



LADIES CAR CARE CLINIC

At the Ladies Car Care Clinic, students will learn from a true "Car Chick" who is ASE certified and has more than 20 years automotive experience in repair, restoration, instruction, racing and sales. The class covers the fundamentals of car care, including maintenance, parts, safety, and detailing. Additionally, topics will include safe drive tips and advice on buying and selling a vehicle. Students will learn how to safely jump start a vehicle and how to change everything from a tire to wiper blades to oil to light bulbs to fuses. Other topics will cover tire sizes, tire tread wear, air pressure, suspension, brakes, and fluid. This class targets everyone who wants to learn more about their vehicle.

Cost: \$40 per class

Course limited to 12 participants.

Course Code: ES032

**When: Saturdays, Mar. 24 and April 21,
1:00-3:00 PM**

**Where: Russell Barnett Ford,
1106 E Carroll St., Tullahoma**

Instructor: Angie Parrish

CREATIVE DIGITAL PHOTOGRAPHY FOR BEGINNERS

Got camera? Like taking photos? This course will help photographers push past "automatic" mode and explore the reasons cameras have "all of those extra button, knobs and settings." Bring your point-and-shoot or full-size DSLR camera, as well as the manual. Owners of either will benefit. This class will focus heavily on "natural light" photography of subjects, including landscape, still-life, abstract, candid and architectural. Studio/portraiture type photography is not covered.

Course Outline...

Class 1: Basic Camera Operation & Outfitting

Class 2: How to "see" – Intro to Composition

Class 3: Composition Expanded – Evaluation of Assignment 1

Class 4: Getting Creative – Evaluation of Assignment 2

Class 5: Keeping the Treasure Hunt Alive – Evaluation of Assignment 3

Class 6: The Digital Darkroom – Basic Editing Concepts – Evaluation of Assignment 4

Cost: \$95

Course Code: ES033

**When: Thursdays, Apr. 5-May 10,
6:00-8:00 PM**

**Where: Moore County Campus, MT105A
Instructor: Mark Landrum**

EXCEL I

Students will be introduced to the fundamentals of spreadsheet application using Microsoft Excel. Students will gain "hands-on" experience in applying basic concepts and commands, including creating, saving, opening, closing, editing, formatting, and printing Excel spreadsheets. Other concepts taught are creating and editing formulas, working with basic functions including the Function Wizard, applying text attributes and other formatting characteristics. Prior Windows computer experience and mouse skills are highly recommended.

Cost: \$60

Course limited to 15 participants.

Course Code: ES034

When: Sat., Apr. 7, 9:00-11:30 AM

Where: Moore County Campus, CC2012

Instructor: Donna McKoon

EXCEL II

Students will continue to further the knowledge gained from Excel I. Topics covered include flash fill, conditional formatting, headers and footers, inserting/deleting rows and columns, ranges, advanced formulas, working with multiple worksheets, charts, Sparkline's and graphics.

Cost: \$60

Course limited to 15 participants.

Course Code: ES036

When: Sat., Apr. 14, 9:00-11:30 AM

Where: Moore County Campus, CC2012

Instructor: Donna McKoon

FINDING BALANCE: MIND, BODY AND SOUL

"Mindfulness is a way of befriending ourselves and our experience." -Jon Kabat-Zinn

Students will learn how to relax the mind, reconnect to the body and get in touch with the inner wisdom. Participants will embark on a journey to better understand and embrace the total human experience. This class will introduce simple mindfulness practices that helps cultivate being present in the moment, increase self-reflection, learn emotional regulation and better communication. These tools will help one to be more grounded and clear in the mind, manage stress, have better relationships, and contribute to a more satisfying and meaningful life.

Cost: \$50 or \$15 per class

Course Code: ES035

**When: Thursdays, Apr. 12-May 3,
6:00-8:00 PM**

**Where: Moore County Campus
Instructor: Lisa Stone**

QUESTIONS ABOUT REGISTRATION

Should I pre-register?

Yes. Minimum enrollment numbers are required for each course. If the minimum enrollment is not met, the course is cancelled. The decision as to whether a class makes or is cancelled is made three to seven days before the course begins.

May I pay later?

Registration is not complete until payment is received; therefore, late payment is not allowed. Fee(s) can be paid by cash, check, money order, or credit card (MasterCard, Visa, American Express and Discover only).

Will I receive a confirmation?

A confirmation email will be sent when the decision has been made that the course has made. If you have not received a confirmation before your course is scheduled to begin, please call our office, 931-393-1760, for an emailed confirmation.

If my course is cancelled, will I be notified?

Yes. When a Non-Credit course must be cancelled because the enrollment does not meet minimum registration requirements, a full refund of fees paid will be made and students will be notified. Since telephone contacts must be made during the day, we request a day phone number or one where a message may be left.

Can I pay cash?

Cash payment with a completed registration form is accepted at the Moore County Campus Business Office in Ingram Administration Building between the hours of 8:30am-4:00pm.