BUSINESS & CAREER SKILLS

Communicating Professionally in Business Settings
Dynamically engage your colleagues and customer-base with inspired content, effective visual aids, appropriate body language, and clear pronunciation. Learn strategies for leading professional meetings, speaking at conferences and seminars, and managing breakout sessions.

GRAMMAR & WRITING SKILLS

Academic Writing
Improve accuracy in writing mechanics, all areas of grammar, and the essentials of effective writing style and organization. Lectures will instruct you on writing summaries, abstracts, technical reports, and academic papers.

Grammar and Editing II
Learn to identify and correct the most common problems in writing, such as the correct usage of conjunctions, prepositions, and punctuation usage. Recognize and correct your own grammar errors and learn how to find the right answers to specific, recurring grammar questions.

MEDICAL ENGLISH

Medical English II
Learn 48 new vocabulary terms associated with respiratory, musculoskeletal, and endocrine systems.

IDIOMS & SLANG

American Idioms and Slang for Fluency II
Learn 48 common idiom and slang terms and get practice using them correctly. Individualized instructor feedback will be provided to each student.

SPEAKING & PRONUNCIATION SKILLS

Advanced Conversation Improvement
With weekly conversation topics and practice, this course emphasizes improvement in overall conversational fluency in an active learning class environment.

Delivering Dynamic Presentations
Become the master presenter you are! Join us to learn about presentation organization and structure as well as successful vocal and speech tips, strategies for engaging your audience, and perfecting your timing and flow.

Mastering Pronunciation & Improving Fluency
By the end of the class, you will have gained awareness of your problem sounds, learned how to produce those sounds accurately, and understood how to continue refining your speech while strengthening overall confidence.

Delivery Method Descriptions:
- **Online** = Class will be entirely online and asynchronous. Students will work at their own pace to complete the required weekly coursework. There will be no required virtual class meetings although instructors may choose to hold optional virtual meetings for students to attend.
- **Live Online** = Class will meet online via Zoom on the days and times listed. Students must attend the weekly online class meetings. There will also be required asynchronous work for students to complete independently.
- **In-person** = Class meetings will be held at our La Jolla Extension Campus. Students must physically attend in-person class meetings. There will also be required asynchronous work for students to complete independently.

*IMPORTANT! As of December 16, 2022, masking is no longer required for indoor classrooms. University policies and requirements are subject to change.*