Bachelor degree students are eligible to pursue a minor as part of their degree program. A minor consists of 12 distinct credits, approved by the Minor Coordinators, which form a cohesive series of study in the Arts and Sciences or Business disciplines. Some majors have restrictions on which minors may be pursued. Business majors can minor in the Arts & Sciences, an interdisciplinary area, or a business topic in a different department. Arts & Sciences majors can choose from an array of business minors and interdisciplinary topics.

Courses taken to fulfill a minor are applied as Business-related electives, Arts & Science electives, or Unrestricted electives. As a result, proper academic planning is necessary. Some of the minor descriptions indicate whether classes are considered Arts & Science versus Business electives. Visit the Office of Academic Services’ website (BENTLEY.EDU/ACADEMIC-SERVICES) for complete information about minor requirements.

MINORS POLICY

- Courses fulfilling either General Education or Business core requirements may not be applied to a minor (except in the case of the Humanities/Social Science & Math or Natural Science electives).
- Students may declare and complete up to 2 minors.
- Only one course taken at another institution may be transferred into a minor.
- Students may apply no more than 6 credits that were completed prior to declaring a minor.
- Student must achieve a minimum cumulative GPA of 2.0 in the minor.

TO DECLARE YOUR MINOR

- Log into MyBentley and complete the Minor Declaration Form.
- Print form and obtain the signature of the minor coordinator on the form.
- Once the minor declaration process is complete, the Registrar’s Office will list the minor and any courses you are required to take for the minor on your Degree Audit Summary (DAS).
## Business Focus

### Accountancy
Provides the opportunity to create a program of study that will enhance knowledge of how business performance is measured.

**Required Courses:**
- AC 311 (Financial Accounting and Reporting I)
- 3 additional Accounting courses for which pre-requisites have been met.

*This minor is not open to students majoring in ISAC or FA.*

**Coordinator:** Laura Willett (AAC 287 :: 781.891.2152)

### Business Economics
Provides more advanced training in micro and macroeconomics to improve quantitative skills, provide more knowledge of public policy, and extend understanding of the international aspects of economics and business.

**Required Courses:**

- Four EC courses as follows:
  - EC 224 (Intermediate Price Theory)
  - EC 225 (Intermediate Macroeconomics)
  - 2 approved electives

*Please see the Elective Guideline to determine which EC courses are considered BUS electives, and which are considered Arts & Science electives.*

**Coordinator:** Bryan Snyder (AAC 274 :: 781.891.2446)

### Business Studies
Provides a basic familiarity with the functional areas of business terminology, concepts, and problems. *This minor is only open to students pursuing a BA degree.*

**Required Courses:**

- GB 110 Legal and Ethical Environment of Business
- GB 112 Tools & Concepts in Accounting and Finance
- GB 212 Practice and Applications in Accounting and Finance
- GB 213 Statistical Analysis of Business Data
- GB 214 Marketing-Operations Fundamentals
  - OR
  - GB 215 Human Behavior & Organizations

### Computer Information Systems
Designed specifically to provide the skills and competencies needed by non-CIS professionals who wish to contribute to information systems initiatives.

**Required Courses:**

- CS 150 (Introduction to Data and Information Management) [A&S Elective]
- CS 213 (The World Wide Web) [A&S Elective]
- 2 additional CS approved courses from a specific list *(see Minors website for most up-to-date information)*

**Coordinator:** Doug Robertson (SMI 420 :: 781.891.2974)
### Entrepreneurship

**Required Courses:**
- MG 335 Entrepreneurial Thinking
- MG 336 New Venture Planning and Financing
- One MG approved course from a specific list
- One Arts and Science approved elective from a specific list

*(see Minors website for most up-to-date information)*

**Coordinator:** Fred Tuffile (AAC 286 :: X2431)

### Finance

**Required Courses:**
- FI 305 (Principles of Accounting and Finance)

Plus three of the following:
- FI 320 (Financial Markets II) **OR** FI 380 (Advanced Managerial Finance)
- 1 FI elective except FI 401 & FI 421
- 1 FI elective **OR** 1 approved Arts and Science electives:

*(see the minor coordinator for the current list of approved list)*

**Coordinator:** Jerry Leabman (MOR 357 :: 781.891.2879)

### Global Management

**Required Courses:**
- MG 228 Managing Diversity in the Workplace
- MG 331 Management of International Operations or MG 332 Managing in the Global Business Environment
- MG 334 Global Management Behavior

**Coordinator:** James Salsbury (AAC 329 :: 781.891.2693)

### Human Resources Management

**Required Courses:**
- MG 250 Human Resources Management
- MG 350 Human Resources Staffing
- MG 351 Human Resources Training and Development

**Coordinator:** James Salsbury (AAC 329 :: 781.891.2693)
### Information and Process Management

The IPM minor is designed to provide business majors an edge in their profession by adding valuable skills in tools, methods and technologies that support information and process management in organizations.

**Required Courses:** three courses from the following list:
- IPM 140 Adding Value with Information & Processes
- IPM 210 Information Security and Computer Forensics
- IPM 320 Decision Support and Business Intelligence
- IPM 340 Selected Topics in Information and Process Management
- IPM 402 Seminar in Information and Process Management
- IPM 450 Enterprise Systems Configuration for Business

**AND** choose one course from the following list:
- CS 150 Introduction to Data and Information Management
- COM 210 Effective Speaking
- COM 323 Small Group Communication
- PS 311 Social Psychology
- SO 264 Technology, Society, and Work
- MA 225 Probability Models for Business Decision Making
- MA 252 Mathematical Statistics
- ST 242 Applied Business Statistics

**Coordinator:** Alina Chircu (SMI 324A :: 781.891.3492)

### Information Design and Corporate Communication

**Required Courses:**
- COM 210 (Effective Speaking)
- 2 IDCC electives
- 1 IDCC elective or IDCC-related elective from a specified list *(see Minors website for most up-to-date information)*

**Coordinator:** Simon Moore (SMI 312 :: 781.891.2151)

### Law

**Required Courses:**
- Requires successful completion of 4 approved LA courses beyond GB 110

**Please note that 100-level LA courses are Arts & Science electives, and 200 & 300-level LA courses are BUS electives**

**Coordinator:** Stephen Lichtenstein (MOR 219 :: x2857)

### Leadership

**Required Courses:**
- MG 241 Leadership, Power and Politics in Organizations
- Two from this list:
  - MG 228 Managing Diversity in the Workplace
  - MG 240 Interpersonal Relations in Management
  - MG 360 Negotiating
- One Arts & Sciences course from this list: COM 210 Effective Speaking, COM 311 Money, Power, Communication, COM 320 Intercultural

**Coordinator:** James Salsbury (AAC 329 :: 781.891.2693)

**Management**

Provides exploration of issues of human behavior in organizations as well as the political, legal, and social environment in which these organizations exist.

**Required Courses for BS Students**

- MG 240 (Interpersonal Relations in Management)
- MG 345 (Organization and Environment)
- 1 MG elective
- 1 MG elective OR 1 approved Arts and Science electives: (see the minor coordinator for the current list of approved list)

**Required Courses for BA Students**

- GB215 (Human Behavior in Organizations)
- MG 240 (Interpersonal Relations in Management)
- MG 345 (Organization and Environment)
- 1 MG elective

**Coordinator:** James Salsbury (AAC 329 :: 781.891.2693)

**Marketing**

**Required Courses:**

- Successful completion of 4 approved courses from a specified list
  - 2 Foundation of Marketing courses, 2 Applied Marketing courses
  - BA students must complete GB 214 to pursue the MK minor.

*(see Minors website for most up-to-date information)*

**Note:** GB 214 is a pre-requisite for all Marketing classes.

**Coordinator:** Gul Butaney (MOR 235 :: 781.891.2545)

**Supply-Chain and Operations Management**

Requirements for Supply-Chain and Operations Management minor:

- MG 315 Supply-Chain Management
- MG 316 Service Operations Management
- MG 317 Managing Quality

One Arts and Science course from this list:

- CS 240 Business Processing and Communications Infrastructure
- COM 210 Effective Speaking
- NASE 364 Science of Sustainability
- PH 130 Corporate Social Responsibility
- PH 131 Philosophy of Work
- SO 264 Technology, Society, and Work
- SO 265 Talk at Work
- ST 242 Applied Business Statistics

**Coordinator:** James Salsbury (AAC 329 :: 781.891.2693)
# Interdisciplinary Focus

## Gender Studies
Incorporates a core of courses which examines the past and present using gender as a category of analysis.

**Required Courses:**
Successful completion of 4 approved courses from a specified list that comprise a gender focus - see Minors website for most up-to-date information

**Coordinator:**
Traci Abbott (AAC 088 :: 781.891.2643)

## Non-Profit Organizations
Required Courses:
Successful completion of 4 approved courses comprised from a list of approved courses.

Choose 2 of the following required courses:
- AC 311 Government and Not-for-Profit Reporting
- MG 365 Theory and Management of Nonprofit Organizations
- MK 366 Marketing for Nonprofits

Choose 2 courses from amongst specific business and arts & science electives, one of which must be an arts and science course – see the Minor website for the most up-to-date information and approved electives

**Coordinator:**
Franklyn Salimbene (MOR 328 :: 781.891.2462)

## Sports Management
**Required Courses:**
Choose 3 Business Courses:
- EC 275 The Economics of Sport
- IDCC 361 Sports Public Relations
- LA 316 Sports and Entertainment Law
- LA 317 Media Law
- MK 369 Sports Marketing
- Sports Related Internship (with approval of coordinator)
- Sports Related Special Topics Courses (with approval of coordinator)

Choose 1 Arts and Science Course:
- PS 230 Sports Psychology
- NASE 341 The Physics of Sports
- SO 285 Sociology of Sports

**Coordinator:**
Mike Tesler (MOR 237 :: 781.891.2216)
## International Focus

### International Economics

**Required Courses:**
- EC 311 (International Economics) [Bus Elective]
- Plus three of the following:
  - EC 315 (Economics of Multinational Corporations) [Bus Elective]
  - EC 321 (International Economic Growth and Development) [A&S Elective]
  - EC 331 (Modern Economic Systems) [A&S Elective]
  - EC 333 (Economics of the European Union) [Bus Elective]
  - FI 351 (International Finance) [Bus Elective]

Coordinator: Bryan Snyder (AAC 274 :: 781.891.2446)

### Global Studies

Provides a strong understanding of international issues and perspectives.

**Required Courses:**
- Successful completion of 4 approved courses. Participation in a short term, semester, or summer international study experience is strongly encouraged *(see Minors website for most up-to-date information)*

Coordinator: Bonnie Field (MOR 178 :: 781.891-2865)

### Modern Languages

**Required Courses for Non-Native Speakers:**
- BS Students
  - Intermediate I and II and at least two additional courses at or above the intermediate level.
- BA Students
  - Intermediate II and at least three additional courses at or above the intermediate level

**Required Courses for students with training beyond the Intermediate Level and Native Speakers:**
- Four courses at an advanced level, either at Bentley or at an institution abroad, after departmental approval.

**Required Courses for students wishing to minor in Japanese or Chinese:**
- Beginning I and II and Intermediate I and II

Coordinator: Jane Tchaicha (MOR 385 :: 781.891.3158)

### Spanish for Business

**Requirements:**
- MLSP 203 Adv. Spanish Writing & Comp or MLSP 305 Spanish Translation
- MLSP302 Spanish for Business
- MLSP312 Spanish for Business II
- Choose one from list (see Minors website)

Coordinator: Jane Tchaicha (MOR 385 :: 781.891.3158)
# Social Science & Humanities Focus

## English

Increases sensitivity to language and culture, enhances the ability to communicate effectively, and develops analytical abilities.

**Required Courses:**
- Successful completion of 4 approved courses to constitute one of the following tracks: Literature & Cinema; Communication; Creative Writing

| Coordinator: | J. Ken Stuckey (AAC 099 :: 781.891.3495) |

## History

Offers the opportunity to deepen understanding of the past and to broaden and sharpen the focus on the present.

**Required Courses:**
- Successful completion of 4 approved courses to constitute one of the following tracks: History of the Americas; European History (Regional Concentration); War & Society; Economic History; Asian History

| Coordinator: | Bridie Minehan (AAC 113 :: 781.891.2424) |

## Philosophy

Includes courses on the history of philosophy, traditional problems of philosophy, business ethics, and philosophy and contemporary issues.

**Required Courses:**
- Successful completion of 4 approved philosophy courses beyond PH 101  
  *(see Minors website for most up-to-date information)*

| Coordinator: | Jeff Moriarty (AAC 115 :: 781.891.2085) |

## Politics

Allows students to focus in selected areas of governmental policy. Also provides a useful basis for studies in many more specialized areas of knowledge.

**Required Courses:**
- Successful completion of four approved courses, one of which must be at the 200-level - *(see Minors website for most up-to-date information)*

| Coordinator: | Joao Resende-Santos (MOR 149 :: 781.891.2647) |

## Public Policy

**Requirements:**
- GLS 230 Politics and Public Policy
- Two Policy/Poltics electives: GLS 101 Globalization, GLS 205 Social Policy, GLS 225 Politics and Urban Economy, GLS 226 US Foreign Policy, GLS 234 Politics of Communications Policy, GLS 243 The Developing World, GLS 312 International Organizations, GLS 316 International Politics, GLS 405 Seminar in Government
- One additional GLS elective numbered 200 or higher.

| Coordinator: | Jeff Gulati (MOR 182 :: 781.891.3177) |
### Sociology

**Required Courses:**
- Approved sequence of at least four courses in Sociology, all of which need to be 200 level or higher – *see Minors website for most up-to-date information.*

**Coordinator:** Tim Anderson (MOR 179 :: 781.891.2730)

### Sociology of Diversity and (In)Equality

**Required Courses:**
- Select two of the following courses:
  - SO 241  Diversity, Minorities and Social Interaction
  - SO 292  Sociology of Native Americans Peoples
  - SO 320  Immigrant Entrepreneurship
  - SO 333  Sociology of the Edge
  - SO 244  Deviance and Social Control
- Two Elective Courses (including any courses from above)
  - SO 242  Social Problems
  - SO 263  Sociology of Work & Occupations
  - SO 271  Self and Society
  - SO 263  Sociology of Work and Organizations
  - SO 285  Sociology of Sports
  - SO 289  Popular Culture in Consumer Societies
  - SO 300  Community Involvement

**Coordinator:** Tim Anderson (MOR 179 :: 781.891.2730)

### Workplace Studies

**Required Courses:**
- Choose three of the following five courses
  - SO 242  Social Problems
  - SO 263  Sociology of Work & Organizations
  - SO 264  Technology, Society, and Work
  - SO 265  Talk at Work
  - SO 320  Immigrant Entrepreneurship
- One Elective Course (including any courses from the list above)
  - SO 241  Diversity, Minorities and Social Interaction
  - SO 271  Self and Society
  - SO 299  Talk in Medical Settings
  - SO 333  Sociology of the Edge
  - SO 401  Directed Study (with approval of Minor Advisor)

**Coordinator:** Tim Anderson (MOR 179 :: 781.891.2730)
## Math, Natural & Applied Science Focus

### Actuarial Science
Actuarial Science prepares students for a career in the actuarial field. Actuaries are in great demand by the insurance, financial services and consulting industries.

**Required Courses:**
- MA 310 Actuarial topic in Probability and Risk Management **OR**
- MA 357 Mathematical Theory of Interest

**Plus three of the following:**
- MA 233 Calculus III
- MA 243 Discrete Probability
- MA 252 Mathematical Statistics
- MA 263 Continuous Probability for Risk Management
- MA 310 Actuarial topic in Probability and Risk Management
- MA 335 Financial Calculus and Derivative Pricing
- MA 343 Discrete Options Pricing
- MA 357 Mathematical Theory of Interest

**Coordinator:** Emmy Roth (MOR 377 :: 781.891.2990)

### Applied Math
**Required Courses:**
- Successful completion of four approved mathematical sciences or statistics courses numbered 200 or higher (except for MA 252 & GB 210).

**Coordinator:** Lucy Kimball (MOR 361 :: 781.891.2467)

### Earth, Environment, and Global Sustainability
Choose four courses from list. *(see Minors website for most up-to-date information)*

**Coordinator:** Rick Oches (JEN 100C :: 781.891.2937)

### Health and Industry
Select four courses. You must select at least one NASE and one PS:

**Coordinator:** Rick Oches (JEN 100C :: 781.891.2937)
<table>
<thead>
<tr>
<th>Natural Sciences</th>
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<tbody>
<tr>
<td><strong>Required Courses:</strong></td>
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<tr>
<td>• Successful completion of 4 courses from the following tracks: Consumer Studies; Earth, Environment, &amp; Global Sustainability; Health &amp; Industry; Natural &amp; Applied Sciences – <em>see Minors website for most up-to-date information</em></td>
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<tr>
<td><strong>Coordinator:</strong></td>
<td>Rick Oches (JEN 100C :: 781.891.2937)</td>
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<tr>
<td><strong>Psychology</strong></td>
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<tr>
<td><strong>Required Courses:</strong></td>
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<tr>
<td>• Successful completion of 4 approved courses – <em>see Minors website for most up-to-date information.</em></td>
<td></td>
</tr>
<tr>
<td><strong>Coordinator:</strong></td>
<td>Greg Hall (MOR 145 :: 781.891.2147)</td>
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</tbody>
</table>
Highlighted areas can be used to fulfill your requirements contingent upon the minor you have chosen. Careful planning is necessary to properly complete a minor; therefore, it is important that you visit with an Academic Advisor for long range planning.
## ACADEMIC ADVISING CENTER

Office of Academic Services  
Lindsay 21  
781.891.2803  
bentley.edu/academic-services

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meghan Charbonneau</td>
<td>Senior Academic Advisor</td>
</tr>
<tr>
<td>Amy Weber</td>
<td>Academic Advisor</td>
</tr>
<tr>
<td>Henrietta Genfi</td>
<td>Assistant Director</td>
</tr>
<tr>
<td>Melissa Jenkins</td>
<td>Assistant Director</td>
</tr>
<tr>
<td>PJ Dickson</td>
<td>Assistant Dean/Director of Advising Center</td>
</tr>
<tr>
<td>Leslie Doolittle</td>
<td>Assistant Dean/Director of Academic Support</td>
</tr>
<tr>
<td>Gerry Stenerson</td>
<td>Associate Dean for First Year Programs</td>
</tr>
<tr>
<td>Cathy Carlson</td>
<td>Associate Dean for Academic Services</td>
</tr>
</tbody>
</table>

**Schedule your appointment with an Academic Advisor**

bentley.edu/bentleylink-advising

**Stay informed and connected via . . .**

Bentley University Academic Advising  
@BentleyAdvising
The Academic Advising Center is a student-centered resource that works in partnership with Bentley undergraduates to help them succeed academically and personally.

Providing a safe, non-judgmental atmosphere, along with meaningful one-on-one advising sessions, informative programs, and comprehensive support services, the Academic Advising team consistently works to meet students where they are.

Engaging with the advisers, programs, and services of the Academic Advising Center, Bentley students can take charge of their own education, developing into successful professionals and lifelong learners.

Updated 8/2015