

SUMMER 2013 COVER PAGE
SCHEDULE BOOK

Summer 2013 Academic Calendar

April

1 – Monday	Eve UG Registration
8 – Monday	Day UG Summer Registration
9 – Tuesday	Day UG Fall Registration
19 – Friday	Mandatory Pre-session for Session 1 week, 6:00-8:00 pm

May

13 - Monday – 17 Friday	One-week intensive course (Session 1 week)
20 – Monday	Summer I Classes begin
27 – Monday	Memorial Day- No Classes
28 – Tuesday	Last day to declare pass/fail
31 – Friday	Monday class make-up for Memorial Day observation

June

13 – Thursday	Last day to withdraw from Summer I, 6 week courses (see Refund and Withdrawal Schedule for other part-of-term deadlines)
27 – Thursday	Summer I classes end

July

1 –Monday	Summer II Classes begin
8 – Monday	Last day to declare pass/fail
12 - Friday	Thursday class make-up for Independence Day observance
25 – Thursday	Last day to withdraw from Summer II, 6 week courses (see Refund and Withdrawal Schedule for other part-of-term deadlines)

August

9 – Friday	Summer II classes end
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For more information, please visit the Academic Calendar on Bentley's website at
<http://www.bentley.edu/calendar/index.cfm>

REGISTRATION INFORMATION

**Registration begins on
April 1, 2013 -- 9:00 AM**

To Register:

New students must complete the “**Registration Form**” at the back of this Schedule Book.

Continuing students will register via **MyBentley**. Detailed instructions follow.

Tuition and fees:

3 or 4 credit courses: \$1932.00
Deferred payment: \$ 25.00

Tuition Payment

Students will be billed for tuition and fees upon registration and a complete invoice can be found on MyBentley (click on the “Finances” tab, click on “Quick Links” “e-bill, e-payment set up authorized users” then click on the appropriate statement). Students are responsible for all tuition and fees as indicated in the following refund schedule. Payment may be made in full by personal check or credit card (Discover, MasterCard, or VISA). A deferred payment option allows students registered for full semester classes to pay in two installments. One-half of tuition and 100% of fees are due upon receipt of bill. Subsequent payments are required as follows:

Deferred Payment Option for 6 week courses ONLY:

Due upon registration: \$966.00, 1/2 tuition + \$25 fees

Summer I: Final payment due by June 6
Summer II: Final payment due by July 20

Tuition refund and withdrawal schedule:

MAY One Week Intensive (Summer 1):

Course Change/Refund	Start date	End date
Drop, 100% refund	4/1	5/12
Drop, 80% refund	5/13	5/13
Withdrawal, No refund	5/14	

6-week courses (Summer 1):

Course Change/Refund	Start date	End date
Drop, 100% refund	4/1	5/21
Drop, 80% refund	5/22	5/27
Withdrawal, 60% refund	5/28	5/29
Withdrawal, 40% refund	5/30	6/3
Withdrawal, No refund	6/4	

6-week courses (Summer 2):

Course Change/Refund	Start date	End date
Drop, 100% refund	4/1	7/2
Drop, 80% refund	7/3	7/7
Withdrawal, 60% refund	7/8	7/9
Withdrawal, 40% refund	7/10	7/14
Withdrawal, No refund	7/15	

Student Account Clearance

You will not be permitted to register for the semester unless your student account balance is cleared by either payment or pending financial aid. If you have any questions concerning your student account, please contact the **Student Financial Services Office, Rauch 132, 781/891-2162 or -2171.**

Students who are disputing tuition charges must complete an Academic Petition Form and submit it to the Registrar's Office no later than the end of the following semester. Petitions received after the deadline will be referred to Student Financial Services for review. All charges remain due until otherwise notified.

Course Pre- and Co-requisites

Students normally are not permitted to attend courses unless all prerequisites are satisfactorily completed, either through Bentley courses, transfer credit, or proficiency credit. Prerequisites must be satisfactorily completed prior to the start of the course; co-requisites (or concurrent prerequisites) must be completed prior to the course or may be taken during the same semester.

Students may petition the appropriate department chairperson for a waiver of a pre- or co-requisite for a specific course.

Please note that, in addition to specific course prerequisites, many courses also have class standing prerequisites. See below.

Class Standing/"Window Policy"

For registration purposes only, Bentley utilizes a "Window Policy" to allow students to access courses if they are within 9 credits of the required class code:

To access:	Credits successfully Completed:
sophomore-level courses (CC3):	21
junior-level courses (CC5):	51
senior-level courses (CC7):	81

Course Withdrawals

To officially withdraw from a course, students must withdraw through MyBentley or by filing a "Course Change Form" with the Registrar's Office. Non-attendance will not automatically withdraw you from a course or relieve you of financial obligation. See the "Refund and Withdrawal Schedule" on the previous page.

Waitlists

If an evening course is closed, students have the option of being put on a waitlist. Should a seat become available before the start of class, you will be contacted at a phone number of your choice. As such, it is important that you submit accurate contact information. Students who cannot be reached will lose their spot on the list.

Class Cancellations

If a class is cancelled, every effort will be made to try and reach you either by telephone or e-mail. It is critical, therefore, that we have your accurate daytime telephone and e-mail address. Any changes to addresses or phone numbers should be made in writing to the Registrar's Office, RAU 111.

Photo ID

All registered students must have a Bentley identification card. To obtain an ID card, you must present your registration verification and Bentley ID number to Campus Police. Your ID is required to utilize the library, computer laboratories, admission to campus events, and the Dana Athletic Center.

Parking Permit

After you receive your registration confirmation, it is imperative that you apply for a parking permit. All registered students must have a valid Bentley parking decal displayed on their passenger side window. **In order to obtain a new parking decal for your vehicle, you must register your car via MyBentley. Chose "Student Self-Service on the left, click on "Personal Information" and then "Request a Parking Decal."**

Parking regulations will be enforced beginning the second week of the semester. (Safety regulations, including handicapped parking and fire lanes, are enforced at all times.)

Academic Advising

All part-time evening students are encouraged to visit the Office of Academic Services in Lindsay 21 to meet with an academic advisor. Advisors are available to discuss program options, courses, transfer credits, and alternative sources of credit. To schedule an appointment, call 781.891.2803. To meet the advising needs of part-time evening students, our office is open two evenings per week.

For new students... For returning students...

Would you like to speak with an advisor before
choosing your courses?
Appointments are available!

In Person or On the Phone

Hours: 8:30 am – 4:30 pm (M-F)

**Evening Appointments Available by
Appointment**

Please arrange your advising session by calling
781.891.2803

Admission

Working professionals and adults returning to the University may access Bentley's undergraduate degree programs as part-time evening students through the Office of Academic Services. Enrollment is open to adults who are high school graduates and have been out of high school for a minimum of 2 years. Professionals who have already completed a bachelor degree may wish to pursue a business-related concentration certificate, take courses in preparation for graduate work, or enroll in individual undergraduate courses to enhance professional development. The following programs are available in the evening:

Bachelor of Science:

Accountancy
Computer Information Systems
Economics/Finance
Finance
Information Systems Audit and Control (formerly AIS)
Management
Marketing

Concentration Certificates*:

Accountancy
Computer Information Systems

*For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: bentley.edu/academic-services/evening/disclosure

Early Matriculation is based on your prior college work. Students who have completed a minimum of five courses at an accredited college with a minimum grade point average of 2.8 are eligible for early admission based on their prior college performance.

Standard Matriculation is based strictly on a student's performance at Bentley. Admission criteria are as follows:

Bachelor's degree: Completion of fifteen Bentley credits with a minimum grade point average of 2.5; satisfactory completion of expository writing and Mathematical Analysis I or its equivalent must be demonstrated through transfer credit or as part of the fifteen Bentley credits.

Certificate: For students who have already completed a bachelor's degree. Completion of two courses in the area of the certificate, with a minimum grade of 2.0.

Graduate Programs

The McCallum Graduate School of Business prepares individuals to be business specialists through highly focused MBA and Master of Science (MS) programs that offer concentrations in key business disciplines. Securing competitive advantage in today's global and technology-driven marketplace requires a mix of skills unheard of even five years ago — for companies and for individuals. At Bentley, students gain the specialized expertise and broad perspectives on business that are critical to professional success. Innovative academic programs, a first-rate faculty, state-of-the-art facilities, and opportunities for hands-on experience combine to hone students' skills in a range of important areas. Well versed in decision-making, communication, leadership and teamwork, Bentley graduates are positioned to meet the escalating demands of today's business environment.

The McCallum Graduate School of Business offers graduate business programs that are flexible to fit your schedule, streamlined to build on your personal background and easily customized to meet the demands of your career. In other words, a graduate business degree just the way you want it. Our MBA and 7 Master of Science (MS) programs integrate business, technology, ethics and global understanding, focused through experiential learning, so you'll be fluent in the principles and practices that drive corporate decision-making today.

MBA Programs

The McCallum Graduate School of Business offers 3 MBA program options:

The Emerging Leader MBA is designed for pre-experienced students; the Evening MBA is for working professionals with at least 3 years of work experience; and the Bentley MBA is a new 11 month intensive program for experienced professionals with 5 or more years of work experience. For more information on the specifics of these individual programs visit the Bentley website at www.bentley.edu/graduate

Master of Science Programs

Compared with MBA programs, these specialized master's degrees provide greater depth in the area of study and include less general business breadth in the curriculum. They allow students to focus and develop a comprehensive understanding of the theory and tools critical to a specific discipline, enabling graduates to make valuable corporate and professional contributions in their chosen fields.

- Master of Science in Accountancy (MSA)
- Master of Science in Finance (MSF)
- Master of Science in Financial Planning (MSFP)
- Master of Science in Human Factors in Information Design (MSHFID)
- Master of Science Marketing Analytics (MSMA)
- Master of Science in Information Technology (MSIT)
- Master of Science in Taxation (MST)

For more information on any of the graduate programs at the McCallum Graduate School of Business at Bentley University, please contact 781.891.2108 or visit bentley.edu/graduate

For an Application for Admission or
more information, contact the

Office of Academic Services at
781.891.2803

Policy Reminders

Pass/Fail Option

As Bentley attracts more highly qualified students and offers a greater range of challenging courses, the pass/fail option has become a way for interested students to risk taking elective courses that are intellectually challenging without jeopardizing their GPA as long as they pass the course as defined below.

NOTE: Not all courses are eligible for the pass/fail option. See the “Notes” in the schedule book for exclusions.

Eligibility Requirements:

- Available for sophomores, juniors, and seniors (class codes 3-8);
- The pass/fail option can only be used for one (1) course in your Bentley curriculum.
- A pass/fail option can only be used for courses that are Business electives, Arts and Science electives, or Unrestricted electives.
- Students are not permitted to use pass/fail grades toward their General Education, Business Core and Major requirements.
- The pass/fail option may be used for course taken in a minor.
- The pass/fail option may not be used for Honors courses.
- Certain BA majors are not able to use the Pass/Fail option for the Business minor.
- 5-year students are restricted from taking pre-program required courses or courses for advanced credit standing as pass/fail.
- Students may not use the pass/fail option for courses taken in Bentley-sponsored education abroad programs.
- Students may not use the pass/fail option for internships, directed studies, tutorials, ID 120, ID 121, or study tour courses.

Grading Scale:

- Faculty will submit numerical grades that will be converted by the Registrar’s Office. The pass/fail designation will be updated after all grades are received.
- When converting numerical grades, students electing this option will receive a grade of “P”, “D”, or “F”.
 - A “P” (1.7 to 4.0) will earn academic credit and is not calculated in the term and cumulative GPA.
 - A “D” (.3 to 1.3) will earn academic credit and is calculated in the term and cumulative GPA. A grade value of 1.0 will be used in calculating the term and cumulative GPA.
 - An “F” will not earn academic credit and is calculated in term and cumulative GPA.

Procedure:

- Students must complete and sign a Pass/Fail Declaration Form and submit it to the Registrar’s Office. Forms are available at the Registrar’s Office, the Office of Academic Services, and on-line at www.bentley.edu/registrar/forms.cfm
- The form must be received prior to the end of the add/drop period. No faculty member or department chair can waive this deadline.

The decision is irrevocable. Be sure to check the accuracy of your declaration. No changes will be permitted after the deadline.

Internships for Credit:

Student Eligibility for *for-credit* internships:

- Junior-level or senior-level standing - **see department guidelines** for specific course prerequisites
- Minimum GPA of 3.0 (except for Finance which requires 2.7 and IDCC which requires 3.3)
- Approval of departmental internship coordinator **prior to** acceptance of internship

Tuition: All internships that are approved for credit will be assessed tuition. Internship courses are subject to all tuition refund deadlines as well as the deadline policies for add, drop, and withdrawal.

Course requirements vary by department, but usually include weekly journals, a term paper, and meetings with the internship coordinator. Minimum work hours are established by individual departments, ranging from a minimum of 12 hours per week for 12 weeks, to 35 hours per week for Fall, Spring, or Summer sessions. Internships last for one semester or through the entire summer academic session (Sessions I and II) and end when the semester or sessions end(s).

Maximum credits: Students may pursue a maximum of two 3-credit internships during their undergraduate program. Only one internship (3 credits) can be used toward your major field of study.

Registration: Students should register for an internship during the registration period and must register no later than the add/drop period of the semester during which the work is done unless otherwise approved by the Internship Coordinator. If you are working during the summer, you must officially register for a summer internship. Not all internships are considered credit-worthy and not all students qualify to pursue an internship for credit. It is important that you meet with the appropriate internship coordinator to determine what sort of internship opportunity is available to you. The Center for Career Services can also provide you with resources to help you find a suitable internship.

For financial reasons, many companies are now offering internships only if they are awarded credit. This is designed primarily to allow companies to offer unpaid internships without tax consequences. Unfortunately, unless both the student and the internship meet the criteria for credit, Bentley cannot award credit simply to comply with company requirements. The Center for Career Services will send a letter explaining our policy to the company—some will accept this, others will not. If you find yourself in that situation, talk with the Center for Career Services. We urge you to determine the company's policy, your eligibility and your internship's eligibility for credit *before* accepting or beginning your internship. For General Information on Internships, please contact the Miller Center for Career Services.

Departmental Internship Coordinators:

Accountancy	Karen Osterheld	AAC 282	x2724
CIS/IPM	Dennis Anderson	SMI 402	x2238
Economics	David Gully	AAC 189	x2355
Finance	Candy Bianco	AAC 270	x2445
IDCC	Terry Skelton	LAC 265	x3482
Global Studies	Joel Deichmann	MOR 208	x2745
History	Marc Stern	AAC 127	x2814
Law	Bev Earle	MOR 280	x2915
Management	Fred Tuffile	AAC 286	x2431
Marketing	Ian Cross	MOR 230	x3188
Mathematical Sciences	Lucy Kimball	MOR 375	x2467
Media & Culture	Liz LeDoux	LIN 34	x2961
Modern Languages	Jane Tchaicha	MOR 385	x3158
Natural & Applied Sciences	Rich Oches	JEN 100C	x2937
Psychology	Greg Hall	MOR 145	x2147
Public Policy	Jeff Gulati	MOR 182	X3177
Sociology	Gary David	MOR 179	x2698

Student Responsibilities and Rights Notices

Academic Responsibilities

Students are responsible for understanding all institutional policies, procedures, and requirements. These include, but are not limited to, degree and major course requirements, course prerequisite requirements, minimum residency and honors requirements, and Bentley's grading and course repeat policies. Students who fail to comply with these policies, procedures and requirements do so at their own risk. The Degree Audit Summary (DAS) or the Degree Requirement Summary (DRS) is provided to you to be used as a guideline for your major requirements. Each student shares the responsibility for the accuracy of his or her DAS or DRS. A *DAS Discrepancy Form* is available from the Registrar's Office to report any inaccuracies.

Code for Ethical Computer Use

All members of the Bentley community make use of computers in the pursuit of their primary endeavors at Bentley University.

Such use must be performed in a legal context that ensures that the use of these resources fosters the achievement of the individual user's goals, consistent with Bentley's educational and research objectives.

This context requires that computing resources not be abused, wasted, or employed in such a way as to interfere with, or cause harm or damage to, another person, institution, or company, within or outside the Bentley community. All members of the community are obliged to act responsibly in the use of computer hardware and software, data, and computer outputs.

The use of computing resources must be in compliance with state and federal laws and Bentley policies (e.g., sexual harassment, discrimination, etc.).

All members of the Bentley community are responsible for understanding the full policy and its implications. For detailed information, please refer to the postings in any computer lab or in the Student Handbook available on the web at www.bentley.edu/computing-use/index.cfm.

Course Cancellations, Schedule Revisions, Instructor Changes

Bentley reserves the right to cancel courses or to reschedule courses in which registration is below an acceptable minimum. Bentley makes every effort to inform students already registered of such changes. The faculty names listed in the registration information are tentative and subject to change. Bentley does not guarantee choice of individual instructors.

Bentley Policy regarding Family Educational Rights and Privacy Act (FERPA)

This policy is issued in compliance with the regulations established by the Department of Education, 20 C.F.R. Part 99.6, for the University's implementation of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, also known as FERPA. This policy is also guided by the laws in the Commonwealth of Massachusetts concerning privacy. The University has established strong policy guidelines that support its adherence to the FERPA and protect the rights of students, except under certain circumstances stated in the statute and its regulations and as noted below.

Notice:

Students receive notice of FERPA and their rights under FERPA through the electronic publication of the Student Handbook each academic year currently located at: www.bentley.edu/shandbook/index.cfm

Access/Amendment To Educational Records:

Students and eligible parents have the right to access to the student's educational records upon written request to the Office of Student Affairs. An exception to this policy is made for requests from students or others for transcripts and degree information which may be made directly to the Office of the Registrar. Requests for disclosure of educational records may be made by electronic signature when available. Each Department/Division of the University will determine if it will assess fees for copies of an educational record or transmission of an educational record to another party. All requests for changes to a student's educational record must be made in writing to the Vice President of Student Affairs.

Location of Educational Records:

Educational records may be kept by the Registrar, each Committee, Board and Department of the University, and by faculty and staff of the University in paper or electronic form.

Directory Information:

Unless otherwise requested by the student, Bentley (Information Desk, Registrar's Office, deans' offices, etc.) may release to the public student data considered "directory information." If a student desires that directory information not be released, it is his or her responsibility to notify the Registrar's Office in writing. Please note that students do not have the flexibility of choosing to release or not release particular items defined as directory information.

Bentley will not sell or give directory information for commercial purposes to external vendors who are not affiliated with the institution. Bentley may use all student data for its official operations of any student organizations or other University-sponsored functions. Directory information, as defined by the Family Educational Rights and Privacy Act of 1974, includes the following information relating to a student: name, address, e-mail address, telephone number, date and place of birth, class, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, academic honors, degrees and awards received, and the most recent previous educational agency or institution attended.

Disclosure Without Consent**Statutory Exceptions:**

The Statute provides that under a number of circumstances, the University will disclose educational record information to other person/entities without seeking prior consent or notice to a student or eligible parent. Such examples include but are not limited to: grand jury subpoenas, accrediting organizations, requests in connection with a student's application for financial aid, requests from state or local police/court authorities, and disclosure to other Bentley personnel who "have legitimate educational interests" in the information and records.

University personnel includes the officers and directors of the University, all members of the University administration, faculty, staff, persons serving on judicial, promotion and academic boards and committees, and any professional providing assistance to the University (such as lawyers, accountants, law enforcement personnel, medical personnel).

The University has determined that there are certain persons who have the right to review a student's educational records and personally identifiable information in every case: Officers of the University, Provost and the Deans. Other Bentley personnel will have access to educational records and personally identifiable information in circumstances where the Vice President of Student Affairs, or their designee, concludes based upon the information available to them at the time of the decision, that the disclosure of the records and/or information will assist the University in making decisions concerning a student's academic status or standing at the University or the health, safety or well-being of a student or other members of the University community.

The vice president for Student Affairs or their designee reserves the right to contact parents of a dependent student when it has been determined that the student's success is at risk. Students have the right to file a complaint with the Family Educational Rights and Privacy Office concerning any alleged failure on the part of Bentley to comply with the Family Educational Rights and Privacy Act of 1974.

Drug and Alcohol Violations:

The University may inform parents or legal guardians of a student under the age of 21 of the student's violation of federal state and local laws and University rules and regulations concerning drug and alcohol use and possession.

Health and Safety Emergencies:

The University may disclose educational records and personally identifiable information to members of the Bentley community, professionals assisting the University and law enforcement personnel when it determines, based upon the information available at the time, that there is a health and safety emergency and that the disclosure will aid the University in protecting the health and safety of University community or a student

Results of Disciplinary Proceedings:

The University informs victims of any crime of violence or non-forcible sex offense of the final results of a disciplinary proceeding and the action taken against the perpetrator student when the proceeding finds a violation.

Nondiscrimination

Bentley does not discriminate in admission or access to, or treatment or employment in, any of its educational programs or activities including scholarships, loans, and athletics, on the basis of race, color, sex, marital or parental status, age, national or ethnic origin, religion, handicap or disability. Bentley complies with Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act and Revenue Procedure 75-50 prohibiting such discrimination. Anyone believing that he or she has experienced adverse treatment may register a complaint with Earl Avery, Special Assistant to the President, at 781-891-2907.

Student Financial Services Billing and Collection Policies

Student Financial Services is responsible for billing and collecting fees for tuition, housing, meal plans, health insurance, computers, parking violations and any other applicable fees.

Our goal is to work with students and parents to resolve outstanding balances. We understand that students and their families may experience financial difficulties and it is important for those types of issues to be communicated to our office at an early stage. Bentley offers payment plans to assist with the budgeting of the cost of education. However, those plans are only available to students prior to the due date of their bill.

We URGE students and/or parents to contact our office prior to the due date of the bill to discuss any financial concerns that they may have. The earlier the issue is discussed, the more tools we have to assist students in resolving the situation.



Bentley recognizes that employers may pay college fees on behalf of students/employees. These agreements are made between the student and their employer and are not contractual agreements with the University. We do not bill companies/employers for student tuition unless we receive a purchase order that states the company will pay upon receipt of the Bentley bill.

We are unable to process foreign checks in amounts less than \$250.

If the balance is not resolved by the due date, a **financial hold** will be placed on the account. This financial hold will prevent students from registering for classes, changing their course schedule, participating in the housing lottery or senior week activities and from obtaining transcripts. If applicable, the student may also be required to move out of housing.

Also, accounts with unresolved balances are subject to late payment fees.

If a balance remains unpaid, the account will be assigned to the Bentley Collection Department. If an acceptable payment arrangement cannot be reached, the account will be assigned to a collection agency. There are several consequences that accompany that action:

1. The account will be reported in a default/collection agency status to the credit bureau. This may prevent the student from obtaining credit in the future.
2. The student will be assessed collection fees between 33% and 50% and possible legal fees in addition to the outstanding balance owed to Bentley.
3. Any future classes that the student plans on taking at Bentley must be prepaid (in full) via certified funds.

***For accurate information about academic policies and procedures,
as well as program requirements and offerings,
Visit the Office of Academic Services website at:***

www.bentley.edu/academic-services

Instructions for Registering Using MyBentley

Returning students register for courses using **Student Self-Service** accessed through **MyBentley**. This method provides on-line, real-time access for enrolling in courses or changing course registration. MyBentley may also be used to check your schedule, grades, student account information, and financial aid status.

Go to my.bentley.edu and click the "Log in" link in the top right corner. (Internet Explorer is Bentley's preferred browser)

1) Enter your Username

Your Username is your name as it appears in your Bentley email address before the '@bentley.edu'.

2) Enter your Password

Password: Your Password is your network password. This is the same password used to login to a Bentley computer, OWA (Bentley web email) and Blackboard.

Forgot your Password? Call the helpdesk at 781-891-3122 and ask for help with your e-mail account password.

Please be sure that your password is activated before registration. Bentley Administration may not be able to address your problems during the registration period.

3) Click the Login button, then:

- Click on the **ACADEMICS** tab
- Click on **Academic Student Self-Service** in the left navigation menu
- Click **Registration**
- Click **Add/Drop For Current Term**

Then:

- Select the term for which you are registering. Click on **Submit**
Instructions for adding or dropping courses are displayed on the web form.
- **Enter the CRNs for the courses you wish to register for and click on *Submit Changes*.**
- Scroll down to review your current schedule as well as any registration errors. Errors will be listed below the registered courses. **Note: Prerequisite violations do not automatically prevent course registration; students are responsible for knowing the required prerequisites for each course.** The Registrar's Office will notify students of prerequisite violations after they have registered. Students have 24 hours to rectify the situation before being automatically dropped from the course by the Registrar's Office.

To drop a registered course, use the drop-down list under the **Action** heading and click the **Submit Changes** button.

To search for available sections to add, click the **Class Search** button.

Remember to **logout** completely and close your browser after your session so that your personal information does not remain available on the computer you used.

Navigation Tips: Extra security precautions apply to this site which have implications for navigating within it. **Do not attempt to bookmark pages inside the secured area which deal with your personalized data.**

Other Questions? If you have problems accessing the web site please contact the Student Help Desk at 781-891-3122. Although this application was thoroughly tested, it is not possible to anticipate all software and hardware variations. Internet Explorer is the preferred browser. Users seeking remote access via AOL may have difficulty.

Curriculum and Policy Changes: *for Continuing Students only*

General Business Core

All “old core” courses have now been dropped from the curriculum. If you began your program prior to Fall 2009 and have not yet completed the business core, following are the course equivalencies. If you have any questions or concerns, be sure to contact an academic advisor in the Office of Academic Services.

If you have the following course remaining, Enroll in:

- | | |
|----------|--|
| ○ GB 103 | GB 110 Legal and Ethical Environment of Business |
| ○ GB 201 | GB 112 Tools & Concepts in Accounting and Finance |
| ○ GB 202 | GB 212 Practice and Applications in Accounting and Finance |
| ○ GB 210 | GB 213 Statistical Analysis of Business Data |
| ○ GB 102 | GB 215 Human Behavior & Organizations |
| ○ GB 203 | GB 310 Business Processes& Systems |
| ○ GB301 | GB 214 Marketing-Operations Fundamentals and |
| | GB 320 Integrated Field Project and FI100 module or FI305 |
| ○ GB401 | GB 410 Global Strategies |

If you have questions about how any of the above curriculum changes will affect your program progression, please contact an academic advisor in the Office of Academic Services, Lindsay 21. 781.891.2803.

Announcing...On-Line Courses!



THIS SUMMER, BENTLEY WILL BE OFFERING SOME OF OUR UNDERGRADUATE COURSES ON-LINE, UTILIZING TWO FORMATS:

1. **HYBRID COURSES** IN WHICH STUDENTS WILL HAVE THE OPTION OF ATTENDING IN THE CLASSROOM OR FROM A REMOTE LOCATION DURING THE REGULARLY SCHEDULED CLASS TIMES

HYBRID designated classes allow all enrolled students a choice in how they attend class: either by being physically present in a classroom on campus or by attending the class from a remote location. Students can choose to attend class in the classroom or online each week, depending on what best fits their schedule on any given day.

2. **SYNCHRONOUS "REMOTE" COURSES** IN WHICH ALL STUDENTS WILL ATTEND ON-LINE FROM A REMOTE LOCATION DURING THE REGULARLY ASSIGNED CLASS TIMES

SYNCHRONOUS REMOTE designated classes will only meet ONLINE and not have a physical classroom component.

Online participants for both formats will use Web conferencing software (Saba Centra Virtual Classroom) that transmits video, two-way audio and real-time visuals. After registration you will receive information to attend a **mandatory** ONLINE training session prior to the start of the term.

NOTE: For both options, students must **attend at the same time that the course is being conducted**.

WHAT YOU WILL NEED:

Students are required to have an internet-enabled computer with headset (preferred) or microphone/earphones, and a web camera while online. Technical requirements and other information can be found at <http://online.bentley.edu> If you have questions please e-mail: hybrid@bentley.edu.



Summer I:

CIN 370	Hollywood Rebels: A History of American Independent Films - Hybrid
FI 305	Principles of Accounting and Finance - Remote
GB 410 R01	Strategic Management - Synchronous Remote
GLS 100	U.S. Government and Politics - Hybrid
IDCC 250	Public Relations Theory and Practice - Synchronous Remote
LA 315	Alternative Dispute Resolution in Business – Synchronous Remote
LA 316	Sports and Entertainment Law - Synchronous Remote
MG 335	Entrepreneurial Thinking – Hybrid
MK 400	Marketing Management – Hybrid
NASE 313	Human Nutrition: Science to Life - Hybrid
SO 132	Issues and Investigations in Sociology - Synchronous Remote

Summer II:

AC 470	Financial Statement Auditing - Hybrid
CIN 375	Women and Film – Hybrid
FI 380	Advanced Managerial Finance - Hybrid
HI 308	Drug Trades in World History - Hybrid
GB 215	Human Behavior and Organizations- Hybrid
MC 300	Antiheroes of American Television – Hybrid
MG 250	Human Resource Management - Synchronous Remote
MK 361	eMarketing – Hybrid
SO 242	Social Problems – Hybrid

Please refer to the Course Descriptions section of this book for a more detailed description.

New or Seldom Offered Evening Courses!

AN OPPORTUNITY TO TAKE A NEW OR SELDOM-OFFERED COURSE DURING THE SUMMER SESSIONS!



ENGLISH AND MEDIA STUDIES:

CIN 370	Hollywood Rebels
LIT 394	Major Black Writers
MC 300	Antiheroes in American Television

COMPUTER INFORMATION SYSTEMS:

CS 150	INTRODUCTION TO DATA AND INFORMATION MANAGEMENT
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FINANCE:

FI 392	International Project Finance
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INFORMATION DESIGN AND CORPORATE COMMUNICATIONS:

IDCC 399	Innovative Consumer PR
IDCC 390	The Business of Social Media Communication

MANAGEMENT:

MG 340	Creativity Tools for Business Problem Solving
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MARKETING:

MK 401	Corporate Immersion
MK 403	Brand Management and Communication

MODERN LANGUAGES:

MLCH 398	Advanced Chinese for Social Entrepreneurs
MLSP 102	Elementary Spanish 2

NATURAL AND APPLIED SCIENCE:

PS 230	Sports Psychology
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SOCIOLOGY:

SO 398	SOCIOLOGY OF SPORTS
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Please refer to the Course Descriptions section of this book for a more detailed description.

NASE 334 – Coastal Geology of Cape Cod – 2013

*** SPECIAL REGISTRATION INSTRUCTIONS & LOGISTICS ***

Course enrollment is LIMITED TO 16 STUDENTS.

Registration Procedure: Registration for this and other summer courses begins on **Monday, April 8th for full-time undergraduates (April 1st for part-time/evening students)**. Enrollment is limited and early registration is encouraged!

Because this is an off-campus course involving travel and fieldwork, you must discuss your interests and background with Prof. Oches (roches@bentley.edu) and complete an application. Preference is given to EEGS LSM or Sustainability Science students, although anyone may complete an application and be admitted.

Logistics: Except for the mandatory pre-session on April 19th, the entire course is conducted on Cape Cod. All students must stay with the group in the course hotel on Cape Cod. No exceptions are permitted. Field activities require willingness to spend full days outdoors in conditions ranging from warm and sunny to cold and rainy.

The field course setting results in some unusual situations, requirements, and expenses (please see below). Students will receive additional information at the pre-session, which will include a full explanation of course logistics and expectations.

Total costs are as follows:

- Participants must have their student accounts cleared prior to registration.
- Tuition is \$1968 (as for all summer courses), and is due prior to May 10th.
- Field Fee of \$300 includes four night's motel stay, course book, field notebook, field supplies, various entry/parking fees, special activities, and two group dinners. The non-refundable field fee must be paid prior to the April 19th pre-session.
- Transportation and all other meals are the participant's responsibility.

Transportation: Students will provide their own transportation to Cape Cod. Car pool groups will be worked out during the pre-session meeting for anyone who is interested. We will meet on Sunday, May 12th at 9:00 a.m. at the Sagamore Park & Ride Information Center to begin the field course. It is expected that students who share transportation will also share vehicle costs (gas, etc.)

Lodging: Because of the field setting, this course requires participants to be housed at course headquarters in Wellfleet, MA. Bentley University will arrange reservations for the group (double or triple occupancy). Roommate assignments will be determined during the pre-session. Any special preference for roommates, or other accommodations needs, should be discussed with Professor Oches before the pre-session.

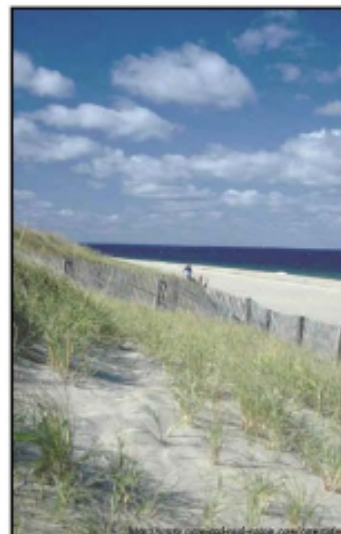
Clothing and Equipment:

Required: Laptop, pencils, pens, ruler, calculator, writing paper, and a field notebook.

Clothing: Field clothes! Warm clothes in layers – it can get cold at times! Rain gear!!! **We go out for the day, rain or shine!** Comfortable walking shoes and/or boots (preferably waterproof) and/or extra sneakers... we do a LOT of walking. **Your shoes WILL GET WET** – bring a second pair. The motel has coin-op laundry facilities.

Recommended: small lunch cooler, water bottle, camera, sunglasses, binoculars, daypack, basic first aid/medical necessities, sunblock, swimsuit (motel has an indoor pool), etc.

Meals: Bring your lunch for the first day. Dinners will be on your own, or occasionally as a group, in local restaurants. Lunch each day will be in the field. We will arrange a grocery stop in the evening for food for the next day's breakfast and lunch. Eat breakfast before leaving each morning and be awake, alert, and ready for fieldwork at 8:30 a.m.!



Summer Intensives 2013

May 13 to 17 -- 9:00 AM to 5:00 PM

Mandatory Pre-session: Friday, April 19, 2013

6:00pm – 8:00 pm. Registration ends on April 18.

CRN	Course	Title	Instructor	<i>Prerequisites</i>
50013	COM 311 S11	Money, Power, Communication	Nichols	PREQ: Expository Writing I Mandatory Pre-Session April 19, 6-8 pm
50019	FI 320 S11	Financial Markets and Invest	Raman	PREQ: (FI 305 or (FI 310 & AC 260)) or (FI 310 & AC 312) & (CC5 or WP). Mandatory Pre-Session April 19, 6-8 pm
50021	FI 340 S11	Intro to Prof Financial Plan	Milton	PRE or CO-REQ: FI 380 or FI 320 & (CC5 or WP). Mandatory Pre-Session April 19, 6-8 pm
50024	FI 392 S11	International Project Finance	Uhlmann	(Formerly FI 402) PREQ: FI 320 & (CC5 or WP). Mandatory Pre-Session April 19, 6-8 pm
50035	GLS 102 S11	Comp Govt & Politics	Kotchikian	Mandatory Pre-Session April 19, 6-8 pm
50037	HI 381 E11	The Civil War	Veese	Mandatory Pre-Session April 19, 6-8 pm
50039	IDCC 399 S11	Innovative Consumer PR	Cross	PREQ: Expository Writing I. Mandatory Pre-Session April 19, 6-8 pm
50040	LA 106 S11	Outsiders and the Law	Kulow	PREQ: GB 103 or GB 110. Mandatory Pre-Session April 19, 6-8 pm
50043	LIT 394 S11	Major Black Writers	Stuckey	Mandatory Pre-Session April 19, 6-8 pm
50046	MG 334 S11	International Mgmt Behavior	Asgary	PREQ: (GB 102 or GB 215). Mandatory Pre-Session April 19, 6-8 pm
50048	MG 340 S11	Creativity Tools Bus Prob Solv	Salsbury	Mandatory Pre-Session April 19, 6-8 pm
50051	MK 344 S11	Retailing	Moore	PREQ: (MK 160 or GB 301 or GB 214). Mandatory Pre-Session April 19, 6-8 pm
50055	NASE 309 S11	The Science & Bus of Biotech	Arenella	PREQ: Any NASC course and (GB 112 or GB 101). Mandatory Pre-Session April 19, 6-8 pm. This class MAY NOT be taken Pass/Fail.
50057	NASE 328 S11	Water Quality	Wohlers	Mandatory Pre-Session April 19, 6-8 pm
50060	PS 311 S11	Social Psychology	Hall	Mandatory Pre-Session April 19, 6-8 pm
50121	SO 285 S11	Sociology of Sports	David	Mandatory Pre-session April 19, 6-8 pm

Field Course

May 12 – May 16, Sunday - Thursday

50058	NASE 334 F11	Coastal Geology of Cape Cod	Oches	<p>PREQ: Any NASC, registration not available on the web. Consent of Instructor Required. Contact Professor Oches. Mandatory Pre-session, April 19, 6-8 pm. Class meets Sunday, May 12 – Thursday, May 16th. Additional fees required.</p>
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SUMMER INTENSIVE 2013

COURSE DESCRIPTIONS

COM 311 Money, Power, Communication

Prerequisite: EXP 101

Musicians have sung about it; filmmakers have documented it; even video games like The Sims have said something about the struggle over money and power – who has it, who needs it, and what it can be used for. This course uses a mixture of films, games, lectures, class discussions and exercises to examine this struggle – particularly through mass communication. By drawing on examples from a variety of media, the course will illustrate not just how we commonly view money and power but also how we relate our perceptions of those things to other categories such as gender, race, and sexuality.

FI 320 Financial Markets and Investments

Prerequisite(s): Junior-level standing and FI 305

Introduces students to important topics in bond, equity and options markets. To this end, the course focuses on issues surrounding the nature and functioning of these markets and the key models used in valuing securities that are traded on them. Students will enhance their understanding of how these markets operate to establish asset values by engaging in exercises in the Trading Room.

FI 340 Introduction to Professional Financial Planning

Prerequisite(s): FI 305 and junior level standing

Provides an overview of the personal financial planning process, including the establishment of goals and objectives, forecasting of lifetime income and expenditures, evaluation of alternative investments, money management, taxation, and retirement and estate planning. Covers the concepts, theories and analytical methods used in professional financial planning. Investments considered include home ownership, securities, money market funds, investment partnerships, insurance, business ownership, real estate, and retirement programs. Analyzes the effects of inflation, changing interest rates and taxation on these investments. Designed to give an in-depth exposure to financial planning issues to students with a professional interest in the field.

FI 392 International Project Finance

Prerequisite(s): FI 320 and junior level standing

The course relies on a case-study approach to an increasingly important field that requires excellent financial management skills. We provide an overview of project finance employing the latest techniques for structuring transactions, including risk mitigation by financial intermediaries. Students will be introduced to substantial research data and informational resources. The course stresses decision making and prioritization of tasks, policy formulation, the selection of world-class partners

and on-the-ground operational skills necessary to ensure timely completion of construction, budget adherence and efficient start-up. Large investment projects across a variety of geographic regions, industrial sectors, and stages of project execution are examined, including relevant data on default and loss characteristics. We will contrast the important differences in risk between domestic and export sector projects, including management of foreign exchange issues and the role of host government.

GLS 102 Comparative Government and Politics

Note: Formerly GO 120

This course offers an introduction to comparative politics. It provides students with the basic knowledge and conceptual tools for analyzing the varieties of national states, regimes (democratic, nondemocratic and hybrid), political institutions and processes. It is designed to help students learn about the historical, economic and cultural contexts of political change (such as democratization, revolution or reform), and understand how and why political systems function differently and the consequences of the differences.

HI 381 The Civil War

Note: formerly Hi 355

The Civil War was arguably the most cataclysmic event in American history. This course explores reasons for the war, the war itself, and consequences of the war.

IDCC 399 Innovative Consumer PR

Prerequisite(s): EXP 101

Building a product's public identity using innovation in digital media is essential for businesses socially and economically, globally and locally. It's how businesses learn to engage with new consumers they must attract: whether to promote an overall corporate identity, or sell a product or service. Corporations are embracing Cloud Computing, Mobile and Social Media to interact with creative consumers and the networks they are creating politically, economically, technologically and socially. This means that PR practitioners must understand the activities and preferences of tech-influenced new consumers.

LA 106 Outsiders and the Law

Prerequisite(s): GB103 or GB 110

Note: May be used as social science, art science or unrestricted elective.

This course provides a focused study of the law as a dynamic force in social change by examining law as both an instrument of institutionalized oppression and a tool for liberation and empowerment of oppressed groups—those "outside" the majority. This particular course will focus on traditionally disenfranchised groups other than women and racial minorities. (For a parallel study of these groups, the Law Department offers LA 104, Gender and the Law, and LA 105, Race and the Law, respectively.) Groups

studied in this course include: religious minorities, the physically challenged, the elderly, minors (including students), gay and bisexual persons, non-citizens, the homeless, the mentally ill, and criminals. The course will address the law's historical and current role both in maintaining the second class citizenship of these groups and in dismantling discrimination against them.

LIT 394 Major Black Writers

This course is designed to offer an in-depth look at three of the defining figures in contemporary African American literature: August Wilson, Tony Morrison, and Maya Angelou. Students will examine these writers in a wide variety of contexts such as interviews, documentaries, and spoken-word performances. Readings will span multiple genres: drama, poetry, novels, and essays.

MG 334 International Management Behavior

Prerequisite(s): GB 102 or GB 215

This course deals with understanding differences in behavior which stem from diverse national cultures and developing tools for effectively managing those differences. Many management concepts, techniques, and systems taught in North American business schools are based on North American cultural beliefs and values. These concepts, techniques and systems may not work as intended in other cultures, and, if used improperly, can compound manager's problems. It contributes to the development of knowledge and skills needed to manage effectively in other cultural environments and/or to work effectively with people from other cultures and develops awareness of the pervasive and hidden influence of culture on behavior, particularly with respect to management and management practices; familiarity with the types of situations and issues which managers often confront when working internationally; and appreciation of the impact on personal behavior of living and working in another culture.

MG 340 Creativity Tools for Business Problem Solving

People often use the terms "creativity" and "innovation" interchangeably. For our purposes, we will make a distinction between the two. "Creativity" is the ability of people to generate new ideas and designs related to products, services, and problems which were previously unknown to the creator. "Innovation," on the other hand, is the process of selecting from among such new ideas and actually making them a reality. So, "creativity" involves the generation of new ideas, while "innovation" involves the selection, refinement, and application of such new ideas.

MK 344 Retailing

Prerequisite(s): GB 301 or GB 214

This course aims to expose and teach students state-of-the-art retail practices and to prepare students to make decisions in an industry that is complex and constantly

changing. It is expected that through this process, students will feel the excitement, see the changes, and become aware of the opportunities that exist in today's retail environment. Upon completion of the course, it is expected that students will be able to view and understand the business objectives of various retailers. In addition, student will be able to view retail offerings with a trained critical eye and have ability to discern retailers' strengths, weaknesses, opportunities, and threats. This is a full semester course in retailing. The emphasis will primarily be placed on retailing in the United States. Some time and readings will be devoted to multicultural retailing. This will include specific segments of the discussion which pay particular attention to Hispanic, African, and Asian American shoppers, respectively. While only a cursory introduction to this topic, some light will be shed on the importance of these particular segments to retailing in general. In addition, the influence and subsequent marketing offerings targeted to these consumers will also be discussed.

NASE 309 The Science and Business of Biotechnology

Prerequisite(s): GB 101 or GB 112 and any NASC course

Note: Formerly NSID 305. Maybe used as an FI, MG or MK elective with department chairperson's approval or as an MA/NS or Arts and Sciences elective requirement.

Integrates science and business in studying all aspects of the current "biotechnology revolution." Using the case study method, the formation, organization, production, financing and marketing of biotech companies as well as the selling of biotech products are examined. In addition to lectures, case discussions, guest speakers and a field trip to a local biomanufacturing facility, students will be responsible for one short presentation on a biotechnology company as well as for researching and writing their own due diligence analysis report analyzing one specific marketplace. The potential long-range medical, economic, legal and ethical implications of applying this science are also examined.

NASE 328 Water Quality

Prerequisite(s): NASC 110, 111, 112, 121,122, 130

Note: Satisfies the MA/NS or Arts and Sciences elective requirement.

All of us should be concerned about the quality and cost of our drinking water. Many wars political and physical have historically concerned the use and misuse of drinking water. Drinking water is the focus of this course and examines the sources, delivery, and treatment received as water is delivered to us as well as the treatment and disposal of wastewater. This course has a lab oriented project where students select a topic and do specific chemical analysis on their samples and compare them with EPA guidelines. Common water pollutants such as bacteria, heavy metals, pesticides, and fertilizers are described and many tested for in lab activities. Samples from such places as Bentley Pond, the Charles River, and

Walden Pond are collected and purified through accepted treatment method to see if it can be made "drinkable." Water softeners and other in home filtration methods are examined. Student projects include a lab component, a written paper and an oral presentation.

NASE 334 Coastal Geology of Cape Cod

Prerequisite(s): Any NASC

Note: Satisfies the MA/NS or Arts and Sciences elective requirement.

This is a one-week field-based course that studies the origins, geological features, and human impact on the coastline of New England. Through field observations, measurements, and data collection, students will learn about the dynamic coastal landscape and the geologic processes that formed and continually alter the coastline. Participants will study the coastal wetlands, beaches, sea-cliffs, and rocky headlands at various locations, including Cape Cod, Boston Harbor, Plum Island (northeastern MA), and southern Maine. Students will gain an understanding of the different set of geologic processes, development hazards, and environmental protection challenges that each location represents. May-term intensive one-week course.

PS 311 Social Psychology

Note: Satisfies the Humanities/Social Science or Arts and Sciences elective requirements

Investigates our shared human experience studying the impact of interaction with other individuals, groups and the social context upon individual thinking, emotions and behavior. Focuses on the application of social scientific research to practical situations including social influence, interpersonal perception, attitude changes, persuasion and prejudice. The course content is also practically applied to relevant topics in the world of business including leadership, influence, group and team interaction, consumer behavior and decision making under conditions of uncertainty.

SO 285 Sociology of Sports

Sports play a major role in society. They are a major industry, a major recreational outlet, and one of the main mechanisms Americans and others around the globe use for keeping fit and socializing with friends. This course examines the role sports play in a range of social settings, including professional sports, sports in educational institutions, and sports for personal recreation and leisure activities. The course will cover such topics as inequality, the social construction of race, gender, and class through sports, socialization into the culture of sports, sports and identity, deviance and sports (including drug use and violence), the globalization of sports, and sports and the media.

Summer 2013 Elective Guidelines

ARTS & SCIENCE COURSES/ELECTIVES

Arts & Science courses are any courses that are not business courses. The following course codes and courses are considered Arts & Science:

AN	GLS	MLFR	NASC	PS
ART	HI	MLIT	NASE	SO
CIN	LIT	MLJP	PH	
COM	MLCH	MLSP	MC	

CS 150, 180, 213, 220, 221, 230, 234, 240, 280, 367, 376, 380, 420 & 454

EC 251, 261, 321, 323, 331, 335, 341, 343, 351

HONR 445

Any **ID** except: 306, 350.

LA (100-level only)

MA (above 100-level)

ST 242

HUMANITIES/SOCIAL SCIENCE

The following course codes and courses can fulfill the Humanities/Social Science elective requirement:

AN	GLS	MLFR	PS
ART	HI	MLIT	SO
CIN	LIT	MLJP	PH
COM	MLCH	MLSP	MC

EC 251, 261, 321, 323, 331, 335, 341, 343, 351.

Any **ID** except: 306 & 350.

LA (100-level only)

PH (except 101)

MATH/NATURAL SCIENCE

The MA/NS elective requirement courses are:

MA courses 200 or higher (except MA 249)
that do not duplicate material presented
in any previously taken MA course,

NASE

ST 242

BEHAVIORAL SCIENCE

The Behavioral Science elective requirement is fulfilled by any **PS** or **SO** course.

BUSINESS COURSES/ELECTIVES

The following course codes and courses are considered business courses and fulfill business electives:

AC	IDCC	FI	MK
AF	IPM	MG	OM

CS 340, 350, 359, 360, 401, 402, 421, 440, 450, 460 & 476
EC 211, 224, 225, 231, 232, 233, 245, 270, 271, 272, 299 (Spring 2011), 311, 314, 315, 333, 346, 361, 371, 381 & 391
HONR 440
ID 306, 350
LA (200 or higher)
SO 263;

Note: AC majors may only take 3 credits of AC in addition to their major courses

MANAGEMENT AND MARKETING RELATED ELECTIVES

All **AC**, **AF**, **FI**, **IDCC**, **IPM**, **MG**, or **MK** courses not otherwise required; any **LA** course numbered 200 or higher, **ID** 350, and the above **EC** and **CS** business courses. **SO** 263 may also be used as a **MG** related elective.

DIVERSITY, INTERNATIONAL, & COMMUNICATION INTENSIVE FOCUS COURSE REQUIREMENTS

Before graduating, all Bentley students matriculating on or after Fall semester 1999 must satisfy the *Special Focus Course Requirements* by selecting courses from a list of approved courses that have diversity, international studies, and communications-intensive material as their focus. In order to graduate students are required to take and pass:

- one 3-credit diversity-focused course,
- one 3-credit international-focused course, &
- two 3-credit communication-intensive courses, one in the major and one outside the major course of study.

Courses that satisfy the communication-intensive, diversity and international focus requirement are printed in the *Course Schedule* section of this booklet and are designated with *C*, *D*, and/or *I* in the focus section for each course and are available online at www.bentley.edu/registrar/d_reg_times.cfm.

Transfer students entering Bentley with 30 or more transfer credits are waived from these course focus requirements.

Bentley University

Undergraduate Summer Programs

Summer Session I 2013

Semester Course Dates:	M/W Classes	May 20 - June 26	All courses are 3 credits unless otherwise indicated. Memorial day make-up scheduled for May 31st.
	T/TH Classes	May 21 - June 27	
	A One Week	May 13 - 17	***Mandatory Pre-session, April 19, 6-8 PM

Accountancy

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50006	AC 310 E11				Cost Management	MW	06:00pm 09:00pm	Haselkorn	PREQ: GB 202 or GB 212	
50007	AC 311 E11				Financial Acc and Reporting I	TR	06:00pm 09:00pm	Speros	PREQ: GB 202 or GB 212.	
50008	AC 312 E11				Financial Acc and Reporting II	TR	06:00pm 09:00pm	McConville	PREQ: (AC 211 or AC 311).	
50009	AC 340 E11				Accounting Information Systems	MW	06:00pm 09:00pm	Gupta	PREQ: (AC 311 (CPR) or AC 211) & (Pre or Co-req GB 310)	C
50010	AC 350 E11				Federal Taxation	MW	06:00pm 09:00pm	Freed	PREQ: GB 202 or GB 212.	
50011	AC 412 E11				Advanced Accounting	MW	06:00pm 09:00pm	Rowat	PREQ: (AC 312 (CPR) or AC 212)	

Computer Information Systems

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50014	CS 150 E11				Intro Data & Info Mgmt	TR	06:00pm 09:00pm	Ahmed	PREQ: IT 101	

Economics

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50015	EC 111 E11				Principles of Microeconomics	MW	06:00pm 09:00pm	Snyder	PREQ: 3 credits of MA 100 level.	
50016	EC 224 E11				Intermediate Price Theory	TR	06:00pm 09:00pm	Livingston	PREQ: EC 111 & EC 112.	

English & Media Studies

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50012	CIN 370 R11				Hollywood Rebels	MW	06:00pm 09:00pm	Stern	Fulfills LIT requirement or A&S elec. REMOTE CLASS.	

CoR -- Courses with a ** in the CoR field are Cluster courses (corequisites).	D -- Diversity
Pt -- All courses are Full semester unless otherwise indicated.	I -- International
Cr -- All courses are 3 credit hours unless otherwise indicated.	C -- Communication Intensive sections.
CC# or WP -- By the time the course begins, your class code must be at LEAST the given number or you must be eligible through the window policy.	
(CC3) = Sophomore standing, 21 credits complete (CC5) = Junior standing, 51 credits complete (CC7) = Senior standing, 84 credits complete (CPR) -- Concurrent prerequisite.	FOR UP-TO-DATE COURSE AVAILABILITY, GO TO http://www.bentley.edu/registrar/
IP -- Instructor permission is required, course not available through BannerWEB.	

Bentley University

Undergraduate Summer Programs

Summer Session I 2013

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50013	COM 311 S11		A		Money, Power, Communication	MTWRF	09:00am 05:00pm	Nichols	PREQ: Expository Writing I Mandatory Pre-Session April 19, 6-8 pm	C, D
50043	LIT 394 S11		A		Major Black Writers	MTWRF	09:00am 05:00pm	Stuckey	Mandatory Pre-Session April 19, 6-8 pm	D

Finance

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50017	FI 305 R11				Prin of Accounting & Finance	TR	06:00pm 09:00pm	Milton	PREQ: (GB 202 or GB 212) & GB 213 CPR & EC 112 CPR). REMOTE CLASS.	
50018	FI 320 E11				Financial Markets and Invest	TR	06:00pm 09:00pm	Uhlmann	PREQ: (FI 305 or (FI 310 & AC 260)) or (FI 310 & AC 312) & (CC5 or WP).	
50019	FI 320 S11		A		Financial Markets and Invest	MTWRF	09:00am 05:00pm	Raman	PREQ: (FI 305 or (FI 310 & AC 260)) or (FI 310 & AC 312) & (CC5 or WP). Mandatory Pre-Session April 19, 6-8 pm	
50021	FI 340 S11		A		Intro to Prof Financial Plan	MTWRF	09:00am 05:00pm	Milton	PRE or CO-REQ: FI 380 or FI 320 & (CC5 or WP). Mandatory Pre-Session April 19, 6-8 pm	
50022	FI 351 E11				International Finance	MW	06:00pm 09:00pm	Zampieron	PREQ: FI 320 or FI 380 & (CC7 or WP).	C
50023	FI 380 E11				Advanced Managerial Finance	MW	06:00pm 09:00pm	Leabman	PREQ: FI 305 or (FI 310 & AC 260) or (FI 310 & AC 312) & (CC5 or WP).	
50024	FI 392 S11		A		International Project Finance	MTWRF	09:00am 05:00pm	Uhlmann	(Formerly FI 402) PREQ: FI 320 & (CC5 or WP). Mandatory Pre-Session April 19, 6-8 pm	I

General Business

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50025	GB 112 E11				Tools & Concepts in AC & FI	MW	06:00pm 09:00pm	Kelly	Not open to students that are required to take GB 201.	
50026	GB 212 E11				Practice & Applic in AC & FI	TR	06:00pm 09:00pm	Malgwi	PREQ: GB 112	
50027	GB 213 E11				Business Statistics	MW	06:00pm 09:00pm	Scholten	PREQ: (MA 126, MA 139 or MA 141) & IT 101 & GB 112. For students on the old business core this course will replace GB 210.	
50028	GB 214 E11				Marketing-Operations Fundament	TR	06:00pm 09:00pm	Bravo	PREQ:(CC3 or WP). Marketing instr is Moore.	

CoR -- Courses with a ** in the CoR field are Cluster courses (corequisites).	D -- Diversity
Pt -- All courses are Full semester unless otherwise indicated.	I -- International
Cr -- All courses are 3 credit hours unless otherwise indicated.	C -- Communication Intensive sections.
CC# or WP -- By the time the course begins, your class code must be at LEAST the given number or you must be eligible through the window policy.	
(CC3) = Sophomore standing, 21 credits complete (CC5) = Junior standing, 51 credits complete (CC7) = Senior standing, 84 credits complete (CPR) -- Concurrent prerequisite.	FOR UP-TO-DATE COURSE AVAILABILITY, GO TO http://www.bentley.edu/registrar/
IP -- Instructor permission is required, course not available through BannerWEB.	

Bentley University

Undergraduate Summer Programs

Summer Session I 2013

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50029	GB 310 E11				Business Processes & Systems	TR	06:00pm 09:00pm	Anderson	PREQ: GB 212, GB 213 & GB 214	
50030	GB 320 E11				Integrated Business Project	TR	06:00pm 09:00pm	Chin	PREQ: GB 212 & GB 213 & GB 214 & GB 215 & (CC5 or WP). Taught with Yeoh & Shepherd	
50031	GB 320 E12				Integrated Business Project	TR	06:00pm 09:00pm	Yeoh	PREQ: GB 212 & GB 213 & GB 214 & GB 215 & (CC5 or WP). Taught with Chin & Shepherd	
50032	GB 320 E13				Integrated Business Project	TR	06:00pm 09:00pm	Shepherd	PREQ: GB 212 & GB 213 & GB 214 & GB 215 & (CC5 or WP). Taught with Chin & Yeoh	
50033	GB 410 R11				Global Strategy	MW	06:00pm 09:00pm	Chin	PREQ: (All 100 and 200 level GB courses & GB 310) and GB 320 CPR & (CC7 or WP). Students that are required to take GB 401 should take this class in it's place. REMOTE CLASS.	

Global Studies

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50034	GLS 100 L11				US Govt & Politics	TR	06:00pm 09:00pm	Gulati	HYBRID CLASS.	
50035	GLS 102 S11		A		Comp Govt & Politics	MTWRF	09:00am 05:00pm	Kotchikian	Mandatory Pre-Session April 19, 6-8 pm	I

History

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50036	HI 343 E11				Modern US History 1920-Present	TR	06:00pm 09:00pm	Putney		D
50037	HI 381 E11		A		The Civil War	MTWRF	09:00am 05:00pm	Veeser	Mandatory Pre-Session April 19, 6-8 pm	D

Info Design and Corporate Comm

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50038	IDCC 250 R11				Pub Relations Theory&Practice	MW	06:00pm 09:00pm	Moore	PREQ:Expository Writing I. REMOTE CLASS.	C
50039	IDCC 399 S11		A		Innovative Consumer PR	MTWRF	09:00am 05:00pm	Cross	PREQ: Expository Writing I. Mandatory Pre-Session April 19, 6-8 pm	C

Law, Tax & Financial Planning

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IP -- Instructor permission is required, course not available through BannerWEB.	

Bentley University

Undergraduate Summer Programs

Summer Session I 2013

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50040	LA 106 S11		A		Outsiders and the Law	MTWRF	09:00am 05:00pm	Kulow	PREQ: GB 103 or GB 110. Mandatory Pre-Session April 19, 6-8 pm	D
50041	LA 315 R11				Alt Dispute Resolution in Bus	TR	06:00pm 09:00pm	Pasciuto	PREQ: GB 103 or GB 110. REMOTE CLASS.	
50042	LA 316 R11				Sports & Entertainment Law	MW	06:00pm 09:00pm	Weisman	PREQ: GB 103 or GB 110. REMOTE CLASS.	

Management

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50045	MG 225 E11				Career Management	MW	06:00pm 09:00pm	Lombardi	PREQ: (GB 102 or GB 215).	
50046	MG 334 S11		A		International Mgmt Behavior	MTWRF	09:00am 05:00pm	Asgary	PREQ: (GB 102 or GB 215). Mandatory Pre-Session April 19, 6-8 pm	I
50047	MG 335 L11				Entrepreneurial Thinking	TR	06:00pm 09:00pm	Blakelock	PREQ: (GB 102 or GB 215). HYBRID CLASS.	
50048	MG 340 S11		A		Creativity Tools Bus Prob Solv	MTWRF	09:00am 05:00pm	Salsbury	Mandatory Pre-Session April 19, 6-8 pm	
50049	MG 360 E11				Negotiating	TR	06:00pm 09:00pm	O'Halloran	PREQ: (GB 102 or GB 215). Pass/Fail option not available on this course.	C

Marketing

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50050	MK 330 E11				New Product Develop & Mktg	MW	06:00pm 09:00pm	Pouliopoulos	PREQ: (MK 160 or GB 301 or GB 214).	
50051	MK 344 S11		A		Retailing	MTWRF	09:00am 05:00pm	Moore	PREQ: (MK 160 or GB 301 or GB 214). Mandatory Pre-Session April 19, 6-8 pm	
50052	MK 400 L11				Marketing Management	TR	06:00pm 09:00pm	Pellant	PREQ: (MK 160 or GB 301 or GB 214) & 2 other Marketing courses & (CC7 or WP). HYBRID CLASS.	C
50053	MK 401 E11				Corporate Immersion			Lowe	Registration on the web is not available. Consent of the instructor is required.	

Mathematical Sciences

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IP -- Instructor permission is required, course not available through BannerWEB.	

Bentley University

Undergraduate Summer Programs

Summer Session I 2013

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50044	MA 123 E11				Applied Calculus for Bus I	MW	06:00pm 09:00pm	Harnden		

Modern Languages

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50054	MLSP 102 E11				Elementary Spanish II	TR	06:00pm 09:00pm	Melendez-Lopez	(Formerly ML 122) PREQ: 1-2 years of high school Spanish or one semester of elementary spanish at the college level.	I

Natural & Applied Sciences

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50055	NASE 309 S11		A		The Science & Bus of Biotech	MTWRF	09:00am 05:00pm	Arenella	PREQ: Any NASC course and (GB 112 or GB 101). Mandatory Pre-Session April 19, 6-8 pm. This class MAY NOT be taken Pass/Fail.	C
50056	NASE 313 L11				Human Nutrition:Sci to Life	TR	06:00pm 09:00pm	Simons	PREQ: NASC 110, 111, 112, 121. HYBRID CLASS.	
50057	NASE 328 S11		A		Water Quality	MTWRF	09:00am 05:00pm	Wohlers	Mandatory Pre-Session April 19, 6-8 pm	
50058	NASE 334 F11		A		Coastal Geology of Cape Cod	UMTWR	09:00am 05:00pm	Oches	PREQ: Any NASC, registration not available on the web. Consent of Instructor Required. Contact Professor Oches. Mandatory Pre-session, April 19, 6-8 pm. Class meets Sunday - Thursday.	
50059	NASE 341 E11				Sports Physics	MW	06:00pm 09:00pm	Nichols		
50060	PS 311 S11		A		Social Psychology	MTWRF	09:00am 05:00pm	Hall	Mandatory Pre-Session April 19, 6-8 pm	D

Sociology

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
50061	SO 132 R11				Issues & Investigations in Soc	MW	06:00pm 09:00pm	Stenerson	REMOTE CLASS.	D
50062	SO 225 E11				Drugs and Society	TR	06:00pm 09:00pm	Rawls		
50121	SO 285 S11		A		Sociology of Sports	MTWRF	09:00am 05:00pm	David	Mandatory Pre-session April 19, 6-8 pm.	

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Bentley University

Undergraduate Summer Programs

Summer Session II2013

Semester Course Dates:	M/W Classes	July 1 - August 7	All courses are 3 credits unless otherwise indicated. July 4th make-up scheduled for July 12.
	T/TH Classes	July 2 - August 8	

Accountancy

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70001	AC 312 E21				Financial Acc and Reporting II	MW	06:00pm 09:00pm	MacIver	PREQ: (AC 211 or AC 311).	
70002	AC 332 E21				Fraud Examination	TR	06:00pm 09:00pm	McConville	PREQ: GB 202 or GB 212	
70003	AC 470 L21				Financial Statement Auditing	MW	06:00pm 09:00pm	TBA	PREQ: (AC 311 or AC 211) & AC 340. HYBRID CLASS.	

Economics

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70005	EC 112 E21				Principles of Macroeconomics	MW	06:00pm 09:00pm	Shepherd	PREQ: EC 111.	
70006	EC 225 E21				Intermed Macroeconomics	TR	06:00pm 09:00pm	Tommasi	PREQ: EC 111 & EC 112.	

English & Media Studies

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70004	CIN 375 L21				Women and Film	MW	06:00pm 09:00pm	Frank	Fulfills LIT requirement or A&S elec. HYBRID CLASS.	D
70009	EXP 201 E21				Expository Writing II	MW	06:00pm 09:00pm	Morales	PREQ: Expository Writing I.	
70018	MC 300 L21				Antiheroes of American TV	MW	06:00pm 09:00pm	LeDoux	HYBRID CLASS.	

Finance

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70010	FI 305 E21				Prin of Accounting & Finance	TR	06:00pm 09:00pm	TBA	PREQ: (GB 202 or GB 212) & GB 213 CPR & EC 112 CPR).	
70011	FI 380 L21				Advanced Managerial Finance	MW	06:00pm 09:00pm	Hartman	PREQ: FI 305 or (FI 310 & AC 260) or (FI 310 & AC 312) & (CC5 or WP). HYBRID CLASS.	

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Bentley University

Undergraduate Summer Programs

Summer Session II2013

General Business

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70012	GB 212 E21				Practice & Applic in AC & FI	TR	06:00pm 09:00pm	O'Leary	PREQ: GB 112	
70013	GB 213 E21				Business Statistics	MW	06:00pm 09:00pm	Callan	PREQ: (MA 126, MA 139 or MA 141) & IT 101 & GB 112. For students on the old business core this course will replace GB 210.	
70014	GB 215 E21				Human Behavior & Organizations	MW	06:00pm 09:00pm	Fusco	PREQ: (CC3 or WP).	
70015	GB 410 E21				Global Strategy	TR	06:00pm 09:00pm	Jurgens	PREQ: (All 100 and 200 level GB courses & GB 310) and GB 320 CPR & (CC7 or WP). Students that are required to take GB 401 should take this class in it's place.	

History

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70016	HI 308 L21				Drugs Trades in World History	TR	06:00pm 09:00pm	Andrews	HYBRID CLASS.	I

Management

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70019	MG 240 E21				Interpersonal Relations in Mgt	MW	06:00pm 09:00pm	Camson	PREQ: (GB 102 or GB 215).	C
70020	MG 241 L21				Leadership, Power and Politics	MW	06:00pm 09:00pm	Payne	PREQ: (GB 102 or GB 215). HYBRID CLASS.	
70021	MG 250 R21				Human Resource Management	TR	06:00pm 09:00pm	Wilson	PREQ: (GB 102 or GB 215). REMOTE CLASS.	

Marketing

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70022	MK 361 L21				e-Marketing	TR	06:00pm 09:00pm	Pellant	PREQ: (GB 214 or GB 301 or MK 160). HYBRID CLASS.	
70023	MK 403 E21				Brand Mgmt & Communication	MW	06:00pm 09:00pm	Kinch	PREQ: (GB 214 or GB 301 or MK 160)	

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(CC5) = Junior standing, 51 credits complete	
(CC7) = Senior standing, 84 credits complete	
(CPR) -- Concurrent prerequisite.	
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Bentley University
Undergraduate Summer Programs
Summer Session II2013

Mathematical Sciences

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70017	MA 126 E21				Applied Calculus for Bus II	TR	06:00pm 09:00pm	Bossi	PREQ: MA 123 or MA 123L	

Modern Languages

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70024	MLCH 398 E21				Adv Chinese: Soc Entrenpreneur	TR	06:00pm 09:00pm	Li	PREQ: Advanced non- native speakers of Mandarin Chinese, or heritage speakers.	

Natural & Applied Sciences

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70025	PS 230 E21				Sports Psychology	TR	06:00pm 09:00pm	Freeman-Young		

Sociology

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
70026	SO 242 L21				Social Problems	MW	06:00pm 09:00pm	Holland	HYBRID CLASS.	

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Course Descriptions

For a complete listing of courses, see the Undergraduate Catalogue.

Accountancy

AC 310 Cost Management

Prerequisite(s): GB 202 or GB 212

Introduces the concepts of cost management and strategic cost management. Presents comprehensive coverage of principles involved in the determination of the cost of a product or service. Covers operational budgeting, standard costing, and activity-based costing as tools for planning and control. Emphasizes analysis, interpretation and presentation of information for management decision making purposes, especially those decisions as they relate to cost management.

AC 311 Financial Accounting and Reporting I

Prerequisite(s): GB 202 or GB 212

Note: Not open to students who completed AC 211.

Students will not receive academic credit for both AC 311 and AC 260.

First in a two-course sequence of financial accounting courses at the professional level. Examines the principles and practices of external financial reporting, with particular emphasis on balance sheet valuations and their relationship to income determination. Reviews basic accounting concepts and the essentials of the accounting process. Covers the application of present value techniques to accounting valuations. Studies in depth the measurement and disclosure problems associated with cash, receivables, inventories, fixed assets and intangibles. Alternative accounting procedures and their impact on financial statements are also examined.

AC 312 Financial Accounting and Reporting II

Prerequisite(s): AC 211 or AC 311

Note: Not open to students who completed AC 212

Continues the two-course sequence begun in AC 311 by exploring additional topics involving external reporting and disclosure. Covers, in depth, such topics as current liabilities, long-term debt, stockholders' equity, earnings per share, revenue recognition, accounting for income taxes, accounting changes, and Statement of Cash Flows.

AC 332 Fraud Examination

Prerequisite(s): GB 202 or GB 212

Fraud Examination introduces concepts and techniques useful for accountants, managers, business owners, and criminal investigators. The course covers many types of financial statement fraud, including asset misappropriation, fraudulent financial statements, tax fraud, and electronic fraud. Topics include the detection,

prevention, investigation and resolution of various types of fraud, and guest speakers and videos will be used to enhance the real-world nature of the course.

AC 340 Accounting Information Systems

Prerequisite(s): (AC 311 (CPR) & (GB 203 or GB 310)

Prepares students to be effective users, evaluators, developers, and auditors of accounting information systems (AIS). Examines several typical business processes, such as order entry/sales, billing/accounts receivable/cash receipts, and purchasing/accounts payable/cash disbursements and their associated AIS. Major themes throughout the course include oral and written communication, objectives and procedures of internal control, typical business documents and reports, proper system documentation through flowcharts and other techniques, systems analysis and design methodologies, and assessment of information processing in support of operational and strategic objectives in the context of rapidly changing technology advances. Hands-on experience with the process and control implications of enterprise systems coupled with an in-depth field-based business process analysis gives the student exposure to state-of-the-art AIS.

AC 350 Federal Taxation

Prerequisite(s): GB 202 or GB 212

Note: Not open to students who completed AC 352

Gives a broad training in federal income tax law and Treasury Department regulations. Introduces a broad range of tax philosophy, tax concepts, and types of taxpayers. Emphasizes the role of taxation in a business decision-making environment for all types of entities. Introduces basic skills of tax planning and tax research.

AC 412 Advanced Accounting

Prerequisite(s): (AC 312 (CPR) or AC 212)

Note: Not open to students who completed AC 320

Presents the theory and related problems of specialized topics in financial accounting. Examines leases, pensions, investments, and the particular problems associated with the partnership form of business organization. Topics also include business combinations through purchase and pooling of interests, with emphasis on consolidated financial statements of parents and subsidiaries and elimination of intercompany transactions; and accounting for foreign operations.

AC 470 Financial Statement Auditing

Prerequisite(s): AC 311 and AC 340

Note: Not open to students who have previously taken AC 371 or AC 400 or AC 471

Develops an understanding and appreciation of the philosophy of the audit process and its practice. Presents the preparation of audit working papers supporting an examination of the records and procedures of an enterprise. Covers the report and opinion of the auditor to

management, stockholders and others. Discusses internal auditing procedures as opposed to those performed by the independent public accountant. Considers the ethical and legal responsibilities of the auditor. Includes an introduction to operational auditing as a tool to increase the efficiency and effectiveness of a firm's accounting system.

Computer Information Systems

CS 150 Introduction to Data and Information Management

Prerequisite(s): IT 101

The course introduces information management and relational databases; data collection, storage, and retrieval; query/report design and generation; logical database structures; basic transaction architecture; and systems analysis for database design.

Economics

EC 111 Principles of Microeconomics

Prerequisite(s): 3 credits of MA100 level

Provides students with an understanding of fundamental economic principles and tools. Presents economic analysis with respect to demand, supply, market equilibrium, costs of production and resource pricing. Examines the market structures of pure competition, oligopoly, monopolistic competition and monopoly. Analyzes the markets for labor and capital.

EC 112 Principles of Macroeconomics

Prerequisite(s): 3 credits of 100 level Math and EC 111

Analyzes the determinants of aggregate economic activity and the effects of government policies intended to achieve full employment, price stability and economic growth. Topics include inflation, unemployment, interest rates, fiscal policy and the public debt, monetary policy, the balance of payments, and exchange rates. Introduces the economic analysis of international trade, comparative advantage and selected current economic problems.

EC 224 Intermediate Price Theory

Prerequisite(s): EC 111 and EC 112

Examines price determination in the marketplace and the interactions among consumers, firms and government in the market process. The study of markets and the forces of supply and demand provides a sound basis for understanding pricing, production decisions, cost conditions, industry regulations, and profitability. Consumer behavior and firm decision-making form the fundamental structure for the course of study. Among the topics covered are consumer choice, welfare effects of government policy, production technology, profitability, competitive market analysis, and market power and price discrimination. Analytical tools and the economic

modeling techniques are developed through the course. This is a required course for all economics and economics-finance majors.

EC 225 Intermediate Macroeconomics

Prerequisite(s): EC 111 and EC 112

Analyzes the environment in which business operates, including the influence of the government and Central Bank policies, recessions and expansions, inflation and growth on a business. Provides the tools to analyze the effect of various economic events on production, employment and prices. The course also introduces important debates in economics, such as "supply-side" economics, the impact of a balanced budget amendment, and the role of the Federal Reserve in keeping inflation and unemployment low. Periodic writing assignments help students use the tools learned to analyze current events and policy discussions. This course is required for all economics and economics-finance majors.

English and Media Studies

CIN 370 Hollywood Rebels

The term "independent film" has come to be defined rather broadly. It can mean a film that was produced outside of a major Hollywood studio. It can mean a film that was made for a miniscule budget. It can refer to a style of storytelling and a mode of production that stands in contrast to what we think of as a conventional Hollywood film. Add to this the rapid advances in digital technology that have made filmmaking equipment vastly more affordable and the fact that the Internet now allows millions to distribute their work without the help of traditional gatekeepers, and the definition of "independent film" becomes even more complex. This course will examine American independent film from all of these angles: financial, cultural, technological, aesthetic and historic. We will try to place American independent film within the context of its times. Starting with independents working in the Studio Era, through the work of John Cassavetes, into the golden age of the 1990's, and ending with the "mumblecore" films of Lena Dunham and Andrew Bujalski, this course will survey the American independent film landscape and study the key works of the 20th and early 21st century.

CIN 375 Women and Film

This course will focus on the major contributions that women have made to cinema, as characters in the stories being told, as actresses playing the parts, as filmmakers directing and producing films, and as critics who have, in the past thirty years, substantially reshaped the way we think about, talk about, and even make films. The specific emphasis will vary from semester to semester, but each version of this course will pay special attention to the issue of gender in cinema.

EXP 201 Expository Writing II: Advanced Inquiry in Writing with Lab

Expository Writing II reinforces and advances the lessons of Expository Writing I, leading students toward understanding and mastery of the processes involved in sustained inquiry: questioning, hypothesizing, testing, re-hypothesizing, and re-testing. Students undertake an ambitious intellectual project that culminates in a final paper in which they report on the progress they have made through extensive, in-depth inquiry. Projects may draw on library and Internet sources and/or may entail original research such as interviews, observations, surveys, and service-learning experiences. Designed for students who can benefit from an intensive writing lab.

MC 300 Film, Television, and New Media Theory "Mad Men and Bad Men: Antiheroes of American Television Dramas"

The antihero provides an interesting yet far more complex character study in literature and film because the notion of conclusive morality is put into question. He may possess some of the same noble and even extraordinary qualities of the archetypal hero. Yet, he may also exhibit certain traits of an antagonist but in stark contrast with the archetypal villain. Television's long-form and episodic format makes it an ideal conduit for this type of character study. In particular, such antiheroes as Dexter Morgan of *Dexter*, Don Draper of *Mad Men*, and Walter White of *Breaking Bad* serve this exploration well. Other possible television programs may include *Battlestar Galactica*, *Lost*, *Game of Thrones*, *The Riches*, *Supernatural*, *The Walking Dead*, and *Weeds*. Expectations for this hybrid course include viewing certain episodes/clips from some of the programs listed above, which will be on reserve at the library and arranged via streaming services. Specific focus will be paid to the entire series of *Breaking Bad*. Additionally, extensive participation during discussions, weekly written blog analyses, and an original analysis paper will be required.

Finance

FI 305 Principles of Accounting and Finance

Prerequisite(s): EC 112 ((CPR) & (GB 201 & GB 202 and GB 210) or (GB 212 & GB 213 (CPR))

This course serves as the gateway to the Finance, Economics & Finance and Corporate Finance & Accounting majors. An overview of financial statements and approaches to financial statement analysis are covered first, followed by the basics of valuation and the management of working capital. Specific topic areas include time value of money, risk and return, valuation of financial securities, estimating the cost of capital, working capital management and financial planning and forecasting.

FI 320 Financial Markets and Investments

Prerequisite(s): Junior-level standing and FI 305

Introduces students to important topics in bond, equity and options markets. To this end, the course focuses on issues surrounding the nature and functioning of these markets and the key models used in valuing securities that are traded on them. Students will enhance their understanding of how these markets operate to establish asset values by engaging in exercises in the Trading Room.

FI 351 International Finance

Prerequisite(s): FI 320 or FI 380 and senior level standing
Surveys systematically the theory of international finance, international investing and international business. Areas covered include foreign exchange with emphasis on exchange rate determination, exchange risk, hedging and interest rate arbitrage, international money and capital markets and international financing, multinational capital budgeting and the cost of capital.

FI 380 Advanced Managerial Finance

Prerequisite(s): FI 305 and junior level standing
This course builds on materials covered in FI 305. Topics covered include capital budgeting under uncertainty, capital structure and payout policy, investment banking and public offerings of securities, lease financing and hybrid securities, mergers, acquisitions and other forms of corporate restructuring, bankruptcy and liquidations, and an introduction to derivative securities and corporate risk management. Course pedagogy includes the use of cases to bridge the gap between finance theory and real-world applications.

General Business

GB 112 Tools & Concepts in Accounting & Finance

Note: Not open to students who have taken GB 201

The primary objective of this course is to provide a foundational understanding of accounting and finance concepts and tools. This course takes students from double-entry accounting through to an elementary understanding of how to construct financial statements. It introduces the use of these statements as the basis for ratio analysis and budgeting. Students begin their study of the basic time value of money concepts that are the foundation for basic valuation techniques for both financial securities and projects valuation.

GB 212 Practice & Applications in Accounting & Finance

Prerequisite(s): GB 112

Note: not open to students who have taken GB202

The primary objective of this course is to extend the foundational understanding of accounting and finance concepts and tools introduced in GB112. This course takes students from an elementary understanding of the prepared financial statements and introduces how to use them in financial decision-making. It covers the analysis of

these statements using ratio analysis and the budgeting process using these statements as a starting point for future forecasts. Students will study the funding decisions facing the firm. They will extend their understanding of basic valuation techniques by learning more advanced techniques for valuing both the securities used to raise these funds and the projects to be funded.

GB 213 Business Statistics (Formerly GB 210)

Prerequisite(s): 6 credits of MA & (CC3 or WP)

Note: Not open to students who have taken ST241 or GB210

Modern businesses rely on well-educated professionals who can effectively use data to enhance and support decision-making processes. The primary objective of this course is to use data to illustrate key concepts for making decisions throughout each of the primary business disciplines; accounting, economics, finance, information systems, management, and marketing. Focuses on learning skill sets necessary to access and manipulate large amounts of data and the techniques that enhance the individuals' decision-making process. Introduces some elementary Microsoft Access methods for transferring a sample of data from a database into Microsoft Excel. Illustrates how to make effective decisions using simple and multiple regression models. Provides balanced presentations illustrating the manual use of statistical techniques for understanding purposes and how to implement those techniques using the computer.

GB 214 Marketing-Operations Fundamentals

Prerequisite(s): CC3 or WP

Note: Not open to students who have taken GB301 or MK160 and OM280

Strategic competitive advantage is derived from the value a company creates for its customers through five primary value-adding activities: Designing products and services, logistics, operations, marketing and sales strategies, and bringing products and services to the market to meet customer needs and requirements. Most of these activities fall within the boundaries of operations and marketing, the two primary value adding functions within organizations. This course, therefore, covers topics that span the marketing and operational disciplines, and focuses on the fundamental concepts and processes of marketing and operations management and how effective coordination and the interface between these two primary functional areas create value for the customer, the company, and society at large.

GB 215 Human Behavior & Organizations

Prerequisite(s): Class Code 3

Note: Not open to students who have completed MG150 or GB102

Human Behavior and Organizations examines the behavior of people in organizations and the relationship between

this behavior and organizational effectiveness. Particular attention is given to the issues and dynamics that result from the increasing diversity of the workforce and the global contexts in which people work. The course introduces students to analytical frameworks for understanding and influencing individual, group, inter-group and total organization dynamics. It increases students' awareness of and competence in dealing with people different from themselves. Through case studies, self-reflection instruments, experiential exercises, lectures and readings students develop knowledge and skills for working effectively with a diverse set of people in complex environments, diagnosing managerial problems and developing effective plans for action, taking into account the impact of external stakeholders on internal organizational dynamics.

GB 310 Business Processes & Systems

Prerequisite(s): GB 212, GB 213, GB214

This course introduces students to the concept of a business as an integrated set of business processes and associated systems designed to deliver value to customers. Hands-on experience with SAP, a market leading enterprise system, will demonstrate how information systems can be used to support and improve business processes. Hands-on experience with a process modeling application will demonstrate how information technology can be used to model, analyze, and simulate typical business processes. Learning about emerging technologies and basic infrastructure concepts will enable students to envision creative IT solutions to business problems. Throughout the course, students will be learning how people, processes, and systems can be integrated most effectively to achieve organizational objectives.

GB 320 Integrated Business Project

Prerequisite(s): GB 212 & GB 213 & GB 214 & GB 215 & Junior Standing

Pre- or corequisite(s): GB 310

Note: Not open to students who have taken GB 301

In this course, students work on a project team to solve real world problems for real organizations. The project enables students to develop a better understanding of how the traditional business functions are integrated in the workplace. Students review key principles in accounting, business processes, finance, management, marketing and operations within the context of project management. They will analyze the problem facing the client company, develop and evaluate a set of alternative solutions and present a program of recommendations to the sponsoring organization at the end of the semester. The project enables teams to analyze real firms' potential to introduce new goods and/or services, introduce existing goods and/or services to new markets, and/or develop other growth opportunities, as well as to present a business proposal.

GB 410 Global Strategy

Note: Not open to students who have taken GB 401

This course replaces GB401 in the Business Core

Global strategy focuses on the role of the general manager or top management team in formulating and implementing short and long-term business and corporate level strategies. In business, strategy is formulated in a multi-faceted, international environment of social, political, economic, and legal entities. In global strategy students will be analyzing the internal and external environments of the organization, formulating recommendations with respect to actions firms can take to enhance firm-level performance and sustainable competitive advantage, and suggesting ways in which those actions can be implemented which recognizing the critical long and short-term implications of their recommendations for the total enterprise.

Global Studies

GLS 100 US Government & Politics

Note: formerly GO 100 American Government

Introduces the institutions, background and processes of American national government. Surveys the governmental structures created by the Constitution as well as the informal substructures (parties, interest groups, etc.) that animate our political system.

Government

See "Global Studies" above.

History

HI 308 Drugs Trades in World History

Drugs trades - licit and illicit - are often controversial. By examining the histories of **trade** in drugs - both small, easily transported and large bulk commodities - this course aims to explore the long history of the global economy and its relevance to contemporary problems of 'globalization.

HI 343 Modern United States History (1920-present)

Note: Formerly HI 256

This course provides an overview of U.S. history from the aftermath of World War I to the present. Some of the possible topics covered include Prohibition, the Depression, the New Deal, World War II, the Korean War, the McCarthy Era, campaigns for civil rights (including rights for African Americans, gays and women), the Vietnam War, the countercultural Sixties, the Watergate Scandal, the Reagan Revolution, and 9/11.

Info Design & Corporation Communication

IDCC 250 Public Relations Theory and Practice

Prerequisite(s): Expository Writing I

A survey of the main sectors of public relations activity: from marketing to issues management to crisis communications. Students explore real public relations problems - including some still in progress - with both a domestic and international perspective. They also survey the ethical challenges faced in this profoundly influential field, and prepare recommendations and pitch proposals on behalf of a specific organization.

Law, Tax & Financial Planning

LA 315 Alternative Dispute Resolution in Business

(Prerequisite(s): GB 103 or GB 110

Note: This course fulfills a business or unrestricted elective

Discusses the evolving role of alternative dispute resolution (ADR) in dealing with commercial, consumer and labor disputes. Studies trends in nontraditional forms of *litigation such as summary jury trials, mini-trials* and private judging. Discusses the alternative options of negotiation, mediation and domestic and international arbitration programs for resolving business disputes. Covers negotiation skills, business considerations and ethical concerns in selecting and using ADR.

LA 316 Sports and Entertainment Law

Prerequisite(s): GB 103 or GB 110

Note: This course fulfills a business or unrestricted elective

An examination of the sports and entertainment industry requires delving into the law of contracts, labor, anti-trust, intellectual property, torts, Internet and the U.S. Constitution. Our analysis begins by studying college sports, amateur sports, Olympic sports, and Title IX's impact on athletic opportunities for women. A significant amount of the classroom material is devoted to surveying the major professional team sports including looking at collective bargaining agreements, labor discord, privacy, salaries, drug testing and freedom of movement from team to team. The economic aspects of both professional sports and movie industry are explored. This includes looking at team franchise movement in professional sports and financing, producing, and distributing movies and TV. The role of the Screen Actors Guild is reviewed at length. Agency law is also examined in the context of the relationships involving agents (and/or managers) who represent celebrities and athletes.

Management

MG 225 Career Management

Prerequisite(s): GB 102 or GB 215

Considers career management from two perspectives - that of the individual managing his or her own career, and that of the organization concerned with the careers of its members. Explores the factors that affect a person's

career satisfaction and success. Emphasizes the importance of career management for organizational effectiveness.

MG 240 Interpersonal Relations in Management

Prerequisite(s): GB 102 or GB 215

Increases awareness of the process of understanding and relating to others in an organizational setting. Designed to deepen insight into the dynamics of relationships and to improve interpersonal competence. Builds a conceptual foundation for understanding interpersonal communication, developing skills in listening, assertiveness and conflict management, and helping students understand the importance of interpersonal issues in a managerial role.

MG 241 Leadership, Power and Politics in Organizations

Prerequisite(s): GB 102 or GB 215

Provides an extensive look at the nature of leadership at work. Analyzes how power is distributed, gained and lost in organizations. Examines problems of influence with respect to major actors in organizational life: superiors, subordinates, peers, clients and government. Pays special attention to the problems of managing one's boss.

MG 250 Human Resources Management

Prerequisite(s): GB 102 or GB 215

Examines various aspects of human resources management, including employment planning, recruitment and selection, performance appraisal, training and development, compensation and benefits, and labor relations. Focuses on personnel problems of major concern to managers in general as well as to professionals in the field of human resources management

MG 335 Entrepreneurial Thinking

Prerequisite(s): GB 102 or GB 215

Focuses on all aspects of starting a business: selecting promising ideas, initiating new ventures, and obtaining initial financing. Concentrates on how ventures are begun, how venture ideas and other key ingredients for start-ups are derived, and how to evaluate new venture proposals. Explores business plan development, legal and tax considerations.

MG 360 Negotiating

Prerequisite(s): GB 102 or GB 215

Explores the theory and practice of negotiating, with a special emphasis on developing students' analytical, communication and interpersonal skills. Develops both an understanding of bargaining concepts and models and the skill to apply this knowledge in actual negotiating situations. Uses role plays and simulations to increase

student involvement and to deepen understanding of negotiating principles.

Marketing

MK 330 New Product Development and Marketing

Prerequisite(s): GB 301 or GB 214

Considers the role of new products in the survival and growth strategies of organizations. Focuses on the major problems firms encounter in directing and managing their product development and marketing activities. Examines the development process from conception of ideas to commercial introduction using best practices information technology. Also considers the shorter marketing life cycle from introduction to deletion of products in the information age.

MK 361 eMarketing

Prerequisite(s): GB 301 or GB 214. Internet, computer communication and presentation skills.

The development of information technology has changed how individuals and organizations acquire and market goods and services. This course adopts a managerial, applied perspective to examine continuing technology-driven changes in consumers, business activities, and the marketplace itself

MK 400 Marketing Management

Prerequisite(s): Senior-level standing, (GB 301 or GB 214), and six credit hours of MK courses

Note: This course is required for marketing majors

Serves as a capstone course for marketing majors. A case driven course that integrates materials covered in the marketing curriculum and relates them to the design and implementation of marketing strategy. Selected cases will emphasize the integration of technology into the marketing process. Students are expected to demonstrate competency in analytical and presentation skills. Additionally, students will be required to utilize contemporary hi-tech tools.

MK 401 Corporate Immersion

Prerequisite: GB214

Instructor Permission required. Submit resume to Professor Perry Lowe (plowe@bentley.edu) to qualify for interview.

Summer Corporate Immersion Directed Study will work with Venture Capitalist Woody Benson'80 to see if Startup Company is viable. Conduct Proof of Concept Research. Develop new Business Models. Create Pitch Deck for potential investors. Prepare Term Sheet financial offer to Company.

MK 403 Brand Management and Communication

Prerequisite(s): GB 214

This course offers students an opportunity to obtain an in-depth understanding of brand management amid radical changes in today's marketing environment. It exposes students to concepts, frameworks, and theories critical to developing branding and brand communications strategy in the twenty-first century, including brand building, brand positioning, target audiences definition, integrated marketing communications, the influence of social media, and assessment of branding effectiveness. Examines a specific and major marketing topic(s) or theme(s).

Mathematical Sciences

MA 123 Applied Calculus for Business I

Presents basic concepts of functions, graphs and differential calculus. Special emphasis is placed on business applications such as break-even analysis, depreciation, marginal profit/revenue/cost and optimization. Topics include the notion of a function; properties of linear, quadratic, exponential and logarithmic functions; and basic techniques of differential calculus.

MA 126 Applied Calculus for Business II

Prerequisite(s): MA 123 or MA 123L

Continues MA 123. Presents the basics of math of finance, integral calculus and probability. Specific emphasis is placed on business applications. Math of finance topics include simple/compound interest, present/future value, annuities and amortization. Other topics include evaluating indefinite and definite integrals using substitution, improper integrals and an introduction to probability.

Modern Language

MLSP 102 Elementary Spanish II

Prerequisite(s): MLSP 101 or one-two years of high school Spanish

MLSP 102 is the second course in the elementary Spanish sequence. The course provides a brief review of the most basic grammar and vocabulary and continues with the study of more complex structures and cultural contexts. This interactive class focuses on oral communication although writing is also emphasized in other activities.

MLCH 398 Advanced Chinese for social entrepreneurship in the local setting

Prerequisite: Advanced non- native speakers of Mandarin Chinese, or heritage speakers

This class will focus on extending the classroom experience to the local community. Students will focus on helping the illiterate and less fortunate low-income Chinese population in Boston. Students will work in groups on

applying their Chinese language skills to promote social awareness, gathering information about funding and grant governance. By the end of the six weeks, students will have developed a social entrepreneurship model that they can apply in future charitable settings. This class is designed for heritage Chinese speakers or advanced students of Mandarin Chinese. Experimental Course in Chinese

Natural & Applied Sciences

NASE 313 Human Nutrition: From Science to Life

Prerequisite(s): NASC 110, 111, 112, 121

Note: Satisfies the MA/NS or Arts and Sciences elective requirement.

Covers the fundamental principles of nutrition science and its applications to personal health and fitness at different stages of the life cycle: the nature and sources of nutrients, their actions, interactions, and balance in relation to health and disease; the anatomy and physiology of ingestion, digestion, absorption, transport, utilization, and excretion of nutrients, their metabolites, as well as other components in food; the effects of nutrient inadequacies and excesses in our diets in relation to physical and mental well-being and the etiology of disease; the social, economic, cultural, and psychological factors that affect the dietary behavior of individuals and population groups; and associated local, national, and global nutritional issues and problems. Emphasis is placed on acquiring both scientific and practical knowledge of the essentials of nutrition with the goal of learning to think critically about nutrition issues as lifelong consumers.

NASE 341 Sports Physics

Prerequisite(s): NASC 140

Note: Satisfies the MA/NS or Arts and Sciences elective requirement.

Explores the physics behind a variety of sports. This course builds on the concepts learned in basic physics and investigates both simple and complex sports - track and field, baseball, golf, rock climbing, karate and more. Students will use a range of methods to explore details

PS 230 Sports Psychology

Note: Satisfies the Humanities/Social Science and Arts and Sciences elective requirements

This course involves the study of athletes and sport using concepts and theories from psychology. Topics include the development, personality and emotional life of the athlete, as well as performance enhancement issues such as arousal regulation, attention, motivation, control of cognition, relaxation techniques, coaching and counseling. The course applies fundamental concepts of general psychology to the subspecialty of sports.

Sociology

SO 132 Issues and Investigations in Sociology

Introduces the student to the discipline of sociology as both a body of knowledge and as a perspective from which to view the world. This course will examine the basic concepts, theories and methods of sociology inquiry in the context of a substantive area. The goal is to develop in the student an appreciation of the social forces that shape, organize and constitute human behavior.

SO 225 Drugs and Society

This course explicates the basic principles of sociology in the context of an investigation of the sociocultural milieu within which drug use occurs. The aim is to locate patterns of drug use and abuse within a historical, legal and sociological context, to familiarize students with methods of intervention and treatment, and to develop a more accurate appreciation of the effect of various drugs on the individual.

SO 242 Social Problems

Examines the nature and significance of social problems in contemporary society. The specific problems addressed vary from year to year, but may include poverty, racism, youth alienation, illiteracy, gender-related issues, war and environmental crises. These concrete problems will be studied from a variety of sociological perspectives which address aspects of the social construction of problems, for example, processes through which problems are discovered, defined and publicized. Such processes and the problems they shape will be considered within the context of a sociological overview of historical and structural tendencies in modern societies.

Summer 2013 EVENING UNDERGRADUATE REGISTRATION FORM

For All New Undergraduate Students

HOW TO REGISTER: Use this form to register for undergraduate courses only.

By mail: Registrar's Office, Rauch Room 111, 175 Forest Street, Waltham MA 02452 **Fax: 781-891-3428**



For office use:
Bentley ID#

Name: _____ Email: _____
Address: _____ City/State/Zip: _____
Employer: _____ City/State/Zip: _____
Phone (w): _____ Phone (h): _____ Phone (c): _____

REQUIRED INFORMATION

Anticipated Bentley Degree (circle one): Bachelor's / Certificate / Non-Degree Major: _____ ☐ Undecided

Do you have a bachelor's degree? ☐ Yes ☐ No Visiting Student, transfer credit back to: _____

Date of Birth (MM/DD/YYYY): _____

U.S. Citizen (if no, and you have a permanent visa, submit a copy): Yes No Visa Numbers: _____

OPTIONAL INFORMATION

Gender*(circle one): Female Male Marital Status*(circle one): Single Married Other

Ethnic Origin* _____ A Asian or Pacific B Black/non-Hispanic C White/non-Hispanic H Hispanic I American Indian N Non-Resident O Other*

*For demographic reporting

ACADEMIC HISTORY (required)

High School: _____ State: _____ Graduation Date: _____

Or GED: _____ State: _____ Date: _____

College most recently attended: _____ State: _____ Dates attended/degree/major: _____

Other Colleges attended: _____ State: _____ Dates attended/degree/major: _____

_____ State: _____ Dates attended/degree/major: _____

COURSE REGISTRATION

CRN #	Course # / Section	Meeting Day and Times

Signature: _____ Date: _____

Your completed registration represents a contract with Bentley University. You are responsible for understanding all the policies governing course registration, student enrollment and policies governing computers and network resources.

EVENING STUDENT ADDRESS UPDATE FORM

Student ID#: @ _____ Date: _____ Student Level: Undergraduate : _____

Name: _____ Post baccalaureate: _____

Are you an international student attending classes on a VISA? (please circle): Yes No

If you attended Bentley under another name, please list your former name: _____

New Permanent Address (PR)

*Your primary address when NOT attending classes (e.g. your parent or guardian's home address). **International students** must include their foreign address as a permanent address to comply with INS regulations*

Street: _____

City/State/Zip: _____

Country: _____

Phone: _____

Address Effective date: From: _____ To: _____

New Local Address (LO)

This is only updated if you are an international student or if you have a different permanent address when not attending school

Street: _____

City/State/Zip: _____

Phone: _____

Address Effective date: From: _____ To: _____

New Business Address (BU)

No official mailings from the university will be sent to this address

Street: _____

City/State/Zip: _____

Phone: _____

Address Effective date: From: _____ To: _____

**Please return to: Bentley University, The Office of the Registrar, Rauch 111, 175 Forest St., Waltham, MA 02452
Fax: 781.891.3428**

Office of Academic Services

OAS is the central advising and administrative office for undergraduate evening students.

Our professional advisors can help you fit all of the pieces of Bentley Academic together!

Our advising team is:

Jane Ellis	Associate Dean
Gerry Stenerson	Associate Dean
Leslie Doolittle	Assistant Dean Director, Academic Support Services
PJ Dickson	Assistant Dean Director, Academic Advising Center
Henrietta Genfi	Assistant Director, Advising Center
Melissa Jenkins	Assistant Director, Advising Center
Meghan Charbonneau	Academic Advisor
Amy Weber	Academic Advisor
Ian Cross (Marketing)	Faculty Academic Advisor
Jerry Leabman	Faculty Academic Advisor (Finance)

Meet regularly with an advisor for:

- ✓ A complete review of your degree requirements
- ✓ Help with course selection and long range planning
- ✓ Selecting a major or minor

bentley.edu/offices/academic-services/



Location

21 Lindsay
781.891.2803

Office Hours

Academic Year

Monday through
Friday
8:30 am – 4:30 pm

Evening Appointments
are available
Tuesdays from
4:30 – 7:00 pm

Summer

Monday through
Thursday
8:00 am – 5:30 pm

Evening Appointments
are available by request.

