

ENGLISH/COMMUNICATIONS (ENCO)

ENCO 125	24 Hours	ENCO 515	12 Hours
Senior Choir: Signs of the Holidays		Be an Effective Presenter and Speaker	
This class for older adults provides training in American Sign Language vocabulary and grammatical expression as it applies to seasonal music. Students will engage in community performances of tradition and ceremony for their community, both Deaf and Hearing. <i>(Apportionment)</i>		Are you giving presentations but you're not getting the results you expect? Learn from the published author of "31 Tips to Becoming an Effective Presenter." The author will guide you through a series of exercises, assignments and demonstrations to improve your effectiveness in giving presentations. You will learn how to use your voice; how to use proper and appropriate gestures; and what to do before, during and after your presentations, and much more. <i>(Fee-Based)</i>	
ENCO 180	24 Hours	ENCO 520	12 Hours
Books Come Alive for Older Adults		Public Speaking - Speaking with Confidence	
"Books Come Alive" is an intellectually and socially rewarding activity designed for older adults in which outstanding works of fiction/non-fiction are read and discussed. Through the method of shared inquiry, along with thought-provoking questions, older adult students are offered exciting opportunities for self-discovery and personal growth. <i>(Apportionment)</i>		Many of us are required or asked to give presentations in class, at work, or at social events, yet we are too fearful or lack the knowledge to give a presentation effectively and confidently. By understanding the fear and by offering exercises in a safe and positive growth environment, the published author of "31 Tips to Becoming an Effective Presenter," will gently guide you in transcending your presentation fears and becoming confident in presenting to others. You may even learn to enjoy giving presentations. <i>(Fee-Based)</i>	
ENCO 183	24 Hours	ENCO 530	2 Hours
Great Literature for Seniors		Networking - Basics of Building Relationships	
"Great Literature for Seniors" is an intellectually and socially rewarding class designed for older adults in which outstanding short stories are read and discussed. Through the method of shared inquiry, along with thought-provoking questions, students are offered exciting opportunities for self-discovery and personal growth. <i>(Apportionment)</i>		Building relationships is a great way to add to your network. This class will teach you the skills to initiate a relationship. How to shake hands, introduce yourself, join a group, work the room and keep a conversation going. With confidence, you will be successful! <i>(Fee-Based)</i>	
ENCO 200	45 Hours	ENCO 550	10-12 Hours
Braille Transcribing - Reading & Writing Uncontracted and Contracted		Be a Productive PowerPoint Presenter	
This class is designed for sighted and visually impaired persons to learn the basic skills of transcribing print into literary Unified English Braille code. <i>(Apportionment)</i>		This class emphasizes organizing and delivering effective presentations while using PowerPoint slides. PowerPoint must enrich a presentation to be effective, yet many presenters underuse, misuse or overuse PowerPoint. Learn how to optimize PowerPoint presentations to ensure each individual slide improves the presentation. Some knowledge of PowerPoint necessary for students enrolling in this class <i>(Fee-Based)</i>	
ENCO 201	45 Hours		
Braille Transcribing - Formatting Contracted Unified English Braille			
This class is geared for persons with sight or visual impairments to learn how to format documents according to the Rules of Unified English Braille code and submit a manuscript for certification. <i>(Apportionment)</i>			
ENCO 452	12 Hours		
Public Speaking Workshop - Mastering Your Fear			
Effective communications is essential for success, yet many are too fearful or lack the confidence to speak in front of a group of people. In this workshop, you will have the opportunity to master your fear by understanding the root causes of fear, realizing that fear is a positive emotion, and learning how to turn your fear into a world of excitement and enthusiasm. In fact, you may realize that public speaking can be enjoyable for both you and the audience. <i>(Fee-Based)</i>			
ENCO 501	36 Hours		
Journey Back Into Time for Older Adults			
This class offers older adults students the opportunity to explore and share their personal histories, cultures, and values among older adult students through group discussion. Shared experiences, memories and linking the past with the present, encourage self-awareness, positive self-esteem, mental stimulation, and enjoyment. <i>(Apportionment)</i>			
