

EUROCENTRES

Language Learning Worldwide



School Catalog

January 1 - December 31, 2015

Welcome to Eurocentres San Diego!

Thank you for entrusting your continuing English education to International Educational Services/Eurocentres San Diego, a dedicated companion on your journey to success. As we work together in pursuit of your educational dreams, there are a few matters of policy that you should be aware of.

What Students Can Expect

1. Quality instruction from teachers who are knowledgeable and dedicated to preparing students to the best of their ability
2. Respect from all staff members
3. Excellent, timely service, including preparation of I-20 forms, transfer forms, and all paperwork needed for entrance into a college or university
4. Accurate information in all areas of importance to a student's stay in the United States

What Students Must Do

1. Come to school on time each day or contact the school when unable to attend
2. Show respect to fellow students and to staff members
3. Pay attention to the lesson and direct all questions to the instructor
4. Use electronic devices only when given permission by the instructor
5. Seek extra help from the school when having difficulties with a lesson

The faculty and staff are here to help you during your time at the school, so we encourage you to take advantage of this opportunity to improve your English proficiency in an institution that really cares about your learning.

If you have any questions, please don't hesitate to contact me or anyone else at the school. Your success is our priority.

Best wishes for success in your studies,

Alfred Lopez
Center Manager

Mission Statement

The mission of International Educational Services/Eurocentres San Diego is to empower students to achieve their personal, academic, and career goals by providing quality English Language programs in a nurturing, supportive environment.

Statement of Purposes

To fulfill its mission, the school

- assists motivated students to meet personal goals and to prepare for careers enhanced by their knowledge of the English language
- provides students with the tools necessary to reach their desired scores on standard examinations such as the TOEFL, TOEIC, CAE, FCE, and IELTS
- prepares students to return to their countries ready to assume positions in English Language programs
- creates an environment for growth through impassioned teaching and learning that encourages the free exchange of ideas and is responsive to changes in technology and markets
- helps students transition by providing academic advising and tutoring, assistance on college or university application forms, and ongoing learning support

Important Contact Information

School Address: International Educational Services/Eurocentres San Diego
415 Broadway
San Diego, California 92101

School Websites: www.languagecanada.com/eurocentres-san-diego/

School E-Mail Address: sdg-info@eurocentres.com

School Phone Numbers: (619) 233-0355 / (619) 770-8853 (after hours)

School Fax Number: (619) 233-0555

School Policies

Admission

Under the name of its parent organization—International Educational Services—Eurocentres San Diego is approved by SEVIS to issue I-20's to international students who are qualified to receive the F-1 visa. Eurocentres San Diego also offers instruction to any individual who legally resides in the United States. The focus of all programs at Eurocentres San Diego is English instruction. Therefore, all classes are given in English. Except in special cases, such as summer group programs, enrolling students must be at least 18 years of age, have a high school diploma or its equivalent, and have the financial means necessary to pay for school fees and normal living expenses in San Diego.

Qualified students applying for admission to Eurocentres San Diego from their countries will receive the following: Form I-20, a letter of acceptance, and appropriate information related to the visa interview and travel to the United States. The initial registration fee, not to exceed \$200.00, covers these costs. The school's PDSO (Primary Designated School Official) or DSO (Designated School Official) will provide as much support to the prospective student as possible in matters related to the visa process, accommodations, the city, and culture. Staff members are not qualified to provide legal advice.

Students seeking to transfer to Eurocentres San Diego from another SEVIS-certified school must be in status and eligible to transfer based on their current school's criteria. Eligibility is determined through the transfer form that Eurocentres San Diego provides to the other school. If the prospective student is determined to be eligible to transfer, the student's application will be processed as long as the student can benefit from one of the school's English programs.

Every student entering a program at Eurocentres San Diego is given a placement exam to determine the student's level or ability to succeed in a more advanced program. It should be noted that Eurocentres San Diego has no transfer or articulation agreement with other language schools. Therefore, students are placed according to the criteria established by Eurocentres San Diego; they are not placed based on what level or program was completed at their former institution. Moreover, Eurocentres San Diego does not award any credit for prior experiential learning.

Attendance

In order to make satisfactory progress in his or her language study, a student must attend class daily and participate in classroom activities. It is the responsibility of the F-1 student to make it his or her priority to attend class regularly in accordance with visa requirements. At Eurocentres San Diego, students must maintain a minimum average attendance of 80% in order to receive a certificate at the completion of the course. Should a student fall below an 80% attendance rate in a 12-week period, he or she will be put on probation and the file will be so noted. Failure to follow the specific guidelines of probation as determined in a one-on-one interview with an administrator will result in the student's dismissal from the program.

It is the student's responsibility to contact the school if he or she is unable to attend class for any reason. The student should speak with a staff member if he or she encounters any situation that may require an extended absence. In such a case, the student may be eligible for a Leave of Absence (LOA), which authorizes, in writing, the student to take a period of time away from his or studies without penalty. The student will then make up those classes upon returning to school. There are no additional fees for a Leave of Absence. It is the student's responsibility to adhere to the specific terms of their Leave of Absence if they fail to report back to the school or in any way break the agreed upon terms they will be immediately terminated.

Student Progress

The purpose of a student's enrolling in one of the programs at Eurocentres San Diego is to improve his or her English proficiency in order to reach a personal, academic, or career goal. To that end, the school monitors the academic progress of each student through regular evaluations, such as tests, quizzes, assignments, and in-class participation. A student will receive a progress assessment every 4 weeks that reflects his or her progress based on the level; this grade will be recorded and maintained in the student's file. Formal assessments are in grammar and vocabulary (Itembanker Test) as well as in speaking (RADIO).

In general, a student will complete his or her program within a 12-month period. In cases where a student needs further time, an extension can be granted based on a written request by the student and a written statement of support by the instructor.

Refund

A student who is enrolled in classes at Eurocentres San Diego can cancel the enrollment agreement and receive a refund for any reason. The following guidelines will be applied.

1. The notice of cancellation must be in writing; a student's withdraw may be brought about by his or her written notice or by his or her conduct, including, but not limited to, lack of attendance.
2. Eurocentres San Diego will refund one hundred percent (100%) of the amount paid for institutional charges, less the registration fee not to exceed \$200.00, if the notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.
3. If a student withdraws or cancels the enrollment agreement during a period of attendance for which he or she has paid, the student will be entitled to the refunding of the unearned institutional charges on a pro rata basis provided that he or she has completed sixty percent (60%) or less of the program. Example: A student who has paid a tuition fee of \$3,300.00 for a 12-week program and a registration fee of \$200.00 is called home on a family emergency at the end of her third week in the program. If she provides a written request to cancel her program, she will receive back \$2,475.00, which equates to the tuition fee for the final nine weeks of the program.

4. Eurocentres San Diego shall pay or credit the refund within forty-five (45) days of the student's cancellation or withdrawal.

Insurance

Since health care in the United States is extremely expensive, it is expected that each student will have his or her own health insurance. While it is strongly advised that the student purchase the insurance in his or her country prior to traveling to the USA, Eurocentres San Diego will help find the proper insurance coverage for any student who requests this assistance. Brochures and information regarding specific insurance plans are available in the office.

Student Grievance Procedure

In the United States, students have the right to bring legitimate complaints to the attention of the school and to expect the school to investigate and, if necessary, make appropriate changes. Many problems can be taken care of informally. Each student is encouraged to resolve the problem with the person or persons who are alleged to have caused the grievance. For example, if the problem involves classroom policies, the student should first discuss the matter with his or her instructor.

If no resolution can be reached informally, the student is then encouraged to submit a formal complaint directly to the administration of the school. This formal grievance must be in writing and indicate both what the specific problem is and who is responsible for the problem. The Center Manager will conduct an investigation into the matter and respond to the grievance in writing within one week. In case no final decision can be provided within a week, the student will be informed in writing of the delay and given the expected response date. In the event that the student is not satisfied with the decision given by the administrators, he or she may appeal the decision, which is then reviewed by the School Director and/or Administrative Council. The decision of the School Director and/or Administrative Council constitutes the school's final action.

Housing Information

Although Eurocentres San Diego is not directly involved in providing lodging for its students, we are able to assist anyone desiring help in locating accommodations through our networking with homestay and residential hotel organizations.

Homestay

Agency: Kamo Housing
Director: Daniel Acosta
Website: www.kamohousing.com
Phone Number: (858) 750-3425

One-time Placement Fee	\$150.00 (non-refundable)
Airport Pickup Fee	\$100.00
Housing Fee	\$35.00/day (includes 2 meals a day)

Student Residences

Vantaggio Suites
Operations Manager: Eriko Niwa
Phone Number: (619) 595-0111
Location: 1736 State Street, San Diego, CA 92101

Small Room	\$340.00/week
Large Room	\$360.00/week
Double Room	\$410.00/week
Security Deposit	\$500.00

Important Information Regarding This Institution

Eurocentres San Diego is a private institution approved to operate in the state of California by the Bureau for Private Postsecondary Education (BPPE). Any questions a student may have regarding this handbook that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, 888-370-7589 (toll-free phone number), 916-263-1897 (fax number).

As a prospective student, you are encouraged to review this handbook prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to your signing the enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's website (www.bppe.ca.gov).

This institution does not participate in any federal or state financial aid program. It is the student's responsibility to secure appropriate funding prior to applying for admission to Eurocentres San Diego. If a student obtains a loan to pay for his or her educational program, he or she has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, he or she is entitled to a refund of the money not paid from federal student financial aid program funds.

Please note that neither Eurocentres San Diego nor International Educational Services, LLC, has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). Furthermore, neither Eurocentres San Diego nor International Educational Services, LLC, has ever been involved in any lawsuit.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Eurocentres San Diego is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in Eurocentres San Diego is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending Eurocentres San Diego to determine if your certificate will transfer.

Student Tuition Recovery Fund Disclosure

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Academics at Eurocentres San Diego

Administration and Faculty

Alfred Lopez (Center Manager)

Qualifications

- M.A. in Education
- Over 25 years experience in the Education Industry
- 15+ years classroom experience, 10 years experience in school administration & management
- Director for one of the top language schools in the US before coming to Eurocentres
- Plentiful experience helping students navigate transition to the University system
- San Diego native with years of experience in the local area

Relevant Education

- M.A. Education, San Diego State University
- B.A. Literature, Yale University
- Teacher Training Program, National University

Dawn Hill (IELTS Director)

Qualifications

- M.A. of Curriculum and Instruction Design in Teaching English to Speakers of Other Languages
- Cambridge University Certificate in English Language Teaching to Adults
- Six years ESL teaching experience
- Background in development and use of technology and multi-media materials within the ESL classroom
- International experience collaborating with co-teachers in the development of a meaningful interdisciplinary curricular framework for English language learners of various levels and ages

- Leadership, management, and organizational skills as demonstrated by CELTA-observed teaching practice
- Knowledge and use of Sheltered Instruction Observation Protocol (SIOP) teaching techniques

Relevant Education

- University of Cambridge Certificate in English Language Teaching to Adults (CELTA)
- Concordia University, M.A. Teaching English to Speakers of Other Languages
- Southern Utah University, B.S. Education

Certifications

- CELTA
- TEFL, Teaching Business English Certificate
- TEFL, Grammar Awareness Certificate
- TESOL, Advanced Certificate

Justin Depuydt (Director of Business Development/Adjunct Faculty)

Qualifications

- Four years of experience teaching English to non-native speakers
- Two years of experience as a director of summer camps for non-native speakers
- CELTA and DELTA certified
- Passionate teacher
- Culturally sensitive with experience living in other countries

Relevant Education

- Teaching House in New York, DELTA Module 2
- Teaching House in New York, DELTA Module 1
- Teaching house in New York, CELTA
- The University of North Carolina at Wilmington, B.A. in Music

Certification

- DELTA
- CELTA

Crystal Lopez-Ferguson (Academics- Director of Studies/Adjunct Faculty)

Qualifications

- Four years of experience teaching English to non-native speakers
- Three years of experience as a translator and interpreter in Mexico City
- Excellent classroom management skills
- Lesson plan designer
- Excellent public speaker

Relevant Education

- University of Cambridge, CELTA Certificate
- Universidad de Almeria (Spain), A.A. in Tourism

Certification

- CELTA
- ELT and its Metaphors—The Big Picture

Melissa Lee (Client Services Coordinator/Registrations/Adjunct Faculty)

Qualifications

- Six years of experience teaching English to non-native speakers
- Two years of international experience as an ESL teacher and teacher trainer
- Energetic, passionate and culturally sensitive educator
- Experience in various roles serving international students; Homestay Coordinating, Academic Advising and Activity Coordinating

Relevant Education

- University of Redlands, B.A. in Integrative Studies with an emphasis in Writing, Design & Dance

Certifications

- CELTA Certificate

Timothy Donlon (Core Faculty)

Qualifications

- Over eleven years teaching English to non-native speakers
- Four years international teaching experience to non-native speakers
- Passionate, culturally sensitive educator

Relevant Education

- San Diego State University, B.A. in English

Certification

- Teaching English as a Foreign Language (TEFL) certificate from the Bureau of Post-Secondary Private Education

Rafael Toribio (Core Faculty)

Qualifications

- B.A. in Letters & Science with emphasis in Linguistics
- Multi-lingual (English, Spanish, French, and Portuguese)
- Four years of experience in teaching languages, including English, to non-native speakers
- Outstanding English grammar skills; able to help students improve their writing skills and improve test scores
- Authority on International Phonetic Alphabet (IPA); has led Teacher Development sessions on this subject

Relevant Education

- University of California at Los Angeles, B.A. in Letters & Science

Certification

- Teaching English as a Foreign Language (TEFL) Advanced Certificate from Hunter College

Fiona Voss (Core Faculty)

Qualifications

- Graduate coursework in linguistics
- Two years of experience in teaching English to non-native speakers
- Communicative and student-centered teaching

Relevant Education

- New York University, B.A. in Art History with coursework in French and Italian
- Hunter College, graduate coursework in linguistics

Certification

- CELTA

Facilities

This new location of Eurocentres San Diego, offers 13 fully upgraded classrooms, SMART board technology, a glassed-in computer lab, modern student lounges, and a student resource center. Our two stories also take advantage of San Diego's year-round sunshine with windowed classrooms as well as a rooftop patio for student use. Our large, beautiful rooftop patio will overlook Horton Plaza Park (*scheduled to open in late 2015*) and the historic Gaslamp District with spectacular views of the waterfront. In addition, our new school includes special features such as a prayer/meditation room and a future IELTS testing facility.

Located on the corner of Broadway and 4th Avenue, our building is conveniently situated at the north end of the Gaslamp District and the edge of Horton Plaza. Theaters, music venues, dining and entertainment can be found in abundance in the area, and excellent shopping is minutes away at the Horton Plaza Mall. Additionally, there are several notable attractions within walking distance for students, including bookstores, government buildings, such as the Federal Courthouse, the San Diego Central Library, restaurants serving international cuisine, and well-known tourist attractions, such as Seaport Village. Instructors have found that the immediate area provides unique opportunities for students to use and improve their English skills. In addition to these attractions, other places of interest, such as the city's major museums and the

world-famous San Diego Zoo, are within five miles of the school's location. It is hard to imagine that a school catering to the needs of international students can be more perfectly located.

Students have easy public access to the school as all major bus lines pass directly in front of the school on Broadway; the city's trolley line stops less than two blocks away; and there is free public parking within walking distance of the building.

Eurocentres San Diego occupies a space of approximately 10,000 square feet on the second and third floor of the building. In accordance with the school's philosophy of encouraging close student and teacher interaction, each classroom is currently designed to hold a maximum of fourteen students. The rooms are spacious, acoustically sound and well-lit offering the students and the instructor an optimal environment for learning and teaching. Each classroom contains a whiteboard or SMART board and access to equipment for listening exercises. The campus is set up for wireless access so that laptop computers and phones can be utilized as needed.

Students have access to Eurocentres San Diego's Computer Lab that includes sixteen computers, a laser printer and Internet access. Students are encouraged to utilize their specialized online learning platform, My.Eurocentres.com, which is tailored to meet their individual needs. There are supplemental study materials and books that allow students to work on their own after class hours. All classes utilize the Computer Lab at minimum once per week for online practice or completion of class assignments

The student lounge includes comfortable furniture, reading materials, information on upcoming activities and vending machines with beverages and snacks.

There are a total of three office spaces and a reception area for administrators and faculty: The small main office houses the Center Manager and Accounting Records; as students exit the elevator, they will be greeted by the Client Services Coordinator and Campus Registrar at main reception desk; behind the reception area is the Faculty Resource Area and Workroom as well as a private workstation for the Academic Director of Studies, which contains a diverse set of resource material and a multi-faceted copier.

Student Services

Eurocentres San Diego takes seriously its responsibility to ensure that students have a school environment conducive to optimum learning. From the time a student applies for enrollment at the school, the staff is ready to provide support services ranging from information about the visa interview to local housing and airport pickup. The school works with a large local homestay service organization that offers housing options for each student as well as residential apartments designed specifically for international students. Once a student arrives, he or she experiences an intimate setting that allows for daily interaction among students, faculty, and administrators. Eurocentres San Diego endeavors to create a family atmosphere and encourages student feedback. Student evaluations of the instructor and the school, including first and final-week questionnaires, enable the school to make necessary changes to better serve the students.

- Veterans' Day November 11
- Thanksgiving November 26-27

Eurocentres San Diego will also close for the two weeks that include Christmas Day and New Year's Day. In 2015, the school will be closed from Monday, December 21, 2015, through Friday, January 1, 2016.

English Programs at Eurocentres San Diego

In its mission to provide quality instruction to students with varying goals and interests, the school offers the following English programs.

General English (Core 20; Specialized Intensive 25; Specialized Super-Intensive 30)

Students will be placed in one of the ten levels within the Common European Framework (CEFR) based on the results of an examination that measures the student's ability to speak and listen to everyday English, to write short passages in English, and to understand English grammar.

The anticipated maximum length of time that a student spends in his or her program is twelve months; the anticipated length at any one level is three months. Of course, there are many factors involved in learning a new language, so there are exceptional cases when a student can remain in the program longer.

While several methods are utilized to evaluate a student's progress, testing remains a significant marker of progress. Every month the student's progress is formally assessed in grammar and

vocabulary (Itembanker Test) and in speaking (RADIO). Weekly writing assignments and classroom reading exercises allow the instructor to also assess a student's progress in these areas.

TOEFL Preparation (Specialized Intensive 25; Specialized Super-Intensive 30)

Students who demonstrate English proficiency at Levels 5-10 on the Eurocentres scale can prepare to take the internet-based TOEFL, a requirement for entrance into an American college or university. Students will learn and practice academic vocabulary, writing effective academic essays, communicating opinions and summarizing academic passages in clear, logical spoken English as well as developing their reading and listening skills in order to comprehend academic textbooks and lectures.

Once a month TOEFL students are given a complete practice examination which replicates the actual exam. This practice exam, along with quizzes and assignments, is an indicator of the student's progress in the course. Generally a student should be able to prepare for the TOEFL exam and reach the target score within twelve months, but an extension will be granted if the student's request is supported in writing by the instructor.

TOEIC Preparation (Specialized Intensive 25; Specialized Super-Intensive 30)

Open to students at Levels 4 and above on the Eurocentres scale, the TOEIC class prepares students to reach their target scores on the TOEIC exam, which can be taken monthly at Eurocentres San Diego. Designed to give students maximum exposure to language skills and drills that will help them become more confident and competent test-takers, this course focuses on the two general areas—listening and reading—that are evaluated on the exam. The class is divided into four equal parts: an introduction to business and professional vocabulary; reading comprehension focused on such genres as business letters, memos, newspaper articles, advertisements, and notices; listening comprehension focused on the four specific areas of the TOEIC exam; intense grammar review that focuses on the types of English structures most frequently found on the TOEIC exam.

Monthly practice exams, along with daily activity in the classroom, are indicators of a student's progress in the course. In general, a student is expected to complete the TOEIC course and reach the target score within twelve months; however, students who show progress in the course but are unable to attain their target score may extend the program with the written consent of the instructor.

IELTS (Core 20; Specialized Intensive 25; Specialized Super-Intensive 30)

Students who demonstrate English proficiency at Levels 5-10 on the Eurocentres scale can prepare to take the IELTS, increasingly accepted in place of the TOEFL for entrance into an American college or university. Students will learn and practice academic vocabulary, writing effective academic essays, communicating opinions and summarizing academic passages in clear, logical spoken English as well as developing their reading and listening skills in order to comprehend academic textbooks and lectures.

Once a month IELTS students are given a complete practice examination, which replicates the actual exam. This practice exam, along with quizzes and assignments, is an indicator of the student's progress in the course. Generally a student should be able to prepare for the IELTS exam and reach the target score within twelve months, but an extension will be granted if the student's request is supported in writing by the instructor.

Cambridge FCE (Specialized Super-Intensive 30)

Open to students at Level 5 or above, this course focuses on key skills tested in the FCE exam. Students will be prepared for the exam through a combination of language skills training and exam practice. Key study areas include reading skills, writing skills, exam-oriented listening skills, successful strategies for the FCE speaking component, topic-based vocabulary, and focus on English in Use. The school will help candidates register for the exam at the local exam center.

Cambridge CAE (Specialized Super-Intensive 30)

Open to students at Level 7 or above, this intensive course focuses on the skills needed to be successful on the Cambridge Advanced Certificate exam. Students will be prepared for this exam through extensive language skills training and exam practice. Those areas covered include academic reading skills, academic writing skills, listening skills, successful strategies for the CAE speaking component, academic vocabulary, and English in Use. The school will help candidates register for the exam at the local exam center.

English for Business (Specialized 5: Elective)

Open to students at Levels 4 and above on the Eurocentres scale, this is a course focusing on the English language required to operate effectively in the workplace. The course consists of two modules per week each consisting of 5 lessons. A selection of areas of study is available. The areas studied will be based on the needs of the students. Possible topics include the following:

- Presentation Skills
- Participating in and chairing meetings
- Report Writing
- Formal and informal written communication (emails and letters)
- Negotiating
- Sales and Marketing
- CV writing and interview techniques
- Telephone skills

Job Placement

Given the nature of the programs currently offered by Eurocentres San Diego, the school does not offer any job placement. Eurocentres San Diego administrators and instructors will provide reference letters should students applying for employment or admission to a college or university request it.

Current Fee Schedule*

Nonrefundable Registration Fee	\$200.00
Course Materials Fee	\$50.00 per 12-week period (non-refundable)
High-Season Supplement	\$25.00/week (applicable between Jun 22- Aug 21)
General English Basic 20	\$1224.00 (20 lessons a week for 4 weeks)
Specialized Intensive 25	\$1460.00 (25 lessons a week for 4 weeks)
Specialized Super Intensive 30	\$1724.00 (30 lessons a week for 4 weeks)
Private Lessons	1 Lesson - \$100.00
Institutional TOEIC Exam Fee	\$110.00

While Eurocentres San Diego endeavors not to change fees within the calendar year, students should confirm fees with staff members.