

Synergistics Training LLC
Educational Solutions



There Is A Difference

Discovering Adult Degree Completion

Curriculum value and learning solutions
for working adults...
Start your program today!

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Frequently Asked Questions

Q. Why should my institution offer degree programs for working adults?

A. The adult learner market is one that often remains untapped. Colleges and universities who do not offer adult education programs are missing out on a key source of revenue and goodwill with the community. Such programs foster relationships with corporate sponsors, community colleges, and the adult community as a whole--while they extend the mission of the institution.

Q. Who enrolls in adult education?

A. Adults seeking enrollment in a degree-completion program are self-motivated individuals who are looking to advance within their professions. The average age of an adult learner within a Synergistics Training program is 30 - 35. A study by National Association of College Admission Counseling asserts that participation in adult education is steadily increasing -- it is expected that 50 percent of total postsecondary enrollments in higher education institutions will be comprised of adult enrollments. Also, according to the State of Working America report of a few years ago, survey findings indicate that 73% of the workforce does not have a four-year college degree (Economic Policy Institute). As the job market becomes increasingly competitive, more and more working adults will be seeking to complete or obtain that four-year degree in order to stay viable in the marketplace. Adult learners tend to be more committed to success and completion within education programs than their younger counterparts.

Q. What programs are available to me through Synergistics Training?

A. Synergistics Training offers a variety of programs tailored for the working adult learner. We offer degree completion programs and a selection of "bridge" courses that may serve as prerequisites or general education requirements. These programs are available in modular, cohort-based systems for classroom instruction.

Synergistics Training's Curriculum Lines: Classroom-Based Undergraduate Degree Completion

Business/Management
Criminal Justice Administration
Church Leadership
Health Care Management
Organizational Leadership
Leadership

Bridge Courses

Various individual courses

Graduate Programs Under Development

Master of Science in Management
Master of Business Administration
Master of Arts in Education

Q. What services does Synergistics Training provide my institution?

A. Synergistics Training provides more than just the curriculum content that your institution needs for an adult education program. We are a full-service educational consulting company:

Tool

- Ongoing curriculum support
- Preliminary market analysis
- Training services for your new Adult and Distance Education department (including assistance in staff hiring and training for the director of the program and facilitators, conferences, and more)

Outcome

- Reduce faculty load
- Know where to begin
- Source the best people to ensure a solid, quick start-up, enrollment, and revenue, achieve your learning outcomes with academic integrity.

Q. How can I finance my institution's new Adult Education Department?

A. While program cost can seem prohibitive, it is in actuality payable from new tuition revenue generated by the program. So, financial risk to your institution is minimal. There are minimal printing/advertising costs, and a director must be hired to start the program. However, because we allow payments to us to be deferred until tuition revenue begins, the program can be initiated without significant impact on existing budgets. Our programs are "revenue positive" -- we provide you with the resources to tap into a new source of revenue for your school, and since we typically receive 25% of tuition generated from the new program until the total contract amount is paid, you are cash flowing the project from the outset--with revenue to spare.

Q. What is my institution's financial obligation to Synergistics Training if the program, for whatever reason, is not successful?

A. If the program is terminated, you have limited financial obligation to Synergistics Training. You would be responsible for only 25% of the tuition collected while the program was in operation, and nothing more. There is no obligation to pay back the consultant for days of service.

Q. What is involved in the curriculum support offered by Synergistics Training?

A. Synergistics Training not only provides you with the best curriculum and course materials available, we also make sure that it is the most updated material -- even after you purchase a curriculum line from us. This service continues for 2 years following the contract date without an additional charge! We provide updates to the courses when required textbooks go into new editions or go out of print, and then provide those updates to you at **no additional cost**. Should you have questions about your curriculum or the updates, we provide you with answers, as immediately as possible! Synergistics Training is a full-service organization, dedicated to the satisfaction of our customers.

Q. What about my Accreditation Agency?

A. Synergistics Training has successfully worked with all six regional accreditation agencies and the Federal Department of Education. We will continue with that success story with your institution, aiding you in gaining the full backing of your accreditation agency.

Program Descriptions

Business/Management

The Business/Management Degree-Completion program prepares adult learners for careers in business and management by providing a comprehensive background in the many aspects of business. Learners study business law, human resources management, marketing, finance, accounting, business ethics, organizational communication, organizational change, strategic planning, research and analysis, and effective strategies for dealing with issues in management. The program culminates in a Field Experience practicum where learners apply the knowledge and skills learned in the modules to an actual work experience in the business world.

Criminal Justice Administration

The Criminal Justice Administration degree-completion program focuses on leadership and management skills as they apply to the ever-evolving and increasingly popular criminal justice field. Modules within the Criminal Justice Administration program provide adult learners with an extensive overview of the American criminal justice system, criminal law and procedure, criminal investigation, criminology, correctional theory, constitutional law, critical analysis through comparative criminal justice, and study of social psychology and deviance. Management modules within the program encourage and impart leadership skills, understanding diversity, effective management skills, a firm understanding of ethics and the administration of justice, and research and statistical skills for informed decision making. The program begins with a seminar on adult life and ends with the Field Experience practicum where learners apply the knowledge and skills learned in the modules to an actual work experience in the criminal justice field.

Church Leadership

The Church Leadership Degree-Completion program focuses on leadership qualities grounded in Christian faith, and used within and beyond the church. Adult learners will develop skills and acquire tools and techniques that are applicable on a daily basis at church, at work and at home. All modules have an emphasis on faith formation and include basics of Christian leadership, biblical background, spiritual formation, issues in diversity, creative and critical thinking, managing change and conflict, Christian ethics, small group leadership, and coaching. Readings, exercises and activities work together to provide solid, Christ based leadership training.

Health Care Management

The Health Care Management degree completion program will assist those employed in health care or allied health care fields to receive their degree and achieve an important transition in their professional career. Those holding an associate degree in health related professions can complete a bachelor's degree in Health Care Management and enhance their options beyond the clinical side of health care service to the management or leadership side. As a result of this program, the adult learner will increase their interpersonal skills, written and oral communication skills, and problem-solving and decision making skills as they relate to health care management. It will also enhance self-knowledge, improve self-image, self-reliance and leadership skills.

Organizational Leadership

The Organizational Leadership concentration provides the learner with a framework for understanding leadership within the organization through study of strategies for change, functional relationships within organizations, decision making, leading teams, information systems, and ethics. The learner will develop themselves in these and other related areas. The Organizational Leadership concentration includes an Internship in the field providing an integrated learning experience for the learner.

Bridge Courses

The bridge program consists of courses that can be used as core curriculum to satisfy a general education requirement of prerequisite for courses within the degree-completion programs. Bridge courses may also be substituted for other courses in a program to make a new, personalized curriculum program or concentration within an existing program, such as Organizational Leadership or International Management. Sample bridge courses include Introduction to Accounting, Fundamentals of Economics, Fundamentals of MacroEconomics, Critical Reading and Writing, International Management, Management of Business Operations, and Business Ethics. There are several bridge courses available for license.

Graduate Programs Under Development

Master of Science in Management

This graduate program includes coursework in advanced management arenas. It includes directed course studies as well as a Masters' level project and thesis.

Master of Business Administration

The MBA program is specifically designed for experienced professionals and managers seeking upward mobility and a broadened business knowledge. Several prerequisites are required to bring everyone to the same level when a cohort begins.

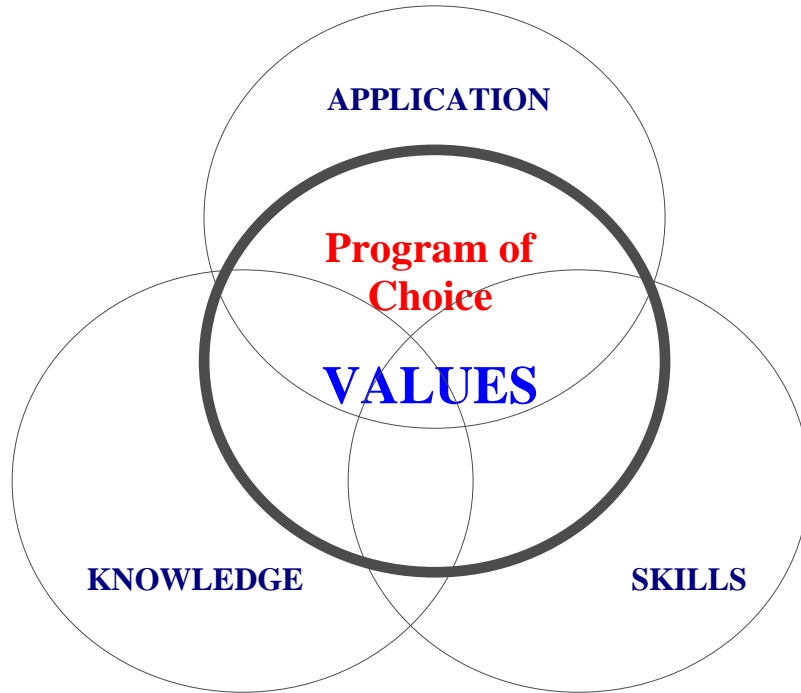
Master of Arts in Education

This graduate program includes coursework in the field of education. It is designed for those teachers and other educators desiring an understanding of techniques and skills to keep up with current practices and technology. It includes directed course studies as well as a Masters' level project and thesis.

The Synergistics Training Learning Model

Curricular Design

Our material is intentional in its design. Each module construction embodies a core value structure and specific outcomes. The program moves through the three concentric circles of knowledge, skills, and application in order to educate holistically and pragmatically.



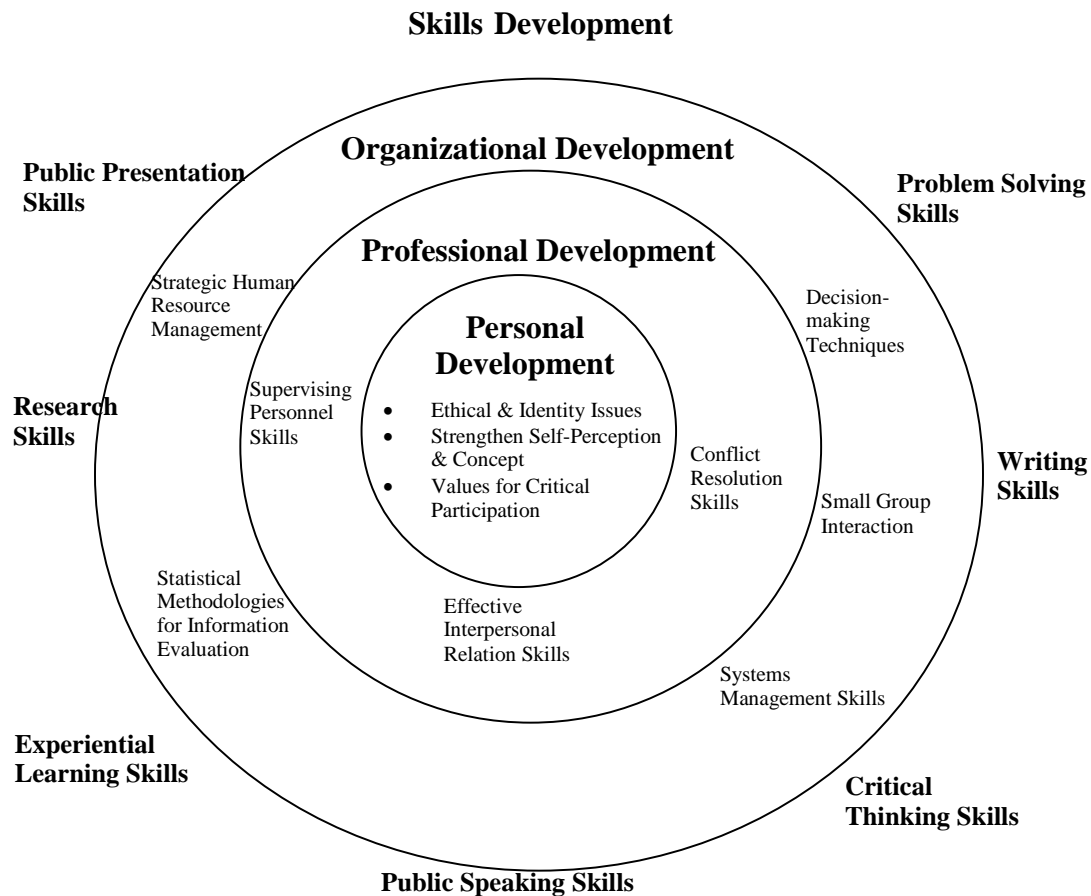
PROGRAM VALUES

- Knowledge of self as foundational to effectiveness
- Empowering employees to act and lead
- Creating openness in communication
- Facilitating ownership of process and outcome
- Promoting a culture of collaboration
- Stimulating inquiry and continuous learning

Learning Outcomes for Synergistics Training Programs

Bloom's Taxonomy provides a framework for cognitive learning. Adult learners are expected to reach the four higher stages of Bloom's cognitive learning objectives: application, analysis, synthesis, and evaluation. These objectives require skills in both oral and written communication—an emphasis that has been built into each module of this program. Learners are expected to write a summary essay for most modules, which integrates the content of the module with work and life experiences.

The following is an example of Learning Outcomes for the **Business/Management Program**:



Three Creative Components

The three components of the Synergistics Training model consist of the cohort-based learning model, integrated curriculum, and personal and professional challenge.

CREATIVE COMPONENT #1

COHORT-BASED LEARNING MODEL

This component is central in the design of the Synergistics Training program. The cohort structure creates a basis for establishing and developing an intentional learning community. Adult learners who become part of the cohort learn not only to support each other, but to share common goals. Normally, 18-20 adult learners who, for undergraduate programs, have completed two years of college work comprise a cohort. They meet one night each week (except for occasional breaks) during approximately an 18-month period.

Cohort activities produce trust and a highly cohesive environment in which communication and learning can occur at an accelerated pace. The cohort climate encourages instructors to be facilitators, rather than content vendors, guiding adult learners in collaborative learning activities.

In the cohort's modular structure, adult learners are enrolled in only one course at a time—allowing them to have highly focused concentration. Such levels of interest often stimulate workplace application of the theory and knowledge that is being discussed in the classroom. Thus, the cohort structure encourages andragogical learning methods in which experiential application is integrated with classroom theory.

The four-hour class period used in the cohort model provides time for complex issues to be explored from several perspectives and for a variety of learning activities to be pursued. There is sufficient time for simulations and video presentations to be used and to process the insights they produce.

Because the cohort model requires active learning, adult learners are repeatedly required to improve their cognitive skills—including application, analysis, synthesis, and evaluation.

Perhaps the most evident contribution that the cohort-based learning model makes lies in the area of personal development. Its functions demand growth in adult learners' communication skills which, in turn, stimulate enhancement in individual self-esteem. The cohort model allows both the sequential and incremental nature of such growth to be observed.

CREATIVE COMPONENT #2

INTEGRATED CURRICULUM

The structure of the modules in each Synergistics Training Curriculum Program serves as a vehicle for *sequential* and *incremental* learning activities. Each subsequent module builds on the knowledge and skills from the module before. The first modules in a program build a base of knowledge on the topics essential to that curriculum line. The modules toward the middle of the program serve to apply and test the theories and concepts initially presented earlier in the program. Late in the program, the modules serve to reflect and understand, from an *incrementally* advanced perspective, the knowledge that has been tested and applied in earlier modules. The final module is usually a Field Experience Project that serves to take the concepts, skills, reflections, and applications of newfound knowledge and *apply* that knowledge to actual work experience within a related field.

Careful attention has been given to linking classroom learning, workplace application, and independent study throughout all of our programs.

CREATIVE COMPONENT #3

PERSONAL AND PROFESSIONAL CHALLENGE

The hallmark of andragogy—the art and science of teaching adults—is **transformational learning**. Such learning involves an active, not a passive process. Patricia Cranton calls it “consumer-oriented learning” in distinguishing it from content-based learning. It is rooted in personal choices made by adult learners when they are given opportunities to address personal and professional needs and goals. The self-directed process requires them to use assessment and reassessment skills to transform presuppositions and problems of unique personal interest.

Field Experience Practicum. Through the Field Experience Practicum, adult learners apply their knowledge learned in the program to advance their own organization’s development, bridging the gap between academic coursework and applied solutions. The Field Experience Practicum presents the adult learner with the opportunity to demonstrate professional competence in the workplace and the opportunity to obtain professional growth.

Specific Services and Benefits to the Consultation Approach

I. EXPLORATORY PHASE OF THE PROGRAM

- Review of the mission of the College or University and the rationale for having an undergraduate degree-completion program for adults.
- Preparation of a Preliminary Market Plan document outlining the feasibility factors affecting the program's success.
- Review the curriculum options and assistance with the regional accreditation standards.
- Dialogue with administrators and faculty about the underlying concepts of the program and its operation.

II. IMPLEMENTATION PHASE OF THE PROGRAM

- The Implementation Phase covers the period prior to the completion of the program by the first cohort of adult learners. During this phase the Service Consultant will provide up to 10 days of consulting assistance.

III. EVALUATION PHASE

- The Evaluation Phase consists of a one-day evaluation visit to the campus by the Service Consultant and the preparation of a written report on the status of the program. Normally, this evaluation is done immediately following the first cohort's completion of the program.

IV. SERVICE CONSULTANT'S AREAS OF EXPERTISE

- It normally takes two to three months to organize the program office, initiate appropriate policies, implement the marketing plan, and recruit the first cohort of adult learners. During this critical period the consultant's assistance can "make the difference" in establishing the program successfully.
- Our on-site professional will coach the newly appointed program director and other college personnel on all matters as they work to complete the initial start-up tasks.

V. ADVANTAGES OF THE CONSULTING APPROACH

- **No up front payment for services**
 - A preliminary market study is done without cost to the college
 - Expert, professional assistance available when the program is being initiated
 - Up-front consulting costs are covered by the consultant
 - Payment for services is made from tuition revenue generated, according to an agreed-upon rate until the fixed contract price is reached.

- **Positive cash flow from the outset!** Only a minimal amount of cash is required to begin the program, since the consultant covers travel and consulting costs in the start-up phase. A Director is to be hired by the college and additional college personnel are added when tuition revenue begins. When launched properly, even in the first year of the program, revenue will exceed expense.

- **College maintains control!** Synergistics Training does not control the program or curriculum. All matters of policy and administration remain the responsibility of the institution. Synergistics Training takes an advisory role and offers coaching expertise.

- **Proven results!** Synergistics Training's record of working with colleges and universities is an extensive and strong one. We are proud of it and will be pleased to provide you with a list of institutions presently using the Synergistics Training learning model and curriculum in your accreditation region.

Information Concerning Costs And Program Revenue

PROGRAM COST

The total costs of the degree-completion programs are between \$150,000 and \$365,000 (depending on curriculum program selected) payable from new tuition revenue generated by the program. Normally, the consultant receives 25% of tuition until the total is paid.

Bridge courses can be licensed individually or in learning packets of five courses. In either case, the payment methodologies are consistent with those of the degree-completion programs.

- But, no upfront payment to the consultant is required. In fact, in most cases, *no institutional funds are required* to begin the program beyond hiring the director and minimal printing/advertising costs. Because we allow payments to us to be deferred until tuition revenue begins, the program can be initiated without significant impact on existing budgets.
- You receive the additional benefit of having a limited financial obligation to the Consultant if the program is not successful. If the program is terminated, your financial obligation is limited to only 25% of the tuition collected while the program is operated. No payment beyond that amount would be due.

By working with Synergistics Training you receive access to an immediate market opportunity that, as we have proven over and over, will produce significant new revenue. Therefore, the Synergistics Training programs will not significantly impact your current budgets or require institutional risk.