- **Complete all requirements within five years** of the date of admission or, if the application is delayed, the date of completion of the third prerequisite course. If you are unable to complete the degree within five years, you are retired from the program.

### Distribution Requirement

Complete eight courses distributed across the five fields, as follows:

- Field I: management, marketing, and operations—two courses, including at least one marketing course
- Field II: organizational behavior and human resources—two courses, one required and one elective
- Field III: accounting and finance—two courses, one accounting and one finance
- Field IV: selected information systems management courses—one course
- Field V: communication in business—one course

### Concentration Requirement

You take at least four courses from one of the following eight concentrations. Courses taken to satisfy the concentration requirement may also be counted toward the distribution requirement. You may select only one concentration.

- Management and Operations
- Marketing Management
- Organizational Behavior and Human Resources
- Finance and Control
- Information Systems Management
- International Management
- Communication in Business
- Managing Nonprofit Organizations

### Capstone Requirement

You take a strategic management capstone course. The capstone course may not be used to satisfy the concentration or distribution requirement.

### Selecting Courses

Use the degree course search to select courses that fulfill requirements. The degree course search can be accessed on the 2009–10 website courses page: [www.extension.harvard.edu/2009-10/courses](http://www.extension.harvard.edu/2009-10/courses).