



ENGLISH AS A SECOND LANGUAGE



*Winter & Spring 2015
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

- Pre-beginning to intermediate
- Free except for materials fee
- English through life skills

Intensive English as a Second Language Classes

- 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 2015

December 9	Tuesday	5:30-6:30pm
December 11	Thursday	10:00-11:00am
December 17	Wednesday	10:00-11:00am

Winter classes begin on January 5! Students may register for Spring classes during Winter registration sessions.

SPRING 2015

January 6	Tuesday	10:00-11:00am
January 7	Wednesday	5:30-7:30pm
January 12	Monday	10:00-11:00am
January 15	Thursday	5:30-7:00pm
January 20	Tuesday	5:30-7:00pm
January 23	Friday	10:00-11:00am
January 26*	Monday	5:30-6:30pm
January 27*	Tuesday	10:00-11:00am

Most classes begin the week of January 26!
Register early!

*Late registration

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 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 11 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.

The college is closed from Monday, March 30 through Sunday, April 5 for Spring Break. Classes will be held on Saturday, March 28 prior to 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 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

SPRING 2015 BLOCK SCHEDULE

MONDAY/WEDNESDAY CLASSES

Early Morning

Intensive English 3
Community English 0-2 (MWF)

Morning

Intensive English 1-5
Pronunciation & Spelling 1
Pronunciation Improvement 2-5
Writing & Grammar 2-4
Reading & Vocabulary 4

Afternoon

Interactive Speaking 1-4
Grammar 3-5
Reading & Vocabulary 2&3
Writing & Grammar 3-4
English for Managers

Evening

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

TUESDAY/THURSDAY CLASSES

Morning

Community English 0-3
Pronunciation Improvement 2-4
Reading & Vocabulary 1-5
Adv TOEFL Preparation
Using English in Community (T)

Afternoon

Interactive Speaking 2-5
Reading & Writing 1B
Writing Basics 2B
Writing & Grammar 1-5
Essential Computer Skills

Evening

Community English 0-3
Intensive English 4&5
Reading & Writing 1-3
Conversation 3&4
English for Business
Communication

FRIDAY CLASSES

Listening & Speaking 0-2
Interactive Speaking w/Am 3&4
Business Idioms
Typing Skills for ESL Students

SATURDAY CLASSES

Listening & Speaking 0-3
Reading & Writing 1A
Reading & Writing Lit A
English for Citizenship
Typing Skills for ESL Students

ONLINE CLASSES

Six Steps to Clearer
Pronunciation

WINTER 2015 COURSE SCHEDULE (January 5-22)

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

CONVERSATION CLASSES

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-12:30pm Jan 5-Jan 22



TYPING SKILLS FOR ESL STUDENTS (Level 2 & higher)

Learn to type using the American keyboard! Typing skills are required for all HCC writing classes and almost any job! 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-574.

Tue, Thu 9:15am-11:45am Jan 6-Jan 22

Tue, Thu 6:30pm-9:00pm Jan 6-Jan 22

SPRING 2015 COURSE SCHEDULE (January 26 - May 9)

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

PRE-BEGINNING ESL CLASSES

COMMUNITY ENGLISH PRE-BEGINNING A/B

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 Feb 2-May 1(B)

Mon, Wed 7:30pm-9:40pm Jan 26-May 6(A/B)

Tue, Thu 9:15am-11:35am Jan 27-Apr 30(B)

Tue, Thu 6:45pm-8:55pm Jan 27-May 7(A/B)

Tue, Thu 7:30pm-9:40pm Jan 27-May 7(B)

LISTENING AND SPEAKING FOR PRE-BEGINNERS B

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 9:15am-12:20pm Jan 30-May 8

Sat 9am-12:05pm Jan 31-May 9

LEVEL 1 – BEGINNING I ESL CLASSES

COMMUNITY ENGLISH 1B

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 Feb 2-May 1

Mon, Wed 7:30pm-9:40pm Jan 26-May 6

Tue, Thu 9:15am-11:35am Jan 27-Apr 30

Tue, Thu 6:45pm-8:55pm Jan 27-May 7

Tue, Thu 7:30pm-9:40pm Jan 27-May 7

INTENSIVE ENGLISH 1B

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-471.

Mon, Wed 9:20am-11:35am Jan 26-Apr 29

LISTENING AND SPEAKING 1B

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 9:15am-12:20pm Jan 30-May 8

Sat 9am-12:05pm Jan 31-May 9

INTERACTIVE SPEAKING 1B

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-443.

Mon, Wed 12:30pm-2:45pm Jan 26-Apr 29

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 Jan 26-Apr 29

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 Jan 26-May 6(A/B)

Sat 9am-12:05pm Jan 31-May 9 (A, Part 2)

READING AND WRITING 1A/1B

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 Jan 26-May 6(B)

Tue, Thu 12:10pm-2:30pm Jan 27-Apr 30(B)

Tue, Thu 7:30pm-9:40pm Jan 27-May 7(B)

Sat 9am-12:05pm Jan 31-May 9(1A, Part 2)

READING AND VOCABULARY 1B

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-472.

Tue, Thu 9:20am-11:35am Jan 27-Apr 30

WRITING AND GRAMMAR 1B

Learn sentence writing, new vocabulary, grammar, and spelling in one class. \$170.

Tue, Thu 12:30pm-2:45pm Jan 27-Apr 30

LEVEL 2 – BEGINNING II ESL CLASSES

COMMUNITY ENGLISH 2B

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 Feb 2-May 1

Mon, Wed 7:30pm-9:40pm Jan 26-May 6

Tue, Thu 9:15am-11:35am Jan 27-Apr 30

Tue, Thu 6:45pm-8:55pm Jan 27-May 7

Tue, Thu 7:30pm-9:40pm Jan 27-May 7

INTENSIVE ENGLISH 2B

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-564.

Mon, Wed 9:20am-11:35am Jan 26-Apr 29

LISTENING AND SPEAKING 2B

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 9:15am-12:20pm Jan 30-May 8

Sat 9am-12:05pm Jan 31-May 9

INTERACTIVE SPEAKING 2B

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-544.

Mon, Wed 12:30pm-2:45pm Jan 26-Apr 29

Tue, Thu 12:30pm-2:45pm Jan 27-Apr 30

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 Jan 26-Apr 29

Tue, Thu 9:20am-11:35am Jan 27-Apr 30

READING AND WRITING 2B

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 Jan 26-May 6

Tue, Thu 7:30pm-9:40pm Jan 27-May 7

READING AND VOCABULARY 2B

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-565.

Mon, Wed 12:30pm-2:45pm Jan 26-Apr 29

Tue, Thu 9:20am-11:35am Jan 27-Apr 30

WRITING BASICS 2B

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 Jan 26-May 6

Tue, Thu 12:10pm-2:30pm Jan 27-Apr 30

WRITING AND GRAMMAR 2B

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 Jan 26-Apr 29

Tue, Thu 12:30pm-2:45pm Jan 27-Apr 30

LEVEL 3 – INTERMEDIATE I ESL CLASSES

COMMUNITY ENGLISH 3B

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 Jan 26-May 6

Tue, Thu 9:15am-11:35am Jan 27-Apr 30

Tue, Thu 6:45pm-8:55pm Jan 27-May 7

INTENSIVE ENGLISH 3B

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-9:10am Jan 26-Apr 29 \$170. Course#YE-610.

Mon, Wed 9:20am-11:35am Jan 26-Apr 29 \$220. Course#YE-678.

LISTENING AND SPEAKING 3B

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. \$140.

Course#YE-640.

Sat 9am-12pm Jan 31-May 2



INTERACTIVE SPEAKING 3B

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-666.

Mon, Wed 12:30pm-2:45pm Jan 26-Apr 29

Tue, Thu 12:30pm-2:45pm Jan 27-Apr 30

Fri 9:30am-2:30pm Jan 30-May 1 (This Friday section includes speaking activities with Americans. There is a 30-minute lunch break.)

CONVERSATION 3A

Develop your speaking and vocabulary skills and 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. \$170. Course#YE-647.

Tue, Thu 7pm-9pm Feb 3-Apr 23

PRONUNCIATION AND SPELLING 3

Learn the how to pronounce new words by matching letters and spelling patterns with pronunciation. Also learn the rules of word stress, sentence stress, and intonation. \$170.

Course#YE-694.

Mon, Wed 7:00pm-9:20pm Feb 9-Apr 29

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 Jan 26-Apr 29

Tue, Thu 9:20am-11:35am Jan 27-Apr 30

READING AND VOCABULARY 3B

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-685.

Mon, Wed 12:30pm-2:45pm Jan 26-Apr 29

Tue, Thu 9:20am-11:35am Jan 27-Apr 30

READING AND WRITING 3

Improve reading and writing skills for the GED or future academic work. Emphasis will be on vocabulary, spelling, grammar, and sentence structure. \$200.

Tue, Thu 7:00pm-9:15pm Jan 27-Apr 30

WRITING BASICS 3B

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 Feb 2-Apr 29

WRITING AND GRAMMAR 3B

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 Jan 26-Apr 29

Mon, Wed 12:30pm-2:45pm Jan 26-Apr 29

Tue, Thu 12:30pm-2:45pm Jan 27-Apr 30

GRAMMAR 3B

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-683.

Mon, Wed 12:30pm-2:45pm Jan 26-Apr 29

GRAMMAR IN ACTION 3B

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-684.

Sat 9am-12pm Jan 31-May 2

LEVEL 4 – INTERMEDIATE II ESL CLASSES

INTENSIVE ENGLISH 4B

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. \$240. Course #768.

Mon, Wed 9:20am-11:35am Jan 26-Apr 29

Tue, Thu 7pm-9:15pm Jan 27-Apr 30



INTERACTIVE SPEAKING 4B

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-748.

Mon, Wed 12:30pm-2:45pm Jan 26-Apr 29

Tue, Thu 12:30pm-2:45pm Jan 27-Apr 30

Fri 9:30am-2:30pm Jan 30-May 1 (The Friday section includes speaking activities with Americans. There is a 30-minute lunch break.)

CONVERSATION 4A

Develop your speaking and vocabulary skills and 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. \$190. Course#YE-717.

Tue, Thu 7pm-9pm Feb 3-Apr 23

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 Jan 26-Apr 29

Tue, Thu 9:20am-11:35am Jan 27-Apr 30

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! \$150(No book required). Course#YE-745.

Feb 16(Mon)-Apr 17(Fri) Online

READING AND VOCABULARY 4B

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-769.

Mon, Wed 9:20am-11:35am Jan 26-Apr 29

Tue, Thu 9:20am-11:35am Jan 27-Apr 30

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. \$170.

Mon, Wed 7pm-9pm Feb 2-Apr 29

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 Jan 26-Apr 29

Mon, Wed 12:30pm-2:45pm Jan 26-Apr 29

Tue, Thu 12:30pm-2:45pm Jan 27-Apr 30

GRAMMAR 4B

Learn the grammar rules appropriate for this level and practice them in writing and speaking! \$240. Course#YE-766.

Mon, Wed 12:30pm-2:45pm Jan 26-Apr 29



Hideko Gee, Reading & Vocabulary 4A, Fall 2014

初めまして、ジー秀子と申します。日本人で東京出身です。主婦です。主人の都合でメリーランドに約2年前に引越して来ました。英語の勉強をしたかったので学校を探していましたが、友達よりHCCはとても良い学校と聞き、昨年よりESLのパートタイムの学生になりました。始めは勉強から長く遠のいてたので、勉強について行く自信はありませんでしたが、今はチャレンジして良かったと思っています。現在はリーディング4クラスでとても充実していて、特に先生は生徒の立場になって質問にも的確に理解できるように応えてくれます。新しい単語は繰り返しエクササイズをしながら進みますので、自然と身につきます。英語の勉強で行き詰まっている方がいましたら、HCCのESLクラスを受講をお勧めします。

Hello. My name is Hideko Gee. I am from Tokyo, Japan and am a housewife. I came to Columbia, Maryland about two years ago. At that time, I was looking for a good English school and a friend of mine told me that HCC is a great school. So, since last year, I have been taking ESL classes as a part-time student. At the beginning of my first class, I was not confident that I would be able to follow the class because I had not studied English for ages. Despite that worry, I was so glad that I challenged myself to move forward. Currently, I am taking Reading & Vocabulary 4A. My teacher is a very professional and kind. She listens to the students and answers questions patiently and clearly. New vocabulary words are always hard to remember, but she teaches my class to review the words and completes unique exercises that help us naturally remember. HCC's ESL classes are the best for English as Second Language students.

GRAMMAR IN ACTION 4B

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-767.
Sat 9am-12pm Jan 31-May 2

ENGLISH FOR CUSTOMER SERVICE *Business & Professional Certificate* NEW!* (Level 4-5)

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 Feb 4-Apr 29

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.
Tuesday 9:20am-11:50am Jan 27-Apr 28

LEVEL 5 – ADVANCED I ESL CLASSES

INTENSIVE ENGLISH 5B

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-858.
Mon, Wed 9:20am-11:35am Jan 26-Apr 29
Tue, Thu 7pm-9:15pm Jan 27-Apr 30

INTERACTIVE SPEAKING 5B

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-853.

Tue, Thu 12:30pm-2:45pm Jan 27-Apr 30

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 Jan 26-Apr 29

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 Feb 9-Apr 29

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!

\$150(No book required). Course#YE-745.

Feb 16(Mon)-Apr 17(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-872.

Tue, Thu 9:20am-11:35am Jan 27-Apr 30

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. \$250. Course#YE-815.

Mon 6:30pm-9:40pm Feb 2-Apr 27

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-2:45pm Jan 27-Apr 30

GRAMMAR 5B

Learn the grammar rules appropriate for this level and practice them in writing and speaking! \$260. Course#YE-817.

Mon, Wed 12:30pm-2:45pm Jan 26-Apr 29

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 9:20am-11:35am Jan 27-Apr 30

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.

Tue, Thu 7pm-9:05pm Feb 3-Apr 23

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.

Mon, Wed 12:30pm-2:35pm Feb 2-Apr 22

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. \$160. Course#YE-865.

Fri 9am-12pm Jan 30-May 1

ENGLISH FOR CUSTOMER SERVICE *Business & Professional Certificate* NEW! (Level 4-5)

Improve your English skills while you train for a position in customer service, especially working in retail sales at a store. 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 Feb 4-Apr 29



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.

Tuesday 9:20am-11:50am Jan 27-Apr 28

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!

(Levels 4-5)

\$145. Course#YE#777. See course description on page 10.

Wed 6:30pm-9:40pm Feb 4-Apr 29

ENGLISH FOR BUSINESS COMMUNICATION *Business & Professional Certificate*

(Level 5)

\$250. Course#YE-811. See course description on page 10.

Tue, Thu 7pm-9:05pm Feb 3-Apr 23

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

\$250. Course#YE-860. See course description on page 10.

Mon, Wed 12:30pm-2:35pm Feb 2-Apr 22

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

\$250. Course#YE-815. See course description on page 9.

Mon 6:30pm-9:40pm Feb 2-Apr 27

ADVANCED PRONUNCIATION TRAINING *Business & Professional Certificate*

(Level 5)

\$290. Course#YE-813. See course description on page 9.

Mon, Wed 7pm-9:20pm Feb 9-Apr 29

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

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

Fri 9am-12pm Jan 30-May 1

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-12pm Feb 14-May 2

COMPUTER ESL CLASSES

TYPING SKILLS FOR ESL STUDENTS (Level 2 & higher)

Learn to type using the American keyboard! Typing skills are required for all HCC writing classes and almost any job! This course is for students who have little or no training in typing or no experience with a U.S. keyboard. Memorize the order of the keys and practice typing without looking at the keyboard to improve speed and accuracy. \$90. Course#YE-574.

Fri 9:30am-12pm Feb 6-Mar 13

Sat 9:30am-12pm Mar 7-Apr 18

ESSENTIAL COMPUTER SKILLS (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-693.

Tue, Thu 12:30pm-2:30pm Feb 24-Mar 26

ONLINE ESL CLASSES

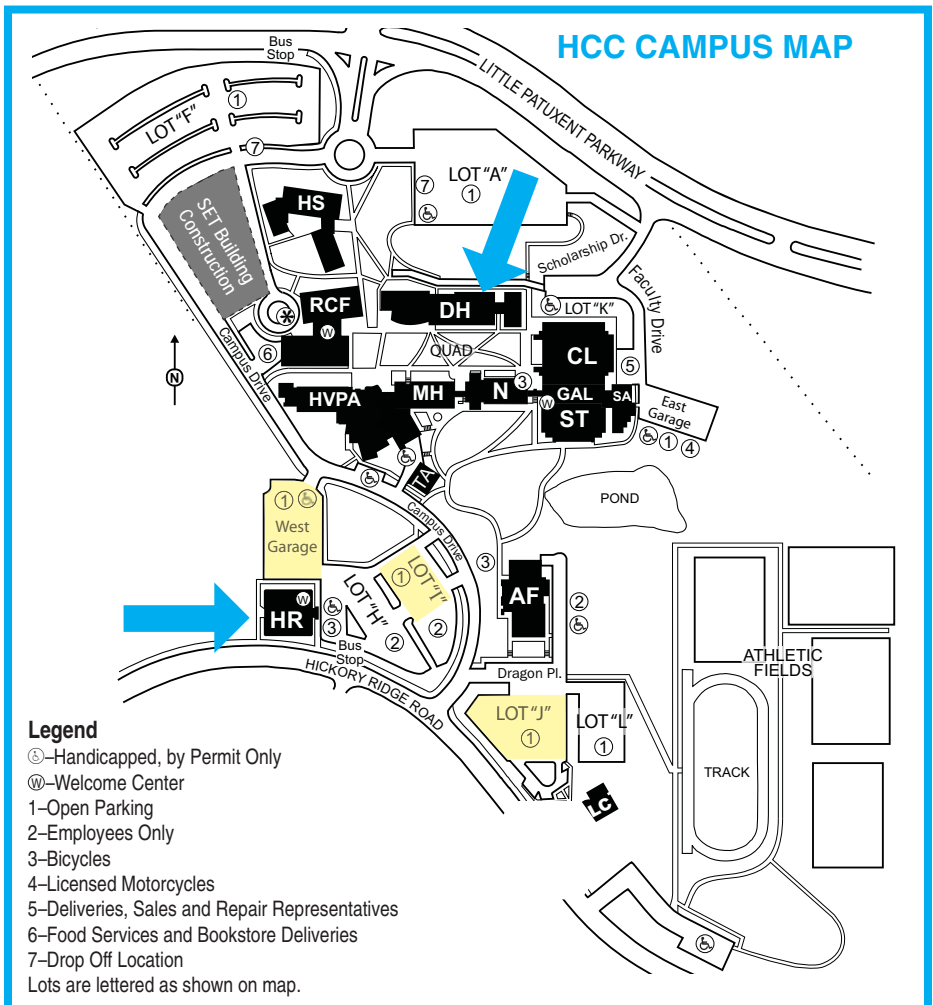
Students can register for online classes in person or electronically. For online registration, please email us at elc@howardcc.edu or call 443-518-4646 for instructions.

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, 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! \$150(No book required). Course#YE-745.

Feb 16(Mon)-Apr 17(Fri) Online



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

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



IMPROVE YOUR ENGLISH SKILLS FOR THE WORKPLACE



Earn a noncredit **Business & Professional English certificate** by completing any three of these courses within 18 months:

- ◆ Advanced Pronunciation Training
- ◆ Business Idioms
- ◆ English for Business Communication
- ◆ English for Customer Service
- ◆ English for Managers
- ◆ Professional Writing

www.howardcc.edu/elc

Tel: (443) 518-1680



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