



English Institute
Fall 2015
Schedule of Classes

FALL 2015 SEMESTER SCHEDULE

Most day classes will be held August 31 to December 2
ENGL 083, 084, 085, 086, 087, FYEX 100 will be held
August 22 – December 14

NO CLASSES:

Saturday, September 5 - Monday, September 7 (Labor Day)
Wednesday, November 25 - Sunday, November 29 (Thanksgiving Break)

HOW TO REGISTER FOR CLASSES

Make an appointment with an EI Advisor to register for classes or change your class schedule. **F1 students must provide proof of health insurance before registering for classes.**

New students must take the EI placement test before registering for classes.

HOW TO PAY FOR CLASSES

Visit the Cashier's Office in RCF-201 to pay for classes with credit card, check, money order, or cash.

If you prefer a payment plan, go to <http://www.howardcc.edu/paymentplan>

PAYMENT AND REFUND POLICIES

Upon signing the registration form, students commit to paying for all classes for which they have registered. To drop a class or change the class schedule, students must see an EI Advisor.

If you register *on or before* July 15, 2015, your tuition payment is due by July 16. If you register *after* July 16, 2015, your tuition payment is due within two business days of the day you register.

REFUND SCHEDULE

1. If you drop **BEFORE** classes begin, you will be refunded 100% of the tuition and fees paid.
2. If you drop during the **FIRST WEEK** of classes, you will be refunded 100% of the tuition paid.
3. If you drop during the **SECOND WEEK** of classes, you will be refunded 50% of the tuition paid.
4. There will be **NO REFUNDS** after the second week of classes.

Level 1: Beginning 1

Reading and Vocabulary 1A (3 credits)

Mon, Wed 9:20–11:35am

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.

Writing and Grammar 1A (3 credits)

Tue, Thu 12:30-2:40pm

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

Interactive Speaking 1A (3 credits)

Mon, Wed 12:30-2:45pm

Get started talking and using correct spoken English in everyday conversations! Increase vocabulary and improve pronunciation through active practice and lots of feedback.

Pronunciation and Spelling 1 (3 credits)

Mon, Wed 9:20-11:30am

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.

Spelling 1&2 *NEW* (.5 credits)

Fri 10:00am-12:00pm

Practice spelling skills using everyday vocabulary!

Level 2: Beginning 2

Reading and Vocabulary 2A (3 credits)

Mon, Wed 9:20-11:35am

Mon, Wed 12:30-2:45pm

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.

Writing and Grammar 2A (3 credits)

Mon, Wed 12:30-2:45pm

Tue, Thu 12:30-2:40pm

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.

Grammar 2A (3 credits)

Tue, Thu 9:20-11:30am

Learn grammar rules and get lots of practice using them while talking and writing in this class.

Interactive Speaking 2A (3 credits)

Mon, Wed 12:30-2:45pm

Tue, Thu 12:30-2:40pm

Get started talking and using correct spoken English in everyday conversations! Increase vocabulary and improve pronunciation through active practice and lots of feedback.

**Pronunciation and Spelling 2
(3 credits)**

Mon, Wed 9:20-11:35am
Tue, Thu 9:20-11:30am

Practice English pronunciation in this fun class!
Use poems, dialogues, videos, and games to learn
pronunciation and spelling rules.

**Spelling 1&2 *NEW*
(.5 credits)**

Fri 10:00am-12:00pm

Practice spelling skills using everyday
vocabulary! Increase spelling accuracy.

**Typing Skills ESL Students
(.5 credit) Level 2 & higher**

Fri 9:30am -11:50am

Oct 16-Nov 20

Mon, Wed 3:00-5:00pm

Sept 9-Sept 30

Sat 9:30-11:30am

Oct 10-Nov 21

Learn to type using the American keyboard!
This course is for students who have little or no
training in typing or keyboarding. You will
memorize the order of the keys and practice
typing without looking at the keyboard to improve
your speed and accuracy.

Level 3: Intermediate 1

**Reading and Vocabulary 3A
(3 credits)**

Mon, Wed 12:30-2:45pm
Tue, Thu 9:20-11:35am

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.

**Writing and Grammar 3A
(3 credits)**

Mon, Wed 12:30-2:45pm
Mon, Wed 3:00– 5:15pm
Tue, Thu 12:30-2:40pm

Develop sentence and paragraph writing skills in
this intensive class. Learn about specific ESL
problems with vocabulary, spelling, and grammar,
and discover how to avoid and correct errors.

**Writing Basics 3A
(2 credits)**

Mon, Wed 7:00-9:10pm
Sept 14-Nov 23

Improve sentence and paragraph writing skills.
Correct 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).

**Grammar 3A
(3 credits)**

Tue, Thu 9:20-11:30am

Learn grammar rules and practice them in speak-
ing and writing in this course. This is not just a
class for memorizing rules! Excellent practice to
improve the grammar you use everyday.

**Grammar in Action 3A
(2 credits)**

Sat 9:00– 12:00pm
Sept 12-Dec 12

This class is for students who want to correct
specific grammar problems in speaking and
writing. Practice applying the rules that you learn!

**Interactive Speaking 3A
(3 credits)**

Mon, Wed 12:30-2:45pm
Tue, Thu 12:30-2:40pm

Fri 9:30am-2:30pm**

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. **Friday section includes speaking activities with Americans and a 30-minute lunch break.

**Listening and Speaking 3A
(1 credit)**

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

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.

**Idioms and Vocabulary for
Conversation 3
(2 credits)**

Tue, Thu 7:00-9:00pm
Sept 8-Nov 24

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.

**Pronunciation Improvement 3
(3 credits)**

Mon, Wed 9:20-11:35am
Tue, Thu 9:20-11:30am

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.

**Pronunciation and Spelling 3
(3 credits)**

Mon, Wed 7:00-9:30pm
Sept 14-Nov 23

Practice stress, intonation, and the sounds of American English in this course. Learn how to pronounce and spell new words. Videotape yourself and get helpful feedback from your teacher.

**Spelling 3&4
(.5 credits)**

Fri 10:00am-12:00pm

Intermediate spelling activities and practice learned in this class. Improve your spelling!

**Typing Skills ESL Students
(.5 credit) Level 2 & higher**

Fri 9:30am -11:50am
Oct 16-Nov 20
Mon, Wed 3:00-5:00pm
Sept 9-Sept 30
Sat 9:30-11:30am
Oct 10-Nov 21

Learn to type using the American keyboard! This course is for students who have little or no training in typing or keyboarding. You will memorize the order of the keys and practice typing without looking at the keyboard to improve your speed and accuracy.

**Essential Computer Skills
(.5 credit) Level 3 and higher**

Tue, Thu 12:30-2:30pm
Oct 1-Nov 3

Are you looking for computer skills? Start at the beginning and learn about the computer and word processing in clear, easy-to-understand English.

Level 4: Intermediate 2

Reading and Vocabulary 4A (3 credits)

Mon, Wed 9:20-11:35am

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.

Academic Intermediate Reading—ENGL 083 (3 credits)

Mon, Wed 12:00-1:50pm

Mon, Wed 6:00-7:50pm

Tue, Thu 9:00-10:50am

Tue, Thu 1:00-2:50pm

This is a challenging but interesting class that will help students increase reading scores. In this course, reading is approached as an integral part of an ESL student's overall English language learning. As a result, while the major areas of study include vocabulary, idioms, and comprehension skills, speaking and writing about assigned readings are also important activities.

Books not included.

Writing and Grammar 4A (3 credits)

Mon, Wed 12:30-2:45pm

Mon, Wed 3:00-5:15pm

Tue, Thu 12:30-2:40pm

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.

Academic Intermediate Writing and Grammar—ENGL 084 (3 credits)

Mon, Wed 9:00-10:50am

Mon, Wed 2:00-3:50pm

Tue, Thu 9:00-10:50am

Tue, Thu 6:00-7:50pm

Students will acquire the skills needed to produce paragraphs at an intermediate level. A variety of reading selections and discussion activities will be used to teach writing. Paragraph development will progress to the production of an organized essay by the end of the semester. Grammatical skills will also be covered. **Books not included.**

Writing Basics 4A (2 credits)

Mon, Wed 7:00-9:10pm

Sept 14-Nov 23

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.

Grammar 4A (3 credits)

Tue, Thu 9:20-11:30am

The emphasis is on using accurate grammar in speaking and writing. This class is for students who want to correct specific grammar problems in speaking and writing. Practice applying the rules!

Grammar in Action 4B (2 credits)

Sat 9:00am-12:00pm

Sept 12-Dec 12

Work on those hard-to-understand structures in this intermediate-level grammar class. This class will be an active, useful, fun way to study grammar! Learn the rules of English grammar and then practice speaking and writing practice using those rules.

**Interactive Speaking 4A
(3 credits)**

Mon, Wed 12:30-2:45pm
Tue, Thu 12:30-2:40pm

Fri 9:30am-2:30pm**

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.

**Friday section includes speaking activities with Americans and 30-minute lunch break.

**Idioms and Vocabulary for
Conversation 4**

(2 credits)

Tue, Thu 7:00-9:00pm
Sept 8 - Nov 24

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.

**EI Conversation Partners
(1 credit) - Levels 4-6**

Tue 3:00-4:00pm

This course is designed to benefit both American and international students through the sharing of ideas, experiences, cultural views, and personal and academic interests. *You must meet with your partner once a week for one hour to practice English language skills outside the classroom."

**Pronunciation Improvement 4
(3 credits)**

Mon, Wed 9:20-11:35am
Tue, Thu 9:20-11:30am

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!

**Spelling 3&4 *NEW*
(.5 credits)**

Fri 10:00am-12:00pm

Intermediate spelling activities and practice learned in this class. Improve your spelling!

**Six Steps to Clearer
Pronunciation Online
(0 credits) - Levels 4-5**

Sept 14-Oct 23

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!

Using English in the Community
(3 credits) - Levels 4-5
Wed 9:20-11:50am*

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 in-class hours and approximately 30 out-of-class hours.*

English for Customer Service
(2 credits)
Wed 6:30-9:40pm
Business & Professional Certificate
Sept 9-Dec 2

This interactive class will help students interested in customer service and retail sales to develop professional speaking skills as well as resume writing and interview skills.

Typing Skills ESL Student
(.5 credit) Level 2 & higher
Fri 9:30am -11:50am
Oct 16-Nov 20
Mon, Wed 3:00-5:00pm
Sept 9-Sept 30
Sat 9:30-11:30am
Oct 10-Nov 21

See course description on page 4

Essential Computer Skills
(.5 credit) Level 3 and higher
Tue, Thu 12:30-2:30pm
Oct 1-Nov 3

See course description on page 5

Levels 5 and 6: Advanced 1 and 2

Reading & Vocabulary 5
(3 credits)
Mon, Wed 9:20-11:35am

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.

Academic Advanced Reading for ESL—ENGL 086 (3 credits)

Mon, Wed 9:00-10:50am
Mon, Wed 11:00am-12:50pm*
Mon, Wed 2:00-3:50pm
Mon, Wed 7:00-8:50pm
Tue, Thu 8:00-9:50am
Tue, Thu 10:00-11:50am
Tue, Thu 1:00-2:50pm
Fri 10:00am-1:50pm

Strategies for Success FYEX 100* (2 credits)

*Co-requisite with ENGL 086
Mon, Wed 12:00-12:50pm
Tue, Thu 11:00-11:50am

Writing and Grammar 5 (3 credits)

Tue, Thu 12:30-2:40pm

Grammar for Written Expression—ENGL 088 (1 credit)

*Prerequisite is ENGL 087
Tue 11:00am-12:10pm
Sept 15-Dec 1

Academic Advanced Writing and Grammar for ESL—ENGL 087 (3 credits)

Mon, Wed 9:00-10:50am*
Mon, Wed 11:00-12:50pm
Mon, Wed 12:00-1:50pm
Mon, Wed 2:00-3:50pm
Tue, Thu 9:00-10:50am
Tue, Thu 1:00-2:50pm
Tue, Thu 7:30-9:20pm
Fri 10:00am-1:50pm

In this class, reading is approached as an integral component of the larger communicative system that is the English language. In addition to reading comprehension and vocabulary skill-building, students will improve their ability to communicate the information and concepts contained in assigned materials orally and in writing.

Books not included.

*Section must be taken with ENGL 087 on M/W 9:00-10:50am.

This course is designed to guide first-year college students towards interdisciplinary academic mastery. Students will experiment with and apply college-level academic and life skill strategies through experiential and collaborative learning and will select and integrate those strategies best suited for their own individual success.

Books not included.

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.

This course will help students take their writing to the next level by improving fluency and accuracy. Coursework focuses on verb systems and forms, such as tense, voice, modals, gerunds, infinitives, and participles. Learn, practice, and apply grammar concepts to create well-written sentences and improve the flow of ideas in paragraphs.

Students will acquire the skills needed to write multi-paragraph essays at a level of correctness and fluency appropriate for advanced learners of English who will enroll in a freshman composition course. Readings and discussions will prepare students to write narrative, descriptive, expository and argumentative essays. Relevant grammatical skills will be developed through traditional instruction, group editing workshops and computer-assisted instruction. **Books not included.**

*Section must be taken with ENGL 086 on M/W 11:00am-12:50pm.

Professional Writing

(2 credits)

Mon, Wed 7:00-9:20pm

*Business & Professional
Certificate*

Sept 14-Nov 11

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

Grammar 5A

(3 credits)

Mon, Wed 12:30-2:45pm

Study the rules of advanced grammar and apply them to your speaking and writing.

Interactive Speaking 5A

(3 credits)

Mon, Wed 12:30-2:45pm

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!

Academic Advanced Oral Communication for ESL— ENGL 085

(3 credits)

Mon, Wed 9:30-11:20am

Tue, Thu 12:30-2:20pm

Tue, Thu 5:30-7:20pm

Fri 9:00am-12:50pm

Develop the listening and speaking skills needed to succeed at an American college. Classwork will consist of pronunciation practice, listening activities, small group and class discussions of selected readings and lectures, oral presentations and simulations of aspects of academic life.

Books not included.

EI Conversation Partners

(1 credit) - Levels 4-6

Tue 3:00-4:00pm

This course is designed to benefit both American and international students through the sharing of ideas, experiences, cultural views, and personal and academic interests. *You must meet with your partner at least once a week for 1 hour to practice English language skills outside of class."

Pronunciation Improvement 5

(3 credits)

Tue, Thu 9:20-11:30am

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.

Advanced Pronunciation Training

(2 credits)

Mon, Wed 7:00-9:30pm

*Business & Professional
Certificate*

Sept 14-Nov 23

Reduce your foreign accent and learn to pronounce English in a way that will make others understand you better! Receive classroom instruction using the newest approaches. During special sessions, you will work with trained pronunciation professionals who will help build your speech profile and give you specific errors to eliminate. A perfect class for business professionals, academic instructors, or students wishing to improve speaking for business or academics.

Six Steps to Clearer Pronunciation Online
(0 credits) - Levels 4-5
Sept 14-Oct 23

See course description on page 7.

Using English in the Community
(3 credits) - Levels 4-5
Wed 9:20-11:50am

See course description on page 8.

English for Business Communication
(2 credits)
Tue, Thu 9:20-11:35am
Business & Professional Certificate
Sept 15–Nov 19

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.

English for Managers
(2 credits)
Tue, Thu 7:00-9:00pm
Business & Professional Certificate
Sept 8-Nov 24

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.

English for Customer Service
(2 credits)
Wed 6:30-9:40pm
Business & Professional Certificate
Sept 9-Dec 2

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. Role play how to handle problems and complaints and also learn about the responsibilities you have to your supervisors. Finally, you'll get some tips about finding an appropriate job. Guest speakers included.

English for Effective Presentations
(2 credits)
Fri 9:00am-12:15pm
Business & Professional Certificate
Sept 4-Dec 4

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

Intro to TOEFL (1st sem level 5)
(3 credits)

Tues, Thu 9:20-11:30am

This is a class for students who would like to begin preparing for the TOEFL exam. The class is challenging and intensive. This class leads into Advanced TOEFL Preparation

**Advanced TOEFL
Preparation** (2nd sem level 5)
(3 credits)

Mon, Wed 9:20-11:35am

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 software and online programs.

Typing Skills ESL Student
(.5 credit) Level 2 & higher

Fri 9:30am -11:50am

Oct 16-Nov 20

Mon, Wed 3:00-5:00pm

Sept 9-Sept 30

Sat 9:30-11:30am

Oct 10-Nov 21

See course description on page 4

Essential Computer Skills
(.5 credit) Level 3 and higher

Tue, Thu 12:30-2:30pm

Oct 1-Nov 3

See course description on page 5



BUSINESS & PROFESSIONAL NON-CREDIT CERTIFICATE PROGRAM

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



- ◆ Advanced Pronunciation Training
- ◆ Business Idioms (*Online option available*)
- ◆ English for Business Communication
- ◆ English for Customer Service
- ◆ English for Effective Presentations
- ◆ English for Managers
- ◆ Professional Writing (*Online option available*)

Look for course titles with ***Business & Professional certificate***

www.howardcc.edu/elc

Tel: (443) 518-1680

ENGLISH INSTITUTE

Class Planning Sheet

	MON	TUE	WED	THU	FRI
7:00am					
8:00am					
9:00am					
10:00am					
11:00am					
12:00pm					
1:00pm					
2:00pm					
3:00pm					
4:00pm					
5:00pm					
6:00pm					
7:00pm					
8:00pm					
9:00pm					



\$200 Tuition discount!!

What to do:



1. Tell your family and friends how much you **love** EI! Help them apply. Visit HR200 or the English Institute website for instructions .
2. Tell your friend to include **YOUR** name on page 5 of the application.
3. After your friend registers for EI classes, you will receive your tuition discount.

Bring a friend or relative to study with us and save \$200 on your EI tuition next semester!

All continuing EI students will receive a \$200 tuition discount for the upcoming semester for each new F1 international student they refer who enrolls in the English Institute.



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www.howardcc.edu/EI





We look forward to seeing you at the English Institute activities this Fall 2015!

EI Staff



Classes fill up quickly
so register as early as
possible!



www.howardcc.edu/EI
Tel: (443) 518-1681