

GRADUATE CERTIFICATE IN MANAGEMENT

Department: Foster College of Business (<https://catalog.bradley.edu/undergraduate/business/>)

The program provides students with access to graduate coursework in management practice. Many students receive strong training in technical skills (e.g., engineering or in computer science) that are essential for securing initial employment. Over time, such students may wish to progress in their careers and become supervisors or managers of organizational units in their core discipline. To be prepared for the managerial role, these individuals need access to knowledge and practice in the management, supervision, and leadership of organizations.

The Graduate Certificate in Management will give these students exposure to the knowledge, understanding, and skills needed to succeed in the managerial role. Core courses in interpersonal relations skills, managerial theory, and/or organization behavior will give students a background in management practice and theory. Additional elective courses will enable students to tailor a program of study appropriate to their organization that will prepare them for advancement to particular organizational roles.

Admissions Information

The entire application package including the Application Form, GMAT score, undergraduate GPA, transcripts, letters of recommendation, experience, essay responses, and other materials are all considered in an application review for student admission.

The required documents are the following:

1. **Application form.** All applicants must submit an Application for Graduate Admission, signed and dated by the applicant. Applications for Graduate Admission are submitted online. All applicants must submit a non-refundable application fee, payable online to Bradley University. The fee for domestic applicants is \$40 and \$50 for international applicants.
2. **Transcript(s).** Official transcripts, sent directly from all post-secondary institutions attended, are required. Transcripts can be sent electronically or mailed to:
Graduate Education
Bradley University
1501 W. Bradley Ave.
Peoria, IL 61625
USA
 Additional transcripts may be required at the discretion of the Graduate Education. Applicants who have completed graduate-level coursework or post-baccalaureate coursework should submit all transcripts reflecting graduate coursework.
3. **Letters of recommendation.** Two current letters of recommendation are required from persons who can comment meaningfully on the applicant's capability for graduate-level study. Character references are not appropriate. Faculty members under whom the applicant has studied and supervisors are considered appropriate references.
4. **GMAT (Graduate Management Admission Test).** The GMAT is a standardized test designed to measure aptitude for graduate study in management. Applicants must arrange to take the test in sufficient time to permit processing of the application with the test results prior to the application deadline. For reporting the test results, the Bradley

University GMAT institutional code is 1070. Information about the GMAT may be obtained by contacting the Graduate Education Office or by visiting www.mba.com (<http://www.mba.com>).

The Graduate Record Exam (GRE) may be substituted for the GMAT exam. The GMAT exam (or GRE) may be waived if the applicant (1) has significant professional work experience and either an undergraduate degree in a business discipline from an AACSB accredited institution or an undergraduate degree in a non-business discipline from a regionally accredited institution (e.g. Higher Learning Commission), (2) has earned a terminal degree in his/her profession (e.g. JD in law or a PhD in some field), or (3) the candidate has a master's degree in an analytically rigorous discipline (e.g. mathematics, engineering, etc.) with a master's GPA of at least 3.4 or better.

The decision on the waiver of the GMAT rests with the Associate Dean. To request a waiver, the applicant must include a written request with the application materials. Requests of a GMAT waiver due to work experience must include a detailed description of managerial responsibilities associated with that experience and how they demonstrate the necessary analytical and critical thinking abilities to succeed in the MBA program.

5. **Essays.** Answers to essay questions must be complete with meaningful and well-developed answers to the questions on the goals of the applicant.
6. **A current resume.** Since the evaluation includes analysis of work experience, a current resume is very helpful to the admissions committee.
7. **TOEFL (Test of English as a Foreign Language).** Applicable only to international students whose native language is not English. The test measures proficiency in oral and written English. The IELTS is an acceptable substitute for TOEFL.

A link to the online application site can be found at www.bradley.edu/mba (<http://www.bradley.edu/mba/>). For additional information, please contact the:

Graduate Program Coordinator
 Foster College of Business
 Bradley University
 1501 W. Bradley
 Peoria, IL 61625
 E-mail: mba@bradley.edu
 Phone: (309) 677-3714

The final admission recommendation rests with the Associate Dean.

Course Enrollment

Graduate courses in the Foster College of Business at the 500 or 600 level are restricted to graduate students who have been admitted to the MBA program or another degree-granting or certificate-granting program in Graduate Education. Enrollment in courses is on a space-available basis. Students-at-large may not take 600-level graduate courses in the Foster College of Business.

Requirements

The Graduate Certificate in Management will require students to take 12 hours of courses, all of which are within the structure of the existing Master's of Business Administration program.

Code	Title	Hours
Core Contents		
Select one of the following:		3.0
M L 520	Management Theory	
M L 602		
M L 615	Applied Leadership	
Additional Coursework		
Select three of the following:		9.0
BUS 610	Graduate Business Practicum	
M L 520	Management Theory	
M L 602		
M L 608		
M L 615	Applied Leadership	
M L 657	Executive Development	
M L 658	Topics in Business Administration	
M L 659	Topics in Management	
MTG 624	Marketing Decision Making	
MTG 640	Obtaining, Analyzing, and Applying Marketing Information	
Total Hours		12

Other courses may be substituted with the approval of the Associate Dean.