



## 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

- Students with an F-1 student visa or similar, 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
- 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.

### \*COURSES & DATES

Jan 03 to Feb 16	Psychology
Feb 21 to Apr 13	Principles of Supervision
Apr 18 to Jun 01	Finance
Jun 05 to Jul 13	Business Comm.**/Summer Break
Aug 28 to Oct 19	Marketing
Oct 23 to Dec 14	Management

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

\*\*Not a CLEP or DSST College Credit through Examination course

## WEEKLY COURSE SCHEDULE

Monday to Thursday Mornings	
CLASS	9:00 - 9:50
BREAK	9:50 - 10:10
CLASS	10:10 - 11:50
BREAK	11:50 - 12:10
CLASS	12:10 - 13:00
Monday Afternoons	
CLASS	13:30 - 14:20
BREAK	14:20 - 14:40
CLASS	14:40 - 15:30

## COLLEGE CREDIT THROUGH EXAMINATION

This process provides students an opportunity to earn college credits at a lower cost. The program of standardized testing applies to specific subjects and covers a defined, comprehensive curriculum. The tests are 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 USD \$89. and the tests 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 USD \$80. and are administered at more than 1,000 sites across the United States. There are about 1,500 colleges which grant DSST credit.

See [www.getcollegecredit.com](http://www.getcollegecredit.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:

**PSYCHOLOGY:** The goal is for students to develop an understanding of basic facts, concepts, and principles in approaches and methods of psychology; biological bases of behavior, sensation, and perception; states of consciousness; learning; cognition; motivation and emotion; personality; psychological disorders and treatment; social psychology; tests, and measurements.

**PRINCIPLES OF SUPERVISION:** The goal is for the student to develop an understanding of the interlocking functions of organizing, planning, controlling, and managing an organization's resources in order to achieve the organization's objectives. Issues include planning, organizing, directing, motivating, and managing personnel.

**FINANCE:** The goal is for students to develop an understanding of financial concepts and theory, including financial statements and planning, time value of money, working capital management, valuation and characteristics of stocks and bonds, capital budgeting, cost of capital, risk and return, and financial management.

**BUSINESS COMMUNICATIONS (for Students ineligible for the Summer Break):** The goal is for students to develop an understanding of how to better communicate in a business or professional environment. Topics of study include crafting messages, creating presentations, improving written and verbal skills, and using business vocabulary.

**MARKETING:** The goal is for students to understand concepts including the role of marketing in society and within a firm, consumer and organizational markets, marketing strategy planning, the marketing mix, marketing institutions, and other selected topics, such as international marketing, ethics, marketing research, services, and not-for-profit marketing.

**MANAGEMENT:** The goal is for students to develop an understanding of management functions and techniques, and ability to associate the meaning of specific terminology with important management ideas, processes, and techniques. You will also be required to apply knowledge, general concepts, and principles to specific problems.

### 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. Students eligible for the summer break are required to take 5 courses
- A minimum of 3 business courses and 1 in the humanities or social sciences 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

- All students are eligible to take a summer break provided they 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
Prior year (no summer course required)	12 Weeks	Jun 04 - Aug 26
Current year (summer course required)	6 Weeks	Jul 16 - Aug 26

## 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	3/C1	4	5	6	7				1	2	3	4				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21/C2	22	23	24	25	19	20	21	22	23	24	25	16	17	18/C3	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
																					30						

  

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	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5/C4	6	7	8	9	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28/C5	29	30	31		
														30	31												

  

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	1	2	3	4	5	6	7				1	2	3	4						1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23/C6	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
																					31						

#/X Start Date / Course (C1: Psychology, C2: Principles of Supervision, C3: Finance, C4: Business Comm. (summer), C5: Marketing, C6: Management)

XX Mid-Course Test

XX Payment Date

XX Course End Date

XX Holidays

XX Spring/Thanksgiving Break

XX Summer/Year-end Break