



## DEVELOP HIGH-LEVEL PROFESSIONAL & BUSINESS SKILLS

### OVERVIEW

Our highly connected global economy has created an internationally competitive workplace. Professional development and advanced understanding in business theory and practice is more important than ever.

This TALK Professional Development Program offers students an opportunity to gain a competitive advantage by offering insights and understanding into the global economy and business world.

Courses are designed to cover the theory and practice of each subject, and include analytical tools used by business managers to make important real-life decisions. Students will have the opportunity to develop their business skills and advance their English proficiency.

### ELIGIBILITY REQUIREMENTS

- International students with an appropriate visa (F-1 student visa or similar) or US residency
- A minimum age of 18 years
- High-school completion
- English proficiency of TALK Level 5 or higher
- Minimum enrollment of 1 full course (7 or 8 weeks)
- Demonstrate maturity and willingness to participate in classroom activities.

### BENEFITS

- Develop new skills and an understanding of the global economy and the business world.
- Potential for increased career opportunities when returning to your home country.
- Graduating students are awarded designations and qualifications for successfully completing courses.
- Development of international alumni contacts.
- Although not an exam preparation course, the curriculum follows specific guidelines, providing students an opportunity to gain college credits by examination in the US and worldwide.

### \*DATES, DURATION & COURSES

Jan 02 to Feb 22	8 Weeks	Humanities
Feb 26 to Apr 18	7 Weeks	Principles of Microeconomics
Apr 22 to Jun 06	7 Weeks	Introductory Business Law
Jun 10 to Jul 25	7 Weeks	**College Composition
Sep 03 to Oct 24	8 Weeks	Natural Sciences
Oct 28 to Dec 19	7 Weeks	Principles of Macroeconomics

\*Subject to change and may not be offered at all schools

\*\*Summer Break. Some students may not need to take the course

## WEEKLY COURSE SCHEDULE

Monday to Thursday	Mornings	*Evenings
CLASS (Tue only)		15:30 - 17:20
BREAK (Tue only)		17:20 - 17:50
CLASS	09:00 - 10:50	17:50 - 19:40
BREAK	10:50 - 11:20	19:40 - 20:10
CLASS	11:20 - 13:10	20:10 - 22:00
BREAK (Mon only)	13:10 - 13:40	
CLASS (Mon only)	13:40 - 14:30	

\*Evening schedule not available at all schools

## COLLEGE CREDIT THROUGH EXAMINATION

Standardized testing provides students an opportunity to earn college credits by taking and passing an exam. The program applies to specific subjects and the exam covers a defined, comprehensive curriculum acceptable to most colleges. Scheduled testing is administered at thousands of sites across the United States and the credits earned are accepted at thousands of colleges in the United States and around the world.

### CLEP (COLLEGE LEVEL EXAMINATION PROGRAM)

These standardized tests are created and administered by College Board; an American not-for-profit organization created to expand access to higher education.

Examination cost is currently (7/23) USD \$93, but subject to change. The exams are administered at more than 1,000 sites across the United States. There are about 2,900 colleges which grant CLEP credit.

See [www.clep.collegeboard.org](http://www.clep.collegeboard.org)

### DSST (DANTES SUBJECT STANDARDIZED TEST)

These standardized tests were designed for service members of the US Department of Defense. Now it is open to all students. The program is administered by Prometric, an American education and testing company.

Examination cost is currently (7/23) USD \$85, but subject to change. The exams are administered at more than 1,000 sites across the United States. There are about 1,500 colleges which grant DSST credit.

See [www.getcollegedcredit.com](http://www.getcollegedcredit.com)

## COURSES

Courses are taught at a first-year US college level and cover the fundamental principles, practice, and theory of the subject.

Course curricula follow nationally, and internationally accepted guidelines as determined by the College Board or the American Council on Education. The designated textbook follows the curriculum and is required for studies. Online resources are used when appropriate, to enrich the learning experience.

Courses are offered in sequence, as follows:

**HUMANITIES:** The goal is for students to develop a general knowledge of literature, art, music, and the performing arts. The course covers periods from classical to contemporary in the fields of poetry, prose, philosophy, art, architecture, music, dance, theater, and film. Students will develop a framework to comprehend, analyze and interpret various works of art.

**PRINCIPLES OF MICROECONOMICS:** The goal is for students to develop an understanding of how free markets work to allocate resources efficiently, how individual consumers make economic decisions to maximize utility, how individual firms make decisions to maximize profits, how to identify the characteristics of the different market structures, and how to analyze the behavior of firms in terms of price and output.

**INTRODUCTORY BUSINESS LAW:** The goal is for students to develop an understanding of the history and sources of American law and the legal system and its application to businesses and commerce. Emphasis is placed on the functions of contracts in American business law, specifically as applied to torts, agency, employment, and sales.

**COLLEGE COMPOSITION (for Students ineligible for the Summer Break):** The goal is for students to develop writing skills including analysis, argumentation, synthesis, usage, ability to recognize logical development, and research. Students will develop an understanding of rhetoric and composition and learn to apply Standard Written English principles.

**NATURAL SCIENCES:** The goal is for students to develop a knowledge and understanding of the basic principles and concepts of science, the comprehension of scientific information, and the understanding of issues of science in contemporary society. Students will learn the qualitative and quantitative application of scientific principles.

**PRINCIPLES OF MACROECONOMICS:** The goal is for the student to develop an understanding of the principles of economics that apply to an economy, particularly the general price level, output and income, and the interrelations among sectors of the economy, aggregate supply, monetary and fiscal policy tools that can be used to achieve specific policy objectives, and concepts such as gross domestic product, and consumption.

## PROGRAM DETAILS & DESIGNATIONS

- Program duration is a minimum of 1 course (7 or 8 weeks) and a maximum of 15 courses (3 years)
- 6 courses are taught per year including 1 course taught during the summer break
- A minimum of 3 business courses and a minimum of 2 in the humanities, social sciences or arts are offered each year

No. Courses Passed	Designation
5	Certificate in Business Administration
10	Diploma in Business Administration
15	Higher Diploma in Business Administration

## SUMMER BREAK ELIGIBILITY

- Students are eligible to take a summer break provided they comply with study duration requirements and return to studies after the break.
- Summer break period depends on the student's program start date, as follows:

Student Start Date	Summer Break No. of Weeks	Summer Break Dates
In 2023	12 Weeks	Jun 09 - Aug 31
In 2024 - summer course required	5 Weeks	Jul 28 - Aug 31

## 2024 ACADEMIC CALENDAR

January							February							March							April						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2/C1	3	4	5	6					1	2	3						1	2		1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18/C2	19	20
21	22	23	24	25	26	27	18	19	20	21	22/C3	23	24	17	18	19	20	21	22	23	21	22/C4	23	24	25	26	27
28	29	30	31				25	26/C5	27	28	29			24	25	26	27	28	29	30	28	29	30				
							30							31													

  

May							June							July							August						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	2	4	5	6/C3	7	8		7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10/SC	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25/SC	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				

  

September							October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3/C4	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19/C5	20	21
22	23	24	25	26	27	28	20	21	22	23	24/C4	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28/C5	29	30	31			24	25	26	27	28	29	30	29	30	31	1	2	3	4

**#/X** Start Date/Course No.

**XX** End Date/Course No.

**XX** Payment Due Date

**XX** MidTerm

**XX** Spring/Thanksgiving/Holiday Break

**XX** Summer Break

**XX** Holidays

Course	Weeks	Start	End
C1	8	Jan 2	Feb 22
C2	7	Feb 26	Apr 18
C3	7	Apr 22	Jun 6
SC	7	Jun 10	Jul 25
C4	8	Sep 3	Oct 24
C5	7	Oct 28	Dec 19