

ENGLISH AS A SECOND LANGUAGE



*Fall 2014
Schedule of Classes*



HOWARD
COMMUNITY COLLEGE

You Can Get There From Here.

www.howardcc.edu/elc

ELC PROGRAM INFORMATION

The English Language Center (ELC) offers three types of English classes:

Basic English as a Second Language Classes (BESL)

- Pre-beginning to intermediate
- Free except for (up to \$50) materials fee
- English through life skills

Intensive English as a Second Language Classes (IESL)

- Beginning to high-advanced
- Fee-based
- Academic skills (reading, writing, listening, speaking, grammar, pronunciation, and test preparation)

Business & Professional English Classes

- Advanced classes for business and other professionals
- Fee-based
- English for getting or improving jobs

PLACEMENT TESTING AND REGISTRATION INFORMATION

Fall 2014

August 11	Monday	5:30-7:30pm
August 13	Wednesday	10:00-11:00am
August 14	Thursday	5:30-7:00pm
August 19	Tuesday	10:00-11:00am
August 20	Wednesday	5:30-6:30pm
August 22	Friday	10:00-11:00am
August 26	Tuesday	5:30-7:00pm
August 27	Wednesday	9:00-10:30am
Sept. 2*	Tuesday	5:30-6:30pm
Sept. 3*	Wednesday	10:00-11:00am
Sept. 5*	Friday	9:00-10:30am

*Late registration

Most classes begin the week of September 1st! Register early!

A placement test is required for all new students. The placement tests will be given during the times on the chart above at the Hickory Ridge Building in room 200 on the Howard Community College campus. No appointment is necessary. The only exception to the placement test is for new students enrolling directly into online classes. List of online classes are in the last section of the brochure. Students must be 16 or older to register. Children are not allowed in testing rooms.

Bring to registration:

- Payment for pay classes
- Materials fee (up to \$50) for all free classes
- Pay with cash, check, or credit card
- Advising sheet from previous semester (for returning students only)

Returning Students: FAST registration can be done online and is available for returning students who continue at the same level. It is NOT available for new students, students taking writing classes for the first time, or students changing level. Go to howardcc.edu/elc and click on "Fast Registration" on the left menu bar for online registration and payment information.

For additional information, please visit howardcc.edu/elc, call 443-518-1680, or email us at elc@howardcc.edu (assistance in other languages available).

If you are interested in a noncredit Continuing Education Business & English certificate, please see page 9 or visit howardcc.edu/elc for more information on this program.

Our English Institute (EI) offers a full-time program for F1 international students and U.S. residents. Study 18 hours a week, receive special advising and support, and take part in many exciting activities. Visit howardcc.edu/EI or call 443-518-1681 for additional information about this fast-track English program.

There will be no classes on November 26 (Wednesday) to November 30 (Sunday) for Thanksgiving.

All classes are held in the Hickory Ridge Building unless otherwise noted. Books are included in the tuition unless otherwise noted.

Basic ESL

Free Classes

*There is a materials fee
Slower pace, less homework,
less academic*

Basic Communication Skills for Life & Work

Low to intermediate levels only

Community Involvement and Citizenship

Basic English Preparation for High School Diploma

Intensive ESL

Pay classes

*Tuition ranges from \$130-300 depending on level and class hours
Faster pace, more homework, academic*

Intensive English Communication Skills for Academic or Job Success

Specific English Skills

*Reading, Writing, Pronunciation,
Listening, Speaking, & Grammar*

English Preparation for High School Diploma (GED/EDP)

Preparation for College or University

Including Test Prep

Business & Professional Certificate Program

(Noncredit)

English Institute (EI) Full-time English Studies

FALL 2014 BLOCK SCHEDULE

MONDAY/WEDNESDAY CLASSES

Early Morning

Intensive English 3&4
Community English 0-2 (MWF)

Morning

Intensive English 1-5
Pronunciation & Spelling 1
Pronunciation Improvement 2-5
Writing & Grammar 2-4
English for Business
Communication
Using English in Community (W)

Afternoon

Grammar 2-5
Interactive Speaking 1-4
Reading & Vocabulary 3A
Pronunciation 1-5
English for Effective Presentation
Writing & Grammar 3-4

Evening

Reading & Writing 1&2
Read & Writing Lit A&B
Writing Basics 2-4
Community English 0-3
Adv Pronunciation Training
Professional Writing (Mon)
English for Customer Service (W)

TUESDAY/THURSDAY CLASSES

Morning

Community English 0-3
Pronunciation Improvement 3&4
Reading & Vocabulary 1-5
Adv TOEFL Preparation

Afternoon

Interactive Speaking 2-5
Reading & Writing 1A
Writing Basics 2A
Writing & Grammar 1-5
Intro to Computers Word I

Evening

Community English 0-3
Intensive English 4&5
Reading & Writing 1&2
Idioms & Vocab Conversation
3&4
English for Managers
Adv TOEFL Preparation

FRIDAY CLASSES

Listening & Speaking 0-2
Interactive Speaking w/Am 3&4
Business Idioms
Preparation for the GRE

SATURDAY CLASSES

Listening & Speaking 0-3
Reading & Writing 1A
Reading & Writing Lit A
Grammar in Action 3&4
English for Citizenship
Keyboarding for ESL Students

ONLINE CLASSES

Six Steps to Clearer
Pronunciation
Business Idioms
Professional Writing Online

FALL 2014 COURSE SCHEDULE (September 2 - December 11, 2014)

A placement test is required for new students. See registration times.

PRE-BEGINNING ESL CLASSES

COMMUNITY ENGLISH PRE-BEGINNING A

This class teaches life skills and focuses on listening and speaking skills. Some reading, writing, and grammar skills will also be taught. This is a practical class for people who speak no English. Free tuition; material fees collected during registration.

Mon, Wed, Fri 7:30am-9:10am Sept 8-Dec 5

Mon, Wed 7:30pm-9:40pm Sept 3-Dec 10

Tue, Thu 9:15am-11:30am Sept 2-Dec 4

Tue, Thu 6:45pm-8:50pm Sept 2-Dec 11

Tue, Thu 7:30pm-9:35pm Sept 2-Dec 11

LISTENING AND SPEAKING FOR PRE-BEGINNERS A

This is a listening and speaking class for students who speak no English. Learn basic words and expressions to help adapt to life in the U.S. Free tuition; material fees collected during registration.

Fri 9:30am-12:00pm Sept 5-Dec 5

Sat 9:30am-12:00pm Sept 6-Dec 6

LEVEL 1 – BEGINNING I ESL CLASSES

COMMUNITY ENGLISH 1A

Learn everyday, practical English and also develop skills in listening, speaking, reading, writing, and grammar. Free tuition; material fees collected during registration.

Mon, Wed, Fri 7:30am-9:10am Sept 8-Dec 5

Mon, Wed 7:30pm-9:40pm Sept 3-Dec 10

Tue, Thu 9:15am-11:30am Sept 2-Dec 4

Tue, Thu 6:45pm-8:50pm Sept 2-Dec 11

Tue, Thu 7:30pm-9:35pm Sept 2-Dec 11

INTENSIVE ENGLISH 1A

Work on all English skills: listening, speaking, reading, writing, and grammar in one class. The curriculum is academic and challenging yet practical. \$170. Course#YE-477.

Mon, Wed 9:20am-11:35am Sept 3-Dec 3

LISTENING AND SPEAKING 1A

Improve listening, speaking, and pronunciation skills in this class for beginners. Learn the conversation skills needed for everyday life. Free tuition; material fees collected during registration.

Fri 9:30am-12pm Sept 5-Dec 5

Sat 9:30am-12pm Sept 6-Dec 6

INTERACTIVE SPEAKING 1A

Get started talking and using correct spoken English in everyday conversations! Increase vocabulary and improve pronunciation through active practice and lots of feedback. \$170. Course#YE-439.

Mon, Wed 12:30pm-2:45pm Sept 3-Dec 3

PRONUNCIATION AND SPELLING 1

Learn correct English pronunciation and spelling rules and how they are related. Become a better speller and sound more like an American in this fun, interactive class while learning essential new words. \$170. Course#YE-423.

Mon, Wed 9:20am-11:35am Sept 3-Dec 3

READING AND WRITING LITERACY A/B

This class is for students who speak some English but do not read or write. Students with limited education in their first language or who come from a language system with a different alphabet would benefit from this class. Free tuition; material fees collected during registration.

Mon, Wed 6:45pm-8:55pm Sept 3-Dec 10(A/B)

Sat 9:30am-12pm Sept 6-Dec 6(A, Part 1)

READING AND WRITING 1A

This is a special class for students who already know the alphabet and sounds in English but need practice with spelling, reading, grammar, and very basic writing of short phrases and sentences. For help with beginning literacy, students should start with a Reading and Writing Literacy class. Free tuition; material fees collected during registration.

Mon, Wed 6:45pm-8:55pm Sept 3-Dec 10(A)

Tue, Thu 12:15pm-2:30pm Sept 2-Dec 4(A)

Tue, Thu 7:30pm-9:35pm Sept 2-Dec 11(A)

Sat 9:30am-12:00pm Sept 6-Dec 6(A, Part 1)

READING AND VOCABULARY 1A

Read interesting short stories and books to improve reading, speaking, and writing skills.

Also learn many new vocabulary words. Activities include spelling, oral reading practice, and discussion. \$170. Course#YE-467.

Tue, Thu 9:15am-11:25am Sept 2-Dec 4

WRITING AND GRAMMAR 1

Learn sentence writing, new vocabulary, grammar, and spelling in one class.

\$170.

Tue, Thu 12:30pm-2:40pm Sept 2-Dec 4

LEVEL 2 – BEGINNING II ESL CLASSES

COMMUNITY ENGLISH 2A

This practical class teaches community and workplace life skills and focuses on listening and speaking skills. Some reading, writing, and grammar skills will also be taught. Free tuition; material fees collected during registration.

Mon, Wed, Fri 7:30am-9:10am Sept 8-Dec 5

Mon, Wed 7:30pm-9:40pm Sept 3-Dec 10

Tue, Thu 9:15am-11:30am Sept 2-Dec 4

Tue, Thu 6:45pm-8:50pm Sept 2-Dec 11

Tue, Thu 7:30pm-9:35pm Sept 2-Dec 11

INTENSIVE ENGLISH 2A

Improve all English skills: listening, speaking, reading, writing, and grammar in one class. The curriculum is academic and challenging yet very practical. \$190. Course#YE-559.

Mon, Wed 9:20am-11:35am Sept 3-Dec 3

LISTENING AND SPEAKING 2A

Improve listening, speaking, and pronunciation skills in this class for upper-level beginning students. Learn the conversation skills needed for everyday life. Free tuition; material fees collected during registration.

Fri 9:30am-12pm Sept 5-Dec 5

Sat 9:30am-12pm Sept 6-Dec 6



INTERACTIVE SPEAKING 2A

Get started talking and using correct spoken English in everyday conversations! Increase vocabulary and improve pronunciation through active practice and lots of feedback. \$190. Course#YE-540.

Mon, Wed 12:30pm-2:45pm Sept 3-Dec 3

Tue, Thu 12:30pm-2:40pm Sept 2-Dec 4

PRONUNCIATION IMPROVEMENT 2

Practice English pronunciation in this fun class! Use poems, dialogues, videos, and games to learn pronunciation rules. You will videotape yourself during class time and for homework; your teacher will give you feedback and suggestions to help you improve your pronunciation. \$190. Course#YE-526.

Mon, Wed 9:20am-11:35am Sept 3-Dec 3

READING AND WRITING 2A

Improve reading and writing skills for everyday life. Learn how to read unfamiliar words and improve reading comprehension. Practice writing good sentences and short paragraphs for notes, letters, and emails. Free tuition; material fees collected during registration.

Mon, Wed 6:45pm-8:55pm Sept 3-Dec 10

Tue, Thu 7:30pm-9:35pm Sept 2-Dec 11

READING AND VOCABULARY 2A

Read interesting short stories and short books to improve reading, speaking, and writing skills while learning new vocabulary! Activities will include lots of oral reading practice and discussion. \$190. Course#YE-560.

Tue, Thu 9:15am-11:25am Sept 2-Dec 4

WRITING BASICS 2A

Learn to write good sentences and short paragraphs in English for common everyday activities. Also improve grammar and vocabulary in this practical, interactive writing class. Free tuition; material fees collected during registration.

Mon, Wed 6:45pm-8:55pm Sept 3-Dec 10

Tue, Thu 12:15pm-2:30pm Sept 2-Dec 4

WRITING AND GRAMMAR 2A

Learn sentence writing, short paragraph writing, new vocabulary, grammar, and spelling in one class. Perfect for beginning students who want to develop college writing skills. \$190.

Mon, Wed 9:20am-11:35am Sept 3-Dec 3

Tue, Thu 12:30pm-2:40pm Sept 2-Dec 4

GRAMMAR 2A

Learn grammar rules and get lots of practice using them while talking and writing in this class. \$190. Course#YE-573.

Mon, Wed 12:30pm-2:45pm Sept 3-Dec 3

LEVEL 3 – INTERMEDIATE I ESL CLASSES

COMMUNITY ENGLISH 3A

Learn everyday, practical English and also develop skills in listening, speaking, reading, writing, and grammar at the intermediate level. Free tuition; material fees collected during registration.

Mon, Wed 7:30pm-9:40pm Sept 3-Dec 10

Tue, Thu 9:15am-11:30am Sept 2-Dec 4

Tue, Thu 6:45pm-8:50pm Sept 2-Dec 11

INTENSIVE ENGLISH 3A

Work on all English skills: listening, speaking, reading, writing, and grammar in one class.

The curriculum is academic and challenging yet very practical. This class is a perfect start for students who eventually want to study at the college level.

Mon, Wed 7:30am-9:15am Sept 3-Dec 3 \$170. Course#YE-692.

Mon, Wed 9:20am-11:35am Sept 3-Dec 3 \$220. Course#YE-675.

LISTENING AND SPEAKING 3A

Improve communication skills by participating in active listening and speaking activities in this popular class for intermediate level students. Increase active vocabulary and improve pronunciation. Individualized feedback from audio- and video- taping included. \$130.

Course#YE-657.

Sat 9:30am-12pm Sept 6-Dec 6

INTERACTIVE SPEAKING 3A

This class is designed to get you talking and using correct spoken English! This is a fast-moving class with lots of conversation, pronunciation practice, and use of new vocabulary. Learn through repetition, dialogues, and skits. Individualized feedback from audio- and video- taping included. \$220. Course#YE-659.

Mon, Wed 12:30pm-2:45pm Sept 3-Dec 3

Tue, Thu 12:30pm-2:40pm Sept 2-Dec 4

Fri 9:30am-2:30pm Sept 5-Dec 5 (This Friday section includes speaking activities with Americans. There is a 30-minute lunch break.)

PRONUNCIATION IMPROVEMENT 3

Improve English pronunciation skills in this popular course. Focus on stress, intonation, and vowel/consonant sounds. Also learn how to pronounce and spell new words. Videotape yourself and get helpful feedback from your teacher. \$220. Course#YE-641.

Mon, Wed 9:20am-11:35am Sept 3-Dec 3

Tue, Thu 9:15am-11:25am Sept 2-Dec 4

READING AND VOCABULARY 3A

Read interesting short stories and books to improve reading, speaking, and writing skills while learning new vocabulary! Activities will include lots of discussion and interaction. \$220.

Course#YE-628.

Mon, Wed 12:30pm-2:45pm Sept 3-Dec 3

Tue, Thu 9:15am-11:25am Sept 2-Dec 4

WRITING BASICS 3A

Improve sentence and paragraph writing skills. Address common ESL mistakes in grammar, vocabulary, and spelling. This class is perfect for ESL students who want to develop writing skills for personal use, employment, or academic programs (GED or college study). \$170.

Mon, Wed 7pm-9pm Sept 8-Nov 24



**Suelen Negrisoli, Brazil
Level 3**

Quando comecei a estudar no HCC não sabia absolutamente nada de Inglês, minha primeira classe foi no Pre-Beginning. Há sete meses atendo as classes de ESL, desenvolvi rapidamente minhas habilidades no Inglês. Hoje estou apta a conversar e escrever em Inglês. HCC é simplesmente o melhor! Possui ótimos professores e excelente qualidade de ensino. Optar por estudar no Howard Community College foi uma das melhores coisas que fiz. Atenciosamente agradeço a todos os meus professores e todos aqueles que colaboram para o melhor por nós alunos! É um privilégio ser aluna do HCC!

When I started to study at HCC, I did not know anything about English. My first class was in Pre-Beginning. However, I have taken ESL classes at HCC for seven months, so I developed my English skills quickly. Actually, I am in Level 3. Therefore, I am able to have a conversation and write in

English. HCC is the best! It has great teachers and an excellent quality of education! Choosing to study at Howard Community College was one of the best things I did. I sincerely thank all my teachers and all those who work for the best for us students! It is a privilege to be a student at HCC!

WRITING AND GRAMMAR 3A

Develop sentence and paragraph writing skills in this intensive class. Also learn about specific ESL problems with vocabulary, spelling, and grammar, and discover how to avoid and correct these errors. \$220.

Mon, Wed 9:20am-11:35am Sept 3-Dec 3

Mon, Wed 3pm-5:15pm Sept 3-Dec 3

Tue, Thu 12:30pm-2:40pm Sept 2-Dec 4

GRAMMAR 3A

Learn grammar rules and practice them in speaking and writing in this course. This is not just a class for memorizing rules! Excellent practice to improve the grammar you use every day. \$220. Course#YE-691.

Mon, Wed 12:30pm-2:45pm Sept 3-Dec 3

GRAMMAR IN ACTION 3A

This class is for students who want to correct specific grammar problems in speaking and writing. Practice applying the rules that you learn! \$140. Course#YE-645.

Sat 9am-12pm Sept 6-Dec 6

IDIOMS & VOCABULARY FOR CONVERSATION 3

Learn commonly used vocabulary and American idioms, such as “easy as pie” and “go out on a limb,” while you improve your speaking skills. You will practice your new vocabulary in pronunciation, spelling, reading, and conversation activities. \$170. Course#YE-689.

Tue, Thu 7pm-9pm Sept 9-Nov 25

LEVEL 4 – INTERMEDIATE II ESL CLASSES

INTENSIVE ENGLISH 4A

Work on all English skills: listening, speaking, reading, writing, and grammar in one class. The curriculum is academic and challenging yet very practical. This class is perfect for students who are preparing for college study or want a more demanding class.

Mon, Wed 7:30am-9:15am Sept 3-Dec 3 \$190. Course#YE-716.

Mon, Wed 9:20am-11:35am Sept 3-Dec 3 \$240. Course#YE-763.

Tue, Thu 7pm-9:10pm Sept 2-Dec 4 \$240. Course#YE-763.



INTERACTIVE SPEAKING 4A

Speak more like a native speaker! Develop confidence while speaking in an active, fun environment. Expand vocabulary and improve pronunciation skills. Practice what you learn in dialogues, role-plays, and discussions!

Individualized feedback from audio- and video-taping included. \$240. Course#YE-740.

Mon, Wed 12:30pm-2:45pm Sept 3-Dec 3

Tue, Thu 12:30pm-2:40pm Sept 2-Dec 4

Fri 9:30am-2:30pm Sept 5-Dec 5 (The Friday section includes speaking activities with Americans. There is a 30-minute lunch break.)

PRONUNCIATION IMPROVEMENT 4

Practice stress, intonation, and the sounds of American English in this popular course. Also learn how to pronounce and spell new words. Videotape yourself and get helpful feedback from your teacher. Have fun while you improve your pronunciation! \$240. Course#YE-730.

Mon, Wed 9:20am-11:35am Sept 3-Dec 3

Tue, Thu 9:15am-11:25am Sept 2-Dec 4

SIX STEPS TO CLEARER PRONUNCIATION (Levels 4-5)

See course description on page 11. \$140. Course#YE-745.

Sept 15(Mon)-Oct 31(Fri) Online

READING AND VOCABULARY 4A

Read interesting short stories and books to improve reading, speaking, and writing skills while learning new vocabulary! Activities will include lots of discussion and interaction. Increase your reading speed and improve comprehension. \$240. Course#YE-764.

Tue, Thu 9:15am-11:25am Sept 2-Dec 4

WRITING BASICS 4A

Writing is critical to your future success! Prepare for the GED, college studies, or the demands of your job in this class. Learn short response writing, paragraph writing, new vocabulary, and grammar, all in one class. \$190.

Mon, Wed 7pm-9pm Sept 8-Nov 24

WRITING AND GRAMMAR 4A

Improve academic writing skills! This upper-intermediate level class focuses on paragraph-level writing tasks. Through writing, address ESL problems with vocabulary, spelling, and grammar. Prepare for college classes or the TOEFL. Basic computer typing skills required. \$240.

Mon, Wed 9:20am-11:35am Sept 3-Dec 3

Mon, Wed 3pm-5:15pm Sept 3-Dec 3

Tue, Thu 12:30pm-2:40pm Sept 2-Dec 4

GRAMMAR 4A

Learn the grammar rules appropriate for this level and practice them in writing and speaking! \$240. Course#YE-778.

Mon, Wed 12:30pm-2:45pm Sept 3-Dec 3

GRAMMAR IN ACTION 4A

This class is for students who want to correct specific grammar problems in speaking and writing. Practice applying the rules that you learn! \$160. Course#YE-732.

Sat 9am-12pm Sept 6-Dec 6

IDIOMS & VOCABULARY FOR CONVERSATION 4

Learn commonly used vocabulary and American idioms, such as "get cold feet" and "hit the ceiling," while you improve your speaking skills. You will practice your new vocabulary in pronunciation, spelling, reading, and conversation activities. \$190. Course#YE-774.

Tue, Thu 7pm-9pm Sept 9-Nov 25

USING ENGLISH IN THE COMMUNITY (Levels 4-5)

One of our most popular classes! Upper-level intermediate or advanced students will have a chance to speak with native speakers by performing volunteer service in the community. Choices for volunteer service will come from reputable community organizations. In class, students will reflect on experiences and use English for reading, writing, listening, and speaking activities. Outside speakers and videos will broaden exposure to English. Improve English and job-readiness skills. ***Hours outside of class required.*** Must be willing to commit to regular, weekly hours off-campus (minimum 3-4 hours/week). Thirty (30) in-class hours and approximately 30 out-of-class hours. \$250. Course#YE-710.

Wed 9:20am-11:50am Sept 3-Nov 19

LEVEL 5 – ADVANCED ESL CLASSES

INTENSIVE ENGLISH 5A

Work on all English skills: listening, speaking, reading, writing, and grammar in one class. The curriculum is academic and challenging yet very practical. This class is perfect for students who are preparing for college study or want a more demanding class. \$260. Course#YE-827.

Mon, Wed 9:20am-11:35am Sept 3-Dec 3

Tue, Thu 7pm-9:10pm Sept 2-Dec 4

INTERACTIVE SPEAKING 5A

Speak more like a native speaker! Develop confidence while practicing speaking in an active, fun environment. Expand vocabulary and improve pronunciation skills. Practice what you learn in dialogues, role-plays, and discussions! Individualized feedback from audio- and video- taping included. \$260. Course#YE-849.

Tue, Thu 12:30pm-2:40pm Sept 2-Dec 4

PRONUNCIATION IMPROVEMENT 5

Increase your confidence by learning rules for better pronunciation and sound more like a native speaker! Practice in class with dialogues, short plays, and brief presentations. Videotape yourself and get helpful feedback from your teacher. \$260. Course#YE-839.

Mon, Wed 9:20am-11:35am Sept 3-Dec 3

ADVANCED PRONUNCIATION TRAINING

See course description on page 10. \$290. Course#YE-813.

Mon, Wed 7pm-9:20pm Sept 8-Nov 19

SIX STEPS TO CLEARER PRONUNCIATION (LEVELS 4-5)

See course description on page 11. \$140. Course#YE-745.

Sept 15(Mon)-Oct 31(Fri) Online

READING AND VOCABULARY 5

Read interesting articles and books to improve reading, speaking, and writing skills while learning new vocabulary! Activities will include lots of discussion and interaction. This academic and interesting class will increase reading speed and improve reading comprehension.

This class is perfect for students who are preparing for college study or want a more demanding class. \$260. Course#YE-804.

Tue, Thu 9:15am-11:25am Sept 2-Dec 4



Nadia Martinez, Mexico

Level 5

Hi my name is Nadia Martinez and I am from Mexico. I was an English Institute student at Howard Community College. I started with classes on level 1 and now I am on level 5. When I started it was so hard because I didn't know how to speak or understand English, but the teachers, peers, and counselors helped me a lot to go through everything. I discovered that at this school you can find different cultures and although we couldn't communicate through our native languages, we learned to communicate through English. The more I learned, the more interested I got. The classes have excellent teachers and they are fantastic people, and the institute has a great team that is always there to help you.

WRITING AND GRAMMAR 5

Advanced students, don't miss this chance to improve academic writing skills. If you are planning to attend a college or university in the U.S. or take the TOEFL, this class will help you develop the writing skills to be successful. Focus on organization, editing, and developing well-written essays and address ESL problems with vocabulary, spelling, and grammar. \$250.

Tue, Thu 12:30pm-2:40pm Sept 2-Dec 4

GRAMMAR 5A

Learn the grammar rules appropriate for this level and practice them in writing and speaking! \$260. Course#YE-821.

Mon, Wed 12:30pm-2:45pm Sept 3-Dec 3

ADVANCED TOEFL PREPARATION (LEVEL 5)

This course is designed to help students develop the advanced grammar, reading, writing, listening, and speaking skills required on the new iBT version of the TOEFL. Work with lab software and online programs. \$290. Course#YE-908.

Tue, Thu 9:15am-11:25am Sept 2-Dec 4

Tue, Thu 7pm-9:10pm Sept 2-Dec 4

PREPARATION FOR THE GRE

The Graduate Record Examination (GRE) Test is required for entry into many U.S. graduate schools. It measures critical thinking, verbal reasoning and quantitative reasoning skills. In this class, advanced ESL students will prepare for the verbal section of this test: Analytical Writing and Verbal Reasoning. (The quantitative reasoning skills will not be included.)

\$200. Course#YE-940.

Fri 9am-12pm Sept 5-Dec 5

USING ENGLISH IN THE COMMUNITY (Levels 4-5)

See course description on page 7. \$250. Course#YE-710.

Wed 9:20am-11:50am Sept 3-Nov 19

CONTINUING EDUCATION BUSINESS & PROFESSIONAL CERTIFICATE ESL CLASSES

Earn a Business & Professional English certificate by completing at least three business and professional English classes within 18 months. Build your written and oral communication competencies while gaining valuable knowledge and skills to succeed in the workplace. Note that these are Continuing Education noncredit certificates.

ENGLISH FOR CUSTOMER SERVICE *Business & Professional Certificate* NEW!

(Level 4)

Improve your English skills while you train for a position in customer service, especially working in retail sales at a store or working in an office. Learn and practice new vocabulary and develop the cultural skills you will need to help customers in person or on the phone. You will role play how to handle problems and complaints and also learn about the responsibilities you have to your supervisors in the workplace. Finally, you'll get some tips about finding an appropriate job. Guest speakers included. \$145. Course YE#777.

Wed 6:30pm-9:40pm Sept 10-Dec 3

ENGLISH FOR EFFECTIVE PRESENTATIONS *Business & Professional Certificate* (Level 5)

Improve English-speaking skills in this class for advanced speakers who need to develop effective communication skills for either professional or academic pursuits. Become a better communicator through discussions, oral readings, and short presentations. Emphasis will be on organizational strategies as well as physical presentation skills such as body language and speech production. Practice using audio-visual aids for presentations and learn how to create effective PowerPoint presentations. Individualized feedback from audio- and video- taping included.

\$250. Course#YE-834.

Mon, Wed 12:30pm-2:30pm Sept 8-Nov 24

ENGLISH FOR BUSINESS COMMUNICATION *Business & Professional Certificate* (Level 5)

This course is designed to improve the English skills of the business professional or someone interested in business pursuits. Written and oral communication practice will focus around these topics: cultural diversity, socializing, using the telephone, negotiating, making presentations, interviewing, recruiting, and participating in meetings. \$250. Course#YE-811.

Mon, Wed 9:30am-11:30am Sept 8-Nov 24

ENGLISH FOR MANAGERS *Business & Professional Certificate* (Level 5)

This course is designed for advanced students who wish to develop language skills in the area of management. The course focuses on current management topics including leadership styles, motivation, recruiting, marketing, use of teams, strategy, dealing with change, managing across cultures, downsizing, finances, and risk management and decision making. A key component of the course is exposure to contemporary management vocabulary. \$250. Course#YE-860.

Tue, Thu 7pm-9pm Sept 9-Nov 25

PROFESSIONAL WRITING *Business & Professional Certificate* (Level 5)

This advanced-level ESL writing course will prepare professionals for business and professional writing. Work on various types of professional writing such as e-mail correspondence, conventions, memos, short reports, summaries, business letters, cover letters, and resumes. Vocabulary and grammar will be covered as well. Basic computer skills are required.

Mon 6:30pm-9:40pm Sept 8-Dec 1 \$250. Course#YE-815.

Online option: Sept 15(Mon)-Oct 31(Fri) \$210(Book must be purchased separately).

Course#YE-816.

ADVANCED PRONUNCIATION TRAINING *Business & Professional Certificate* (Level 5)

Reduce your foreign accent and learn to pronounce English in a way that will make others understand you better! You will receive classroom instruction using the newest approaches and laboratory programs. On four class days, special individual sessions will be held instead of the regular class. During these sessions, you will work with trained pronunciation professionals who will help build your speech profile and give you specific errors to eliminate. This is a perfect class for business professionals, academic instructors, or students wishing to improve speaking for business or academic purposes. \$290. Course#YE-813.

Mon, Wed 7pm-9:20pm Sept 8-Nov 19

BUSINESS IDIOMS *Business & Professional Certificate* (Level 5)

Idioms are everywhere in the American workplace. If you do not use these commonly spoken phrases, you may sound formal and stiff to colleagues and clients. In this interactive class, you will "roll up your sleeves" and learn how to use the most common idioms and respond confidently when you hear them in conversation or see them in writing.

Fri 9:30am-12pm Sept 12-Dec 5 \$160. Course#YE-818.

Online option: Sept 15(Mon)-Oct 31(Fri) \$160(Book must be purchased separately).

Course#YE-865.

CITIZENSHIP PREPARATION

ENGLISH FOR CITIZENSHIP

This course is a quick, easy introduction to U.S. government and history for intermediate students. Learn English and about U.S. government while preparing for the U.S. Citizenship Exam. Free tuition; material fees collected during registration.

Sat 9:30am-12:00pm Sept 13-Nov 22

COMPUTER ESL CLASSES

KEYBOARDING FOR ESL STUDENTS (Level 2 & higher)

Learn to type using the American keyboard! This course is for students who have little or no training in typing or keyboarding. Memorize the order of the keys and practice typing without looking at the keyboard to improve speed and accuracy. \$90. Course#YE-566.

Sat 9:30am-12pm Sept 20-Oct 25

INTRO TO COMPUTERS AND WORD I (Level 3 & higher)

Are you looking for a job or starting classes and you don't know how to use a computer? Start at the beginning and learn about the computer and word processing in clear, easy-to-understand English. This course is for native speakers and intermediate or above ESL speakers – anyone who wants a slower pace and more practice time. \$130. Course#YE-687.

Tue, Thu 12:30pm-2:30pm Oct 14-Nov 13

ONLINE ESL CLASSES

Students can register for online classes in person or electronically. For online registration, please email us at elc@howardcc.edu or call 443-518-4646 for instructions.

If you are in an online class, your instructor will contact you with details about how to begin the class and how to purchase the textbook if required. For more information, go to the ELC website, www.howardcc.edu/elc, and click in the left column: "Online Classes."

SIX STEPS TO CLEARER

PRONUNCIATION (Levels 4-5)

Practice pronunciation in the comfort of your own home, anywhere in the world! Your HCC ELC instructor will guide you through six, detailed video lessons, with exercises to practice on your own. Videotape yourself with easy-to-use technology, and your instructor will respond privately to you with feedback and suggestions. A webcam with a microphone is required!

\$140(No book required). Course#YE-745.

Sept 15(Mon)-Oct 31(Fri) Online



PROFESSIONAL WRITING ONLINE (Level 5)

See course description on page 10. \$210. Course#YE-816.

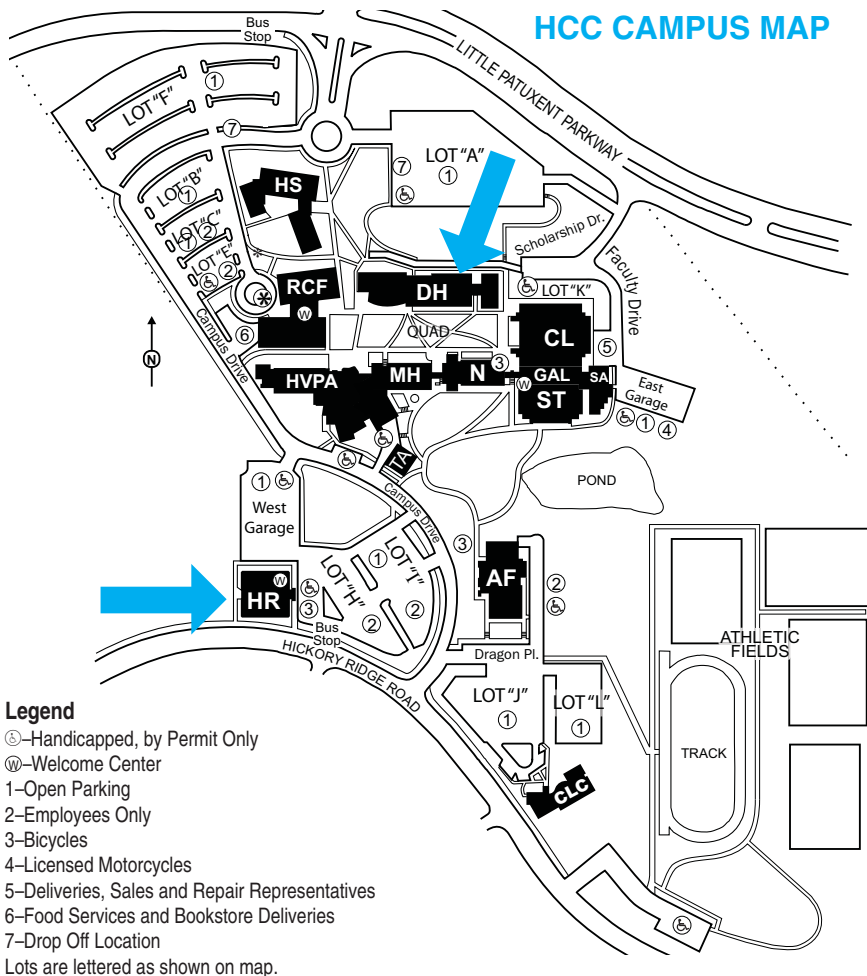
Sept 15(Mon)-Oct 31(Fri) Online

BUSINESS IDIOMS (Level 5)

See course description on page 10. \$160. Course#YE-865.

Sept 15(Mon)-Oct 31(Fri) Online

HCC CAMPUS MAP



We are looking for Conversation Tutors and Class Assistants for students studying English as a Second Language!

Applicant Qualifications:

- must be native or native-like speaker of English
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- great communication skills

If you are interested, please contact Kathie Martin
at kmartin@howardcc.edu, 443-518-4381

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- ◆ Professional Writing *(Online option available)*

www.howardcc.edu/elc

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