



## Course Catalog

### Core Classes

These classes are offered at six levels, from beginning to advanced. They meet for four and a half hours each week on Mondays, Wednesdays, and Fridays.

**Grammar:** The goal of the grammar class is to increase the students' mastery of the structure of both oral and written English. Students will work on particular grammar points to increase their accuracy and fluency in English.

**Reading/Writing:** The goal of the reading/writing class is to engage students in the processes of reading and to write about what they read. Students will explore ideas in discussion groups followed by a variety of writing activities. Additionally, students will learn the writing necessary for the workplace and for higher education.

**Speaking/Listening:** The goal of the speaking/listening class is to improve students' oral communication skills in English. Students may be asked to conduct interviews, make speeches or act out (role play) common everyday situations. The teacher may use video or audiotapes to help the students with listening comprehension and vocabulary. Additionally, students will develop the communicative skills necessary for the workplace and for higher education.

### Elective Classes

Students take two electives each session. The electives meet for three hours each week on Tuesdays and Thursdays. Examples of courses frequently offered are:

**Academic Skills:** A class created for students who plan to enter an American university or for those who need to use English in an academic setting. This course prepares advanced students in academic writing and reading, test-taking, note-taking and other skills essential for success in an American university.

**Academic Readiness:** Students learn about educational options in the San Francisco Bay Area, including degree and certificate programs in community colleges and state universities. They make individual plans and complete applications.

**American Culture and Film:** This course focuses on watching films dealing with American culture while students improve listening comprehension, become familiar with a variety of American accents, acquire idioms and vocabulary, and work on discussion and writing skills. Films in this course include classic and contemporary movies.

**Presentation and Communication in Business:** Communication skills, business correspondence, office procedures, and the language needed in the business world--these are the topics and skills covered in this intensive and practical course. Activities include role-playing, case studies, projects, and field trips to local businesses.

**Idioms and Pronunciation:** A class that teaches students to recognize and produce frequently used idioms and multiple-word verbs. This class also offers opportunities for students to practice pronunciation within the contexts of everyday conversations.

**Career Skills:** These classes include both specialized and generalized career preparation for students who are doing career exploration. Foreign trained professionals, international college students as well as U.S. residents who are currently looking for a job will profit from these classes. In a learning-centered support group, students study and practice language skills and strategies necessary for getting a job. Beginning level students learn how to write resumes and cover letters, complete online applications, and interview by phone or in person. At higher levels, students do independent research in their own field of expertise. There are weekly activities and assignments in areas such as: general skills assessment, work values, writing for the workplace, networking, career planning as a process, cultural awareness issues at work, and business writing.

**Computer Applications:** In these classes, students learn how to use email, the Internet, Microsoft Word and Excel in a Windows environment. More advanced students learn desktop publishing and PowerPoint. In addition to the scheduled class, students can use the computers during the drop-in lab hours.

**Current Events:** Current social, political and environmental issues are the basis of this class. Students read articles in newspapers and magazines, listen to speakers and watch TV segments about the current news. Lively discussions, debates and oral presentations are some of the activities in which students participate.

**iBT TOEFL Preparation:** An intensive class which includes practice iBTOEFL tests, exercises which focus on particular test items, exercises that develop test-taking skills, and a review of advanced language skills.

**Vocabulary Development:** A class designed to make learning new words fun. Short, interesting articles highlight specific words to be studied. Games, activities, and discussion questions get students talking and using the new vocabulary.

## **Health Care Classes**

### **Health Care Communication and Culture**

The goal of this class is to develop proficiency necessary for communication in the healthcare workplace. It emphasizes healthcare topics relevant to each learner's own healthcare field. Communication topics include patient interviewing, medical charting, medical terminology, and cross-cultural communications.

### **Pronunciation for Medical Professionals**

The class corrects English pronunciation difficulties stemming from the speaker’s first language interference. It covers stress, rhythm, and intonation for native speaker-like fluency. Classroom work is supplemented by technology lab software practice.

**NCLEX Review**

The class reviews various nursing processes to help the participant access the knowledge needed for success on the NCLEX-RN examination. It covers test-taking strategies such as how to answer multiple choice questions. Pre- and post-tests are given for practice in answering NCLEX-style questions. Prerequisite: advanced English language proficiency and permission to take the NCLEX examination.

**Sample Class Schedules**

The following schedules are samples only; class subjects differ at different levels. Class topics are changed from time to time and new specialized elective classes are offered based on the interests and needs of the students.

**Career Readiness Program (CRP)**

	<b>Monday-Wednesday-Friday</b>	<b>Tuesday-Thursday</b>
First Class	Speaking and Grammar	Computer Skills
Second Class	Reading	Career Readiness
Third Class	Writing for Business	Community English

**Academic and Professional Program (APP)**

	<b>Monday-Wednesday-Friday</b>	<b>Tuesday-Thursday</b>
First Class	Speaking and Grammar	Pronunciation/Accent Correction
Second Class	Reading	Current Events
Third Class	Academic Writing	American Culture and Film

**Health Care Program (HCP)**

	<b>Tuesday-Thursday-Saturday</b>
First Class	NCLEX Review
Second Class	Pronunciation for Medical Professionals
Third Class	Healthcare Communication and Culture