



WORD I

Students will be introduced to the fundamentals of word processing for home or office using today's most popular software package for microcomputers. Students will gain "hands-on" experience in applying basic concepts and commands, including creating, saving, opening, closing, editing, formatting, and printing Word documents. Features of the newest version of Microsoft Word will also be covered. Other commands presented will include find/replace, envelopes and labels and tables. Some prior Windows computer experience and mouse skills would be beneficial.

When: Sat., Sep. 9, 9:00-11:30 AM

Where: Moore County Campus, MT153

Fee: \$60 (Course limited to 15 participants.)

Instructor: Donna McKoon

Course Code: ES023

WORD II

Building upon knowledge gained from the beginner's class, students will cover topics such as AutoCorrect, autocompletes, tabs, sorting date and mail merge. Students will also learn to insert pictures, shapes and hyperlinks. Bullet point and numbering, customizing the ribbon and the quick access toolbars are covered. Students will learn to work with multiple files, format texts, fonts, spell check, grammar check, use the thesaurus, shortcuts and printing.

When: Sat., Sep. 16, 9:00-11:30 AM

Where: Moore County Campus, MT153

Fee: \$60 (Course limited to 15 participants.)

Instructor: Donna McKoon

Course Code: ES025

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 presented will be creating and editing formulas, working with basic functions and the Function Wizard, applying text attributes and other formatting characteristics. Some prior Windows computer experience and mouse skills are highly recommended.

When: Sat., Sep. 30, 9:00-11:30 AM

Where: Moore County Campus, CC2012

Fee: \$60 (Course limited to 15 participants.)

Instructor: Donna McKoon

Course Code: ES026

EXCEL II

Students will continue to further the knowledge gained from the beginner's class with intermediate Excel. Flash fill, conditioning formatting, headers and footers are some of the topics covered. Students also become familiar with inserting/deleting rows and columns, ranges, advanced formulas and working with multiple worksheets. Advanced charts, Sparkline's and graphics are also taught.

When: Sat., Oct. 21, 9:00-11:30 AM

Where: Moore County Campus, CC2012

Fee: \$60 (Course limited to 15 participants.)

Instructor: Donna McKoon

Course Code: ES027

ADVANCED EXCEL – LEVEL III

Advanced Excel enables the student to continue their knowledge gained on the previous Excel courses in order to become more advanced in data analysis and organization. Topics covered include working with logical and text functions, using advanced chart features and creating advanced formulas. Students will also analyze data with PivotTables and PivotCharts and filter data using timelines and slicers. Advanced Excel brings together the previous two courses and will leave students proficient and confident in their use of Excel.

When: Sat., Oct. 28, 9:00-11:30 AM

Where: Moore County Campus, CC2012

Fee: \$60

Course limited to 15 participants.

Instructor: Donna McKoon

Course Code: ES028

BALLROOM DANCING-BEGINNING

Students will be taught basic locomotor movements for dance steps. Dance skills including leading, following, positions, counter balance, timing, patterns and style will be taught. Specific dances will include the foxtrot, swing, waltz, cha-cha, tango and country line.

When: Tuesdays, Oct. 17-Dec. 5, 7-8:30 PM

Where: Moore County Campus, MT105

Fee: \$155 per couple

Instructor: Ann S. Baldwin

Course Code: ES029

ADVANCED CAKE DECORATING

Are you a home baker or professional cake decorator seeking to take your cake decorating skills to the next level? This six-week course, offered exclusively at Motlow, is designed to take basic skills to amazing skills. Learn advanced techniques using buttercream, royal icing, fondant and gum paste. Brush up your skills in chocolate and airbrushing.

- Week 1: advanced buttercream over piping techniques
- Week 2: royal icing bridge and bridgeless
- Week 3: fondant 3D modeling
- Week 4: advanced gum paste flowers and construction
- Week 5: modeling chocolate flowers
- Week 6: airbrushing techniques and equipment

When: Tuesdays, Oct. 24-Nov. 28, 6-8:30 PM

Where: Moore County Campus, MT118

Fee: \$85 (includes cost of supplies)

Instructor: Chef Liz Carson

Course Code: ES031

CONVERSATIONAL SPANISH I

This is a beginning development of basic language skills in Spanish. Students will cover common questions and answers, basic phonics, numeric agility, cultural distinctions, and etiquette in conversational Spanish. Students will learn to converse on a basic, yet elementary level. You will learn introductory phrases, days of the week, time, greetings, etc.

When: Mondays, Aug. 21-Oct. 9, 6-8:00 PM

Where: Moore County Campus, MT149

Fee: \$99

Instructor: Jane Jacobson

Course Code: ES019

CONVERSATIONAL SPANISH II

This is a course designed to strengthen the basic Spanish skills developed in Conversational Spanish 1. There will be a review of the topics covered in the beginning level. Each class session will include ample practice activities. The curriculum will include an introduction to verbs. Minimal Spanish vocabulary will be helpful.

When: Mondays, Oct. 23-Dec. 11, 6-8:00 PM

Where: Middle Tennessee Education Center (MTEC), 200 Dover St., Shelbyville

Fee: \$99

Instructor: Jane Jacobson

Course Code: ES030



INTRODUCTION TO GUITAR (16+)

Relaxed and fun is the main theme of this course. The student will be presented with basic guitar chords. Fundamental music theory will be observed as chords are learned and their function is recognized in various keys. This approach will prepare the student to accompany tens of thousands of songs in several keys. Music reading will not necessarily be introduced at this time. The only absolute requirement for the class is a guitar in good playing condition. If an electric instrument is used a small amplifier would be desirable. A method of tuning is also useful but not necessary, certainly not for the first class. Handouts will be given; a notebook is needed. The student will more than likely purchase one or more songbooks as the class progresses.

When: Tuesdays, Aug. 29-Oct. 3, 6-8:00 PM

Where: Moore County Campus, MT149

Fee: \$85

Instructor: Drew Tucker

Course Code: ES021

INTRODUCTION TO PIANO

This six week course is designed not only to introduce individuals to the piano and its keyboard, but help improve technique for someone who already has studied some basic piano. We will cover basic music theory and how it relates to the piano. General music terminology will be covered through the course lessons. The student will learn how to read basic melody lines and learn to integrate chords, and follow progressions through a piece of music. We will provide discussions on how to improvise and play from "fake books" as well as chord charts. Time will be allotted for students to have "hands on" experience with an actual piano and keyboard. So, if you have an interest in learning to play the piano, or perhaps play some other instrument and would like to begin to exploring music in an easy to understand environment, this course will pave the way for you to play!

When: Tuesdays, Aug. 29-Oct. 3, 6-8:00 PM

Where: Moore County Campus, MT134

Fee: \$85

Instructor: Lisa Maurer

Course Code: ES022

CREATIVE DIGITAL PHOTOGRAPHY FOR BEGINNERS

Got camera? Like taking photos? This course will help you push past "automatic" mode and begin to explore the reason your camera has "all of those extra buttons, knobs & settings."

Bring your own camera and camera manual. Fancy and/or expensive cameras are not required. Both compact "point-and-shoot" and "full-sized" DSLR cameras are welcomed – owners of either will benefit. This class will lean heavily toward "natural light" photography of subjects including landscape, still-life, abstract, candid and architectural. We will not delve into studio/portraiture type photography. 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

When: Thursdays, Jul. 13-Aug. 17, 6:00-8:00 PM

Where: Moore County Campus, CGL129

Fee: \$95

Instructor: Mark Landrum

Course Code: ES018

UNDERSTANDING THE IPHONE

An introduction into the nuances of a new iPhone. Topics will include

- Basic Set-up for your Device
- Troubleshooting for the iPhone
- The Different Apps Available and their Uses
- iPhone Hacks

When: Thu., Aug. 24 and Aug. 31, 6-8:00 PM

Where: Moore County Campus, MT105A

Fee: \$40

Instructor: Cindy Gregory

Course Code: ES020

HATHA YOGA

This all-level yoga class is a great class for both beginners and experienced yogis. In class, we will work on different breathing techniques, types of meditation strategies, and the physical practice of yoga. In this class, the postures of yoga will be typically held for 3-5 breaths which build heat, strength, and flexibility in the body. We will use props such as blocks and straps and there will be options offered if you would like to deepen the pose. Taking more time in each posture allows you enough time to work on proper alignment while giving your body a chance to feel the pose and build strength in it. Mentally in this class, you can learn techniques to help with anxiety and stress, while physically you can strengthen your body and increase flexibility. Each class will begin with slow deep stretching and either a meditation/breath exercise; it will build into standing and balance postures, continue into cool down stretching, and then end in traditional rest to finish class.

When: Mondays, Sep. 4-Oct. 9, 8-9:00 AM

Where: Moore County Campus, MT149

Fee: \$50

Instructor: Suzanna Vik

Course Code: ES024



QUESTIONS ABOUT REGISTRATION

Should I pre-register?

Yes. Minimum enrollment levels are established for each course. When the minimum is not met, the course must be cancelled. Usually this decision is made three to seven days before the course begins.

May I pay later?

Unfortunately, no. Registration is not complete until we receive payment. 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 to you 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 for you.

Can I pay cash?

Yes, if you bring a completed form and cash to the Moore County Campus Business Office in the Ingram Administration Building, between 8:30am-4:00pm, your payment will be processed.