

INTERNATIONAL BUSINESS PROGRAMS

Baruch
COLLEGE

CONTINUING
AND PROFESSIONAL
STUDIES

CUNY

CONTENTS

WHAT'S INSIDE

- 5** I-20 Programs at Baruch College CAPS
- 9** International Business Programs
- 12** Accounting Track
- 13** Finance & Investments Track
- 14** Marketing Track
- 15** Digital and Web Design Track
- 16** Leadership & Management Track
- 17** International Trade Track
- 20** Real Estate Construction Administration & Development (RECAD)
- 22** English Express
- 23** Student Services and Resources
- 25** Program Admissions & Start Dates
- 28** Other Fees
- 29** Refund Policy



BARUCH COLLEGE

Baruch College is ranked among the region's and nation's top colleges by U.S. News & World Report, Forbes, Princeton Review, and others. Our campus is within easy reach of Wall Street, Midtown, and the global headquarters of major companies and non-profit and cultural organizations, giving students unparalleled internship, career, and networking opportunities.

The College's more than 18,000 students, who speak more than 110 languages and trace their heritage to more than 170 countries, have been repeatedly named one of the most ethnically diverse student bodies in the United States.



DIVISION OF CONTINUING & PROFESSIONAL STUDIES

Students at Baruch College's Division of Continuing and Professional Studies (CAPS) come from all walks of life and levels of education. All have unique goals and aspirations. Some study with us to advance their careers, some to change careers, some to improve their language skills, and others to enrich their personal lives. Many of our students have gone on to prestigious positions with top corporations in the U.S. and abroad.

CAPS develops and initiates new courses and programs in response to market changes and the needs of aspiring professionals. We base these programs on input from experts in the professional community and former students and we introduce them only after rigorous review and educational development. Taught by industry professionals, our courses are conveniently scheduled during the day, in evenings, and on weekends to best meet the needs of adult students. Courses are offered in traditional classrooms, online, or in a combination of both formats.



INTERNATIONAL BUSINESS PROGRAMS

Baruch CAPS is part of City University of New York, the largest urban university system in the United States. We are nationally recognized for outstanding academics by The Princeton Review and is among the most ethnically diverse campuses in the nation.

International students are especially attracted to Baruch College's outstanding academics, affordability, and convenient location in a safe, vibrant New York City neighborhood. The academic coursework supports intellectual development and engagement with multicultural business practices in one of the most dynamic business hubs in the world.

The Baruch College approach emphasizes the practical application of classroom skills with frequent incorporation of real-world case studies into the curriculum. Beyond the acquisition of a global business education, we strive to provide international students with opportunities to interact with business professionals outside the classroom environment.

CONTEMPORARY AMERICAN BUSINESS PRACTICES (CABP)



LETTER FROM OUR DIRECTOR



"Baruch College is a renowned institution of public higher education that serves as a catalyst for innovation, entrepreneurship, and internationalization".

Evangelina Ocasio

**Director of Professional Programs
and Corporate Learning & Development**

Dear Prospective Student,

I am delighted that you are considering our Contemporary American Business Practices Certificate as the next step in your professional journey. Baruch College is a renowned institution of public higher education that serves as a catalyst for innovation, entrepreneurship, and internationalization. The Division of Continuing & Professional Studies (CAPS) has much to offer Professionals like you who seek to expand their professional horizons by acquiring a solid business education in fields such as Finance, Marketing, International Trade, Accounting, Management and Information Technology.

Because the career paths, aspirations, and needs of international students across global industries are changing rapidly, we understand how important it is for students in our programs to benefit from cutting-edge instruction that will fully prepare them to adapt and succeed in thriving, ever-changing industries around the world.

Our instructors, administrators, and industry partners are dedicated to intensifying our focus, offering the perfect combination of academic excellence and professional expertise. As a student, you will be lending your part to our shared mission of creating a vibrant campus atmosphere filled with opportunities such as meeting professionals from all over the world and participating in workshops, lectures and networking events that are open to all members of the Baruch community.

I invite you to check out our website, which has many useful resources for the application and onboarding process with the Program in Contemporary American Business Practices. We look forward to supporting your academic and personal success.



OUR INSTRUCTORS



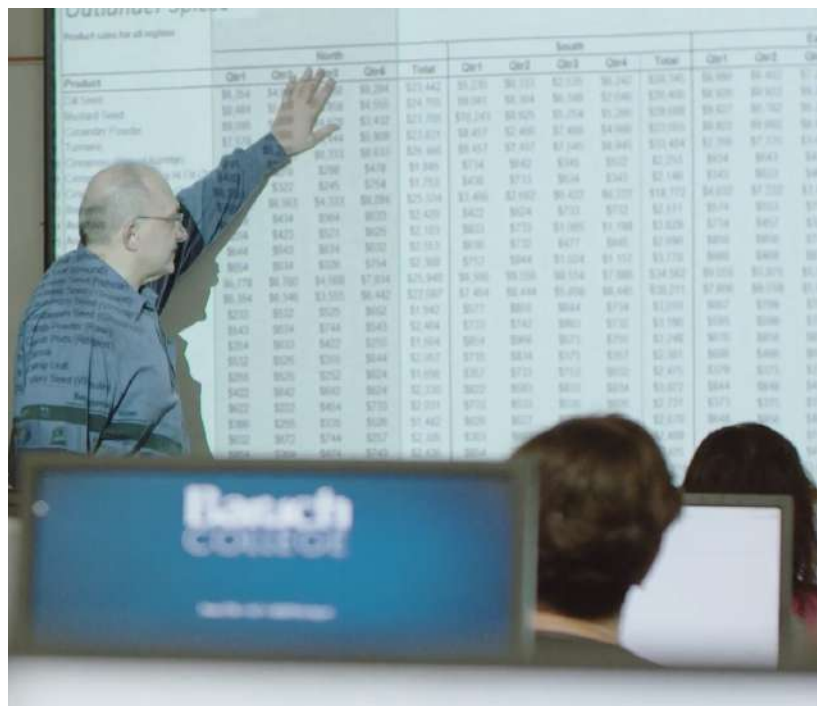
Instructors at Baruch's Division of Continuing & Professional Studies are subject matter experts and active industry professionals with powerful business credentials in a variety of thriving industries.



Our Program Administrators collaborate with Faculty, Advisory Boards and Alumni to actively assess the quality and relevancy of our courses, specially the program in Contemporary American Business Practices.



As a Student, you can expect that Instructors will engage you and motivate you in class while they offer you the perfect combination of academic excellence and professional expertise.



ABOUT THE PROGRAM

The Contemporary American Business Practices (CABP) certificate, designed to familiarize individuals with the processes, routines, and best practices of modern business, is relevant for domestic and international students who are interested in entering or enhancing a career in fields such as: Marketing, Finance, Accounting, International Trade, Management, and Web Development.

The CABP program immerses students in an interactive learning environment and introduces them to the latest techniques employed by corporate America--the business practices recognized globally for innovation, effectiveness, and efficiency.



PROGRAM SCHEDULE

During the course of the three semesters, students meet Monday through Thursday in the late afternoon (4pm) and evening. Students in the Web Design & Development track meet Monday through Thursday and four Saturdays each term.

INTERNATIONAL STUDENTS (F-1 ELEGIBLE PROGRAM)

For International Students, the CABP program meets the 18-hour-per-week requirement mandated for an I-20 Certificate of Eligibility and therefore allows students to apply for an F-1 Visa.

OPT

Upon completion of this rigorous program, students may apply for Practical Training, temporary employment directly related to the student's field of study. Students may contact their International Student Advisor at Baruch's International Student Service Center (ISSC) to discuss eligibility. Authorization for employment is not guaranteed.

PROGRAM CORE

Developed over years of research the first semester of study helps students bridge knowledge gaps in core business areas.

This core knowledge is used in the remaining of their program specialization and future professional endeavors.



Semester One / Core Courses

Int'l Trade: Embarking on the Global Marketplace

Business Statistics

Accounting I

Communicating About U.S. Business & Politics

Principles of Finance



ACCOUNTING TRACK

Students in this track learn how to develop a set of financial controls and gain the skills needed to measure, record and report business transactions. This concentration on accounting principles provides students with a strong foundation on which to build a career or a business.

Along with accounting principles, students will benefit from cutting edge courses in budget management, financial statement analysis, auditing techniques and accounting software like QuickBooks. This track also provides students with an in-depth understanding of public and private accounting issues.



Semester Two

Financial Statement Analysis

Budget Management

Financial Accounting II

Accounting with Quickbooks

Business Communications

Semester Three

Intermediate Accounting

Auditing Techniques in Accounting

Adv. Financial Reporting

Adv. Financial Statement Analysis

Managing Your Career

Tuition:
\$7,900*

***Plus Applicable Fees**

FINANCE TRACK

With an increased focus on conducting business in a global environment, this track provides students with an excellent foundation that will allow them to enter into or grow within the finance and investments field. An understanding of finance and investments is a valuable tool that will provide students with the confidence to make making major job-related and personal decisions.

Professionals in the finance and investment fields can: assist organizations in generating funds necessary to support and expand business operations, put together acquisitions, manage cash resources, and ensure future economic stability.

The components of this track address basic financial principles, theories in equity markets, valuation, derivative markets, corporate finance, personal investment strategies, investment banking, debt and fixed income markets.

Semester Two

Corporate Finance & Valuation

Equity Markets & Portfolio Theory I

Personal Investments I

Investment Banking

Business Communications

Semester Three

Entrepreneurial Venture Finance

Wealth Management

Introduction to Derivatives Markets

Debt & Fixed-Income Markets

Managing Your Career



Tuition:
\$7,900*

***Plus Applicable Fees**

MARKETING TRACK

This track offers Contemporary American Business Practices students the opportunity to focus on one of the most creative and dynamic industries in today's business world.

Companies around the world need to promote their services and products, increase sales, and manage their image.

The Marketing track is an interactive experience comprised of effective strategies to increase a company's competitive position through classes such as: Global Marketing, Brand Management and Customer Service.



Semester Two

Marketing for New Marketers

Marketing Strategy

Global Marketing

Social Media Marketing

Business Communications

Semester Three

Public Relations & Business Communications

Interactive Marketing

Integrated Marketing Communication

Advertising

Managing Your Career

Tuition:
\$7,900*

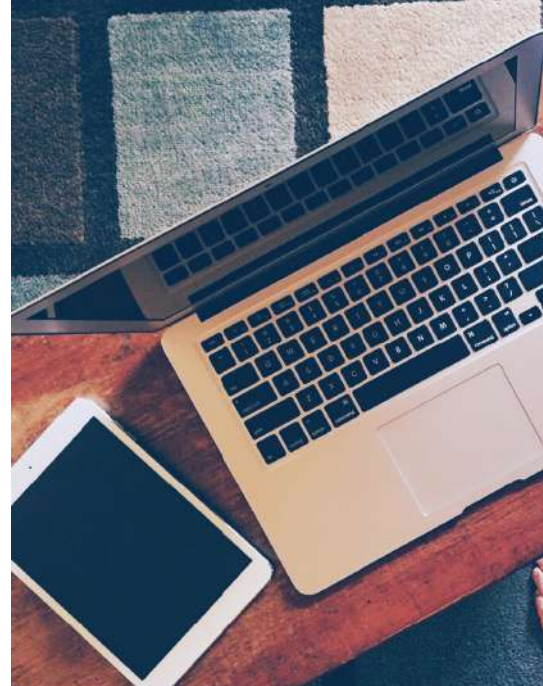
***Plus Applicable Fees**

WEB DESIGN & DEVELOPMENT TRACK

The CABP Web Design & Development Track is designed to provide International students with the foundation to build and curate their own websites.

This track prepares students who are interested in designing the look, layout, and organization of websites for careers in any field including, but not limited to: Marketing, Design, and Entrepreneurship.

*For a full list of courses, visit www.baruchcaps.com



Semester Two

Adobe Photoshop,
Illustrator, & In Design

Typography

Dreamweaver

Color Theory

Build Your Own Website

Design Lab

Semester Three

Javascript & Ajax

Java I

Oracle I: Intro to SQL

CSS & HTML5

Mobile App Development

Design Lab

Tuition:
\$8,900*

***Plus Applicable Fees**

MANAGEMENT TRACK

This track of study builds fundamental management knowledge and introduces a set of core competencies demanded of supervisors at every organizational level.

Students get comprehensive, hands-on training in supervision, project management, time and budget management, effective communication, goal setting, decision making, providing feedback to employees, and coaching.

The coursework exposes students to real-life scenarios and provides them with skills necessary to obtain maximum results from employees, peers and supervisors.



Semester Two

Neg, Decision-Making & Conflict Management

Contemporary Management Practices

Customer Relationship Management

Planning & Man. Org. Change

Business Communications

Semester Three

Organizational Behavior

Creating Effective Teams & Partnerships

Strategic Planning

The Art of Supervision:
Confronting the Difficult Employee

Managing Your Career

Tuition:
\$7,900*

***Plus Applicable Fees**

INTERNATIONAL TRADE TRACK

This is a practical, hands-on and comprehensive set of courses concentrating on the procedures, terminology, documentation, and regulations for the import and export of goods and services into and from the United States. Classes are taught by accomplished and respected practitioners with years of experience.

This track is designed to build a complete and cohesive set of skills for a particular area of international trade. Classes in this challenging program will provide up-to-date information and practical skills that will help students become competitive in this dynamic area.



Semester Two

Global Sourcing & Supply
Chain Management

Import Regulations &
Documentation

Tariff Classification &
Customs Valuations

Intl Logistics

Business Communications

Semester Three

Export Controls & Licenses

Export Regulations &
Documentation

E-Commerce and
International Trade

Customs Law

Managing Your Career

Tuition:
\$7,900*

***Plus Applicable Fees**



TESTIMONIALS

"There were so many small moments from the beginning that showed me I had made the right choice in coming to Baruch College CAPS. We learned as real professionals from real professionals, how to approach our specializations. For my marketing track we created groups like marketing agencies and prepared strategies and plans, learned effective practices in branding, the importance of social media in today's market, and how to build relationships to help you grow and sustain your business. Baruch gave me a chance to learn deeply, and everyday I'm thankful for the choice I made."

Karla Abad, 2014 CABP Graduate

REAL ESTATE CONSTRUCTION ADMINISTRATION & DEVELOPMENT (RECAD)



ABOUT THE PROGRAM

The Real Estate Contract Administration and Development Program provides students with a comprehensive, analytical, and practical understanding of real estate construction and development.

Students enrolled in this program will be educated and trained on the fundamentals for overseeing every aspect of the development and construction of a project. By integrating current and best practices of real estate construction and development into our curriculum, students will be immersed in engaging and interactive faculty-led classroom discussions on topics such as: real estate leasing, economics, finance, cost estimating, budgeting, construction methods and technology, construction contract law, blueprint reading, planning, scheduling, and management.



Upon successfully completing the program, students will develop critical thinking and problem solving skills, empowering them to make informed decisions, and take on lead roles on the acquisition, investment, design and construction of residential and non-residential buildings, highways, streets, bridges, and other sustainable construction projects.

PROGRAM SCHEDULE

Each semester, for a total of three semesters, students will meet for eight weeks. Courses under the Real Estate Construction Administration and Development program are conveniently offered during the late afternoon and evening, Monday through Thursday.

INTERNATIONAL STUDENTS (F-1 ELEGIBLE PROGRAM)

For International Students, the CABP program meets the 18-hour-per-week requirement mandated for an I-20 Certificate of Eligibility and therefore allows students to apply for an F-1 Visa.

OPT

Upon completion of this rigorous program, students may apply for Practical Training, temporary employment directly related to the student's field of study. Students may contact their International Student Advisor at Baruch's International Student Service Center (ISSC) to discuss eligibility. Authorization for employment is not guaranteed.

REAL ESTATE CONSTRUCTION ADMINISTRATION & DEVELOPMENT (RECAD)

Semester One

Commercial RE Leasing

An Economic Perspective on RE

Principles of RE Finance I

Principles of RE Finance II

Mastering the Application of RE Math



Semester Two

Construction Management

Construction Methods and Technology

Construction Project Management

Construction Estimating

RE Business Management:
A Global Overview

Semester Three

Construction Contract Law

The Future of Blueprint Reading

Primavera

Fund. of Sustainable Design

Leadership in Energy &
Environmental Design
(LEED)

Tuition:
\$6,737*

***Plus Applicable Fees**

LANGUAGE SUPPORT

english express

This 2-week intensive English program prepares students who receive IBT TOEFL scores of 70- 78 or IELTS score of 6.0 for the Certificate in American Business Practices (CABP) program. Students develop their English language skills through courses in academic writing, reading, listening & speaking, vocabulary and accent reduction.

Upon successful completion of these courses, students may enter the CABP program. This program is also open to students in levels 7-10, who would like to improve their academic English skills in preparation for college or graduate school.

Upcoming Start Dates

Summer 2018

8 Sessions - 36 Hours

4:00 to 9:00 P.M.

Start date: May 1

End date: May 11

QUESTIONS?

Email: caps@baruch.cuny.edu



STUDENT SERVICES & RESOURCES

LIBRARY

Students from this certificate are allowed to use the William and Anita Newman Library Facilities.

HEALTH

CAPS has partnered with Baruch College Health Center (an affiliate of Continuum Health Services, a division of Beth Israel Hospital) to provide our full-time certificate learners with primary medical assistance.

ATHLETICS & RECREATION

The Baruch College and Athletics and Recreation Complex (ARC) offers Certificate students annual fitness memberships at special discounted rates. See Baruch Athletics and Recreation Complex (ARC) website for details.

COMPUTER LABS

CAPS labs offer a network of workstations and servers equipped with the latest versions of most standard software packages and enterprise versions for developers. Computer lab time is available free of charge, six days a week. Our computer labs are located in the 17 Lexington Avenue building at East 23rd Street on the 11th floor.

INTERNATIONAL STUDENTS

The International Student Service Center (ISSC) coordinates all immigration aspects and administrative services for International CABP Program Students . Through the ISSC Baruch, serves a population of approximately 2200 international students from all around the world. Advisors provide guidance and information of special interest to our new incoming and continuing International Students.

EXPERIENCE

NEW YORK CITY

New York City is the most populated city in the United States, with its metropolitan area ranking among the largest urban areas in the world. It has been the largest city in the United States since 1790, and was the country's first capital city and the site of George Washington's inauguration as the first president of the United States.

For more than a century, it has been one of the world's major centers of commerce and finance.

New York City is rated as an alpha world city for its global influences in media, politics, education, entertainment, arts and fashion.

The city is also a major center for foreign affairs, hosting the headquarters of the United Nations.

International Students and visitors in general have the opportunity to experience the art, sports, theaters, parks and much more!.



PROGRAM START DATES & APPLICATION DEADLINES

Contemporary American Business Practices (CABP) applications are reviewed year-round and students are admitted on a rolling basis. Although we strongly recommend that all applicants adhere to our deadlines, late applications will be reviewed on a space-available basis.

Those applying for full-time international student status should allow enough time to complete their application requirements in order to obtain their F-1 visa and student I-20 to study at Baruch.

UPCOMING START DATES

Summer 2018 Deadlines

April 2: International Applicants (New I-20)
April 27: Domestic/Transferred Applicants
Program Start Date May 1st

Fall 2018 Deadlines

August 1: International Applicants (New I-20)
August 31: Domestic/Transferred Applicants
Program Start Date September 5th

Spring 2019 Deadlines

December 3: International Applicants (New I-20)
December 28: Domestic/Transferred Applicants
Program Start Date January 2nd

PROGRAM
ADMISSIONS





APPLICATION CHECKLIST

ACADEMIC REQUIREMENTS

- Official Transcript of U.S. Bachelor Degree or its equivalent.
- Two Letters of Professional Recommendations (sealed).
- Admissions Essay describing why you wish to pursue this program and your professional goals.
- Current Resume

ENGLISH LANGUAGE COMPETENCE

Please provide one of the following:

- U.S. Bachelor Degree from an English speaking institution.
- Completion of CAPS IEP Level 8 (including passing scores on AIEP Certificate Exam)
- IELTS Score of 6.5.
- IBT TOEFL Score of 79 or above.
- TOEIC Score of 700 or above (300 minimum score on each section).
- Completion of ENGLISH EXPRESS.

*English Express eligibility requires:

*TOEFL between 70-78

*IELTS score of 6

*TOEIC score of 650

APPLICATION PACKAGE AND PAYMENT

- Complete Application Package
- \$125 Application Fee (non-refundable)
- \$400 Tuition Deposit (non-refundable)
- Payment #1 Total: \$525

OFFICIAL REGISTRATION & FINAL PAYMENT

- Complete your tuition payment on or before the scheduled Orientation Session. Students can only be fully-registered after completing payment of their full-tuition.



VISA REQUIREMENTS (NEW F-1 STUDENT)

- Completed Confidential Declaration of Finance
- Original Bank Statement with present balance information. Amounts require U.S. Dollars currency or equivalent amount in local currency
- Copy of Valid Passport.

VISA REQUIREMENTS (TRANSFER STUDENTS)

- Transfer Form completed by both you and your international student office.
- Copy of Valid Passport.
- Copy of F-1 visa stamp
- Copy of Form I-94 .
- Copy of all previous I-20s.

IMPORTANT RECOMMENDATIONS

- The \$400 Tuition Deposit will be applied towards the cost of your tuition.
- Transcripts must have an official translation if they are not in English. (Only Official Translations will be accepted).
- Bank Statement should be on official bank letterhead, no more than 3 months old, and in English.
- TRANSFER Applicant that are unable to pickup their I-20, are required to provide a written statement granting Baruch College's International Student Service Center (ISSC) permission to release an I-20 to a named relative or friend.

TUITION DUE-DATE

- Tuition payment can be completed at any time between Official Acceptance Letter is Issued and the day of your scheduled Orientation.
- Students are encouraged to pay prior to the Orientation session.

OTHER FEES

health & activity

Health & Counseling Centers at Baruch College

The Baruch College Student Health Care Center provides students with a full range of clinical health services, including initial diagnosis and treatment for a broad spectrum of illnesses and injuries. Through culturally sensitive counseling and psychological services and outreach, the Counseling Center assists students achieve their academic, professional, and personal goals.

Activities

Students have access to numerous extracurricular activities while studying at Baruch College from sports intramurals, student clubs, networking opportunities, discounted concert and theater tickets to much more.



Registration, Application Support and Refund Policy

To apply, request advisement or help with the application process, please contact our Enrollment Team via email at caps@baruch.cuny.edu

REFUND POLICY:

Refund requests must be dated and submitted in writing. The fees associated with the CABP program are non-refundable.

\$125 application fee

\$90 activity fee

\$105 health fee

Thereafter, tuition refunds follow the schedule below:

75%* Withdrawal during the first week of classes

50%* Withdrawal during the second week of classes

0%* During the third week of classes and after

* Less \$100 service charge.

The background image shows a large, modern building interior, likely a university or corporate headquarters. It features multiple levels with glass railings, a large atrium with a high ceiling, and several people walking or sitting. The lighting is bright, and the architecture is contemporary with a mix of glass and solid materials.

**FOR MORE INFORMATION AND
TO APPLY, VISIT**

WWW.BARUCHCAPS.COM