

ENGLISH/COMMUNICATIONS (ENCO)

ENCO 125 24 Hours

Senior Choir: Signs of the Holidays

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. *(Apportionment)*

ENCO 180 24 Hours

Books Come Alive for Older Adults

"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. *(Apportionment)*

ENCO 183 24 Hours

Great Literature for Seniors

"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. *(Apportionment)*

ENCO 200 45 Hours

Braille Transcribing - Reading & Writing Uncontracted and Contracted

This class is designed for sighted and visually impaired persons to learn the basic skills of transcribing print into literary Unified English Braille code. *(Apportionment)*

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. *(Apportionment)*

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. *(Fee-Based)*

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. *(Apportionment)*

ENCO 515 12 Hours

Be an Effective Presenter and Speaker

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. *(Fee-Based)*

ENCO 520 12 Hours

Public Speaking - Speaking with Confidence

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. *(Fee-Based)*

ENCO 530 2 Hours

Networking - Basics of Building Relationships

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! *(Fee-Based)*

ENCO 550 10-12 Hours

Be a Productive PowerPoint Presenter

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 *(Fee-Based)*