**Course Descriptions课程描述**

**Required Course: Academic Speaking & Writing学术口语与写作 (4 units/ 40 hours)**

**Description:** This course will provide students with key academic speaking and writing skills to successfully navigate the demands of university study. In this course, students will practice their listening and speaking skills through guided instruction and have the opportunity to apply their knowledge in persuasive arguments and presentations that they can expect to encounter in an academic environment. Students will also enhance their writing skills and learn how to maintain an appropriate tone and style for writing politely, professionally, and according to academic conventions. Students will learn effective strategies to self-edit and will gain confidence in their ability to compose effective graduate-level papers.

本课程将学习重要的学术英语口语和写作技巧，为成功地驾驭大学学习英语要求做准备。学生将通过指导教学来练习听力和口语技能，并有机会在学术环境中遇到的有说服力的论点和演讲中应用已学到的知识。学生还将提高写作技巧，学习如何保持适当的语气和风格，礼貌，专业，并根据学术惯例写作。学习有效的自我编辑策略。  
**Recommended for:**Students interested in pursuing a degree in the U.S. who do not yet meet undergraduate English proficiency requirements .有兴趣在美国攻读学位但尚未达到本科英语水平要求的学生  
**Prerequisites:** None  
***Instructor:*** Linda Gruen, Ph.D.  
**Schedule:** M, T, W, Th, F; daily meetings will be held sometime 08:00 – 18:00星期一至星期五08:00 – 18:00

**Elective Option 1:**[**Portfolio Management and Financial Modeling投资组合管理和财务建模**](javascript:;)**(2 units / 20 hours)**

***Description:***This course applies portfolio theory to new financial products and strategies while providing introductions to investment policies and asset allocation decision making. Students will learn how to balance risk against performance of investments within a portfolio context while modeling real world data in both international and domestic markets.

本课程将投资组合理论应用于新的金融产品和策略，同时介绍投资政策和资产配置决策。学生将学习如何在投资组合环境中平衡风险与投资绩效，同时在国际和国内市场上对真实世界的数据进行建模。  
***Recommended for:***  Students interested in pursuing a degree or career in finance有兴趣攻读金融学位或从事金融工作的学生  
***Prerequisites:*** None  
***Instructor:*** Jason Gurtovoy, Ph.D.  
***Schedule:*** TBD – classes will be held sometime M-F, 09:00 – 18:00待定-星期一至星期五 09:00 – 18:00

**Elective Option 2:**[**Leadership & Project Management运营管理领导力培训**](javascript:;)**(2 units / 20 hours)**

***Description:***Leading successful teams is a goal that every project leader can attain by understanding team dynamics, leadership styles, organizational culture, and psychological needs. This course will provide a holistic view of team building and introduce the foundation of behaviors and skills needed to deliver efficacious happy high-performance teamwork.领导 成功的团队 是每个项目领导者通过了解团队动态、领导风格、组织文化和心理需求来实现的目标。本课程将介绍团队建设的整体观点，并介绍有效、快乐、高效的团队合作所需的行为和技能基础知识。 ***Recommended for:***  Students interested improving critical thinking and analytical skills有兴趣提高批判性思维和分析能力的学生  
***Prerequisites:*** none  
***Instructor:*** Karen Nguyen, M.S.  
***Schedule:***  TBD – classes will be held sometime M-F, 09:00 – 18:00待定-星期一至星期五 09:00 – 18:00

**Instructor Biographies讲师介绍**

**Linda Gruen, Ph.D.**

Linda Gruen, Ph.D., has thirty years of teaching experience in public education. Her areas of teaching expertise are second language pedagogies and English composition. She has taught academic writing at UC Irvine and Loyola Marymount University.

Linda Gruen博士，在公共教育领域有30年的教学经验。她的教学专长是第二语言教学和英语写作。她曾在加州大学欧文分校和洛约拉玛丽蒙特大学教授学术写作。

**Jason Gurtovoy, Ph.D.**

Jason Gurtovoy is a Senior Economist and Data Scientist at REPSAS. He has worked in the Financial Services industry for over a decade in banking, investments, real estate, and as a consultant. He has 10+ years of experience teaching graduate and undergraduate courses in finance, economics, and data science. He has taught at UCI since 2017.

Jason Gurtovoy是REPSAS的高级经济学家和数据科学家。他在金融服务行业工作了十多年，业务涉及银行、投资、房地产，并担任顾问。他在金融、经济学和数据科学方面有10多年的研究生和本科生教学经验。自2017年以来，他一直在UCI任教。

**Karen Nguyen, M.S.**

Karen Nguyen, M.S., PMP, CSM has extensive experience in practicing and teaching project management framework, principles, and theories. Her passion is to deliver value and equip students with a distinctive blend of program management along with leadership skills for real-world experience and application. Karen is a recipient of the UCI Division of Continuing Education Alumni of the Year award, SoCal Most Powerful & Influential Woman of Diversity, and Phi Kappa Phi Honor Society for academic excellence. To help inspire others to achieve their success, Karen also does motivational speaking for organizations and charity events across the U.S.

Karen Nguyen, M.S, PMP, CSM，在实践和教授项目管理框架，原则和理论方面有丰富的经验。她热衷于为学生提供价值，让学生具备独特的项目管理和领导技能，以获得实际经验和应用。Karen是UCI继续教育部年度校友奖的获得者，南加州大学最具影响力和多样性的女性，以及Phi Kappa Phi荣誉学会的学术卓越获得者。为了帮助激励他人取得成功，Karen还为美国各地的组织和慈善活动做励志演讲。