

American Culture & Language Institute

English as a Second Language



About Our Program

Our Mission

NOVA's American Culture & Language Institute (ACLI) serves local residents, visitors to Virginia, and international students in their efforts to improve their English language skills. ACLI will help you achieve your goals of language proficiency for self-improvement, academic studies, and professional development. ACLI also offers customized training in ESL for the work environment and in the areas of cross-cultural communication, multiculturalism, and diversity awareness. ACLI is part of NOVA's Workforce Development.

Part-Time ESL Program

The primary goal of the Part-Time ESL Program is to help students improve their spoken and written English to allow them to better deal with daily interactions and to advance in their job skills. Another goal of Part-Time ESL is to help students meet the entrance requirements for NOVA's College ESL program. Many of our students are immigrants who live and work in Northern Virginia or visitors to the area. Part-time courses are offered at several levels of English proficiency. New students must take the ACLI ESL placement test before registering.

Intensive English Program

The Intensive English Program is designed to prepare students for college at NOVA or at other American colleges and universities. We also help many students achieve their goals of language proficiency for self-improvement or better employment. There are six levels of courses covering core skills: reading, writing, speaking, and listening. Students are placed in appropriate levels of these courses based on the results of the ACLI ESL placement test (an oral interview and a writing sample).

F-1 students must take two intensive classes to fulfill their visa requirements. Others may enroll full-time or part-time according to their academic, self-improvement, or professional goals.

Connect with ACLI on Facebook



facebook.com/ACLIAlexandria

facebook.com/ACLIAnnandale

facebook.com/ACLILoudoun

facebook.com/ACLIManassas

facebook.com/ACLIWoodsbridge



Intro Level Courses

Prerequisite: ACLI placement test results, or equivalent.

Intensive Intro Reading & Writing

7000005 | 12.5 CEU | \$1,560

- Alexandria Campus: Mon – Fri, Jan 23 – May 1 11:15 am – 1:15 pm
- Annandale Campus: Mon – Fri, Jan 23 – May 5 3:20 pm – 5:10 pm
- Loudoun, Signal Hill: Mon – Thu, Jan 23 – Apr 27* 9 am – 11:30 am
* Fri, Feb 24 additional class session

Part-Time Intro Reading & Writing

7000003 | 5 CEU | \$455

- Alexandria Campus: Tue & Thu, Feb 7 – Apr 20 6:30 pm – 9 pm

Part-Time Intro Speaking & Listening

7000002 | 5 CEU | \$455

- Alexandria Campus: Mon & Wed, Feb 6 – Apr 24 6:30 pm – 9 pm
- Annandale, CED: Wed & Fri, Feb 1 – May 5 9:30 am – 11:30 am

Intensive Intro Speaking & Listening

7000004 | 12.5 CEU | \$1,560

- Alexandria Campus: Mon – Fri, Jan 23 – May 1 9 am – 11 am
- Annandale Campus: Mon – Fri, Jan 23 – May 5 1:10 pm – 3 pm
- Loudoun, Signal Hill: Mon – Thu, Jan 23 – Apr 27* 12:30 pm – 3 pm
* Fri, Feb 24 additional class session

Part-Time Intro to English

This course is intended for students with limited English language skills. It will help them build a practical English vocabulary and develop vocabulary acquisition skills. Students will work with a picture dictionary and focus on different themes that will help them in daily life. This class will help students understand and use the language by giving them the opportunity to practice using new vocabulary in conversation and writing.

7000001 | 5 CEU | \$455

- Loudoun, Signal Hill: Mon & Wed, Feb 13 – May 1 7 pm – 9:30 pm
- Woodbridge Campus, WRC: Tue & Thu, Feb 23 – May 2 7 pm – 9:30 pm

Low Beginning Level Courses

Prerequisite: Completion of Intro Level courses, ACLI placement test results, or equivalent.

Intensive I Reading & Writing – Low Beginning

7010004 | 12.5 CEU | \$1,560

- Alexandria Campus: Mon – Fri, Jan 23 – May 1 11:15 am – 1:15 pm
- Alexandria Campus: Mon – Fri, Jan 23 – May 1 3:45 pm – 5:45 pm
- Annandale Campus: Mon – Fri, Jan 23 – May 5 3:20 pm – 5:10 pm
- Loudoun, Signal Hill: Mon – Thu, Jan 23 – Apr 27* 9 am – 11:30 am
* Fri, Feb 24 additional class session

Part-Time I Reading & Writing – Low Beginning

7010002 | 5 CEU | \$455

- Alexandria Campus: Tue & Thu, Feb 7 – Apr 20 6:30 pm – 9 pm
- Annandale, CED: Tue & Thu, Feb 2 – May 4 9:30 am – 11:30 am
- Loudoun, Signal Hill: Tue & Thu, Feb 14 – Apr 27 7 pm – 9:30 pm
- Woodbridge Campus, WRC: Tue & Thu, Feb 23 – May 2 7 pm – 9:30 pm

Intensive I Speaking & Listening – Low Beginning

7010003 | 12.5 CEU | \$1,560

- Alexandria Campus: Mon – Fri, Jan 23 – May 1 9 am – 11 am
- Alexandria Campus: Mon – Fri, Jan 23 – May 1 1:30 pm – 3:30 pm
- Annandale Campus: Mon – Fri, Jan 23 – May 5 1:10 pm – 3 pm
- Loudoun, Signal Hill: Mon – Thu, Jan 23 – Apr 27* 12:30 PM - 3:00 PM
* Fri, Feb 24 additional class session

Part-Time I Speaking & Listening – Low Beginning

7010001 | 5 CEU | \$455

- Alexandria Campus: Mon & Wed, Feb 6 – Apr 24 6:30 pm – 9 pm
- Annandale, CED: Wed & Fri, Feb 1 – May 5 9:30 am – 11:30 am
- Loudoun, Signal Hill: Mon & Wed, Feb 13 – May 1 7 pm – 9:30 pm
- Manassas Campus: Mon & Wed, Feb 22 – May 1 9:30 am – 12 pm

Class schedules are subject to change.

Please check **MyWorkforce** for up-to-date class information.

nvcc.augusoft.net

Beginning Level Courses

Prerequisite: Completion of Low Beginning Level courses, ACLI placement test results, or equivalent.

Intensive 2 Reading & Writing – Beginning

7020006 | 12.5 CEU | \$1,560

- 📍 Alexandria Campus: Mon – Fri, Jan 23 – May 1 11:15 am – 1:15 pm
- 📍 Alexandria Campus: Mon – Fri, Jan 23 – May 1 3:45 pm – 5:45 pm
- 📍 Annandale Campus: Mon – Fri, Jan 23 – May 5 3:20 pm – 5:10 pm
- 📍 Loudoun, Signal Hill: Mon – Thu, Jan 23 – Apr 27* 9 am – 11:30 am
* Fri, Feb 24 additional class session

Part-Time 2.1 Reading & Writing – Beginning Part I

7020003 | 5 CEU | \$455

- 📍 Alexandria Campus: Tue & Thu, Feb 7 – Apr 20 6:30 pm – 9 pm
- 📍 Alexandria Campus: Sat, Jan 28 – May 6 8:30 am – 12 pm
- 📍 Annandale, CED: Tue & Thu, Feb 2 – May 4 9:30 am – 11:30 am
- 📍 Loudoun, Reston Center: Mon & Wed, Feb 13 – May 1 9:30 am – 12 pm
- 📍 Loudoun, Signal Hill: Tue & Thu, Feb 14 – Apr 27 7 pm – 9:30 pm
- 📍 Woodbridge Campus, WRC: Tue & Thu, Feb 23 – May 2 7 pm – 9:30 pm

Part-Time 2.2 Reading & Writing – Beginning Part 2

7020004 | 5 CEU | \$455

- 📍 Alexandria Campus: Tue & Thu, Feb 7 – Apr 20 6:30 pm – 9 pm
- 📍 Alexandria Campus: Sat, Jan 28 – May 6 8:30 am – 12 pm
- 📍 Annandale, CED: Tue & Thu, Feb 2 – May 4 9:30 am – 11:30 am
- 📍 Loudoun, Reston Center: Mon & Wed, Feb 13 – May 1 9:30 am – 12 pm
- 📍 Loudoun, Signal Hill: Tue & Thu, Feb 14 – Apr 27 7 pm – 9:30 pm
- 📍 Woodbridge Campus, WRC: Tue & Thu, Feb 23 – May 2 7 pm – 9:30 pm

Part-Time 2 Focus on Writing

This course is designed to help students develop their written English by improving their grammar. Students will learn and practice different grammar points through a variety of activities and reinforce their understanding of the concepts through pre-academic and everyday writing tasks.

7020012 | 5 CEU | \$455

- 📍 Annandale Campus: Tue & Thu, Feb 2 – May 4 7:15 pm – 9:15 pm

**Register early
because classes
fill quickly!**

Intensive 2 Speaking & Listening – Beginning

7020005 | 12.5 CEU | \$1,560

- 📍 Alexandria Campus: Mon – Fri, Jan 23 – May 1 9 am – 11 am
- 📍 Alexandria Campus: Mon – Fri, Jan 23 – May 1 1:30 pm – 3:30 pm
- 📍 Annandale Campus: Mon – Fri, Jan 23 – May 5 1:10 pm – 3 pm
- 📍 Loudoun, Signal Hill: Mon – Thu, Jan 23 – Apr 27* 12:30 pm – 3 pm
* Fri, Feb 24 additional class session

Part-Time 2.1 Speaking & Listening – Beginning Part I

7020001 | 5 CEU | \$455

- 📍 Alexandria Campus: Mon & Wed, Feb 6 – Apr 24 6:30 pm – 9 pm
- 📍 Annandale, CED: Wed & Fri, Feb 1 – May 5 9:30 am – 11:30 am
- 📍 Loudoun, Signal Hill: Mon & Wed, Feb 13 – May 1 7 pm – 9:30 pm
- 📍 Loudoun, Signal Hill: Sat, Feb 18 – May 13* 9 am – 12 pm
* This is a hybrid class - 36 classroom & 14 online hours.
- 📍 Manassas Campus: Mon & Wed, Feb 22 – May 1 9:30 am – 12 pm

Part-Time 2.2 Speaking & Listening – Beginning Part 2

7020002 | 5 CEU | \$455

- 📍 Alexandria Campus: Mon & Wed, Feb 6 – Apr 24 6:30 pm – 9 pm
- 📍 Annandale, CED: Wed & Fri, Feb 1 – May 5 9:30 am – 11:30 am
- 📍 Loudoun, Signal Hill: Mon & Wed, Feb 13 – May 1 7 pm – 9:30 pm
- 📍 Loudoun, Signal Hill: Sat, Feb 18 – May 13* 9 am – 12 pm
* This is a hybrid class - 36 classroom & 14 online hours.
- 📍 Manassas Campus: Mon & Wed, Feb 22 – May 1 9:30 am – 12 pm

Part-Time 2 Building Communication Skills

This course is intended for beginning to high-beginning students to help them develop conversation skills. The course will help students build better vocabulary and express their opinions in English.

7020011 | 5 CEU | \$455

- 📍 Annandale Campus: Mon & Wed, Feb 1 – May 8 7:15 pm – 9:15 pm

Pronunciation & Speech – Beginning

This course focuses on increasing student awareness of the sounds of American English, improving intelligibility, and helping them to speak more fluently. This class provides practice in English pronunciation with focus on rhythm, stress, and intonation. Students learn to evaluate their own speech in order to become more competent, self-assured speakers.

7020008 | 3 CEU | \$315

- 📍 Loudoun, Signal Hill: Mon & Wed, Mar 27 – May 3 7 pm – 9:30 pm

High Beginning Level Courses

Prerequisite: Completion of Beginning Level courses, ACLI placement test results, or equivalent.

Intensive 3 Reading & Writing – High Beginning

7030006 | 12.5 CEU | \$1,560

- ⦿ Alexandria Campus: Mon – Fri, Jan 23 – May 1 11:15 am – 1:15 pm
- ⦿ Alexandria Campus: Mon – Fri, Jan 23 – May 1 3:45 pm – 5:45 pm
- ⦿ Annandale Campus: Mon – Fri, Jan 23 – May 5 3:20 pm – 5:10 pm
- ⦿ Loudoun, Signal Hill: Mon – Thu, Jan 23 – Apr 27* 9 am – 11:30 am
* Fri, Feb 24 additional class session

Part-Time 3.1 Reading & Writing – High Beginning Part I

7030003 | 5 CEU | \$455

- ⦿ Alexandria Campus: Tue & Thu, Feb 7 – Apr 20 6:30 pm – 9 pm
- ⦿ Alexandria Campus: Sat, Jan 28 – May 6 8:30 am – 12 pm
- ⦿ Annandale, CED: Tue & Thu, Feb 2 – May 4 9:30 am – 11:30 am
- ⦿ Loudoun, Reston Center: Mon & Wed, Feb 13 – May 1 9:30 am – 12 pm
- ⦿ Loudoun, Signal Hill: Tue & Thu, Feb 14 – Apr 27 7 pm – 9:30 pm
- ⦿ Woodbridge Campus, WRC: Tue & Thu, Feb 23 – May 2 7 pm – 9:30 pm

Part-Time 3.2 Reading & Writing – High Beginning Part 2

7030004 | 5 CEU | \$455

- ⦿ Alexandria Campus: Tue & Thu, Feb 7 – Apr 20 6:30 pm – 9 pm
- ⦿ Alexandria Campus: Sat, Jan 28 – May 6 8:30 am – 12 pm
- ⦿ Annandale, CED: Tue & Thu, Feb 2 – May 4 9:30 am – 11:30 am
- ⦿ Loudoun, Reston Center: Mon & Wed, Feb 13 – May 1 9:30 am – 12 pm
- ⦿ Loudoun, Signal Hill: Tue & Thu, Feb 14 – Apr 27 7 pm – 9:30 pm
- ⦿ Woodbridge Campus, WRC: Tue & Thu, Feb 23 – May 2 7 pm – 9:30 pm

Part-Time 3 Focus on Writing

This course is designed to help students develop their written English by improving their grammar. Students will learn and practice different grammar points through a variety of activities and reinforce their understanding of the concepts through pre-academic and everyday writing tasks.

7030015 | 5 CEU | \$455

- ⦿ Annandale Campus: Tue & Thu, Feb 2 – May 4 7:15 pm – 9:15 pm

News for You – High Beginning

For course description, see page 5.

7030011 | 2 CEU | \$205

- ⦿ Annandale Campus: Sat, Feb 24 – Apr 8 10 am – 1:20 pm

Intensive 3 Speaking & Listening – High Beginning

7030005 | 12.5 CEU | \$1,560

- ⦿ Alexandria Campus: Mon – Fri, Jan 23 – May 1 9 am – 11 am
- ⦿ Alexandria Campus: Mon – Fri, Jan 23 – May 1 1:30 pm – 3:30 pm
- ⦿ Annandale Campus: Mon – Fri, Jan 23 – May 5 1:10 pm – 3 pm
- ⦿ Loudoun, Signal Hill: Mon – Thu, Jan 23 – Apr 27* 12:30 pm – 3 pm
* Fri, Feb 24 additional class session

Part-Time 3.1 Speaking & Listening – High Beginning Part I

7030001 | 5 CEU | \$455

- ⦿ Alexandria Campus: Mon & Wed, Feb 6 – Apr 24 6:30 pm – 9 pm
- ⦿ Annandale, CED: Wed & Fri, Feb 1 – May 5 9:30 am – 11:30 am
- ⦿ Loudoun, Signal Hill: Mon & Wed, Feb 13 – May 1 7 pm – 9:30 pm
- ⦿ Loudoun, Signal Hill: Sat, Feb 18 – May 13* 9 am – 12 pm
* This is a hybrid class - 36 classroom & 14 online hours.
- ⦿ Manassas Campus: Mon & Wed, Feb 22 – May 1 9:30 am – 12 pm

Part-Time 3.2 Speaking & Listening – High Beginning Part 2

7030002 | 5 CEU | \$455

- ⦿ Alexandria Campus: Mon & Wed, Feb 6 – Apr 24 6:30 pm – 9 pm
- ⦿ Annandale, CED: Wed & Fri, Feb 1 – May 5 9:30 am – 11:30 am
- ⦿ Loudoun, Signal Hill: Sat, Feb 18 – May 13* 9 am – 12 pm
* This is a hybrid class - 36 classroom & 14 online hours.
- ⦿ Loudoun, Signal Hill: Mon & Wed, Feb 13 – May 1 7 pm – 9:30 pm
- ⦿ Manassas Campus: Mon & Wed, Feb 22 – May 1 9:30 am – 12 pm

Part-Time 3 Building Communication Skills

For course description, see page 3.

7030013 | 5 CEU | \$455

- ⦿ Annandale Campus: Mon & Wed, Feb 1 – May 8 7:15 pm – 9:15 pm

Part-Time 3 Developing Communication Skills

For course description, see page 5.

7030014 | 5 CEU | \$455

- ⦿ Annandale Campus: Mon & Wed, Feb 1 – May 8 7:15 pm – 9:15 pm

Pronunciation & Speech – High Beginning

For course description, see page 3.

7030009 | 3 CEU | \$315

- ⦿ Loudoun, Signal Hill: Mon & Wed, Mar 27 – May 3 7 pm – 9:30 pm

Low Intermediate Level Courses

Prerequisite: Completion of High Beginning Level courses, ACLI placement test results, or equivalent.

Intensive 4 Reading & Writing – Low Intermediate

7040006 | 12.5 CEU | \$1,560

- 📍 Alexandria Campus: Mon – Fri, Jan 23 – May 1 11:15 am – 1:15 pm
- 📍 Alexandria Campus: Mon – Fri, Jan 23 – May 1 3:45 pm – 5:45 pm
- 📍 Annandale Campus: Mon – Fri, Jan 23 – May 5 8:10 am – 10 am
- 📍 Annandale Campus: Mon – Fri, Jan 23 – May 5 3:20 pm – 5:10 pm
- 📍 Loudoun, Signal Hill: Mon – Thu, Jan 23 – Apr 27* 9 am – 11:30 am
* Fri, Feb 24 additional class session

Part-Time 4.1 Reading & Writing – Low Intermediate Part I

7040003 | 5 CEU | \$455

- 📍 Alexandria Campus: Tue & Thu, Feb 7 – Apr 20 6:30 pm – 9 pm
- 📍 Alexandria Campus: Sat, Jan 28 – May 6 8:30 am – 12 pm
- 📍 Loudoun, Reston Center: Mon & Wed, Feb 13 – May 1 9:30 am – 12 pm
- 📍 Loudoun, Signal Hill: Tue & Thu, Feb 14 – Apr 27 7 pm – 9:30 pm
- 📍 Woodbridge Campus, WRC: Tue & Thu, Feb 23 – May 2 7 pm – 9:30 pm

Part-Time 4.2 Reading & Writing – Low Intermediate Part 2

7040004 | 5 CEU | \$455

- 📍 Alexandria Campus: Tue & Thu, Feb 7 – Apr 20 6:30 pm – 9 pm
- 📍 Alexandria Campus: Sat, Jan 28 – May 6 8:30 am – 12 pm
- 📍 Loudoun, Reston Center: Mon & Wed, Feb 13 – May 1 9:30 am – 12 pm
- 📍 Loudoun, Signal Hill: Tue & Thu, Feb 14 – Apr 27 7 pm – 9:30 pm
- 📍 Woodbridge Campus, WRC: Tue & Thu, Feb 23 – May 2 7 pm – 9:30 pm

Part-Time 4 Focus on Writing

This course provides low intermediate level students the opportunity to review and practice complex rules of grammar. It will enable students to communicate their ideas clearly in both spoken and written English.

7040011 | 5 CEU | \$455

- 📍 Annandale, CED: Tue & Thu, Feb 2 – May 4 9:30 am – 11:30 am
- 📍 Annandale Campus: Tue & Thu, Feb 2 – May 4 7:15 pm – 9:15 pm

News for You – Low Intermediate

This course is intended for high beginning to low intermediate students to help them develop reading and conversation skills. Students will read an ESL newspaper and discuss local, national and world news. The course will help students build better vocabulary, improve reading skills and express their opinions in English.

7040012 | 2 CEU | \$205

- 📍 Annandale Campus: Sat, Feb 25 – Apr 8 10 am – 1:20 pm

Intensive 4 Speaking & Listening – Low Intermediate

7040005 | 12.5 CEU | \$1,560

- 📍 Alexandria Campus: Mon – Fri, Jan 23 – May 1 9 am – 11 am
- 📍 Alexandria Campus: Mon – Fri, Jan 23 – May 1 1:30 pm – 3:30 pm
- 📍 Annandale Campus: Mon – Fri, Jan 23 – May 5 10:20 am – 12:10 pm
- 📍 Annandale Campus: Mon – Fri, Jan 23 – May 5 1:10 pm – 3 pm
- 📍 Loudoun, Signal Hill: Mon – Thu, Jan 23 – Apr 27* 12:30 pm – 3 pm
* Fri, Feb 24 additional class session

Part-Time 4.1 Speaking & Listening – Low Intermediate Part I

7040001 | 5 CEU | \$455

- 📍 Alexandria Campus: Mon & Wed, Feb 6 – Apr 24 6:30 pm – 9 pm
- 📍 Annandale, CED: Wed & Fri, Feb 1 – May 5 9:30 am – 11:30 am
- 📍 Loudoun, Signal Hill: Mon & Wed, Feb 13 – May 1 7 pm – 9:30 pm
- 📍 Loudoun, Signal Hill: Sat, Feb 18 – May 13* 9 am – 12 pm
* This is a hybrid class - 36 classroom & 14 online hours.
- 📍 Manassas Campus: Mon & Wed, Feb 22 – May 1 9:30 am – 12 pm

Part-Time 4.2 Speaking & Listening – Low Intermediate Part 2

7040002 | 5 CEU | \$455

- 📍 Alexandria Campus: Mon & Wed, Feb 6 – Apr 24 6:30 pm – 9 pm
- 📍 Annandale, CED: Wed & Fri, Feb 1 – May 5 9:30 am – 11:30 am
- 📍 Loudoun, Signal Hill: Mon & Wed, Feb 13 – May 1 7 pm – 9:30 pm
- 📍 Loudoun, Signal Hill: Sat, Feb 18 – May 13* 9 am – 12 pm
* This is a hybrid class - 36 classroom & 14 online hours.
- 📍 Manassas Campus: Mon & Wed, Feb 22 – May 1 9:30 am – 12 pm

Part-Time 4 Developing Communication Skills

This course is intended for high beginning to low-intermediate students to help them develop conversation skills. The course will help students build better vocabulary and express their opinions in English.

7040013 | 5 CEU | \$455

- 📍 Annandale Campus: Mon & Wed, Feb 1 – May 8 7:15 pm – 9:15 pm

Pronunciation & Speech – Low Intermediate

This course focuses on increasing student awareness of the sounds of American English, improving intelligibility, and helping them to speak more fluently. This class provides practice in English pronunciation with focus on rhythm, stress, and intonation. Students learn to evaluate their own speech in order to become more competent, self-assured speakers.

7040009 | 3 CEU | \$315

- 📍 Loudoun, Signal Hill: Mon & Wed, Mar 27 – May 3 7 pm – 9:30 pm

Intermediate Level Courses

Prerequisite: Completion of Low Intermediate Level courses, ACLI placement test results, or equivalent.

Intensive 5 Reading & Writing – Intermediate

7050004 | 12.5 CEU | \$1,560

- 📍 **Alexandria Campus:** Mon – Fri, Jan 23 – May 1 11:15 am – 1:15 pm
- 📍 **Alexandria Campus:** Mon – Fri, Jan 23 – May 1 3:45 pm – 5:45 pm
- 📍 **Annandale Campus:** Mon – Fri, Jan 23 – May 5 8:10 am – 10 am
- 📍 **Annandale Campus:** Mon – Fri, Jan 23 – May 5 3:20 pm – 5:10 pm
- 📍 **Loudoun, Signal Hill:** Mon – Thu, Jan 23 – Apr 27* 9 am – 11:30 am
* Fri, Feb 24 additional class session

Part-Time 5 Reading & Writing – Intermediate

7050002 | 5 CEU | \$455

- 📍 **Loudoun, Reston Center:** Mon & Wed, Feb 13 – May 1 9:30 am – 12 pm

Intensive 5 Speaking & Listening – Intermediate

7050003 | 12.5 CEU | \$1,560

- 📍 **Alexandria Campus:** Mon – Fri, Jan 23 – May 1 9 am – 11 am
- 📍 **Alexandria Campus:** Mon – Fri, Jan 23 – May 1 1:30 pm – 3:30 pm
- 📍 **Annandale Campus:** Mon – Fri, Jan 23 – May 5 10:20 am – 12:10 pm
- 📍 **Annandale Campus:** Mon – Fri, Jan 23 – May 5 1:10 pm – 3 pm
- 📍 **Loudoun, Signal Hill:** Mon – Thu, Jan 23 – Apr 27* 12:30 pm – 3 pm
* Fri, Feb 24 additional class session

Part-Time 5 Speaking & Listening – Intermediate

7050001 | 5 CEU | \$455

- 📍 **Loudoun, Signal Hill:** Mon & Wed, Feb 13 – May 1 7 pm – 9:30 pm

High Intermediate & Advanced Level Courses

Prerequisite: Completion of Intermediate Level courses, ACLI placement test results, or equivalent.

Intensive 6 Reading & Writing Workshop

This intensive course focuses on developing academic writing skills, improving essay writing, grammar, and vocabulary development at the intermediate/advanced level. Students spend a lot of time working on their individual writing with the instructor. Reading materials provide themes for essays and other writing assignments, as well as vocabulary. Grammar is taught through specific writing tasks. Students need a recommendation from ACLI staff or placement test referral to take this course.

7060002 | 12.5 CEU | \$1,560

- 📍 **Annandale Campus:** Mon – Fri, Jan 23 – May 5 8:10 am – 10 am
- 📍 **Loudoun, Signal Hill:** Mon – Thu, Jan 23 – Apr 27* 9 am – 11:30 am
* Fri, Feb 24 additional class session

Intensive 6 Writing Workshop

This intensive course focuses on developing academic and essay writing skills while improving grammar and developing vocabulary at the high intermediate/advanced level. Students spend a lot of time working on their individual writing with the instructor. Grammar is taught through specific writing tasks. Students need a recommendation from ACLI staff or placement test referral to take this course.

7060003 | 12.5 CEU | \$1,560

- 📍 **Alexandria Campus:** Mon – Fri, Jan 23 – May 1 11:15 am – 1:15 pm

Intensive 6 Oral Communication Workshop

In this intensive course, advanced level students will improve their listening and note-taking skills, acquire and use academic vocabulary, prepare small impromptu presentations as well as researched individual presentations.

7060001 | 12.5 CEU | \$1,560

- 📍 **Alexandria Campus:** Mon – Fri, Jan 23 – May 1 9 am – 11 am
- 📍 **Loudoun, Signal Hill:** Mon – Thu, Jan 23 – Apr 27* 12:30 pm – 3 pm
* Fri, Feb 24 additional class session



Specialty ESL & Test Preparation

See pages 7 - 8

Specialty ESL Courses

Prerequisite: See course details, ACLI placement test results, or equivalent.

Advanced English for Professional Success (Hybrid)

The course will focus on intercultural issues, including different values and styles of communication as well as build an awareness of the multi-cultural business environment. Students will practice their English language skills to obtain, clarify, analyze and present information; discuss their ideas, express their opinions; participate in and conduct business meetings effectively, and prepare and deliver speeches on business topics and controversial issues. Students will work independently and/or cooperatively in a team environment. They'll use intermediate/advanced business vocabulary to speak and write about a range of business topics in the form of memos, e-mails, written and oral reports, and demonstrate knowledge and understanding of current trends in American business and the global business environment. (Recommended levels: high intermediate/advanced)

7080011 | 6 CEU | \$540

📍 **Annandale Campus:** Fri, Feb 10 – May 12* 10 am – 12:30 pm

*This is a hybrid class. It includes in-person and online instruction.

Business Communication

This course helps students address problems encountered in the business world. Students will learn about common business practices and how to write business memos, e-mails, letters, resumes, summaries and reports. They will participate in listening activities; will practice telephone calls, interviews, negotiations and meetings; and will also prepare and deliver presentations. This course will focus on oral communication skills, but will also include writing assignments. Course topics may vary by location and instructional hours offered. (Recommended levels: intermediate – advanced)

7080002 | 6 CEU | \$540

📍 **Annandale Campus:** Tue & Thu, Feb 7 – May 4 7 pm – 9:30 pm

Business Writing

This is a comprehensive writing/reading course that polishes fundamental writing skills required for most frequent business correspondence: memos, summaries, business letters, business reports and e-mail. The course will also focus on refining writing styles, developing more sophisticated vocabulary and a review of advanced grammar issues common to the professional environment. Intermediate to advanced level students will learn to write clear and correct documents that address business and professional objectives in less time. (Recommended levels: intermediate – advanced)

7080004 | 2 CEU | \$205

📍 **Annandale Campus:** Sat, Feb 25 – Apr 8 10 am – 1:20 pm

Contemporary Issues & Current Events

This course has been designed for intermediate to advanced level students who want to improve their oral communication, writing and vocabulary skills by discussing and writing about current topics and world events. This class focuses on teaching students to analyze and express opinions with advanced language skills. Students will work with American news broadcasts and print media. No textbook is required. (Recommended levels: intermediate – advanced)

7080008 | 6 CEU | \$540

📍 **Annandale, CED:** Tue & Thu, Feb 7 – May 4 12 pm – 2:30 pm

📍 **Annandale Campus:** Tue & Thu, Feb 7 – May 4 7 pm – 9:30 pm

Creative Writing

Students in this course will experiment with different genres of non-academic writing: personal narratives, travel writing, journalism, retelling of tales from their native countries, poetry, and fiction. Through the assigned readings, students will be exposed to a range of creative fiction and nonfiction and their varying voices, writing styles, and organization. The course includes reading assignments and writing exercises as well as working on individual creative writing projects. Assignments are designed to encourage the creation and revision of drafts, working toward a portfolio of polished material at the end of the semester. The objective of the course is to improve students' grammar, vocabulary and confidence while expressing their thoughts and ideas in written English. (Recommended levels: low intermediate – advanced)

7080007 | 6 CEU | \$540

📍 **Annandale, CED:** Mon & Wed, Feb 6 – May 8 10:30 am – 1 pm

📍 **Annandale Campus:** Tue & Thu, Feb 7 – May 4 7 pm – 9:30 pm

Intro to Public Speaking

This course provides intermediate to advanced level students with the skills needed to deliver formal and informal presentations. Students learn how to research, organize, and prepare presentations that will inform and persuade an audience. Topics include developing platform skills (body language, eye contact, voice projection), and delivering clear, concise, and relevant messages.

7080006 | 6 CEU | \$540

📍 **Annandale, CED:** Mon & Wed, Feb 6 – May 8 11 am – 1:30 pm

📍 **Annandale Campus:** Mon & Wed, Feb 6 – May 8 7 pm – 9:30 pm



Test Preparation Courses

Prerequisite: See course details, ACLI placement test results, or equivalent.

TOEFL Mini-Workshop

This mini-workshop is for students who are too busy to take classes lasting the whole semester. Students will meet for two intensive sessions and will receive individual feedback on submitted work. Students will need to have regular access to a computer with the ability to play audio recordings and install software that comes with the course textbook. The TOEFL Mini-workshop is an overview of the test and its components, strategies for answering reading, writing, and listening questions, strategies for writing timed TOEFL essays and TOEFL integrated essays, and finally suggestions on resources for further study. The course will include some practice with real TOEFL passages and one essay score for each type of essay. This workshop is appropriate for students who are new to the TOEFL and for those students who feel ready to take the TOEFL but want to get the highest scores possible. (Recommended levels: low intermediate – advanced)

7070004 | 1 CEU | \$125

Annandale Campus: Sat, Apr 8 – Apr 22 9:30 am – 2:30 pm

TOEFL Preparation

This course provides intermediate and advanced level students with the necessary skills and strategies for successful test-taking. It covers all aspects of the TOEFL exam, providing review and practice in grammar, reading, writing, listening, and speaking skills for academic purposes. This course is for students pursuing college entrance or the equivalent. (Recommended levels: intermediate – advanced)

7070001 | 4 CEU | \$415

Alexandria Campus: Tue & Thu, Feb 14 – Apr 27 7 pm – 9 pm

7070001 | 6 CEU | \$540

Annandale, CED: Tue & Thu, Feb 7 – May 4 11 pm – 1:30 pm

Annandale Campus: Sat, Jan 28 – May 6 9:30 am – 1:45 pm

7070001 | 5 CEU | \$485

Loudoun, Signal Hill: Tue & Thu, Feb 14 – Apr 27 7 pm – 9:30 pm

Writing for the TOEFL

This course will prepare students to write an essay on a given topic within a set time period and to write a summary or a response to a text or listening passage. Strategies for doing well on timed writing tests will be covered, including developing an outline and a thesis, time management, and essay revision. The course will also cover several other aspects of writing, such as advanced grammar and vocabulary, proper use of transitions, and complex sentence structure. This course would be helpful for any intermediate to advanced level student looking to improve their writing. (Recommended levels: intermediate – advanced)

7070002 | 6 CEU | \$540

Annandale Campus: Fri, Jan 27 – May 12 10:15 am – 2:30 pm



ESL Refund Policy

You will receive a full tuition refund if you cancel your class within 7 days after the start date of the first scheduled class session. No tuition refunds will be made after these dates. All refund requests must be made in writing (email to wddrefunds@nvcc.edu) or in person. If your class is cancelled by the college, a full tuition refund will be issued. If you pay by credit card the refund will be credited to your card. Please note credit/debit card payments are assessed a 2.7% non-refundable service fee by Nelnet Business Solutions. All other refunds are issued as checks and will be mailed to the student's current mailing address. Check refunds take approximately 2–4 weeks to be processed. Refund checks will be made payable to the student, regardless of who paid for the course. **NOTE:** If you pay by credit card, but your enrollment is adjusted (switched to a different class), the refund will be issued as a check and mailed to the student within 2-4 weeks.

Failure to attend: If you are not in class by the refund deadline and have not contacted us, you may be dropped from your class without a refund. If you miss 20% of the class without ever attending, you will be withdrawn without a refund. Note: This refund policy applies to ACLI-ESL courses only.

Registration Checklist for ACLI Students

NEW international students on an F-1 visa, be sure to check in at the International Student Office.

- Create a MyWorkforce account** at nvcc.augusoft.net. This is a one-time process for new students.
- Schedule an ACLI ESL placement test** at nvcc.augusoft.net. Bring a photo ID when you come for testing.
- Meet with ACLI advisers** after the test to discuss course options. See page 10 for ACLI office locations
- Register and pay for classes.** Payment is due at the time of registration. **Online:** Log into MyWorkforce nvcc.augusoft.net and register online. NOVA Workforce accepts online payments by e-check with no fees or by credit/debit cards using Visa, MasterCard or American Express. Please note credit/debit card payments are assessed a 2.7% non-refundable service fee by Nelnet Business Solutions. **In Person:** Register at any Workforce Full Services Office. (See page 10.) Pay with check or cash at any Campus Business Office. Credit card payments are not accepted in person.
 - You are expected to check and meet **prerequisites** for ACLI courses prior to registering. You may be withdrawn or switched to another course if you register without meeting the necessary prerequisites.
 - Be sure to have any **financial guarantee letters** (third-party payments) at time of registration. You cannot register using one form of payment and switch to a third-party payment at a later date.
 - Payment plans and financial aid are not available for ACLI classes.
- Check refund policy** (see page 8). To receive a full refund, you MUST cancel your class within 7 days after the start date of the first scheduled class session. No tuition refunds will be made after these dates. All refund requests must be made by emailing WDDrefunds@nvcc.edu or in person at any Workforce Full Service Office. (See page 10.)
- Pay for parking.** If your class is held on campus, you may park in student parking (B-lots). Parking stickers are available online at www.nvcc.edu/parking/ (\$80), or in person on campus at the Parking Office (\$90). Parking on campus is free after 4:00 pm Monday-Friday, and all day on the weekend. You may also park in the parking garage or meters for \$2 an hour. Parking at off campus locations is free.
- Buy your textbooks.** Books are required for most classes and can be purchased at the campus bookstore where your course is scheduled. Also, you may purchase your textbooks online at nvcc.bnccollege.com. Please keep your receipt. Books are subject to change. For bookstore locations, see information on page 10.
- Get your NOVACard** at any NOVA parking office a few days after your registration. Visit www.nvcc.edu/novacard to learn more about the card and its benefits.
- Activate and sign in to your myNOVA account** at www.nvcc.edu. You will need your VCCS SIS ID number. Look it up in your MyWorkforce profile.
- Check class locations** in MyWorkforce under “Current Registrations” the day before class begins to find your classroom.

Have a great semester!

Important Information

- What is a CEU?** Students earn Continuing Education Units (CEUs) for their study in ACLI. One CEU equals 10 hours of class.
- F-1 Students** must take a total of 25 CEUs to fulfill their visa requirements.
- J-1 Students:** Six academic credits equal 80 hours or 8.0 CEUs in Workforce Development courses. See information on payment and refund options on page 8.
- Use of Technology:** Most courses have an online, computer, or lab component for completion of course requirements. You need to have a reliable computer and Internet access (available on campus and area libraries).
- Enrollment Limit:** You are limited to two enrollments in the same course.
- Waiting List:** If a class is full, you can put yourself on a waiting list. If space becomes available, a staff member will contact you and help you register. Being on a wait list does not ensure that you will get into the class. It is not a registration in the class. **Important:** F1 visa students must be enrolled full-time and start classes when the semester begins. If you need additional advising, please stop by or call the ACLI office.
- Special Accommodations Policy:** If you need special accommodations or services for your classes, meet with a disability support services counselor. Then you may take your test and register. Be sure to register at least **four weeks prior** to the beginning of classes so that proper accommodations can be arranged. If you miss this deadline, we may not be able to offer you these services or the classes of your choice.
- Senior Citizens:** If you are a resident of Virginia and are 60 years of age or older, you can take ESL classes at no charge if space is available. You must fill out an eligibility form and present proof of age in person at any Full Service Workforce office, where you can receive more information.

Please note that ACLI does not offer auditing of classes. All students are expected to participate, do daily homework, log into Blackboard and check their myNOVA email on a daily basis.
- Delays & Closures:**

Closures: If NOVA is closed, all classes and activities are cancelled. This also applies to classes held at off-campus sites (such as Annandale CED and Reston Center).

Morning Delays: If NOVA opens late due to bad weather, your class could be impacted. ACLI classes follow the NOVA criteria for delayed openings. This means that if your class would have started prior to the opening time and it will continue at least 45 minutes after the opening time, the class will be held. For example, if your class begins at 9:00 am and ends at 12:15 pm, and NOVA opens at 10:30 am, your class will begin at 10:30 am and end at 12:15 pm.

Evening Closures: If NOVA cancels evening classes and activities, all classes scheduled for that evening are cancelled.

You can receive emergency and college closing messages on your mobile device by signing up for **NovaAlert** at alert.nvcc.edu.

	Annandale Campus		Loudoun Campus		Woodbridge Campus
Workforce Office	Workforce Full Service Office		Workforce Full Service Office		Workforce Full Service Office
Location & Contact	Ernst Community Cultural Center – CE 202 8333 Little River Tnpk Annandale, VA 22003		Loudoun, Signal Hill (off-campus) 21335 Signal Hill Plaza, Suite 300 Sterling, VA 20164		Regional Center for Workforce Education & Training (WRC) 2645 College Drive Woodbridge, VA 22191
	703-323-3168		703-450-2551		703-878-5770
	Mon – Fri: 8:30 am – 5 pm		Mon – Fri: 8:30 am – 5 pm		Mon – Fri: 8:30 am – 5 pm
Workforce Full Service Offices at Annandale, Loudoun and Woodbridge can assist you with registration and answer questions about all Workforce courses and programs. Office hours subject to change. For additional hours of operation, visit www.nvcc.edu/workforce .					
	Alexandria Campus	Annandale Campus	Loudoun Campus	Manassas Campus	Woodbridge Campus
ACLI Testing & Advising	Bisdorf Building, AA 230 5000 Dawes Avenue Alexandria, VA 22311	Student Services, CA 114 8333 Little River Turnpike Annandale, VA 22003	Signal Hill, 3rd floor (off-campus location) 21335 Signal Hill Plaza Sterling, VA 20164	Hoswmon Hall, MH 112 10950 Campus Drive Manassas, VA 20109	Regional Center for Workforce Education (WRC) 2645 College Drive Woodbridge, VA 22191
	703-845-6329 AL-ACLI@nvcc.edu	703-323-3323 AN-ACLI@nvcc.edu	703-450-2597 LO-ACLI@nvcc.edu	703-257-6536 MA-ACLI@nvcc.edu	703-878-5770 WO-ACLI@nvcc.edu
American Culture & Language Institute (ACLI) testing and advising are available at Alexandria, Annandale, Loudoun, Manassas and Woodbridge. Testing is by appointment only. Schedule an appointment online at nvcc.augusoft.net . Walk-in advising hours vary and are subject to change. Advising appointments are recommended. Please call or email the location of your choice for current walk-in options. For registration assistance, visit or call one of the Workforce Full-Service offices.					
Classroom & Off-Campus Locations	Alexandria Campus 5000 Dawes Avenue Alexandria, VA 22311	Annandale Campus 8333 Little River Tnpk Annandale, VA 22003 Annandale, CED 7630 Little River Tnpk 5th & 6th floors Annandale, VA 22003	Loudoun Campus 21200 Campus Drive Sterling, VA 20164 Loudoun, Signal Hill 21335 Signal Hill Plaza, Suite 300 Sterling, VA 20164 Reston Center 1831 Wiehle Avenue 3rd floor Reston, VA 20190	Manassas Campus 10950 Campus Drive Manassas, VA 20109	Woodbridge Campus 2645 College Drive Woodbridge, VA 22191
Bookstore	Tyler Building, 104 703-671-0043 nvcc.bnccollege.com	CA Building, 2nd level 703-323-3185 nvcc.bnccollege.com	LR Building, 135 703-450-2589 nvcc.bnccollege.com	Parrish Hall, 1st Floor 703-368-8554 nvcc.bnccollege.com	WB Building 703-878-5774 nvcc.bnccollege.com
Parking	Parking Services: AA 189A 703-845-6499 Metered parking lot located at Campus Dr and Dawes Ave	Parking Services: CA 103 703-323-4267 Multi-story parking garage (enter on level 1) Annandale, CED: Free student parking	Parking Services: LR 241 703-450-2523 Metered parking available Reston Center: Free student parking Loudoun, Signal Hill: Free parking in designated area for NOVA students.	Parking Services: MH 312 703-257-6650 Metered parking available	Parking Services: WC 126 703-878-5815 Park in Workforce designated parking only.