**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.

**Promoting Yourself for Career Success: ESL Workshop**
Through this 10-hour workshop, you will receive individualized coaching that will enable you to perfect your CV or resume, take a deep dive into interviewing strategies, and review networking skills to help you promote yourself with ease and professionalism.

**MEDICAL ENGLISH**

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

**IDIOMS & SLANG**

**American Idioms & 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.

**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.

**Topics in Advanced English Structure**
This grammar course will focus on complex structures occurring in idiomatic written English which will greatly help you to have a clearer, more sophisticated writing style.

**Topics in Writing Mechanics**
Learn to identify and correct the most common punctuation errors in English writing, including the use of commas, semi-colons, apostrophes, hyphens, dashes, capital letters, and more.

**Academic Improvement**
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.

**Topics in Advanced English Structure**
This grammar course will focus on complex structures occurring in idiomatic written English which will greatly help you to have a clearer, more sophisticated writing style.

**Topics in Writing Mechanics**
Learn to identify and correct the most common punctuation errors in English writing, including the use of commas, semi-colons, apostrophes, hyphens, dashes, capital letters, and more.

**GRAMMAR & WRITING SKILLS**

**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.

**Building Oral Communication Skills Through Current Events**
Through a variety of media sources, genres, and topics, you will learn controversial strategies to initiate and maintain discussions about current events and news occurring in the local and global communities.

**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 & Achieving 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.

**Section ID** | **Course Name** | **Units** | **Delivery Method** | **Course Dates** | **Day & Time (PDT)** | **Cost** | **Refund Deadline**
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170566 | Academic Writing | 3 | In-person | 1/9/23-1/17/23 | Mon, 5:30-8:30 p.m. | $500.00 | 1/12/2023
170582 | Adv. Conversation Improvement | 0 | In-person | 2/2/23-2/9/23 | Wed, 5:30-8:00 p.m. | $251.00 | 2/5/2022
170657 | American Idioms & Slang for Fluency II | 1 | Online | 1/26/23-3/3/23 | Online | $167.00 | 2/7/2023
170660 | Building Oral Communication Skills...Current Events | 2 | Live Online | 1/26/23-3/16/23 | Thurs, 5:30-8:00 p.m | $334.00 | 1/29/2023
170659 | Communicating Professionally in Business Settings | 3 | In-person | 1/11/23-3/15/23 | Wed, 4:30-7:30 p.m. | $500.00 | 1/14/2023
171531 | Delivering Dynamic Presentations | 3 | Live Online | 1/10/23-3/14/23 | Tues, 5:30-8:30 p.m | $500.00 | 1/13/2023
170668 | Grammar & Editing II | 3 | In-person | 1/12/23-3/16/23 | Thurs, 4:30-7:30 p.m. | $500.00 | 1/15/2023
171532 | Mastering Pronunciation & Achieving Fluency | 3 | Live Online | 1/11/23-3/16/23 | Wed, 5:30-8:30 p.m. | $500.00 | 1/14/2023
170804 | Medical English II | 1.5 | Online | 2/6/23-3/3/23 | Online | $251.00 | 2/7/2023
170661 | Promoting Yourself for Career Success | 1 | In-person | 1/23/23-2/27/23 | Mon, 4:30-6:30 p.m. | $167.00 | 1/26/2023
170805 | Topics in Advanced English Structure | 1 | In-person | 1/31/23-2/28/23 | Tues, 4:30-6:30 p.m. | $167.00 | 2/3/2023
170806 | Topics in Writing Mechanics | 1 | In-person | 2/1/23-3/03/23 | Wed, 3:30-5:30 p.m. | $167.00 | 2/4/2023

**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.*