

*For up-to-date Course information go to [www.suffolk.edu/business](http://www.suffolk.edu/business) and click on B-Central.  
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# Suffolk

## UNIVERSITY



### **Fall 2007**

## **Sawyer Business School**

## **Graduate Course Offerings**

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## **TUITION AND FEES FALL 2007**

**Please visit [www.suffolk.edu/stdact](http://www.suffolk.edu/stdact) for up to date tuition and fee information.**

## Fall 2007 Calendar

Monday-Friday	Feb26-Mar	23	Faculty Advising for Current Students for Summer and Fall 2007
Monday	March	26	Graduate Student Priority Registration for Summer and Fall 2007
Tuesday	March	27	Senior Priority Registration for Summer and Fall 2007
Wednesday	March	28	Junior Priority Registration for Summer and Fall 2007
Thursday	March	29	Sophomore Priority Registration for Summer and Fall 2007
Friday	March	30	Freshman Priority Registration for Summer and Fall 2007
Monday	April	2	Non-Degree Web Registration for Summer and Fall 2007 (Except NESADSU Continuing Education)
Saturday	June	30	Last Day for Fall 2007 Online Registration without Payment (Except NESADSU)
Wednesday	August	1	Fall Tuition 2007 Due
<b>Monday</b>	<b>September</b>	<b>3</b>	<b>Labor Day Holiday – University Closed</b>
Tuesday	September	4	Fall 2007 <b>EVENING</b> Classes Convene (classes that meet 4:30pm and later) Dean College Fall 2007 Day and Evening Classes Convene
Wednesday	September	5	Fall 2007 <b>DAY</b> Classes Convene
Saturday	September	8	Fall 2007 Saturday Classes Convene
Thursday	September	13	MSF/MSFSB Fourth Quarter Classes End
Monday	September	17	Last Day for Course Adds and Late Registration Last Day to Drop in Fall without Financial Liability
Thursday	September	18	50% Tuition Liability Begins for Fall
Tuesday	September	25	75% Tuition Liability Begins for Fall
Monday	October	1	Last Day to Apply for January 2008 Graduate
Tuesday	October	2	Last Day to Drop a Course without a Grade of “W” MSF/MSFB First Quarter 50% Tuition Liability Begins
Wednesday	October	3	100% Tuition Liability Begins for Fall
<b>Monday</b>	<b>October</b>	<b>8</b>	<b>Columbus Day Holiday-University Closed</b>
<b>Friday</b>	<b>October</b>	<b>12</b>	<b>Monday Classes that meet 4:00 p.m. and later meet to make up for Labor Day</b> <b>Monday MBA/MPA DAY classes meet to make up for Labor Day</b>
Saturday	October	13	MSF/MSFSB First Quarter First Saturday Session Meets
Mon-Fri	October 15-November 2	2	Faculty Advising for Current Students for Spring 2008
Wednesday	October	17	MSF/MSFSB First Quarter 100% Tuition Liability Begins
<b>Friday</b>	<b>October</b>	<b>26</b>	<b>Monday Classes that meet 4:00 p.m. and later meet to make up for Columbus Day</b> <b>Monday MBA/MPA DAY classes meet to make up for Columbus Day</b>
Thursday	November	1	Fall 2007 Deferred Tuition Payment Due
Friday	November	2	Last Day to Withdraw from Fall Courses without the Penalty of a “F” Grade <b>Tuesday MBA/MPA DAY Classes Meet</b>
Saturday	November	3	MSF/MSFSB First Quarter Second Saturday Session Meets
Monday	November	5	Graduate Student Priority WEB Registration for Spring 2008
Tuesday	November	6	Senior Priority WEB Registration for Spring 2008
Wednesday	November	7	Junior Priority WEB Registration for Spring 2008
Thursday	November	8	Sophomore Priority WEB Registration for Spring 2008
Friday	November	9	Freshman Priority WEB Registration for Spring 2008 <b>Wednesday Classes that meet 4:00 p.m. and later meet to make up for Thanksgiving</b>
<b>Monday</b>	<b>November</b>	<b>12</b>	<b>Veteran’s Day Holiday-University Closed</b>
Tuesday	November	13	Non Degree Priority WEB Registration for Spring 2008 Tuesday Classes that meet 4:00 p.m. and later cancelled

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			Tuesday MBA/MPA Day classes cancelled
			Monday Classes that meet 4:00 p.m. and later met to make up for Veteran's Day
			Monday MBA/MPA Day Classes meet to make up for Veteran's Day
Friday	November	16	Tuesday Classes that meet 4:00 p.m. and later meet to make up for Veteran's Day
			Tuesday MBA/MPA day classes meet to make up for Veteran's Day
<b>Tuesday</b>	<b>November</b>	<b>20</b>	<b>Dean College Thanksgiving Recess Begins at the End of Evening Classes</b>
<b>Wed-Sun</b>	<b>November</b>	<b>21-25</b>	<b>Thanksgiving Recess begins at 1:00 p.m. Wed. Nov 21 through Sunday Nov 26</b>
			<b>Dean college Closed for Thanksgiving Recess</b>
Thursday	November	29	Last Day to Register for Spring 2008 online registration without payment
<b>Friday</b>	<b>November</b>	<b>30</b>	<b>Thurs Classes that meet 4:00 p.m. and later meet to make up for Thanksgiving Holiday</b>
			<b>Thursday MBA/MPA Day Classes Meet to make up for Thanksgiving Holiday</b>
Thursday	December	6	Last Day of Fall 2007 Weekday Classes (Except NESADSU)
Friday	December	7	Reading Day (except NESADSU)
			Snow Make up Day for classes that meet 4:00 p.m. and later and MBA/MPA Day Classes (if needed)
Saturday	December	8	Last Day of Fall Undergraduate Saturday Classes
Monday	December	10	Last Day of Dean College DAY Classes
Mon-Sat	December	10-15	Final Exams and NESAD Portfolio Week
Tues-Sat	December	11-15	Final Exams for Dean College Day courses and Suffolk Day Courses on the Dean College Campus
Thursday	December	13	MSF/MSFSB First Quarter Ends
Saturday	December	15	Spring 2008 Tuition Due
Sun-Mon	December 16-January 13		Winter Vacation
Wednesday	December	19	Deadline for Submission of Fall Grades to Registrar

**Note: Dates are subject to change. Please check Campus Cruiser for the Most up-to-date information.**

# Fall Course Offerings

## BOSTON CAMPUS

### IMPORTANT INFORMATION CONCERNING MBA 600

**All full-time and part-time MBAs starting their program of study in Fall 2007, MUST take MBA 600.**

**MBA 600 occurs on two weekends: MBA 600 section AE meets September 14<sup>h</sup> and 15<sup>th</sup> + September 28<sup>th</sup> (see explanation below); and MBA 600 section BE meets September 21<sup>st</sup> and 22<sup>nd</sup> + September 28<sup>th</sup> (see explanation below).**

In each section, Friday begins at 3:30 pm, concludes at about 8:00 pm, and includes dinner; Saturday begins at 8:30 am, concludes at 6 pm, and includes breakfast and lunch. It is best to register early to insure the weekend of your choice. *Please note: Sept. 21<sup>st</sup> and 22<sup>nd</sup> is Yom Kippur.*

Students will receive a syllabus with assignments, directions etc. approximately one week prior to the weekend their section meets.

**Because of the nature of this course, students dropping MBA 600 AE after September 10<sup>th</sup> will be charged a \$200 MBA 600 cancellation fee. This also refers to students dropping MBA 600 AE and adding MBA 600 BE.**

**Students dropping MBA 600 BE after September 17<sup>th</sup> will be charged a \$200 MBA 600 cancellation fee.**

**MBA Career Management day is September 28<sup>th</sup> and is considered part of MBA 600 in both sections AE and BE.**

- **Full-Time MBA students** are required to attend the 3:00 pm to 5:15 pm session of Career Management Day as part of their MBA 600 grade.
- **Part-Time MBA students** are required to attend the 5:30 to 7:45 pm session of Career Management Day as part of their MBA 600 grade.

### ADVISING

All new full-time MBAs must have an advising appointment prior to registration.

It is highly recommended that new part-time MBAs have an advising appointment.

Contact the Boston MBA Programs Office at 617-573-8306 to make an advising appointment. Or call 1-800-6-SUFFOLK and ask for Caitlin Ryan, the MBA Program Assistant. Appointments may be by telephone and may be in the day and early evening.

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For up-to-date Course information go to [www.suffolk.edu/business](http://www.suffolk.edu/business) and click on B-Central.  
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## MBA Core/Required Courses

Course Section	Course Title	Days	Start Time	End Time	Faculty	Prereqs & Notes
*MBA 600 AE	Effective Career Planning	F	4:00 p.m.	8:00 p.m.	O'Neill, R	9/14/07
		S	8:30 a.m.	6:00 p.m.		9/15/07
*MBA 600 BE	Effective Career Planning	F	4:00p.m.	8:00 p.m.	O'Neill, R	9/21/07
		S	8:30 a.m.	6:00 p.m.		9/22/07
<i>*This course is required for all new Fall 2007 MBA admits. When scheduling please note that the Yom Kippur coincides with MBA 600 BE. There is also a required September 28<sup>th</sup> session for AE and BE: 3:00 p.m. - 5:15 p.m. for full time students and 5:30 p.m. - 7:45 p.m. for part time students.</i>						
MBA 610 B	Organizational Behavior	M	1:00 p.m.	3:40 p.m.	Staff	
MBA 610 BE	Organizational Behavior	T	7:15 p.m.	9:55 p.m.	Dumas	
MBA 610 CE	Organizational Behavior	T	4:30 p.m.	7:10 p.m.	Dumas	
MBA 620 A	Statistical Methods	W	1:00 p.m.	3:40 p.m.	Staff	Class meets 9/5-10/17
MBA 620 AE	Statistical Methods	T	4:30 p.m.	7:10 p.m.	Staff	Class meets 9/4-10/16
MBA 620 BE	Statistical Methods	T	7:15 p.m.	9:55 p.m.	Staff	Class meets 9/4-10/16
MBA 625 A	Operations Management	W	1:00 p.m.	3:40 p.m.	Staff	Class meets 10/24-12/12 MBA 620
MBA 625 AE	Operations Management	T	4:30 p.m.	7:10 p.m.	Staff	Class meets 10/23-12/11 MBA 620
MBA 625 BE	Operations Management	T	7:15 p.m.	9:55 p.m.	Staff	Class meets 10/23-12/11 MBA 620
MBA 630 A	Economic Analysis for Managers	TH	10:00 a.m.	12:40 p.m.	Beliaeva, N	
MBA 630 AE	Economic Analysis for Managers	W	6:00 p.m.	8:45 p.m.	O'Hara, T	
MBA 640 A	Corp Financial Reporting & Control	T	1:00 p.m.	3:40 p.m.	Pant, L	
MBA 640 AE	Corp Financial Reporting & Control	TH	6:00 p.m.	8:45 p.m.	Staff	
MBA 650 AE	Value Based Financial Management	TH	6:00 p.m.	8:45 p.m.	Muzere, M	MBA 620 and MBA 630 and MBA 640
MBA 660 AE	Mkting: Challenge of Managing Value	T	6:00 p.m.	8:45 p.m.	Staff	
MBA 670 AE	Info Mgt for Competitive Advantage	M	6:00 p.m.	8:45 p.m.	Staff	MBA 620 and MBA 625
MBA 680 AE	Mgmt in the Ethical Lgl Environment	W	6:00 p.m.	8:45 p.m.	Blodgett, M	
MBA 780 AE Environment	Managing in Global Environment	T	6:00 p.m.	8:45 p.m.	Delaunay, C	MBA 600 and all MBA core except MBA 670 and MBA 680
MBA 800 AE	Strategic Management	M	6:00 p.m.	8:45 p.m.	Lehrer, M	All MBA core and MBA 780

## Electives

### Accounting

ACCT 801 AE	Grad Fin Acct I	T	4:30 p.m.	7:10 p.m.	Cataldo, J	MBA 640 or MBA 720
ACCT 801 BE	Grad Fin Acct I	T	7:15 p.m.	9:55 p.m.	Cataldo, J	MBA 640 or MBA 720
ACCT 802 AE	Grad Fin Acct II	W	4:30 p.m.	7:10 p.m.	Li, J	ACCT 801
ACCT 803 AE	Grad Fin Acct III	T	4:30 p.m.	7:10 p.m.	Yen, A	ACCT 801
ACCT 804 BE	Cost Info, Dec & Control	T	7:15 p.m.	9:55 p.m.	Pelletier, M	MBA 640 or MBA 720 or

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ACCT 805 AE	Auditing and Assurance	M	4:30 p.m.	7:10 p.m.	Fuerman, R	ACCT 802 MBA 640 or MBA 720 or ACCT 802
ACCT 824 BE	Corp Fin Reporting & Analysis	M	7:15 p.m.	9:55 p.m.	Cataldo, J	MBA 640 or ACCT 802; <u>and</u> MBA 650
ACCT 825 AE	Corp. Fin Plan & Control	W	4:30 p.m.	7:10 p.m.	Pant, L	MBA 640 or ACCT 804
ACCT 861 AE	Leadership in the Financial Profession	T	4:30 p.m.	7:10 p.m.	Kraten, M	MBA 640 or ACCT 802
ACCT 865 AE	Tech & Fin Info Systems	M	4:30 p.m.	7:10 p.m.	Shaw, L	MBA 640 or ACCT 802 <u>and</u> ACCT 804
ACIB 872 AE	Int'l Fin Anal & Control	TH	7:15 p.m.	9:55 p.m.	Pelletier, M	MBA 640 or MBA 720 or ACCT 802; <u>and</u> MBA 650 or MBA 750 DOES fulfill MBA requirement for an international business elective.

### Business Law

BLLS 800 AE	Business Law	TH	7:15 p.m.	9:55 p.m.	Rahman, H	
BLLS 800 BE	Business Law	TH	4:30 p.m.	7:15 p.m.	Rahman, H	
BLLS 830 AE	Manage in Int'l Legal Environment	W	7:15 p.m.	9:55 p.m.	Blodgett, M	MBA 680 or MBA 730 DOES fulfill MBA Requirement for an I international elective

### Entrepreneurship

MGES 826 AE	Creating a Business Plan	M	7:15 p.m.	9:55 p.m.	Bhatia, S	MBA 650 and MGES 901
MGES 901 A	Business Start Ups	W	7:15 p.m.	9:55 p.m.	Wodjak, J	
MGES 910 A	Sm Bus Mgmt Practicum	TBA	TBA	TBA	Krauss, K	

### Finance

FIN 800 AE	Fin. Statement Analysis	M	7:15 p.m.	9:55 p.m.	Holmes, H	
FIN 805 AE	Capital Management	TH	4:30 p.m.	7:10 p.m.	Arthur, S	MBA 650 or MBA 750
FIN 810 AE	Investment Analysis	W	7:15 p.m.	9:55 p.m.	Amira, K.	MBA 650 or MBA 750
FIN 880 AE	Investment Banking	M	4:30 p.m.	7:10 p.m.	Holmes, H	MBA 650 or MBA 750
FIN 900 AE	Special Topic: Private Capital Markets	TH	7:15 p.m.	9:55 p.m.	Staff	
FNIB 825 AE	Multinational Fin Mgmt	T	4:30 p.m.	7:10 p.m.	Guo, L	MBA 650 or MBA 750 DOES fulfill MBA requirement for an international business elective

### Health Administration

HLTH 828 AE	Managerial Epidemiology	T	4:30 p.m.	7:10 p.m.	Fortess, E	
HLTH 835 AE	Health Marketing & Comm.	W	4:30 p.m.	7:10 p.m.	Gregg, R	
HLTH 850 AE	Health Information Systems	T	4:30 p.m.	7:10 p.m.	Fortess, E	
HLTH 890 AE	Healthcare Strategic Mgt	TH	7:15 p.m.	9:55 p.m.	Gregg, R	
HLTH 900 AE	Org Change in Healthcare	W	4:30 p.m.	7:10 p.m.	Gregg, R	

### Information Systems & Operations Management

ISOM 810 AE	Mgt. of Information Technology	TH	7:15 p.m.	9:55 p.m.	Staff	MBA 670
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## International Business

**\*all courses listed meet the requirement for an MBA elective in the International Business Area. Requirement is for 3 credits of International Business.**

ACIB 872 AE	Int'l Fin Anal & Control	TH	7:15 p.m.	9:55 p.m.	Pelletier, M	MBA 640 or MBA 720 or ACCT 802; <u>and</u> MBA 650 or MBA 750
BLLS 830 AE	Manage in Int'l Legal Environment	W	7:15 p.m.	9:55 p.m.	Blodgett, M	MBA 680 or MBA 730
FNIB 825 AE	Multinational Fin Mgmt	T	4:30 p.m.	7:10 p.m.	Guo, L	MBA 650 or MBA 750

## Organizational Behavior

MGOB 850 A	Management Consulting	S	9:00 a.m.	6:00 p.m.	Zanzi, A	MBA 610 Class meets 9/8, 9/29 10/6, 10/13 Class meets on 10/26
		F	5:00 p.m.	7:00 p.m.		
MGOB 860 AE	Leadership and Team Building	W	4:30 p.m.	7:10 p.m.	Webber, S	MBA 610 or permission of instructor

## Marketing

MKT 813 AE	Advertising and Brand Promotion	S	9:00 a.m.	3:30 p.m.	Bengtsson, A	MBA 660 Class meets 9/8-10/20
MKT 822 AE	Services Marketing	TH	4:30 p.m.	7:10 p.m.	McCabe, C	MBA 660
MKT 825 AE	Strategic Brand Marketing	TH	7:15 p.m.	9:55 p.m.	Barretti, M	MBA 660
MKT 920 A	Marketing Internship	TBA	TBA	TBA	Wilson, E	Completion of MBA core and good academic standing and permission of instructor

## Public Administration

P.AD 814 AE	Intergovernmental Relations	W	4:30 p.m.	7:10 p.m.	Burke, B.	
P.AD 815 AC	Non-Profit Orgs in Community	M	4:30 p.m.	7:10 p.m.	Matava, M	
P.AD 818 AC	Pub Sec Labor/Mgt Relations	S	8:30 a.m.	12:30 p.m.	Lavin, M	Check SAIL for course meeting dates
P.AD 820 AC	Governmental Decision Making	S	9:00 a.m.	4:45 p.m.	Snow, D	Check SAIL for course meeting dates
P.AD 821 AE	Human Services Integration	T	7:15 p.m.	9:55 p.m.	Hunt, J	
P.AD 835 AC	Non-profit Marketing & Comm	S	9:00 a.m.	4:45 p.m.	Staff	Check SAIL for course meeting dates
P.AD 839 AE	Leadership & Decision Making	TH	4:30 p.m.	7:10 p.m.	Gregg, R	
P.AD 890 AE	Strategic Management	TH	7:15 p.m.	9:55 p.m.	Gregg, R	

## Taxation

TAX 801 AE	Issues in Federal Taxation	TH	4:30 p.m.	7:10 p.m.	Angelini, J	
TAX 801 BE	Issues in Federal Taxation	TH	7:15 p.m.	9:55 p.m.	Staff	
TAX 861 AE	Tax Research	M	4:30 p.m.	7:10 p.m.	McNeil, C	
TAX 862 AE	Taxation of Corporations	W	4:30 p.m.	7:10 p.m.	Angelini, J	TAX 801 and TAX 861
TAX 871 AE	Tax of Estates, Trusts & Gifts	TH	7:15 p.m.	9:55 p.m.	Staff	TAX 801 and TAX 861
TAX 878 AE	Tax Compliance	T	4:30 p.m.	7:10 p.m.	Angelini, J	TAX 801 and TAX 861

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## CAPE COD CAMPUS - FALL

### MBA Core/Required Courses

Course Section	Course Title	Days	Start Time	End Time	Faculty	Prereqs & Notes
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### Electives

MGOB 900 CC	Project Management	F S	6:00 p.m. 9:00 a.m.	9:00 p.m. 6:00 p.m.	Martin, S	11/2 11/3-12/1
MKIB 817 CC	International Marketing	TBA	TBA	TBA	Staff	MBA 660

## DEAN CAMPUS - FALL

### MBA Core/Required Courses

Course Section	Course Title	Days	Start Time	End Time	Faculty	Prereqs & Notes
MBA 780 DC	Managing in the Global Environment	W	6:30 p.m.	9:10 p.m.	Bhatia, S	MBA 600 and all MBA core except MBA 670 and MBA 680

### Electives

MGOB 866 DC	Managing Failure for Success	S	TBA	TBA	Staff	Intensive Course
MKT 813	Advertising and Brand Promotion	M	6:30 p.m.	9:10 p.m.	Staff	MBA 660

## MERRIMACK CAMPUS - FALL

### IMPORTANT INFORMATION CONCERNING MBA 600

#### **All full-time and part-time MBAs starting their program of study in Fall 2007, MUST take MBA 600.**

**MBA 600 occurs on two weekends: MBA 600 section AE meets September 14<sup>h</sup> and 15<sup>th</sup> + September 28<sup>th</sup> (see explanation below) ; and MBA 600 section BE meets September 21<sup>st</sup> and 22<sup>nd</sup> + September 28<sup>th</sup> (see explanation below).**

In each section, Friday begins at 3:30 pm, concludes at about 8:00 pm, and includes dinner; Saturday begins at 8:30 am, concludes at 6 pm, and includes breakfast and lunch. It is best to register early to insure the weekend of your choice. *Please note: Sept. 21<sup>st</sup> and 22<sup>nd</sup> is Yom Kippur.*

Students will receive a syllabus with assignments, directions etc. approximately one week prior to the weekend their section meets.

**Because of the nature of this course, students dropping MBA 600 AE after September 10<sup>th</sup> will be charged a \$200 MBA 600 cancellation fee. This also refers to students dropping MBA 600 AE and adding MBA 600 BE.**

**Students dropping MBA 600 BE after September 17<sup>th</sup> will be charged a \$200 MBA 600 cancellation fee.**

**MBA Career Management day is September 28<sup>th</sup> and is considered part of MBA 600 in both sections AE and BE.**

- **Full-Time MBA students** are required to attend the 3:00 pm to 5:15 pm session of Career Management Day as part of their MBA 600 grade.
- **Part-Time MBA students** are required to attend the 5:30 to 7:30 pm session of Career Management Day as part of their MBA 600 grade.

### ADVISING

All new full-time MBAs must have an advising appointment prior to registration.

It is highly recommended that new part-time MBAs have an advising appointment.

Contact the Boston MBA Programs Office at 617-573-8306 to make an advising appointment. Or call 1-800-6-SUFFOLK and ask for Caitlin Ryan, the MBA Program Assistant. Appointments may be by telephone and may be in the day and early evening.

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## **MBA Core/Required Courses**

<b>Course Section</b>	<b>Course Title</b>	<b>Days</b>	<b>Start Time</b>	<b>End Time</b>	<b>Faculty</b>	<b>Prereqs &amp; Notes</b>
MBA 610 MC	Organizational Behavior	W	6:00 p.m.	8:45 p.m.	Zanzi, A	
MBA 620 MC	Statistical Methods	T	6:00 p.m.	8:45 p.m.	Staff	Class meets 9/4-10/16
MBA 625 MC	Operations Management	T	6:00 p.m.	8:45 p.m.	Staff	Class meets 10/23-12/11 MBA 620
MBA 780 MC	Managing in the Global Environment	TH	6:00 p.m.	8:45 p.m.	Staff	MBA 600 and all MBA core except MBA 670 and MBA 680
MBA 800 MC	Strategic Management	T	6:00 p.m.	8:45 p.m.	DeFillippi, R	All MBA core and MBA 780

## **Electives**

FNIB 825 MC	Multinational Fin Mgmt	W	6:00 p.m.	8:45 p.m.	Staff	MBA 650
MGES 901 MC	Business Start Ups	M	6:00 p.m.	8:45 p.m.	Krauss, K	

## GLOBAL MBA - FALL

### IMPORTANT INFORMATION CONCERNING MBA 600

#### **All full-time and part-time MBAs starting their program of study in Fall 2007, MUST take MBA 600.**

**MBA 600 occurs on two weekends: MBA 600 section AE meets September 14<sup>h</sup> and 15<sup>th</sup> + September 28<sup>th</sup> (see explanation below) ; and MBA 600 section BE meets September 21<sup>st</sup> and 22<sup>nd</sup> + September 28<sup>th</sup> (see explanation below).**

In each section, Friday begins at 3:30 pm, concludes at about 8:00 pm, and includes dinner; Saturday begins at 8:30 am, concludes at 6 pm, and includes breakfast and lunch. It is best to register early to insure the weekend of your choice. *Please note: Sept. 21<sup>st</sup> and 22<sup>nd</sup> is Yom Kippur.*

Students will receive a syllabus with assignments, directions etc. approximately one week prior to the weekend their section meets.

**Because of the nature of this course, students dropping MBA 600 AE after September 10<sup>th</sup> will be charged a \$200 MBA 600 cancellation fee. This also refers to students dropping MBA 600 AE and adding MBA 600 BE.**

**Students dropping MBA 600 BE after September 17<sup>th</sup> will be charged a \$200 MBA 600 cancellation fee.**

**MBA Career Management day is September 28<sup>th</sup> and is considered part of MBA 600 in both sections AE and BE.**

- **Full-Time MBA students** are required to attend the 3:00 pm to 5:15 pm session of Career Management Day as part of their MBA 600 grade.
- **Part-Time MBA students** are required to attend the 5:30 to 7:30 pm session of Career Management Day as part of their MBA 600 grade.

GMBA 601	Introduction to Global Business	9/8	8:30 a.m. -6:00 p.m.	Required for all entering Global MBAs Information will be mailed
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### ADVISING

All new full-time and part-time Global MBAs must have an advising appointment prior to registration.

Contact the Boston MBA Programs Office at 617-573-8306 to make an advising appointment. Or call 1-800-6-SUFFOLK and ask for Caitlin Ryan, the MBA Program Assistant. Appointments may be by telephone and may be in the day and early evening.

\*Course Requirements and Offerings will be discussed in the advising meeting.

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## **MBA ONLINE**

### **FOR ALL STUDENTS REGISTERING FOR AN MBA ONLINE COURSE**

It is **IMPORTANT** to read all registration information below.

#### **EMAIL**

Please be sure to access your Suffolk email address at [www.suffolk.edu/email](http://www.suffolk.edu/email) to receive your online course(s) login information.

#### **ACCESS TO COURSES**

Log on to [www.suffolk.edu/mabaonline](http://www.suffolk.edu/mabaonline).

Under Current Students, click on Access to Courses

### **FIRST TIME MBA ONLINE COURSE USERS**

If this is the first MBA Online course you are taking, you **MUST register for MBA 001 W1 – NSO First Time MBA Online Users**. This is a 0-credit, 0-fee introductory session that will insure you are technically ready for your online course and that you understand the MBA Online procedures and processes.

To download the NSO agenda, go to [www.suffolk.edu/mabaonline](http://www.suffolk.edu/mabaonline).

Under Current Students, click on New Student Orientation.

#### **CHAT**

A 90- minute weekly chat is **required** for each Suffolk MBA Online course.

Chat provides real-time access to your instructors, classmates and group members.

To get the most updated information on scheduled chat sessions, log on to [www.suffolk.edu/mabaonline](http://www.suffolk.edu/mabaonline).

Under Current Students, click on Schedules.

#### **TUITION AND FEES**

Standard tuition applies to the MBA Online courses.

**There is an additional tech fee for each MBA Online course.**

Go to [www.suffolk.edu/stdact](http://www.suffolk.edu/stdact) for specific information.

### **FOR MBA ONLINE STUDENTS**

All MBA Online students may register for Suffolk MBA courses at our main campus in Boston, and at our off site locations in Franklin, North Andover, and West Barnstable.

#### **GLOBAL BUSINESS TRAVEL COURSES**

All MBA Online students may register for Suffolk 3-credit one-week global business travel seminars. Contact Michael Brown at [mcbrown@suffolk.edu](mailto:mcbrown@suffolk.edu) for more information. Recent global seminars have included one week trips to China, Germany, France, Chile, Brazil, and India.

#### **CORE AND REQUIRED COURSES - MBA 600**

*For up-to-date Course information go to [www.suffolk.edu/business](http://www.suffolk.edu/business) and click on B-Central.  
Look for the square with blue letters that says Campus Resources, and click on Search for Suffolk Classes.*

All new Summer 2006 MBA Online admits **MUST register for MBA 600 W1 in Fall 2006.**  
**It is ONLY offered in Fall semesters.**

#### **ADVISING**

All new full-time MBA Online students must have an advising appointment prior to registration.  
It is highly recommended that new MBA Online part-time students have an advising appointment prior to registration.  
Contact the Boston MBA Programs Office at 617-573-8306 to make an advising appointment. Or call 1-800-6-SUFFOLK and ask for Caitlin Ryan, the MBA Program Assistant. Appointments may be by telephone and may be in the day and early evening.

**Note: For an up-to-date listing of course offerings please visit [www.suffolk.edu/mba](http://www.suffolk.edu/mba) online and click on Program Calendar.**