



## Certificate in Management Requirements

**The certificate program is no longer accepting applications.**

To earn the Certificate in Management, meet the following requirements.

- **Complete eight courses** (32 credits), including at least one from each of the program's five fields:
  - Field I: management, marketing, and operations
  - Field II: organizational behavior and human resources
  - Field III: accounting and finance
  - Field IV: information systems management
  - Field V: communication in business
- **Complete four on-campus-only courses** (16 of the total 32 credits) at Harvard Extension School or Summer School.
- Take all courses for **graduate credit** at Harvard Extension School or Summer School, and **earn a B– or higher grade** in each (B or higher in the three required for admission) and an **overall GPA of 3.0**.
- **Complete at least three of the eight courses with Harvard-affiliated instructors.**
- **Complete the program within five years** of the first course. If you are unable to complete the certificate within five years you are retired from the program.

### Optional Concentrations

You may concentrate in a particular area of management by taking four courses from one of the eight concentrations listed below. You should declare your concentration on your graduation confirmation form. You are not required to choose a concentration; in fact, most candidates do not, preferring to take courses of personal or professional interest. Only one concentration may be chosen.

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

### 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).