

ENGLISH AS A SECOND LANGUAGE



*Winter & Spring 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 \$40 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

Winter 2014

Dec. 10	Tuesday	5:30-6:30pm
Dec. 12	Thursday	10:00-11:00am
Dec. 18	Wednesday	10:00-11:00am

Winter classes begin on January 2!

Students may register for Spring classes during Winter registration sessions.

Spring 2014

Jan. 7	Tuesday	5:30-7:30pm
Jan. 8	Wednesday	10:00-11:00am
Jan. 14	Tuesday	10:00-11:00am
Jan. 15	Wednesday	5:30-7:00pm
Jan. 22	Wednesday	5:30-7:00pm
Jan. 24	Friday	10:00-11:00am
Jan. 27*	Monday	5:30-6:30pm
Jan. 28*	Tuesday	10:00-11:00am

*Late registration

Most classes begin the week of January 27! 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
- \$40 materials fee 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 www.howardcc.edu/elc and click on "Fast Registration" on the left menu bar for online registration and payment information.

For additional information, please visit www.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 www.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 www.howardcc.edu/EI or call 443-518-1681 for additional information about this fast-track English program.

There will be no classes on January 20 (Monday) for Martin Luther King Day and from April 14 (Monday) to April 20 (Sunday) for Spring Break.

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 \$40 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 \$120-300 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

SPRING 2014 BLOCK SCHEDULE

MONDAY & WEDNESDAY CLASSES

Morning

Intensive English 1-5
Interactive Speaking 1-4
Writing & Grammar 2-5
English for Managers
Using English in Community

Afternoon

Pronunciation 1-5
Read & Vocab 3-4
Grammar 2-5
Writing & Grammar 3-4
English for Effective Presentation

Evening

Community English 0-3
Read & Write Literacy
Writing Basics 2-4
Read & Write 1-2
Adv Pronunciation Training
Professional Writing(M)
English for Job Success(W)

TUESDAY & THURSDAY CLASSES

Morning

Community English 0-3
Read & Vocab 1-5
Pronunciation 3-4
Advanced TOEFL Prep
Transition to College

Afternoon

Interactive Speaking 2-5
Write & Grammar 1-5
Read & Vocab 3
Read & Write 1
Writing Basics 2
Adv Topics for Conversation(Th)

Evening

Community English 0-3
Intensive English 4-5
Grammar in Action 2-4
Read & Write 1-2
English for Business Comm
Adv TOEFL Prep

MON/WED/FRI MORNING CLASSES

Community English 0-2

FRIDAY CLASSES

Listen & Speak 0-2
Intensive English w/
Americans 3-4
Business Idioms

SATURDAY CLASSES

Listen & Speak 0-3
Read & Write Literacy
Read & Write 1
Let's Just Talk
English for Citizenship
Grammar in Action 3-5

WINTER 2014 COURSE SCHEDULE (January 2 - January 23)

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



CONVERSATION

Develop your speaking and vocabulary skills in these four-day-a-week intensive classes during the month of January. For four weeks, concentrate on real, everyday spoken English. Develop confidence while you practice speaking in an active, fun environment. Expand vocabulary daily by learning and using new words and expressions. Includes dialogues, pair work, vocabulary development, and pronunciation tips. Content and complexity increase with each level. Book(s) are included in the course cost.

CONVERSATION 1B \$170. Course#YE-432.

CONVERSATION 2B \$190. Course#YE-533.

CONVERSATION 3B \$190. Course#YE-649.

CONVERSATION 4B \$210. Course#YE-735.

CONVERSATION 5B \$210. Course#YE-845.

Mon-Thu 9:00am-12:15pm Jan 2-Jan 23

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. \$125. Course#YE-566.

Tue, Thu 12:30pm-2:40pm Jan 2-Jan 23

Tue, Thu 7pm-9:10pm Jan 2-Jan 23

SPRING 2014 COURSE SCHEDULE (January 27 - May 8)

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

COMMUNITY ENGLISH CLASSES

Learn everyday, practical English and also develop skills in listening, speaking, reading, writing, pronunciation, and grammar. The topics and vocabulary are appropriate if you need English to help you with family, community, and workplace activities. Content and complexity increase with each level. Free tuition; material fees collected during registration. Book(s) are included in the course cost.

COMMUNITY ENGLISH PRE-BEGINNING A/B

Mon, Wed, Fri 7:30am-9:20am Feb 5-Apr 30(B)

Mon, Wed 6:30pm-8:50pm Jan 27-Apr 30(B)

Mon, Wed 7:30pm-9:40pm Jan 27-May 7(A)

Tue, Thu 9:15am-11:35am Jan 28-May 1(B)

Tue, Thu 6:30pm-8:50pm Jan 28-May 1(B)

Tue, Thu 7:30pm-9:40pm Jan 28-May 8(A/B)

COMMUNITY ENGLISH 1B

Mon, Wed, Fri 7:30am-9:20am Feb 5-Apr 30

Mon, Wed 6:30pm-8:50pm Jan 27-Apr 30

Tue, Thu 9:15am-11:35am Jan 28-May 1

Tue, Thu 6:30pm-8:50pm Jan 28-May 1

Tue, Thu 7:30pm-9:40pm Jan 28-May 8

COMMUNITY ENGLISH 2B

Mon, Wed, Fri 7:30am-9:20am Feb 5-Apr 30

Mon, Wed 6:30pm-8:50pm Jan 27-Apr 30

Tue, Thu 9:15am-11:35am Jan 28-May 1

Tue, Thu 6:30pm-8:50pm Jan 28-May 1

Tue, Thu 7:30pm-9:40pm Jan 28-May 8

COMMUNITY ENGLISH 3B

Mon, Wed 6:30pm-8:50pm Jan 27-Apr 30

Tue, Thu 9:15am-11:35am Jan 28-May 1

Tue, Thu 7:30pm-9:40pm Jan 28-May 1

INTENSIVE COMPREHENSIVE CLASSES

Improve all of your English skills in one intensive class: listening, speaking, reading, writing, pronunciation, and grammar. Classes are offered at a variety of different times, including early morning and Friday-only. In the Friday classes, you will have the chance to work with American speaking partners. The curriculum in all of the classes is academic and challenging yet very practical. These classes are perfect for you if you are preparing for college study or want a more demanding class. Content and complexity increase with each level. Book(s) are included in the course cost.

INTENSIVE ENGLISH 1B

\$170. Course#YE-471.

Mon, Wed 9:20am-11:35am Jan 27-Apr 30

INTENSIVE ENGLISH 2B

\$190. Course#YE-564.

Mon, Wed 9:20am-11:35am Jan 27-Apr 30

INTENSIVE ENGLISH 3B

Mon, Wed 7:30am-9:15am Feb 3-May 7 \$170. Course#YE-610.

Mon, Wed 9:20am-11:35am Jan 27-Apr 30 \$220. Course#YE-678.

Fri 9:30am-2:30pm Jan 31-May 2 \$220. Course#YE-678. (This Friday section includes speaking activities with Americans. There is a 30-minute lunch break.)

INTENSIVE ENGLISH 4B

Mon, Wed 7:30am-9:15am Feb 3-May 7 \$190. Course#YE-770.

Mon, Wed 9:20am-11:35am Jan 27-Apr 30 \$250. Course#YE-768.

Tue, Thu 7:30pm-9:40pm Jan 28-May 1 \$250. Course#YE-768.

Fri 9:30am-2:30pm Jan 31-May 2 \$250. Course#YE-768. (The Friday section includes speaking activities with Americans. There is a 30-minute lunch break.)

INTENSIVE ENGLISH 5B

\$280. Course#YE-858.

Mon, Wed 9:20am-11:35am Jan 27-Apr 30

Tue, Thu 7:30pm-9:40pm Jan 28-May 1

LISTENING AND SPEAKING CLASSES

Improve listening, speaking, and pronunciation skills in these classes. Learn the conversation skills needed for everyday life. Increase active vocabulary and improve pronunciation. Content and complexity increase with each level. Book(s) are included in the course cost.

LISTENING AND SPEAKING FOR PRE-BEGINNERS B

Free tuition; material fees collected during registration.

Fri 9:30am-12:00pm Jan 31-May 2

Sat 9:30am-12:00pm Feb 1-May 3

LISTENING AND SPEAKING 1B

Free tuition; material fees collected during registration.

Fri 9:30am-12:00pm Jan 31-May 2

Sat 9:30am-12:00pm Feb 1-May 3

LISTENING AND SPEAKING 2B

Free tuition; material fees collected during registration.

Fri 9:30am-12:00pm Jan 31-May 2

Sat 9:30am-12:00pm Feb 1-May 3

Fri 9:30am-12:00pm Jan 31-May 2

Sat 9:30am-12:00pm Feb 1-May 3

LISTENING AND SPEAKING 3B

\$130. Course#YE-640.

at 9:30am-12:00pm Feb 1-May 3

LET'S JUST TALK B

\$150. Course#YE-713.

Sat 9:30am-12:00pm Feb 1-May 3

ADVANCED TOPICS FOR CONVERSATION

\$150. Course#YE-819.

Thu 3:00pm-5:30pm Jan 30-May 1

INTERACTIVE SPEAKING CLASSES

Get started talking and using correct spoken English in everyday conversations! Increase vocabulary and improve pronunciation through active practice and lots of feedback. At higher levels, instructional activities are geared to help you speak more like a native speaker. Individualized feedback from audio- and video- taping included. Develop confidence while practicing speaking in an active, fun environment. Content and complexity increase with each level. Book(s) are included in the course cost.

INTERACTIVE SPEAKING 1B

\$170. Course#YE-443.

Mon, Wed 9:20am-11:35am Jan 27-Apr 30

INTERACTIVE SPEAKING 2B

\$190. Course#YE-544.

Mon, Wed 9:20am-11:35am Jan 27-Apr 30

Tue, Thu 12:30pm-2:45pm Jan 28-May 1

INTERACTIVE SPEAKING 3B

\$230. Course#YE-666.

Mon, Wed 9:20am-11:35am Jan 27-Apr 30

Tue, Thu 12:30pm-2:45pm Jan 28-May 1

INTERACTIVE SPEAKING 4B

\$250. Course#YE-748.

Mon, Wed 9:20am-11:35am Jan 27-Apr 30

Tue, Thu 12:30pm-2:45pm Jan 28-May 1

INTERACTIVE SPEAKING 5B

\$250. Course#YE-853.

Tue, Thu 12:30pm-2:45pm Jan 28-May 1

PRONUNCIATION CLASSES

Practice stress, intonation, and the sounds of American English in these popular courses. Also match the sounds of English to specific spelling patterns and develop accuracy and as you pronounce new words or engage in longer dialogs and conversations. You will receive the feedback you need to be better understood and to speak with confidence. In addition to extensive practice in class, you will also submit video-recordings for correction. Have fun while you improve your pronunciation! Content and complexity increase with each level. Book(s) are included in the course cost.

PRONUNCIATION AND SPELLING 1

\$160. Course#YE-423.

Mon, Wed 12:30pm-2:45pm Jan 27-Apr 30

PRONUNCIATION IMPROVEMENT 2

\$180. Course#YE-526.

Mon, Wed 12:30pm-2:45pm Jan 27-Apr 30

PRONUNCIATION IMPROVEMENT 3

\$200. Course#YE-641.

Mon, Wed 12:30pm-2:45pm Jan 27-Apr 30

Tue, Thu 9:15am-11:30am Jan 28-May 1

PRONUNCIATION IMPROVEMENT 4

\$220. Course#YE-730.

Mon, Wed 12:30pm-2:45pm Jan 27-Apr 30

Tue, Thu 9:15am-11:30am Jan 28-May 1

PRONUNCIATION IMPROVEMENT 5

\$250. Course#YE-839.

Mon, Wed 12:30pm-2:45pm Jan 27-Apr 30

ADVANCED PRONUNCIATION TRAINING

(Includes four individual tutoring sessions.)

\$300. Course#YE-813.

Mon, Wed 7:00pm-9:20pm Feb 10-Apr 30

SIX STEPS TO CLEARER PRONUNCIATION (LEVELS 4-5)

\$140. Course#YE-745.

Feb 17(Mon)-Apr 11(Fri) Online



READING AND WRITING CLASSES

Improve reading and writing skills for everyday life. Classes range from instruction in alphabet and sounds in English to writing good sentences and short paragraphs for notes, letters, and emails. Learn to pronounce and write letters and words in English, improve spelling, learn new vocabulary, and develop reading and grammar skills. Content and complexity increase with each level. Book(s) are included in the course cost.

READING AND WRITING LITERACY A/B

Free tuition; material fees collected during registration.

Mon, Wed 6:30pm-8:50pm Jan 27-Apr 30(A/B)

Sat 9:30am-12:00pm Feb 1-May 3 (A, Part 2)

READING AND WRITING 1A/1B

Free tuition; material fees collected during registration.

Mon, Wed 7:30pm-9:40pm Jan 27-May 7(B)

Tue, Thu 7:30pm-9:40pm Jan 28-May 8(A)

Tue, Thu 12:10pm-2:30pm Jan 28-May 1(B)

Sat 9:30am-12:00pm Feb 1-May 3 (A, Part 2)

READING AND WRITING 2A/2B

Free tuition; material fees collected during registration.

Mon, Wed 7:30pm-9:40pm Jan 27-May 7(A)

Tue, Thu 7:30pm-9:40pm Jan 28-May 8(B)

READING AND VOCABULARY CLASSES

Read famous short stories, books, and articles to improve your academic reading, speaking, writing, and vocabulary skills. Activities will include discussion, analysis, summarizing, and word study. Your reading fluency and comprehension will improve with extensive practice. Levels 1-4 focus on well-known short stories and books from American culture while level 5 focuses on interesting, non-fiction articles. These courses are essential if you are preparing for university study, a job, or the GED or if you would just like to read for pleasure. As you progress through the levels, the reading selections will become more challenging and complex. Book(s) are included in the course cost.



READING AND VOCABULARY 1B

\$170. Course#YE-472.

Tue, Thu 9:15am-11:30am Jan 28-May 1

READING AND VOCABULARY 2B

\$190. Course#YE-565.

Tue, Thu 9:15am-11:30am Jan 28-May 1

READING AND VOCABULARY 3B

\$220. Course#YE-685.

Mon, Wed 12:30pm-2:45pm Jan 27-Apr 30

Tue, Thu 9:15am-11:30am Jan 28-May 1

Tue, Thu 12:30pm-2:45pm Jan 28-May 1

READING AND VOCABULARY 4B

\$240. Course#YE-769.

Tue, Thu 9:15am-11:30am Jan 28-May 1

READING AND VOCABULARY 5

\$250. Course#YE-804.

Tue, Thu 9:15am-11:30am Jan 28-May 1

WRITING AND GRAMMAR CLASSES

Improve your academic writing skills in these intensive writing classes. Start in beginning levels by developing good sentences for paragraphs and move to longer, more complex essays by level 5. Learn the different organizational patterns required for paragraph and essay writing while also developing appropriate vocabulary, spelling, and grammar skills. Skills developed in these classes will transfer to academic study, workplace tasks, and GED completion. Content and complexity increase with each level. Book(s) are included in the course cost.

WRITING BASICS 2B

Free tuition; material fees collected during registration.

Mon, Wed 7:30pm-9:40pm Jan 27-May 7

Tue, Thu 12:10pm-2:30pm Jan 28-May 1

WRITING BASICS 3B

\$170.

Mon, Wed 7:30pm-9:20pm Jan 27-Apr 30

WRITING BASICS 4B

\$190.

Mon, Wed 7:30pm-9:20pm Jan 27-Apr 30

WRITING AND GRAMMAR 1

\$160.

Tue, Thu 12:30pm-2:45pm Jan 28-May 1

WRITING AND GRAMMAR 2

\$190.

Mon, Wed 9:30am-11:45am Jan 27-Apr 30

Tue, Thu 12:30pm-2:45pm Jan 28-May 1

WRITING AND GRAMMAR 3B

\$210.

Mon, Wed 9:30am-11:45am Jan 27-Apr 30

Mon, Wed 3:00pm-5:15pm Jan 27-Apr 30

Tue, Thu 12:30pm-2:45pm Jan 28-May 1

WRITING AND GRAMMAR 4

\$230.

Mon, Wed 9:30am-11:45am Jan 27-Apr 30

Mon, Wed 3:00pm-5:15pm Jan 27-Apr 30

Tue, Thu 12:30pm-2:45pm Jan 28-May 1

WRITING AND GRAMMAR 5

\$250.

Mon, Wed 9:30am-11:45am Jan 27-Apr 30

Tue, Thu 12:30pm-2:45pm Jan 28-May 1

GRAMMAR CLASSES

Learn the rules of English grammar and practice them in speaking and writing. You will gain accuracy as you master the essential rules of grammar. The curriculum is academic and challenging yet very practical and your instructors will work to make your classes active and stimulating! Without correct grammar, it is hard to move from level to level. Content and complexity increase with each level. Book(s) are included in the course cost.

GRAMMAR 2B \$180. Course#YE-562.

GRAMMAR 3B \$200. Course#YE-683.

GRAMMAR 4B \$220. Course#YE-766.

GRAMMAR 5B \$240. Course#YE-817.

Mon, Wed 12:30pm-2:45pm Jan 27-Apr 30

GRAMMAR IN ACTION 2B

\$150. Course#YE-563.

Tue, Thu 7:00pm-8:55pm Jan 28-May 1

GRAMMAR IN ACTION 3B

Course#YE-684.

Tue, Thu 7:00pm-8:55pm Jan 28-May 1, \$170

Sat 9:00am-12:00pm Feb 1-May 3, \$150

GRAMMAR IN ACTION 4B

Course#YE-767.

Tue, Thu 7:00pm-8:55pm Jan 28-May 1, \$190

Sat 9:00am-12:00pm Feb 1-May 3, \$170

GRAMMAR IN ACTION 5B

\$190. Course#YE-867.

Sat 9:00am-12:00pm Feb 1-May 3

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
- * responsible, reliable, and professional
- * great communication skills

Contact Kathie Martin at kmartin@howardcc.edu, (443) 518-4381

TRANSITION CLASSES

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-11:30am Jan 28-May 1

Tue, Thu 7:00pm-9:15pm Jan 28-May 1

TRANSITION TO COLLEGE (Level 5)

This course is designed for students planning to go to a college or university in the United States. Learn the U.S. classroom culture and how to interact with professors, and relate to American students. The class will introduce academic strategies, such as note-taking, critical thinking, and time/stress management. There will be an overview of the U.S. higher education system. You will have the opportunity to sit in on several actual college lectures. This class is a MUST if you are interested in entering U.S. college or graduate programs. \$150. Course#YE-863.

Tue, Thu 10:00am-11:35am Jan 28-May 1



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 9:30am-11:50am Jan 29-Apr 30

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. \$125. Course#YE-566.

Mon, Wed 12:30pm-2:25pm Feb 3-Feb 27

Sat 9:30am-12pm Feb 15-Mar 22

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. \$160. Course#YE-687.

Tue, Thu 12:30pm-2:30pm Mar 11-Apr 10

ENGLISH FOR CITIZENSHIP (BESL)

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 Feb 1-Apr 12

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 JOB SUCCESS (Levels 4-5) ***Business & Professional Certificate***

Are you looking for a better job, or are you new to the workplace in the United States? This practical class for non-native speakers will help you improve your language skills and cultural knowledge to succeed in the American workplace. You will learn new vocabulary while building your listening and speaking skills. Topics will include types of jobs and qualifications, understanding paychecks and benefits, negotiating job offers, using the telephone, resume writing, professional development, networking, and the culture of the U.S. workplace. \$145. Course#YE-762.

Wed 6:30pm-9:40pm Feb 5-May 2

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

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.

Tue, Thu 12:30pm-2:05pm Feb 4-May 1

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

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.

Tue, Thu 7:00pm-8:55pm Feb 4-May 1



Annelieke Jansen
The Netherlands; Level 4

Hoi, mijn naam is Annelieke en ik kom uit Nederland. Ik ben een AFS uitwisselings student, dus ik woon bij een gastgezin in Columbia. Ik studeer dit jaar het programma Engels als tweede taal. Dit programma is perfect voor mij omdat ik het leuk vind om te reizen en daarbij engels een taal wat altijd goed is om te weten. In de klassen vind ik het erg leuk dat er veel verschillende culturen bij elkaar zijn. De lessen zijn erg afwisselend en ik leer erg snel. Ik heb nieuwe internationale studenten leren kennen maar ook Amerikaanse studenten. De eerste keer dat ik over HCC liep dacht ik, ooh dat is groot. Maar nu kan ik de weg vinden en vind ik de school erg leuk!

Hi, my name is Annelieke and I am from The Netherlands. I am an AFS exchange student so I live in a host family in Columbia. I am doing a full year in the English as second language program. This program is perfect for me because I like to travel, and English is always a language that is good to know. Something that I really like in our classes is that there are a lot of different cultures. It is always nice to hear how it is in another culture. The variety in the classes is fine and I learn fast. I met a lot of international students, but also American students. The first time that I saw HCC, I thought, oh, that is big. But now I can find the way around the school and I like it!

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

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.
Mon, Wed 9:30am-11:30am Feb 3-Apr 30

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

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 Jan 27-Apr 28 \$250. Course#YE-815
Online option: Feb 17(Mon)-Apr 11(Fri) \$210(Book must be purchased separately).
Course#YE-816.

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

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. \$300. Course#YE-813.
Mon, Wed 7:00pm-9:20pm Feb 10-Apr 30

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

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. Course#YE-865.
Fri 9:00am-12:00pm Feb 7-May 2 \$200.
Online option: Feb 17(Mon)-Apr 11(Fri) \$160(Book must be purchased separately).

ONLINE 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.”

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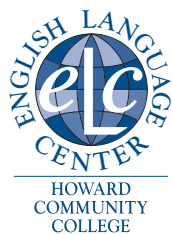
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