



## GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION

If you are looking to develop expertise in a specialized area and broaden your knowledge base, but time and cost limitations are interfering with your ability to attend a full degree program, a PECB University Graduate Certificate may be the ideal choice for you. With these programs, we aim to serve success-driven individuals who are eager to explore and embrace new opportunities, broaden their field expertise, and gain a competitive edge in the job market. Our programs will be the vehicle for reaching your full potential, as they will cover field-related practices and the best customizable strategies and methods pertaining to the field of interest. The effect on earnings is just the tip of the certificate program-payoff iceberg, as other very important personal and professional benefits will accrue to our graduates.

A Graduate Certificate from PECB University offers you career-focused, stand-alone education, and facilitates your intellectual growth. Such programs also offer you convenient and economical means of retaining and/or acquiring new skills in a specific area.





## GRADUATE CERTIFICATE PROGRAMS

PECB University Graduate Certificates offer you the opportunity to build expertise in a specialized area, develop industry specific skills, or gain the required skills to transition to a new field. These are short, multi-course academic programs.

The certificate programs are compatible with the MBA degree requirements, enabling certificate recipients to transition to a degree program and transfer credits earned towards the degree. Students who later decide to apply credits earned toward the MBA degree are required to formally apply to the program sought.

### GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION

#### PROGRAM SNAPSHOT

CREDITS	12
DURATION	between 6 and 24 months
WORK EXPERIENCE	A minimum of 2 years of working experience
DELIVERY MODE	Online or in-class
LANGUAGE	English
AUDIENCE	Designed for candidates seeking to broaden the knowledge and skills in Business Administration



## PROGRAM DESCRIPTION

The Graduate Certificate in Business Administration introduces you to organizational dynamics, strategic analyses, development of business plans, promotion of change, and the importance of engaging in effective communication. You get exposed to present-day business challenges and are provided with an ample understanding of the interrelationships of various functional areas of business and the impact of one component on another.

This program provides added value to your qualifications as it covers various aspects of business administration, including organizational management, international business, strategic marketing, and project management. By facilitating the acquisition of skills that enable the student to make viable choices and decisions, this program prepares you to adequately manage all aspects of an organization and grow into a successful business leader.

### PROGRAM LEARNING OUTCOMES

- ✓ Familiarize with general management skills and develop an understanding of organizational dynamics, strategic thinking and analysis, decision making under uncertainty, and promotion of change.
- ✓ Apply fundamental business theories and concepts to interpret complex organizational issues and reach independent evidence-based conclusions.
- ✓ Analyze organizational structure and apply best management practices that are in harmony with the organization's strategy and objectives.
- ✓ Familiarize with business trends and understand business issues around the world.
- ✓ Learn persuasive methods of communication to exercise influence over a range of contexts inside or outside of the organization.
- ✓ Use accordingly the available tools for continuous improvement in an organization and implement strategies for managing organizational change.



## CAREER OPPORTUNITIES

The Graduate Certificate in Business Administration may land you empowering jobs including but not limited to the positions below:

- ✓ Business Operations Manager
- ✓ Business Development Coordinator
- ✓ Business Management Analyst
- ✓ Organizational Development Consultant
- ✓ Business Strategist
- ✓ Business Systems Consultant
- ✓ Business Administrator
- ✓ Account Manager

## PROGRAM STRUCTURE

### PROGRAM REQUIREMENTS

- ✓ Each of the Graduate Certificate programs requires completion of four (4) specialization courses; each worth three (3) credits.



### COURSE REQUIREMENTS (12 CREDITS)

- ✓ International Business Management
- ✓ Leadership and Organizational Behavior
- ✓ Marketing and Strategic Management
- ✓ Project Management



## APPLICATION PROCESS

PECB University aims to attract the brightest candidates who demonstrate academic excellence and motivation to benefit from our educational offerings. The university welcomes applicants of all backgrounds. Admissions selection criteria have been set on the principle of fairness and equal opportunity by assessing applicants solely on personal merits.

### ADMISSION REQUIREMENTS

- ✓ Bachelor's degree from an accredited institution;
- ✓ Cumulative grade point average (GPA) of 3.0 or above;
- ✓ At least two years of relevant professional experience;
- ✓ English proficiency as demonstrated through TOEFL iBT or IELTS scores. The minimum required score for TOEFL iBT is 75, while for IELTS 6.5

### DOCUMENTS REQUIRED

- ✓ Completed online application form
- ✓ Diploma and official grade transcripts
- ✓ 2 Reference letters
- ✓ English proficiency test scores
- ✓ Resume/Curriculum Vitae
- ✓ Personal statement
- ✓ Copy of an identification document (passport or similar)
- ✓ Application fee

### SELECTION CRITERIA

- ✓ Academic excellence and potential
- ✓ Motivation and suitability for the program of interest
- ✓ Previous experience
- ✓ Personal qualities and competencies
- ✓ Commitment and interest



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