

FALL 2013
PT EVENING
SCHEDULE BOOK

Fall 2013 Academic Calendar

September

3	Tuesday	Classes begin
9	Monday	Last day to add a full-semester course
16	Monday	Last day to drop a class without academic penalty for full-semester courses
		Last day to declare pass/fail option for full-semester class
17	Tuesday	Withdrawal period begins

October

5	Saturday	Pre-session (Mandatory) for SX1
14–15	Mon/Tues	Fall Mini Break, no DAY or EVENING classes
19	Saturday	SX1 classes begin

November

8	Friday	Last day to withdraw from SX1 Day UG Wintersession Registration
11	Monday	Veteran's Day – All classes will be held
15	Friday	Last Day to withdraw from full semester classes
16	Saturday	Last SX1 class
22	Friday	Graduation Petitions due for UG students finishing degree req. in Fall
25	Monday	Evening UG Spring and Wintersession Registration begins
27-12/1	Wed -Sun	Thanksgiving Recess – University Closed

December

5	Thursday	Last day to add Wintersession classes
6	Friday	Pre-session (Mandatory) for Wintersession
10-16		Final exams – Evening
15	Sunday	Final exam snow makeup - exams given Dec 11-14
20	Friday	Final exam snow makeup - exams given Dec 16-19

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
July 29, 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-credit courses: \$2010.00

*Evening students are generally restricted to nine (9) credits per semester. Accelerated enrollment may result in higher tuition charges. Students enrolling in 12 to 18 credits will be charged full-time day tuition.

Fees

Activity Fee	\$10
Deferred Payment:	\$25
Assessment of Prior Learning (Per credit):	\$75

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:

For 15 week courses ONLY:

Due upon registration:	\$1005.00	1/2 tuition + \$35 fees
Second Payment:	\$1005.00	due October 19

To enroll in the deferred payment option, you must register on the through your MyBentley account: click on the “Finances” tab, click on “Quick Links” “e-bill, e-payment set up authorized users” then click on “Installment Payment Plans” and “Enroll in Fall Plan”.

Tuition refund and withdrawal schedule:

15-week courses:

Course Change/Refund	Through
100% refund	Monday, September 9
80% refund	Monday, September 16
60% refund	Monday, September 23
40% refund	Monday, September 30
20% refund	Monday, October 7
No refund	Friday, November 15
Last Day to Withdraw	Friday, November 15

Saturday 5-week courses SX1:

Course Change/Refund	Through
100% refund	Friday, October 18
80% refund	Friday, October 25
No refund	Friday, November 8
Last Day to Withdraw	Friday, November 8

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.

For an Application for Admission or
more information, contact the

Office of Academic Services at
781.891.2803

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

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.

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	Lynn Arenella	JEN 129	x2045
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 personal, 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.

On the Old GB Core ?

GB courses on the old core have been phased out. GB 401 has been replaced by GB 410, for any other course please contact an advisor today to discuss the best way to complete your courses.

**Not sure about what classes to take?
Check out these new or rarely offered courses...**

EC 351	Monetary Economics
HI 382	World War I
IDCC 390A	The Business of Social Media
LIT 395	Americans Abroad
MG 339	Effective Selling
MK 343	Sales Force Management
NASC 140	Applied Physics
SO 285	The Sociology of Sports

There are a number of ways to connect with Bentley's Office of Academic Services and Academic Advising Center

Connect with us on Facebook and Twitter



facebook.com/BentleyAdvising



twitter.com/bentleyadvising

FALL 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

HNR 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
HNR 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 my.bentley.edu.

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

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Semester Course Dates:	Monday Classes	Sept 9 - Dec 16	All courses are 3 credits unless otherwise indicated
	Tuesday Classes	Sept 3 - Dec 10	
	Wednesday Classes	Sept 4 - Dec 11	
	Thursday Classes	Sept 5 - Dec 12	
	(7) Saturday: SX1	Oct 19 - Nov 16	***Mandatory Pre-session, Oct 5, - 9-11 AM

Accountancy

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
90006	AC 310 E01				Cost Management	M	06:30pm 09:00pm	Levesque	PREQ: GB 202 or GB 212	
90013	AC 311 E01				Financial Acc and Reporting I	R	06:30pm 09:00pm	DeSimone	PREQ: GB 202 or GB 212.	
90019	AC 312 E01				Financial Acc and Reporting II	T	06:30pm 09:00pm	Speros	PREQ: (AC 211 or AC 311).	
90020	AC 331 E01				Gov&Not-for-Profit Reporting	W	06:30pm 09:00pm	White	PREQ: GB 202 or GB 212	
90026	AC 340 E01				Accounting Information Systems	M	06:30pm 09:00pm	TBA	PREQ: (AC 311 (CPR) or AC 211) & (Pre or Co-req GB 310)	C
90029	AC 350 E01				Federal Taxation	W	06:30pm 09:00pm	Levesque	PREQ: GB 202 or GB 212.	
90033	AC 412 E01				Advanced Accounting	W	06:30pm 09:00pm	Freed	PREQ: (AC 312 (CPR) or AC 212)	
90037	AC 470 E01				Financial Statement Auditing	T	06:30pm 09:00pm	Pepe	PREQ: (AC 311 or AC 211) & AC 340.	
90038	AC 475 E01				InformationTechnology Auditing	M	06:30pm 09:00pm	TBA	PREQ: (AC 311 or AC 211) & (AC 470 or AC 472)	

Computer Information Systems

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
90057	CS 150 EL1				Intro Data & Info Mgmt	R	06:30pm 09:00pm	Ahmed	PREQ: IT 101. Hybrid class.	
90060	CS 180 E01				Programming Fundamentals	W	06:30pm 09:00pm	Robertson	PREQ: IT 101.	
90063	CS 240 E01				Bus Proc & Comm Infrastructure	W	06:30pm 09:00pm	Wong	PREQ: IT 101	
90064	CS 280 E01				Object Orient App Development	R	06:30pm 09:00pm	Pepe	PREQ: CS 180	
90066	CS 350 E01				Database Management Systems	T	06:30pm 09:00pm	Garfield	PREQ: (CS 220 or CS 150) or (AC 340 & AIS or ISAC major)	
90068	CS 360 E01				Bus Sys Anal & Modeling	T	06:30pm 09:00pm	Waguespack	PREQ: (CS 150 & CS major or minor) or (AC 340	

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(CC5) = Junior standing, 51 credits complete	
(CC7) = Senior standing, 84 credits complete	
(CPR) -- Concurrent prerequisite.	
IP -- Instructor permission is required, course not available through BannerWEB.	
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CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
									& AIS or ISAC majors only)	
90069	CS 440 E01				Adv Net-Centric Comp	M	06:30pm 09:00pm	Yates	PREQ: CS 180 & CS 240	
90516	IT 101 E01				Info Tech and Computer System	M	06:30pm 09:00pm	Shah		

Economics

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
90086	EC 111 E01				Principles of Microeconomics	M	06:30pm 09:00pm	Avola	PREQ: 3 credits of MA 100 level.	
90087	EC 111 E02				Principles of Microeconomics	R	06:30pm 09:00pm	Barnor	PREQ: 3 credits of MA 100 level.	
90095	EC 112 E01				Principles of Macroeconomics	W	06:30pm 09:00pm	Barnor	PREQ: EC 111.	
90099	EC 224 E01				Intermediate Price Theory	W	06:30pm 09:00pm	Clarke	PREQ: EC 111 & EC 112.	
90104	EC 225 E01				Intermed Macroeconomics	R	06:30pm 09:00pm	Andzie-Quainoo	PREQ: EC 111 & EC 112.	
90109	EC 321 E01				International Growth/Develop	W	06:30pm 09:00pm	Kuntz	PREQ: EC 111 & EC 112	I
90113	EC 351 E02				Contemporary Economic Issues	T	06:30pm 09:00pm	Tommasi	PREQ: EC 111 & EC 112.	
90120	EC 391 E01				Monetary Economics	R	06:30pm 09:00pm	Grubaugh	PREQ: FI 305 & FI 320 & EC 225 & (CC7 or WP). Open to EF or FI major, to others with IP; not available to those with credit for EC 211	C

English & Media Studies

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
90040	ART 222 E01			0	Going to Symphony	M	06:30pm 09:00pm	Frank	Course runs for a full year. 0 credits in the fall, 3 credits awarded in the spring. Embedded Service-Learning. Service-Learning 4th-credit option.	
90043	CIN 380 E01				The Male Image in Amer Cinema	M	06:30pm 09:00pm	Stuckey	Fulfills LIT requirement or A&S elec.	D
90044	CIN 381 E01				Wonder Women	T	06:30pm 09:00pm	Stuckey	Fulfills LIT requirement or A&S elec.	D
90050	COM 210 E01				Effective Speaking	W	06:30pm 09:00pm	Sarkisian	PREQ: Expository Writing I, Fulfills A&S or HUM/SS elective, not LIT elective.	C
90168	EXP 201 E01				Expository Writing II	R	06:30pm 09:00pm	Kopic	PREQ: Expository Writing I.	
90798	LIT 311 SX1		7		Creative Writing--Fiction	S	09:00am 05:00pm	Butler	Mandatory Pre-session Oct 5, 9-11am. Service-	C

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(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.	

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CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
									Learning 4th- credit option. Class meets 10/19 - 11/16.	
90554	LIT 395 E01				Americans Abroad	T	06:30pm 09:00pm	Peknik		

Finance

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
90181	FI 305 EB1				Prin of Accounting & Finance	W	06:30pm 09:00pm	Hanover	PREQ: (GB 202 or GB 212) & GB 213 CPR & EC 112 CPR).	
90183	FI 318 EB1				R E Investment Decisions	M	06:30pm 09:00pm	Willard	PRE or CO-REQ: FI 380 or FI 320 & (CC5 or WP).	
90190	FI 320 EB1				Financial Markets and Invest	R	06:30pm 09:00pm	TBA	PREQ: (FI 305 or (FI 310 & AC 260)) or (FI 310 & AC 312) & (CC5 or WP).	
90206	FI 351 EB1				International Finance	T	06:30pm 09:00pm	Chinca	PREQ: FI 320 or FI 380 & (CC7 or WP).	C
90207	FI 351 EB2				International Finance	R	06:30pm 09:00pm	Cicchetti	PREQ: FI 320 or FI 380 & (CC7 or WP).	C
90214	FI 380 EB1				Advanced Managerial Finance	T	06:30pm 09:00pm	Larkan	PREQ: FI 305 or (FI 310 & AC 260) or (FI 310 & AC 312) & (CC5 or WP).	
90216	FI 392 EB1				International Project Finance	T	06:30pm 09:00pm	Uhlmann	(Formerly FI 402) PREQ: FI 320 & (CC5 or WP).	I
90218	FI 402B EB1				Venture Capital Financing	M	06:30pm 09:00pm	Hanover	PRE or CO-REQ: FI 380 or FI 320 & (CC5 or WP).	
90219	FI 402C EB1				Mergers & Acquisitions	W	06:30pm 09:00pm	TBA	PRE or CO-REQ: FI 380 or FI 320 & (CC5 or WP).	

General Business

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
90278	GB 110 E01				Legal & Ethical Environ in Bus	T	06:30pm 09:00pm	Earle	Not open to students that are required to take GB 103.	
90312	GB 112 E01				Tools & Concepts in AC & FI	M	06:30pm 09:00pm	TBA	Not open to students that are required to take GB 201.	
90317	GB 212 E01				Practice & Applic in AC & FI	M	06:30pm 09:00pm	Berube	PREQ: GB 112	

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(CC5) = Junior standing, 51 credits complete	
(CC7) = Senior standing, 81 credits complete	
(CPR) -- Concurrent prerequisite.	
IP -- Instructor permission is required, course not available through BannerWEB.	
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CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
90332	GB 213 E01				Business Statistics	T	06:30pm 09:00pm	Avola	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.	
90351	GB 214 E01				Marketing-Operations Fundament	T	06:30pm 09:00pm	Pouliopoulos	PREQ: (CC3 or WP). Operations instructor is Davis.	
90352	GB 214 E02				Marketing-Operations Fundament	T	06:30pm 09:00pm	Davis	PREQ: (CC3 or WP). Marketing instructor is Pouliopoulos.	
90367	GB 215 E01				Human Behavior & Organizations	M	06:30pm 09:00pm	Payne	PREQ: (CC3 or WP). Service-Learning 4th-credit option.	
90368	GB 215 E02				Human Behavior & Organizations	T	06:30pm 09:00pm	Wilson	PREQ: (CC3 or WP).	
90797	GB 215 SX1		7		Human Behavior & Organizations	S	09:00am 05:00pm	Stewart	PREQ: (CC3 or WP). Mandatory Pre-session Oct 5, 9-11am. Class meets 10/19 - 11/16.	
90384	GB 310 EB1				Business Processes & Systems	M	06:30pm 09:00pm	Marabelli	PREQ: GB 212, GB 213 & GB 214	
90385	GB 310 EB2				Business Processes & Systems	W	06:30pm 09:00pm	Marabelli	PREQ: GB 212, GB 213 & GB 214	
90398	GB 320 E01				Integrated Business Project	T	06:30pm 09:00pm	Elwell	PREQ: GB 212 & GB 213 & GB 214 & GB 215 & (CC5 or WP). Taught with Zampello & Siy	
90399	GB 320 E02				Integrated Business Project	T	06:30pm 09:00pm	Siy	PREQ: GB 212 & GB 213 & GB 214 & GB 215 & (CC5 or WP). Taught with Zampello & Elwell	
90400	GB 320 E03				Integrated Business Project	T	06:30pm 09:00pm	Zampello	PREQ: GB 212 & GB 213 & GB 214 & GB 215 & (CC5 or WP). Taught with Siy & Elwell	
90414	GB 410 EB1				Global Strategy	M	06:30pm 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.	
90415	GB 410 EB2				Global Strategy	T	06:30pm 09:00pm	Kennedy	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.	
90416	GB 410 EB3				Global Strategy	W	06:30pm 09:00pm	Rock	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.	

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CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
90417	GB 410 EB4				Global Strategy	R	06:30pm 09:00pm	Manolova	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.	

Global Studies

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
90424	GLS 100 E01				US Govt & Politics	M	06:30pm 09:00pm	Lovoi		
90443	GLS 114 E01				Cross-Cultural Understanding	T	06:30pm 09:00pm	Nussbaum	Service-Learning 4th-credit option.	I

History

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
90462	HI 307 E01				Through Children's Eyes	T	06:30pm 09:00pm	Gribanov		I
90471	HI 382 E01				World War I	W	06:30pm 09:00pm	Trofimov	(Formerly HI 282 & HI 235)	I

Info Design and Corporate Comm

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
90481	IDCC 230 E01				Fundamentals of Content Dev	W	06:30pm 09:00pm	Resnick	PREQ:Expository Writing I	C
90489	IDCC 320 E01				Managerial Communication	M	06:30pm 09:00pm	Skelton	PREQ:Expository Writing I	C
90490	IDCC 355 E01				Strategies in Intn'l Corp Comm	M	06:30pm 09:00pm	Moore	PREQ:Expository Writing I	C
90497	IDCC 390A E01				The Business of Social Media	R	06:30pm 09:00pm	Hammond	PREQ: Expository Writing I Embedded Service-Learning Optional.	C

Law, Tax & Financial Planning

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
90523	LA 103 E01				Consumer Law	M	06:30pm 09:00pm	Kaplan	PREQ: GB 103 or GB 110.	

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Management

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
90625	MG 240 E01				Interpersonal Relations in Mgt	R	06:30pm 09:00pm	O'Halloran	PREQ: (GB 102 or GB 215).	C
90628	MG 250 E01				Human Resource Management	M	06:30pm 09:00pm	TBA	PREQ: (GB 102 or GB 215).	
90629	MG 317 E01				Managing Quality	R	06:30pm 09:00pm	Salsbury	PREQ: (GB 102 or GB 215).	
90631	MG 332 E01				Manag in the Global Bus Enviro	R	06:30pm 09:00pm	Rock	PREQ: (GB 102 or GB 215) .	I
90635	MG 335 E01				Entrepreneurial Thinking	T	06:30pm 09:00pm	Shuman	PREQ: (GB 102 or GB 215).	
90636	MG 336 E01				New Venture Plan & Financing	W	06:30pm 09:00pm	Tuffile	PREQ or COREQ: MG335	
90638	MG 339 E01				Effective Selling	T	06:30pm 09:00pm	Papell	PREQ: (GB 102 or GB 215).	
90640	MG 341 E01				Intro to Mgmt Consulting Skill	R	06:30pm 09:00pm	Camson	PREQ: (GB 102 or GB 215).	
90645	MG 345 E01				Organization and Environment	W	06:30pm 09:00pm	Starner	PREQ: (GB 102 or GB 215).	
90648	MG 360 E01				Negotiating	T	06:30pm 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
90655	MK 322 E01				Marketing Research	T	06:30pm 09:00pm	Gosselin	PREQ: (MK 160 or GB 301 or GB 214) & (ST 241 or GB 210 or GB 213).	
90657	MK 330 EB1				New Product Develop & Mktg	R	06:30pm 09:00pm	Weisman	PREQ: (MK 160 or GB 301 or GB 214).	
90660	MK 343 EB1				Sales Force Management	M	06:30pm 09:00pm	Kinch	PREQ: (MK 160 or GB 301 or GB 214).	
90669	MK 400 EB1				Marketing Management	W	06:30pm 09:00pm	Campbell	PREQ: (MK 160 or GB 301 or GB 214) & 2 other Marketing courses & (CC7 or WP).	C

Mathematical Sciences

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
90572	MA 123 E01				Applied Calculus for Bus I	M	06:30pm 09:00pm	Paulsen		
90578	MA 126 E01				Applied Calculus for Bus II	T	06:30pm 09:00pm	Quint	PREQ: MA 123 or MA 123L	

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90595	MA 207 E01				Matrix Algebra with Applicat	W	06:30pm 09:00pm	Paulsen	PREQ: 3 credits of math	

Natural & Applied Sciences

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
90709	NASC 140 E01			4	Applied Physics	T	06:30pm 10:00pm	Nichols		
90718	NASE 315 E01				Human Health & Disease	M	06:30pm 09:00pm	Roman		
90799	NASE 336 SX1			7	Water and the Environment	S	09:00am 05:00pm	Davis	Mandatory Pre-session Oct 5, 9-11am. Class meets 10/19 - 11/16.	
90727	NASE 344 E01				Energy Alternatives	W	06:30pm 09:00pm	Baldwin		
90758	PS 210 E01				Pioneers in Psychology	W	06:30pm 09:00pm	Repassy		

Philosophy

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
90748	PH 101 E01				Problems of Philosophy	R	06:30pm 09:00pm	Reeves		
90751	PH 130 E01				Corp Social Responsibility	T	06:30pm 09:00pm	Reeves	PREQ: PH 101 or IP	

Sociology

CRN	Course	CoR	Pt	Cr	Title	Days	Begin & End Time	Instructor	Prerequisites	Focus
90787	SO 285 E01				Sociology of Sports	T	06:30pm 09:00pm	TBA		D

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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 331 Governmental and Not-for-Profit Reporting

Prerequisite(s): GB 202 or GB 212

Introduces financial and reporting issues related to state and local government and nonprofit organizations. Deals with the preparation, analysis and interpretation of financial statements. The course incorporates a project to enrich the student's classroom experience. Students research, analyze, and interpret the financial performance of an actual governmental or nonprofit organization. Web

sites unique to governmental and nonprofit organizations are used in the course.

AC 340 Accounting Information Systems

Prerequisite(s): (AC 311 (CPR) or AC211) & (Pre or Co-req 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 or AC 211) & 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.

AC 475 Information Technology Auditing Principles and Practice

Prerequisite(s): (AC 311 or AC 211) & (AC 470 or AC 472)

Note: Not open to students who completed AC 477 or AC 478

Introduces three typical aspects of information technology (IT) audits: the audits of computerized information systems, the computer facility, and the process of developing and implementing information systems. Through readings, case studies, exercises, and discussion, students will learn to plan, conduct, and report on these three types of IT audits. Additional topics may include challenges posed by emerging information technologies, advanced audit software, business continuity planning, and the role of the IT auditor as an adviser to management.

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.

CS 180 Programming Fundamentals

Prerequisite(s): IT 101

Students will develop basic programming and problem solving skills through a variety of assignments that explore the use of fundamental control and data structures using the Java programming language. Students learn about the concepts of classes and objects without being exposed to the advanced principles of object orientation. Testing and debugging techniques, the development of sound programming logic, and the writing of well-structured code are also emphasized.

CS 240 Business Processing and Communications Infrastructure

Prerequisite(s): IT 101

A detailed overview of information technology infrastructure components used by modern organizations: underlying principles, concepts, and terminology of computer architecture and digital communication networks; Organization of computer hardware, data representation, input/output, instruction sets, file and

memory organization, and operating - enabling evaluation of the hardware capabilities and performance of a computer system; Assembly, compilation, and execution of computer programs will be addressed as the basic operations of a computer system at the machine level. Foundational technologies and fundamental principles of digital communication: ISO, IETF, and IEEE standards, concepts relevant to physical, data link, and network layers of communication including analog and digital signaling, communications media, data representation, communications protocols, and addressing.

CS 280 Object-Oriented Application Development

Prerequisite(s): CS 180

This course teaches object-oriented programming and development using the Java programming language. Students will complete several programming assignments designed to reinforce their comprehension of object-oriented concepts, including encapsulation, class hierarchies, and polymorphism. Developing both Java applications and applets will strengthen their understanding of abstract classes and interfaces, event-driven programming, and exception handling. This course will include required lab sessions and regularly scheduled lab hours.

CS 350 Database Management Systems

Prerequisite(s): (CS 220 or CS 150) or (AC 340 & AIS or ISAC major)

This course is a comprehensive introduction to data management in organizations. It establishes the data management foundation in the computing and AIS majors. Topics include conceptual and logical data modeling, entity relationship and relational data modeling and database design and implementation using the SQL programming language. Students will complete exercises in database modeling, design and programming.

CS 360 Business Systems Analysis and Modeling

Prerequisite(s): (CS 150 & CS major or minor) or (AC 340 & AIS or ISAC majors only)

This course begins with business functional analysis and ends with object oriented information systems design. Students are introduced to tools and techniques enabling effective analysis, design and documentation of an information system. The student learns formal methodologies that form the basis of object-oriented systems engineering practices. Models that focus on the articulation of business functions, integrating process, data and behavioral abstractions from the core of formal methods in systems development using the Unified Modeling Language (UML).

CS 440 Advanced Net-Centric Computing

Prerequisite(s): CS 180 & CS 240

Building on the foundation of CS240, CS440 provides the students with an in-depth understanding of the planning, design, implementation, and operation of organizational information technology infrastructures. It covers network and transport layer protocols and related addressing and routing issues at a detailed level. The course focuses on network and systems architecture design for the entire enterprise at the campus, metropolitan area, and wide area network levels. It helps the students understand issues related to ensuring business continuity, including network and IT systems security and management. It pays special attention to the integration of processing, storage, and communication capabilities, and the continuing convergence of telecommunications and networking technologies in the enterprise context.

IT 101 Information Technology and Computer System Concepts

Provides a comprehensive and current introduction to information technology in general and computer system concepts and personal computers in particular. Focuses on the role and underlying concepts of computer technology in the information age. Personal, organizational and social implications of information technology are explored. Problem-solving skills using Microsoft Office software and the World Wide Web are also developed. The World Wide Web will be extensively used as the platform for conceptual understanding.

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): 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 majors.

EC 321 International Economic Growth and Development

Prerequisite(s): EC 111 and EC 112

Analyzes the long-term performance of an economy in terms of the related concepts of growth and development. Examines alternative explanations for the growth record of the developed economies as well as their prospects for continued growth. Presents an overview of the economic performance of the less developed countries and examines critical aspects of development such as capital accumulation, technological change, population growth, labor and manpower issues, agriculture and trade. Examines development policies in the areas of inflation and planning, and considers issues related to economic ties between developed and developing economies

EC 351 Contemporary Economic Issues

Prerequisite(s): EC 111 and EC 112

Applies the principles of economics to critically analyze current economic problems and issues. Treats such problems as poverty, population, pollution, health, economic welfare, American business in an evolving global environment, ecology, income redistribution programs, agricultural policy, economic discrimination, foreign trade, and balance of payment problems.

EC 391 Monetary Economics

Prerequisite(s): FI 305 & FI 320, and EC 225 & (CC7 or WP). Open to EF or FI majors, to others with IP; not available to those with credit for EC211.

This course will take an especially close look at how monetary policy impacts the major financial markets, particularly the bond market. After examining the impact of monetary policy on the domestic economy, we will shift our analysis to the international arena. This will include an evaluation of the impact of money on both spot and forward exchange rates, and we will also examine the relative merits of fixed and flexible exchange rate systems. This analysis will then be applied to various real world cases such as the EMU, currency boards, and exchange rate crises. The final section of the course will focus on some of the major issues faced by U.S. monetary policymakers. We will examine the tools, targets and goals of Federal Reserve policy, with particular emphasis on some of the current debates of U.S. monetary policy.

English and Media Studies

ART 222 Going to Symphony

Prerequisite: Course runs for a full year. 0 credits in the fall, 3 credits awarded in the spring. Embedded Service-Learning. Service-Learning 4th- credit option.

This course aims at introducing what is usually called "classical music" to students with little or no experience of it. The course aims at four inter-related goals. 1) To develop a sense of the culture of the world of classical music; 2) to understand the historical background out of which this music grew and how it relates to other musical traditions including those students are most familiar with; 3) to provide students with a basic understanding of the genres and structures of classical music, and to give them mastery of a vocabulary for talking about it; and 4) to make students familiar enough with the music itself so that they can begin to appreciate it and take pleasure in it. The course, built around attendance at four concerts by the Boston Symphony Orchestra at Symphony Hall in Boston, runs through the academic year with six class meetings and two concerts in each semester. No credit is given until the end of the spring term.

CIN 380 The Male Image in American Film

Note: fulfills LIT requirement or A&S elective

This course examines how masculinity functions in cinematic narratives centered on Hollywood's "leading men." Students identify and critique notions about what makes a male protagonist heroic or even more simply what makes him a functional citizen. This critique necessarily leads to a larger discussion about the evolving concepts of American culture, and how and why mainstream film champions the popular cultural impulse of rebellion. The course emphasizes the theoretical approaches of formalism (close reading) and deconstruction to relate a gendered reading of each character to these larger

social concerns. Films examined may include High Noon, Strangers on a Train, Butch Cassidy and the Sundance Kid, Midnight Cowboy, The Shining, American Beauty, and Collateral.

CIN 381 Wonder Women

Note: fulfills LIT requirement or A&S elective

From the preternatural strength of Buffy Summers to the sultry confidence of Jackie Brown, heroic women characters often have a profound and lasting impact on the cultural imagination. But when is 'Girl Power' really challenging staid notions about gender roles, and when does it simply serve as a fantasy reinscription of old premises about women as servants, caregivers, or sex objects? This course applies these critical concerns to a number of heroic, super heroic, and antiheroic women characters in television and cinema.

COM 210 Effective Speaking

Prerequisite: Expository Writing I, Fulfills A&S or HUM/SS elective, not LIT elective.

Success in every aspect of business life, from interviewing to meetings to giving reports and presentations, from sales to management to client relationships in accounting and finance — all depend on the ability to speak confidently, and to project oneself and one's message effectively. Developing these skills strengthens presentations in other classes as well. These skills consist of techniques and tools for developing, organizing and delivering a variety of strong presentations. Covers effective use of PowerPoint and other visual aids, and methods for overcoming stage fright and anxiety about public speaking.

EXP 201 Expository Writing II: Advanced Inquiry in Writing

Prerequisite: Expository Writing 1

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.

LIT 311 Creative Writing—Fiction

Note: Mandatory Pre-session Oct 5, 9-11 am. Service-Learning 4th – credit option

An intensive workshop in writing short stories and an exploration of the creative process. The material of the course is drawn primarily from students' own experience. The emphasis is divided between the technique of short-story writing and an analysis of the psychological difficulties faced by individual writers. Students will study

the elements of fiction, analyze the stories of a contemporary writer, and apply what they learn in their own writing. They will also read work-in-progress and receive constructive suggestions from the group. Each student will be helped to conceive, write, and revise four complete short stories in the course of the semester. Visiting writers are frequently invited to sit in on a class. The class is limited in size so that every student writer's work can get full attention.

LIT395 Americans Abroad

This is a literature-based interdisciplinary course which looks at America through the eyes of both American intellectuals and foreign observers in order to examine ideas about America's role and image in the world. America and Americans have been both idealized and criticized by foreign political commentators and social critics who have written about American democracy, business and culture. And Americans – constantly engaged in asking themselves what it means to be American – continue to demonstrate a deep concern for the way American principles and systems are understood around the world. Our goal is to explore American identity by comparing what international and American writers have said about American politics, wealth, art and society with the varied observations of international commentators. We will read about the American expatriate experience through the eyes of Henry James, Ernest Hemingway, Gertrude Stein and James Baldwin, and we will read contemporary political writing about the United States, including *Being America: Liberty, Violence and Commerce in an American World*, *Blessed Among Nations: How the World Made America*, and *The World America Made*.

Finance

FI 305 Principles of Accounting and Finance

Prerequisite(s): (GB 202 or GB 212) & GB 213 CPR & EC 112 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 318 Real Estate Investment Decisions

Prerequisite or Co-requisite: FI 380 or FI 320 & (CC5 or WP)

Acquaints the student with the basic concepts and principles of real estate and urban economics that affect real estate investments. Equips students with essential tools needed for comprehensive real estate investment analysis. Emphasizes the financial aspects of real estate,

e.g., appraisal, feasibility analysis, and primary and secondary markets of real estate.

FI 320 Financial Markets and Investments

Prerequisite(s): FI 305 or (FI 310 & AC 312) & (CC5 or WP) 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 & (CC7 or WP)

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 or FI 310 & AC 312 & (CC5 or WP)

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.

FI 392 International Project Finance

(Formerly FI 402)

Prerequisite(s): FI 320 & (CC5 or WP)

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 gov.

FI 402B Venture Capital Financing

Prerequisite or Co-requisite: FI 320 or FI 380 & (CC5 or WP)

This course uses a combination of readings, cases, lectures, and guest speakers to study the venture capital industry in the United States. Emphasis is on the perspective of the venture capitalist. The course is designed to (i) Create an understanding of the role venture capitalists play in financing, advising, and influencing companies, (ii) Develop a conceptual framework for analysis that includes economic, social, and legal aspects, (iii) Gain knowledge of the institutional details related to raising capital, both for the venture capital firm and the investee companies, and (iv) Explore the interactions between venture capital activity and economic activity, the legal environment, and social norms.

FI 402C Mergers & Acquisitions

Prerequisite or Co-requisite: FI 380 or FI 320 & (CC5 or WP)

This course is an advanced finance course which is designed to examine all the aspects of corporate mergers, acquisitions and other changes in control of a company. The course will discuss such matters as strategy and rationale for such transactions, corporate governance, valuation, structuring, due diligence, private equity and leveraged buyouts and the seller's perspective in a transaction. Other topics will include a discussion of alternative to mergers and acquisitions such as joint ventures and licensing, as well as a discussion of post-merger integration.

General Business

GB 110 Legal & Ethical Environment in Business

Note: Not open to students that are required to take GB 103

Provides an overview of the legal and ethical issues that confront business managers and executives in both starting a business and operating an existing business. Provides an analytical framework to identify legal and ethical issues. Discusses the relationship between business professionals and legal counsel. Discusses topics in contracts, sales, torts, crimes, securities law and Sarbanes-Oxley, business organizations, employment and discrimination and E-commerce. Interweaves international and ethical issues into the topics covered. Includes team assignments where appropriate.

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

Prerequisite(s): MA 126, MA 139 or MA 141) & IT 101 & GB 112. For students on the old business core this course will replace GB 210.

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

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): (CC3 or WP)

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 & (CC5 or WP)

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

Prerequisite(s): (All 100 and 200 level GB courses & GB 310) and GB 320 CPR & (CC7 or WP). *Students that are required to take e GB 401 should take this class in its place* 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.

GLS 114 Cross-Cultural Understanding

Note: formerly INT 104

Offers an introduction to effective communication between people of different cultures. Helps students develop and clarify their own concept of culture, and see how differences and similarities in this concept affect communication. Students learn to identify cultural assumptions and perceive how differences in assumptions affect cross-cultural communication. Cultural elements of several specific countries are examined, and strategies for effective communication are developed and applied through readings, case studies and experiential exercises. The course also includes guest speakers, films, and small-group discussions.

Government

See "Global Studies" above.

History

HI 307 Through Children's Eyes: Crises of the Twentieth Century

This course examines selected crises in twentieth century history through literary, film and other recorded or remembered experiences of children. Emphasizing primarily the history of Europe, it also discusses other areas of the world deeply influenced by European ideas, imperialism and economic domination.

HI 382 World War I (formerly HI 282 & 235)

This course traces the origins, progress and consequences of World War I. Consideration is given to politics, diplomacy and military developments. Original films of the fighting are included, as well as slides of the battlefields and monuments as they now appear. Major consideration is given to the literature inspired by the war.

Info Design & Corporation Communication

IDCC 230 Fundamentals of Content Development

Prerequisite(s): Expository Writing I

If information is the commodity of the information age, effective content is the key to building value for organizations. This course teaches the basics of content development about business and technical subjects. You'll develop how-to articles intended for publication on the Web, procedures, catalog entries, and proposals geared towards high tech, biotech, e-commerce and financial services. In the process, you'll be introduced to the profession, and learn how to sharpen your writing, use page design to attractively present content, and communicate ideas visually.

IDCC 320 Managerial Communication

Prerequisite(s): Expository Writing I

Approaches effective communication both as an essential personal-professional skill and as an important function of management. Discusses the elements of communication (argumentation, structure, style, tone and visual appeal) and presents techniques for increasing effectiveness in each area. Students read, discuss and write about cases based on tasks that managers commonly face, such as explaining changes in policy, writing performance evaluations, analyzing survey results, and communicating with employees, shareholders, the press, and the public.

IDCC 355 Strategies in International Corporation Communication

Prerequisite(s): Expository Writing I

With globalization and the information revolution, it's important to understand the communication strategies needed to connect companies, consumers, rights groups, and governments worldwide. A good relationship with these groups is essential for international consultancies,

companies and nonprofits operating across one or more countries. We explore communication strategies, and look at global communication in action in ways that can help or damage the reputation of nonprofits, companies and their products.

IDCC 390A The Business of Social Media

Prerequisite(s): Expository Writing , Embedded Service-Learning Optional

Discusses current topics in information design and corporate communication based on readings in the professional literature and assigned texts. Examines a different topic each semester offered. Students undertake individual or group research projects. (Allows repetition for credit.)

Law

LA 103 Consumer Law

Prerequisite(s): GB 103 or GB 110

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

Acquaints the student with current federal and state consumer protection statutes. Deals with individual consumer grievances by discussing false and misleading advertising and the legal effect of written and implied warranties. Addresses the unfair treatment of minors and incompetent consumers. Examines the legal impact of insurance practices as it pertains to health care and property protection of consumers. Focuses on the law pertaining to current consumer credit problems such as credit card liability, unfair credit billing practices as well as illegal debt collection methods used by creditors. Highlights bankruptcy laws, particularly consumer debt adjustment programs. Covers legal remedies available to consumers through case and class discussion.

Management

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 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 317 Managing Quality

Prerequisite(s): GB 102 or GB 215

In today's highly competitive business environment, companies recognize the importance of providing high quality goods and services. Quality once provided a firm with a competitive advantage in the marketplace, but this is no longer the case. High quality products are now considered only an "ante" to enter the race to become a world class competitor. The goal of this course is to introduce students to modern quality management principles, methods and tools and to identify the various requirements for the successful implementation of a quality management program.

MG 332 Managing in the Global Business Environment

Prerequisite(s): GB 102 or GB 215

In business, scanning the environment for changes in global forces and issues is critical to forming and implementing strategies for managers. The course takes an in-depth look at socio-cultural and ethical issues, global and regional economic issues, natural environment forces and natural resource issues, political/legal forces and issues (including security issues), and global technological forces and issues. Students will also learn to scan the global business environment using analytical frameworks and to recognize the implications of key forces and issues on the firm's or industry's ability to compete both domestically and globally. Students will learn about the intersection of business, government and society on a global level.

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 336 New Venture Planning and Financing

Pre- or corequisite(s): MG 335

Covers a broad range of planning and financial activities that occur throughout the life of an entrepreneurial venture. Students gain a "real world" experience in identifying a product or service based on their understanding of a potential customer's needs and wants, selecting a flexible low cost business concept to deliver these products or services, determining the financial and human resources needed and detailing the myriad actions and decisions required to transform the vision into reality.

Students also focus on the issues related to funding an entrepreneurial venture by exploring the basics of attracting start-up and growth capital, valuing a company and going public.

MG 339 Effective Selling

Prerequisite(s): GB 102 or GB 215

This course is intended to provide the student with a practical real-world understanding of the principles of selling, the sales process and the experiences and skills essential to become successful at selling. The course will place emphasis on the role of sales in business, the necessary "mindset" required, sales process steps and question-based selling techniques to hone in on your prospect's needs. The course will also explore various sales structures and compensation options. Sales is actually the process of problem identification and value delivery to a potential buyer. Salespeople develop the skills to discover a buyer's "pain" and solve his/her "pain" problems. Good salespeople solve problems for their customers. Understanding how to sell yourself, your ideas, and your products/services is crucial to your success. Everyone can benefit from a better understanding of the sales process and its role in the marketplace. In a sense, we are all salespersons.

MG 341 Introduction to Management Consulting Skills

Prerequisite(s): GB 102 or GB 215

This course introduces students to the fundamentals of management consulting. Students will learn about the basics necessary for internal and career consulting and to be good consumers of consulting services. Course topics include the consulting process, skills for project, team, and client management, the ethics of consulting, careers in consulting, practice areas in the consulting industry, and issues surrounding effective use of consultants. Case studies and experiential exercises will be used extensively.

MG 345 Organization and Environment

Prerequisite(s): GB 102 or GB 215

Explores issues in organizational theory and macro-organizational behavior. Focuses on the changing environment of business and the implications raised for organizational structure and design, organizational effectiveness, internal organizational dynamics including culture and culture change, and organization-environment relations.

MG 360 Negotiating

Prerequisite(s): GB 102 or GB 215

Note: Pass/Fall option not available on this course

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 322 Marketing Research

Prerequisite(s): (MK 160 or GB 301 or GB 214) & (ST 241 or GB 210 or GB 213)

Note: This course is required for marketing majors

Introduces tools and techniques of marketing research as an aid to marketing decision-making. Covers definitions of research problems, research methodologies, design of research projects, analysis and interpretation of research results. Emphasizes practical aspects of conducting and evaluating marketing research studies.

MK 330 New Product Development and Marketing

Prerequisite(s): (MK 160 or 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 343 Sales Force Management

Prerequisite(s): (MK 160 or GB 301 or GB 214)

Examines the establishment and maintenance of an effective sales organization. Explores decision-making responsibility at the three primary levels in a sales organization: salesperson, field sales manager and sales executive. Includes a topical analysis of sales-force policies, forecasting, budgeting, expense control, selling strategies, time and territory management, sales automation and corporate sales planning.

MK 400 Marketing Management

Prerequisite(s): (MK 160 or GB 301 or GB 214), & 2 other Marketing courses & (CC7 or WP)

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.

Mathematical Sciences

MA 123 Applied Calculus for Bus 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 Bus II

Prerequisite(s): MA 123 or MA 123L

Continues MA 123. Presents the basic concepts of math of finance and integral calculus. Specific emphasis will be placed on business applications such as compound interest, present/future value, annuities, and amortization. Specifics include the techniques of integration, the area between two curves, and the fundamental theorem of calculus.

MA 207 Matrix Algebra with Applications

Prerequisite(s): 3 credits of math

Includes such topics as matrix algebra operations, simultaneous linear equations, linear programming, Markov chains, game theory, graph theory, linear economic models, least square approximation and cryptography. Business applications are emphasized and computer solutions (using MATLAB and/or Excel) are used for selected problems.

Natural & Applied Sciences

NASC 140 Applied Physics

Note: Satisfies 4-credit Natural Sciences requirement.

Affords the students the opportunity to rationally evaluate and appreciate the significance of high technology developments and their potential business, industrial and political ramifications in today's society. A conceptual mastery of the topics of Newtonian physics is fostered through the lecture/laboratory/workshop format. Labs consist of a combination of hands-on experiments and multimedia computer simulations. Insights into how the concepts of force, motion and energy are routinely used to enrich and enhance lives include applications of indirect measurement, leg traction, throwing a curve ball, projectile launching, vehicular collisions, braking of a car, artificial gravity in a space station and black holes.

NASE 315 Human Health and Disease in Today's World

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

Examines human health and disease from the structure and function of the human body to its interaction with the environment. The genetic, physiological and behavioral

factors that influence the physical and mental well-being of individuals is explored on all levels, including molecules, cells, organs, individuals and communities. Risk factors such as diet, sexuality, occupation, tobacco, alcohol and drugs are similarly evaluated with an emphasis on behavioral changes that optimize personal health or help manage adverse conditions. Modern challenges such as emerging diseases, pandemic flu and bioterrorism and their potential impact on students' lives are discussed. The health care system, from research and development, health care markets, access to insurance and alternative and complementary medicines are presented with the goal of helping students become more discerning consumers.

NASE 336 Water and the Environment

Prerequisite(s): Any NASC

Note: Satisfies the MA/NS or Arts and Sciences elective requirement. Mandatory Pre-session Oct 5, 9-11 am.

Class meets 10/19 - 11/16

Examines origin, distribution, and supply of water on the Earth. Topics include field measurement of runoff processes (including stream velocity, discharge, and sediment load); bathymetry, temperature, oxygen, and conductivity profiles of a pond or reservoir; and snowpack volume, density, and water content (in season). Laboratory exercises include drainage basin analysis and estimation of flood frequency and magnitude from air photos and topographic maps; experimental groundwater modeling from flow tubes to test Darcy's law; and flow-net construction for prediction of groundwater pollution. Overlying case study concerns "A Civil Action," a famous water contamination court proceeding. Offered in both one-week intensive and semester formats.

NASE 344 Energy Alternatives

Prerequisite(s): Any NASC

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

Surveys the fundamental laws governing energy and energy sources - a subject of major international significance in today's worldwide economy. Applications of the production and uses of power sources including fossil fuel, nuclear fission, nuclear fusion, solar energy, hydrodynamic resources, wind resources, biomass resources and geothermal reserves are discussed. The practicality, availability and environmental impact of these energy alternatives, as well as the associated short, medium and long term conservation strategies will be studied.

PS 210 Pioneers in Psychology

The course focuses on applied psychology. The following major perspectives of psychology: Functionalism, Psychoanalysis, Behaviorism, Humanism, Cognitive Psychology, Evolutionary Psychology, Socio-cultural Psychology and Neuropsychology will be investigated in the context of the dominant social and historical events

and trends of the 20th Century. Our scientific explanations and predictions about human behavior have been partly shaped by world wars, cold wars, culture wars, societal upheavals, scientific discoveries and information/communication technologies. In the end, we are still left with the question, "What is it that makes us uniquely human?"

Philosophy

PH 101 Problems of Philosophy

Seeks to help the student think rationally and critically about basic questions concerning the meaning of human life and our place in society and the universe, and to recognize the bearing of these questions on contemporary social issues. Exposes students to both classical and contemporary philosophical problems. Among problems for possible discussion are the existence of God, freedom and responsibility, human nature and happiness, appearance and reality, ethics and the environment, abortion and individual rights, affirmative action and equality, love and sex, and law and authority.

PH 130 Business Ethics: Corporate Social Responsibility

Prerequisite(s): PH 101 or instructor's permission

Examines the various meanings of corporate social responsibility by looking at the nature of the corporation and the character structure of its managers, both historically and in the present. After investigating several philosophical theories concerning the ideal use of power, the emphasis is on the application of principled moral thinking concerning corporate responsibility to such topics as employees, consumers, local communities, government, environmental issues, advertising, payoffs and bribes, the role and structure of corporate whistleblowing, privacy rights, poverty and equal rights, and other ethical issues that relate to corporate technology and the individual. Some attention is given to the moral evaluation of entire economic systems.

Sociology

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.

Fall 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 Building, Room 111, 175 Forest Street, Waltham MA 02452

By fax: Send to 781-891-3428.

Do not submit duplicate forms

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	Faculty Academic Advisor (Marketing)
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
Wednesdays from
4:30 – 7:00 pm

Summer

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

Evening Appointments
are available by request.