

Spring 2010 Registration Form

Name _____

Mailing Address _____

City State Zip _____

Home Phone # _____

Work Phone # _____

E-Mail Address _____

Date of Birth _____

Course Name _____

Date of Course _____

Course Location: Martin Parsons Jackson
 Selmer Paris

Payment

Cash – Exact amount only. Payment may be made in the ECOS Office, 110 Gooch Hall

Check – Make check payable to UT Martin and mail or bring to: ECOS, 110 Gooch Hall, UT Martin, Martin, TN 38238

Credit/Debit Card. Please check one.

Visa MasterCard Discover

Credit/Debit Card Number _____

Expiration Date _____

Cardholder Signature _____

4 Easy Ways to Register

1. Mail completed registration form to: ECOS, 110 Gooch Hall, UT Martin, Martin, TN 38238
2. Fax completed registration form to: 731-881-7984
3. Phone ECOS at 731-881-7082
4. Online at www.utm.edu/departments/ecce/non_credit_registration.php

And you are always welcome to drop by our office at 110 Gooch Hall. Office hours are 8:00 – 5:00 Monday – Friday <http://www.utm.edu/ecos.php>; 731-881-7082.

UT Martin is an Equal Opportunity Institution. The University of Tennessee at Martin does not discriminate on the basis of race, gender, color, religion, national origin, age, disability or Vietnam veteran status in provision of educational opportunities or employment opportunities and benefits. UT Martin does not discriminate on the basis of gender or disability in the education programs and activities which it operates, pursuant to requirements of Title VI of the Civil Rights Act of 1964 as codified in 42 U.S.C. 2000D; Title IX of the Educational Amendments of 1972, Public Law 92-318; Section 504 of the Rehabilitation Act of 1973, Public Law 93-112; the Americans with Disabilities Act of 1990, Public Law 101-336; and the Age Discrimination in Employment Act. This policy extends to both employment by and admission to the university. Inquiries concerning Title VI, Title IX, Section 504, the Americans with Disabilities Act, the Age Discrimination in Employment Act and UT System Policy No. HR0220 should be directed to the Office of Equity and Diversity, 240 Gooch Hall, UT Martin, Martin, TN 38238-5002, 731-881-7202. Charges of violation of the above policy also should be directed to the Equity and Diversity Officer. E05-5725-00-011-10

THE UNIVERSITY of TENNESSEE **UT**
MARTIN



EXTENDED CAMPUS AND ONLINE STUDIES

Non-Credit Courses 2010

Pottery • Digital Photography • Illustrator •
Word • Excel • Handgun Carry •
Civil Mediation • Young Writers' Clubhouse •
Horsemanship and Riding

April & May

EXTENDED CAMPUS AND ONLINE STUDIES

Non-Credit Courses



Pottery Class

Instructor: David McBeth

Cost: \$75, plus \$20 supply fee paid to instructor first night of class.

Date: Mondays and Wednesdays, April 5 - 28

Time: 6:00 – 8:00 pm

This is an opportunity to begin to learn how to make your own bowls, cups, pitchers, etc., on the potter's wheel. No experience is necessary. Class limit: 8

Digital Photography Part II

Creative Photography & Advanced Skills

Instructor: Dr. Tom Gallien

Date: Tuesdays, April 6 - 27

Time: 6:30-9:00 p.m.

Registration Fee: \$75

This course is primarily designed as a follow-up to the Intro Part I course. However, it is open to anyone who is already thoroughly familiar with digital photography and is comfortable with and understands the manual operation of their DSLR

or other digital camera. We will hone camera skills by learning the more advanced capabilities of our equipment, as well as the creative use of filters, tripods, multiple lenses, flash photography, etc. Wildlife, landscape, flower and fine art, as well as general digital photography will be presented. We will also delve into "Low Light and "Night-time" photography as well as "High Dynamic Range" and "Panoramic" digital photography. The course may even touch on basic use of Photoshop and other digital image-manipulation software. A tripod is required for this class. This course will be limited to four evenings, each class 2.5 hours in length, either in the classroom or in the field depending on weather and subject matter for the week. At least one off-campus field trip to a local site will be conducted during one of the regular classroom time periods. Plus, an extra half-day field trip on a weekend is optional and may be offered separate from the class if there is a demand. Bring your camera's instruction manual and a notebook for note-taking. We will be utilizing e-mail evaluations and critiques of your images throughout the course. The instructor, Dr. Gallien, has over 35 years of photographic experience including over 10 years of digital camera use. He has had the opportunity to study widely under the personal supervision of a number of well-known professional wildlife and landscape photographers and brings these skills to the classroom. He also conducts an annual five-day spring photography workshop in the Great Smoky Mountains. You may view a limited number of his images at www.molliebiscuit.com.



WE NEED YOUR IDEAS! What classes would you like to see offered in Fall 2010? Do you have a class you would like to teach in Fall 2010? Send your ideas to dmount@utm.edu.



A Brief Introduction to Adobe Illustrator

Date: Monday, April 19
Time: 2:00 – 3:30 p.m.
Instructor: Kara Hooper
Registration Fee: \$35

Adobe Illustrator is the leading vector-graphics program in design, but it is not entirely user-friendly. The benefit to vector-based graphics is that they can be used at any size, unlike pixel-based graphics, such as photographs. If you have ever wanted to explore making logos, creating your own clip art or working in a graphics environment, Illustrator is one good place to start. This session will cover the very basics of how Illustrator works, what to do within the program and what are practices to be avoided.

Intermediate Microsoft Word

Instructor: Doug Bloodworth, UT Martin, Analyst and Programmer
Dates: Tuesday and Thursday, April 27 & 29
Time: 9:00 am – Noon
Registration Fee: \$85

Learn more about the Power of tables, mail merges, creating a newsletter, bookmarks, hyperlinks, advanced formatting for a research paper, and more. Also learn about working with pictures, shapes, smart-art, and clip art. Plus, work with Word 2007 and Vista.

Intermediate Excel

Instructor: Doug Bloodworth, UT Martin, Analyst and Programmer
Dates: Tuesday and Thursday, May 11 & 13
Time: 9:00 am – Noon
Registration Fee: \$85

Expand your knowledge of spreadsheets. Create detailed examples and executive summaries, and work with large and multiple worksheets. Learn about protecting workbooks, creating tables and outlines, macros, pivot tables, 3-D cell referencing, advance statements and more. Import data into a spreadsheet from an external source. Integrate spreadsheets into your Word or Power Point documents. Plus, work with Excel 2007 and Vista. Ask questions and get answers.

Handgun Carry Class

Date: Saturday, May 15
Time: 8:00 am – 5:00 pm (1 hour lunch break)
Registration Fee: \$75
Instructor: Brandon Kidd, State Certified Handgun Instructor



This handgun carry class will present the student with the minimum requirements mandated by the state to obtain an handgun carry permit. The class will cover the use,

operation and basic cleaning of a handgun. The first four-hour block will be devoted to classroom instruction and the written exam. The second four-hour block will be for firing-range instruction and the practical exam. The student must score a minimum 70% on both the written exam and practical exam to successfully complete the course. Upon successful completion of this course, you will be able to apply for a Handgun Carry Permit from the State of Tennessee. Students must be 21 years of age and have no felony convictions. The student will need to bring a handgun, 50 rounds of ammunition appropriate for the handgun, pen or pencil, paper, and hearing and eye protection.

General Civil Mediation Training Course

Dates: Monday – Friday, April 26 – 30
Time: 8:00 am – 4:00 pm
Location: UT Martin campus
Instructor: Raymond L. Stevenson, General Civil Case Mediator for the Consultant and Mediation
Registration Fee: \$1,275, includes training materials

While the course will deal to some extent with interpersonal conflict resolution in its skill-building segments, it will primarily focus on the resolution of conflict between individuals versus companies or agencies and interdependent groups or units. Specifically emphasized will be the skills required, such as communication, creative problem solving and facilitation, and the basic processes used, such as negotiation, conciliation and mediation, in conflict resolution. The participants will examine the current theory in conflict resolution – legal, ethical and emotional issues that are common in disputes – and the format by which employment disputes are resolved. This course is approved by the Tennessee Supreme Court Alternative Dispute Resolution Commission. Questions? Contact: Mr. Stevenson at 731-571-4408.



Online Courses

Convenient – Affordable – Effective

Take classes that fit YOUR schedule!

Visit our online instruction center at

www.utm.edu/ecos.php.

Under Continuing Education,
select Online Courses/Certificates.

Mark your calendars

Kid College 2010

Martin – June 7th – 17th

Paris – June 14th – 24th

A Golf Clinic for Women by Women

Instructor: Rhonda Davidson, UT Martin Golf Instructor
Session I Beginning Golf
Thursdays, April 1 – 29
Registration Fee: \$65
Session II Intermediate Golf
Thursdays, May 6 – 27
Registration Fee: \$55
Time: 6:30 – 8:00 pm

The beginning course is for women with little or no knowledge of the game of golf. The intermediate course will be a continuation of the beginning course or for women who have a basic understanding of the game. The courses will cover: The Golf Course; Equipment and Accessories for the Game; Scoring and Scorecards; Basic Rules; Etiquette on and off the course; Selecting the Right Club for the Job; Course Management and Strategy; Fitness for Golf; and the Short & Long Game. Clubs will be available if you don't have your own.

Private Beginning Horsemanship English/Western Riding Lessons

Registration Fee: \$35 for hour lesson; Half hour riding time

Individual lessons will cover the fundamentals of horse safety and horsemanship to include handling, grooming, equipment, riding Western/English and the relationship of riding to physical and mental well-being. No prior riding experience is necessary. Riders must be at least 7 years of age to participate. Required Equipment: Long pants, boots with heel and riding helmets will be required and provided. To register, please call ECOS at 731-881-7082. Once payment for the lessons is received, the coach will contact you to arrange a time for the lesson(s). Please note – once lessons are scheduled with the coach, except for an emergency, in order for a lesson to be canceled and rescheduled, the coach must receive 24 hours notice.