

English for Business Professionals (EBP)

The English for Business Professionals (EBP) program is designed to equip English language learners with the language and communication skills needed to succeed in diverse business settings. Courses integrate speaking, listening, reading, and writing with a strong emphasis on their practical applications in the workplace. Through authentic texts, case studies, and real-world scenarios, students gain the language and cultural competencies necessary for effective participation in the business environment. Interactive activities, such as role-plays, presentations, and problem-solving tasks, help students develop critical skills including public speaking, professional correspondence, negotiation, and adapting communication styles to different contexts. Instruction also emphasizes targeted vocabulary development, collaborative projects, and applied practice across all four language domains. Graduates of the EBP program will be able to confidently engage in business communications, from discussing timelines, costs, and projects to negotiating services and engaging with clients in both written and oral formats.



PROGRAM LENGTH

6 Quarters or 66 weeks
(60 academic weeks +
6 administrative weeks)

Credit Hours: 72 quarter credits

Contact Hours: 1080 contact hours
(360 Lecture Clock Hours and 720
Lab Clock Hours)

Training Methods: Lectures/Case
Studies/Project-Based Learning/
Activities/Task-based Learning



PROGRAM COSTS

Tuition: \$1,400 per quarter

Course Materials Fees:
\$60 per quarter

Supply Fees: \$40 per quarter
Total: \$1,500 per quarter

Tuition: \$8,400 for 2 years

Course Materials Fees:
\$360 for 2 years

Supply Fees: \$240 for 2 years
Total: \$9,000 for 2 years



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COURSE DESCRIPTION

English Workplace Vocabulary and Conversation

6 Qtr. Credit Hours / 5 Weeks

This course develops the essential vocabulary and conversational skills needed for success in professional environments. Students expand their workplace vocabulary while practicing real-world communication through dialogues, role-plays, and collaborative projects. Emphasis is placed on active listening, clear pronunciation, and the use of appropriate forms of expressions in common workplace interactions such as meetings, phone calls, and client exchanges. Learning activities include vocabulary-building exercises, presentations, and projects, providing both structured practice and opportunities for applied communication. By the end of the course, students will be able to engage in workplace conversations with greater accuracy, confidence, and cultural awareness.

Introduction to Business Correspondence

6 Qtr. Credit Hours / 5 Weeks

This course introduces students to the essential reading and writing skills needed for professional communication in the workplace. Emphasis is placed on understanding and producing a variety of written forms, including emails, memos, letters, announcements, meeting notes, and professional introductions. Students develop accuracy, clarity, and tone appropriate for different business contexts while also building cultural awareness of workplace communication standards. Learning activities such as projects, case studies, and interactive classroom tasks provide practical experience in applying strategies for effective correspondence. By the end of the course, students will be able to confidently read, interpret, and compose business documents that achieve clear and purposeful communication.

Negotiation and Communication with Clients

6 Qtr. Credit Hours / 5 Weeks

This course develops students' speaking, listening, and professional communication skills for successful client interactions in the workplace. Students will learn and practice strategies for conflict resolution, collaboration, and negotiation in diverse business contexts. Emphasis is placed on both written and oral communication between professionals and clients, with a focus on clarity, cultural awareness, and professional etiquette. Through projects, simulations, and presentations, students will gain hands-on experience applying negotiation techniques and communication strategies to realistic scenarios. By the end of the course, students will be equipped with the English language tools needed to address client concerns, explore and present solutions, explain processes effectively, and build strong, lasting rapport with clientele.

Language and Strategies for Business Relations

6 Qtr. Credit Hours / 5 Weeks

This course emphasizes the development of skills needed to connect concepts and communicate meaningfully in English through integrated practice in reading, writing, speaking, and listening. Students will focus on relaying and interpreting information using clear and effective questions and statements, in both written and oral formats. The curriculum incorporates projects, presentations, and situational activities, all designed to strengthen the use of contextually appropriate vocabulary and communication strategies. Upon completion, students will be able to engage in internal and external interactions with cultural awareness and interpersonal effectiveness, applying English confidently in professional business settings.

Advanced Business Correspondence

6 Qtr. Credit Hours / 5 Weeks

This course develops advanced reading and writing skills for professional business contexts. Students will practice understanding and producing complex forms of written communication, including reports, newsletters, proposals, forms, website content, and internal correspondence. Emphasis is placed on clarity, accuracy, and professionalism to meet workplace standards. Learning takes place through projects, case studies, roleplays, and classroom activities, culminating in the completion of a comprehensive final report or proposal. By the end of the course, students will be able to communicate effectively in English with colleagues, clients, and managers, applying industry-standard practices to diverse workplace scenarios.

Professional Presentations

6 Qtr. Credit Hours / 5 Weeks

This course develops students' skills in preparing, delivering, and evaluating professional presentations and workplace pitches. Emphasis is placed on building confidence in public speaking through the use of clear organization, situationally appropriate vocabulary, and effective rhetorical strategies. Students will practice designing and interpreting a variety of visual aids, including infographics, to support key ideas and strengthen audience engagement. Class activities include analyzing and presenting different types of speeches, such as informative, persuasive, brief, extended, individual, and group presentations, providing students with diverse opportunities to apply their skills in real-world contexts. By the end of the course, students will be able to craft well-structured speeches, deliver presentations with clarity and impact, and respond effectively as both presenters and listeners in professional settings.