

Sample schedules

a.) SHORT-TERM CERTIFICATE PROGRAM: BUSINESS ADMINISTRATION • 9 MONTHS • TOEFL 520

Quarter 1	AIE Activities:
BUS 101 Introduction to Business 5 credits ACC 210 Introduction to Accounting 5 credits BUS 131 Business Writing 5 credits	<ol style="list-style-type: none"> 1. Personality and Interest Exploration: Student takes one or more skills/personality assessments. 2. Job Preparation Skills: Student will take Business 216 in Quarter 2. 3. Internship Experience: Student begins researching internship options.
Quarter 2 ACC 220 Accounting 2 5 credits BUS 216 Professional Development 5 credits ECO 100 Introduction to Economics 5 credits	<ol style="list-style-type: none"> 1. Personality and Interest Exploration: If not completed in Quarter 1, student now completes skills/personality assessments. 2. Job Preparation Skills: Student takes Business 216. 3. Internship Experience: Student applies for and secures volunteer internship at a local non-profit organization.
Quarter 3 ACC 230 Managerial Accounting 5 credits BUS 170 Information Technology 5 credits BUS 100 Introduction to Supervision 3 credits Internship 2 credits	<ol style="list-style-type: none"> 1. Personality and Interest Exploration: Completed in Quarters 1 or 2. 2. Job Preparation Skills: Completed in Quarter 2. 3. Internship Experience: Student begins and completes internship.

The student will earn two certificates at the end of 9 months:

- Business Administration Short-Term Certificate
- American Internship Experience Certificate

Also, since the student completed a 9-month academic program, s/he is eligible to apply for one year of Optional Practical Training (OPT) (a paid work experience on or off campus), which may begin upon completion of the Certificate.

b) COLLEGE BRIDGE: 6 MONTHS • TOEFL 470-519

Quarter 1	AIE Activities:
College Bridge Reading 5 4 credits Academic Writing 5 4 credits HUM 105 : Intercultural Communication 5 credits	<ol style="list-style-type: none"> 1. Personality and Interest Exploration: Student takes required skills/personality assessments. 2. Job Preparation Skills: Student is not taking Business 216, so s/he completes one or more independent study requirements. 3. Internship Experience: Student researches, applies for, and secures volunteer internship at a local non-profit organization.
Quarter 2 College Bridge Reading 6 4 credits Academic Writing 6 4 credits One five-credit college class 5 credits Internship 2 credits	<ol style="list-style-type: none"> 1. Personality and Interest Exploration: Completed in Quarter 1. 2. Job Preparation Skills: If not completed in Quarter 1, student now completes independent study requirements. 3. Internship Experience: Student begins and completes internship.

The student will earn two certificates at the end of 9 months:

- College Bridge Graduation Certificate
- American Internship Experience Certificate



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