

UTC Continuing Education Spring 2012

Need Professional
Development or In-House
Training? UTC has a wide
variety of opportunities
available.
Call 423-425-4344 or email
conteduc@utc.edu



*Languages - Dance - Fishing - Smocking -
Career - Self - Improvement - Recreation - Art -
Parenting - Hobbies - Writing - Music -
Photography - Dance - Fitness - Ballet - Health
- Short Stories - Art - Languages - Online -
Personal Interest - Dance - Golf - Smocking -
Aquatics - Recreation - Scuba - Canoeing - Art
- Golf - Hobbies - Music - Writing -
- Photography - Online - Languages - Art
- Personal Interest - Writing - Guitar - Piano
- Ballroom Dance - Test Prep - Golf - Finance -
Languages - Dance - Fishing - Smocking - Health*

Personal & Professional Development

Continuing Education

Ginny Reese, *Associate Director*
 Tonya Botts, *Distance Learning Manager*
 Aaron Shoemaker, *Distance Learning Technology Specialist*
 Julie Russ, *Outreach Coordinator/Catalog Design*
 Cheryl Faulkner, *Professional Development Coordinator*

The Division of Continuing Education offers non-credit programs in both personal and professional development as well as some off campus and internet credit courses.

Personal Interest

What is a Non-Credit Program?

If you want to be involved in the intellectual, cultural and active life of our community, UT Chattanooga offers alternatives to conventional higher education. Provided through the Division of Continuing Education, non-credit classes and seminars range from art and recreation to all areas of personal interest. The popularity of continuing education programs across the country reflects the need for lifelong learning beyond traditional higher education.

Youth Development Programs

The University of Tennessee at Chattanooga Division of Continuing Education is committed to providing quality educational opportunities to people of all ages. Our youth programs are designed to offer local youth a variety of classes to teach skill development, college preparation and other special interest areas. Programs are offered at a variety of dates and times to audiences from four years old to high school students. The major focus of our youth development programs is Youth University - a series of fun, educational classes offered during the summer in a day-camp setting.

Americans with Disabilities

UTC supports the ADA, which prohibits discrimination against and promotes public accessibility for persons with disabilities. Those requiring accommodations to fully participate should notify us at (423) 425-4344 a minimum of two weeks before the seminar/class.

Parking

Free parking is available after 5 p.m. in UTC lots except for those marked "24-hour reserved" and "handicapped." Daytime visitors may park in the parking garage on 5th Street or in available on-street spaces. Any parking difficulties should be reported to the Continuing Education Office.

Conferences and Program Development Services

UTC Conferences and Professional Development Programs offer a wide variety of program planning and implementation services. Our professional staff is prepared to assist in all aspects of educational, organizational or corporate meeting activities. We can fulfill your program development needs, from room reservations to registration services to brochure development and handling.

Some of the services we offer:

- Mail-in, telephone or on-site registration
- Brochure design, printing, and mailing
- Continuing Education Units (CEU) approval and administration
- Audiovisual equipment needs

Continuing Education Units

The Division of Continuing Education offers continuing education units (CEUs) to recognize and record satisfactory participation in non-degree programs. One CEU is awarded for each 10 contact hours (or equivalent) of classroom participation. CEUs provide a useful cumulative record of your non-credit study and simplify transfer of such records. They are designed for use where employers, licensure agencies and other authorities require a specified number of non-credit study hours on a regular basis for career advancement. All CEUs earned through The University of Tennessee at Chattanooga non-degree programs become part of your permanent record.

Elder Scholars

All senior citizens in the greater Chattanooga area are provided a unique opportunity to enhance the quality of life through participation in a mind-stimulating academic, social and cultural environment at The University of Tennessee at Chattanooga. This officially recognized organization meets the second Tuesday of every month at 1:00 p.m. to hear presentations on a variety of topics. Join us for lunch at noon prior to the meeting. For more information call Cheryl Faulkner, (423)425-4346.

Cancellation and Refunds

Once you have registered for a course, you are responsible for the registration fee. Exceptions are made only as follows:

- A written request received 14 days prior to the course start date, stating reason for withdrawal (Full-refund less \$5 handling).
- Course cancelled by Continuing Education (full refund)
- A written request is received in less than 14 calendar days prior to course start date (refund less cancellation fee).
- **No refunds will be given for failure to attend or withdrawals after a course has begun.**

Cancellation fees are as follows:

Registration Fee:	Cancellation Fee:
\$350	\$75
\$200-349	\$50
\$100-199	\$25
\$50-99	\$15
Up to \$49	\$10

Register Early

Certain courses have enrollment limitations and fill up rather quickly. Therefore, you need to enroll early to assure a reservation in your selected class. Occasionally, classes are cancelled due to insufficient enrollment, so enroll early to assure course offerings.

Registration

There are several convenient ways to register for Continuing Education courses:

- Fill out the registration form in this catalog and mail to:
UTC
Division of Continuing Education
615 McCallie Avenue
Department 5255
Chattanooga, TN 37403-2598
- Call the Division of Continuing Education at **(423) 425-4344** and register with Visa, Master Card, or P.O. Number
- FAX your registration to (423) 425-4170.
- Pay online @ www.utc.edu/ce

Personal Interest

Taking Better Pictures

Tom Cory

Would you like to improve your photography so your images have more impact? In this class we will explore simple techniques to improve composition, learn how to recognize 'good' and 'bad' light and how to deal with it, and explain how to set your camera for optimal performance. Bring your camera, manual, charged battery, and a memory card to class.

\$50

Course #: 5163

When: Thursday, February 2, 2012

Time: 6:00-8:00 p.m.

UTC: Holt 309



After You've Taken the Photo

Pat Cory

Most of us like to share our images with others. In this class we will look at various options such as prints, photo books, notecards, slide shows, Facebook, and blogs. In addition we will look at some software options for editing your images whether it be tweaking them slightly or doing serious manipulation. Bring your camera, manual, charged battery, and a memory card to class.

\$50

Course #: 5164

When: Thursday, February 9, 2012

Time: 6:00-8:00 p.m.

UTC: Holt 309

Register Today!

Creating Web Pages

Alan Simpson

Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, you'll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, and tables. You'll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

\$90

Facilitated On-Line Learning

Go to www.ed2go.com/utc

Session 1: January 18, 2012

Session 2: February 15, 2012

Session 3: March 21, 2012

Session 4: April 18, 2012

Journey Through Chattanooga History

Jim Thompson

Those new to the area and natives alike will be fascinated by this exciting journey through Chattanooga's colorful history. The emphasis will be on Native American and Civil War events which are little known by most people. We'll explore significant personalities, the growth of the area, and the emerging potential of Chattanooga as seen by international companies. Come and participate in this fun and enlightening overview of our wonderful city!

\$50

Course #: 5165

When: Tuesday, March 13, 2012

Time: 6:00-7:30 p.m.

UTC: Holt 309

Understanding Adolescents and Young Adults

Tom Bissonette, MSW

Whether you are a parent, a teacher, or just curious about the mystifying young people we call teens and twenty-somethings, you'll benefit from this course. You'll learn about the developmental challenges they face. You'll improve your ability to talk with them. Further, you'll explore how to allow enough freedom while maintaining a safety net for them. This course is based on sound developmental concepts that have guided us for several generations, along with some creative ideas to help "millennials" navigate the rough terrain of their incredibly complex new world.

\$50

Course #: 5166

When: Saturday, March 3, 2012

Time: 9:00 a.m. - 12:00 noon

UTC: Holt 208

Chess - Game of Kings

Michael Ake

Chess is one of the oldest board games, yet it continues to fascinate and challenge. Come learn about the true "game of kings!" We will cover the rules, how to analyze your own games, tactical basics, and the fundamentals of strategic play. We will also take time to play and have a little fun! Come join us! *Must be at least 16 years old to enroll in this course.*

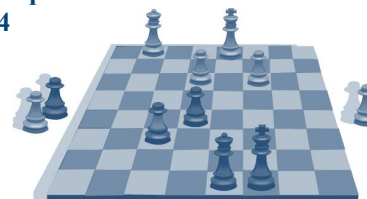
\$75

Course #: 5206

When: Fridays, April 13 - May 4, 2012

Time: 6:00-8:00 p.m.

UTC: Holt 304



Personal Interest

Getting Started with Family History

Mary Helms

Do you want to create your family tree but don't know how or where to begin? This course will provide you with the tools you need to get started. This introductory genealogy course includes how to use *Ancestry*, *HeritageQuest Online*, *Fold3*, *WorldVitalRecords*, *NewEnglandAncestors*, *America's Historical Newspapers, 1690-1922*, *Sanborn Maps* and other genealogical databases. Participants will learn methodology to create their family tree.

\$25

Course #: 5167

When: Saturday, March 3, 2012

Time: 10:00 a.m. - 12:00 noon

UTC: Holt 209

Video Production I

Michael Andrews

An introduction to the basic techniques and theories of video production. Topics include setting up shots, proper camera setup, proper audio recording, and much more. There will be emphasis on producing public affairs, educational, and entertainment content for television and multiple formats. Most equipment will be provided. Familiarity with Apple computers is recommended. Lecture 2 hours, laboratory 3 hours.

\$300

Course #: 5205

When: Tuesdays & Thursdays, January 10 - April 26, 2012

Time: 1:00-2:50 p.m.

UTC: Frist 205

Hebrew Crash Course

Dr. Reginald (Reggie) Lisemby

This 'crash course' introduces the student to the origin and presage of the Hebrew language. The student will become familiar with the Hebrew consonants, vowels, grammar, and some vocabulary. The objectives of this course are to learn the alphabet of Hebrew and the rudiments of Hebrew grammar, develop a basic vocabulary, and to be able to recognize, read, and speak Hebrew. Each student will receive a 58-lesson textbook with an accompanying instruction audio CD to keep for personal study and practice.

\$95

Course #: 5169

When: Mondays, February 20 - March 26, 2012

Time: 6:00-8:00 p.m.

UTC: Holt 305

You're On the Air: How to Really Make it in Voice-Overs

Angela Castonguay

Voice-overs are hot today! You don't have to be an actor to get voice-over work, but it certainly doesn't hurt! With such notable talent as Morgan Freeman, Glenn Close, and Alec Baldwin lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! You'll learn about an exciting, new way to get around the competition and actually turn voice-overs into a thriving full or part-time business! The instructor will discuss the voice-over business as a whole, the numerous opportunities, the incredible income potential, and the all important "demo" and how to have it produced. You'll step up to the mic and do some practice recording, and best of all, you'll hear the results!

\$50

Course #: 5168

When: Saturday, February 25, 2012

Time: 9:00-11:00 a.m.

UTC: Holt 209



Mastering Public Speaking

Curt Simmons

In this fun and hands-on course, you'll find out how to talk confidently and persuasively to both large audiences and small groups. You'll learn how to plan and deliver your presentations skillfully and how to manage one of the most common public speaking barriers—fear. As you build your skills step-by-step, you'll find out how to present a short or long speech, how to handle questions and manage conflict in meetings, and even how to shine in a job interview. You'll get tips for training your voice and learn how to use both verbal and nonverbal communication effectively. By the time you finish this course, you'll have an entire set of skills you can use on the job, in social settings, and in any other situation where you need to communicate with ease and authority. Along the way, you'll explore many real-world examples and have a lot of opportunities to practice your new skills

\$90

Facilitated On-Line Learning

Go to www.ed2go.com/utc

Session 1: January 18, 2012

Session 2: February 15, 2012

Session 3: March 21, 2012

Session 4: April 18, 2012

Personal Interest

Ladies Beginning Golf

Lee Cantrell

Just for the ladies! This class is for the individual who wants to learn the basic skills of playing golf. The instructor will teach you the basics of putting, chipping, iron shots, woods off the ground and tee. Begin now to learn a sport for a lifetime. This class is limited to 8 ladies.

\$125 (plus \$25 to be paid to the instructor on the first night for range balls)

Course #: 5170

When: Tuesdays, April 10 - May 15, 2012

Time: 5:30-6:30 p.m.

**Location: Hixson Driving Range
6801 Middle Valley Road**



TEACHERS WANTED
Do you have a passion and specific skills you want to share? For more information, call 423-425-4707.

Learn to Buy and Sell on eBay

Kara Gordon and Shirley Muse

Online auctions match buyers with sellers in a global marketplace for almost any item. If you've ever dreamed of working from home or just earning extra income by buying and selling goods online, our experienced instructors will guide you every step of the way. You'll learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. You'll also learn how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free. If you're a buyer, you'll learn how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders.

\$90

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Beginning Golf

Lee Cantrell

This class is for the individual who wants to learn the basic skills of playing golf. The instructor will teach you the basics of putting, chipping, iron shots, woods off the ground and tee. Begin now to learn a sport for a lifetime. This class is limited to 8 people.

\$125 (plus \$25 to be paid to the instructor on the first night for range balls)

Course #: 5171

When: Tuesdays, April 10 - May 15, 2012

Time: 7:00-8:00 p.m.

**Location: Hixson Driving Range
6801 Middle Valley Road**

Sugar Blues

Jeni Lee

Constantly craving sweets and want to understand why? Want to gain control without willpower or deprivation? This interactive, fun class will help you get a handle on the sweet stuff - for good!

\$30

Session 1: Course #: 5172

When: Monday, February 13, 2012

Time: 6:30-8:00 p.m.

UTC: Holt 305

Session 2: Course #: 5173

When: Sunday, April 15, 2012

Time: 2:00-3:30 p.m.

UTC: Holt 305



Introduction to Criminal Law

Neal Bevans

Criminal law is one of the most fascinating areas of legal practice. The instructor—a former major-felony prosecutor who has appeared on Court TV—gives a behind the scenes look at criminal law by examining the world of prosecutors, defense attorneys, and the paralegals who work closely with them. You will examine all major areas of crime: from theft to murder, conspiracy to sexual assault. The trial of a criminal case will be dissected and explained for you. You'll also explore the various types of criminal defenses, sentencing, and appeals procedures. A variety of exercises based on the lessons will give you a hands-on experience. Each lesson will also feature *A View from the Inside*—compelling information about the criminal justice system, in the words of actual people who experience it every day.

\$90

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Music

UTC String Project

The String Project at UTC provides an opportunity for school-aged children to learn a stringed instrument at a reasonable cost. Students receive private and group instruction on their chosen instrument from qualified music interns under the supervision of an experienced string music educator. Students in grades 3-12 may apply for admission to the program. If an orchestra exists at the student's school, they must be enrolled in that group to participate in the String Project. UTC has a limited number of instruments available for rental.

Levels 1 and 2 - Bach and Mozart; Course #: 5174

When: Mondays & Thursdays, January 23 - April 16, 2012

Time: 6:00-7:00 p.m.

\$50 per semester

UTC: Cadek 310

Level 3 - Beethoven; Course #: 5175

When: Mondays & Thursdays, January 23 - April 16, 2012

Time: 6:00-7:00 p.m.

\$65 per semester

UTC: Cadek 310

For more information...

www.utc.edu/Academic/Music/String_Project.php



Music Made Easy

Marianne Murawski

If you enjoy music and would like to know more about what makes it work, this is the course for you. You'll gain a complete understanding of rhythm, melody, and harmony, and you'll be able to recognize pitches on the musical staff and on the keyboard. Each lesson will build on previous lessons, while also introducing new musical concepts. Your course begins with an introduction to rhythm and the various aspects of rhythm; including beat, meter, note, and rest values. You'll then learn about the role of melody in music, and you'll gain proficiency in identifying pitches by octave, building major scales, and understanding the role of keys in creating melodies. You'll explore the keyboard in full detail, with an emphasis on the structure of major scale and the signatures of major keys. And you'll understand the many significant contributions early music theorists made to our understanding of music. You'll also be able to build intervals, major scales, and chords. By the time you complete this comprehensive and full-featured course, you'll be able to read, write, and even play simple musical pieces on a keyboard.

\$90

Facilitated On-Line Learning

Go to www.ed2go.com/utc

Session 1: January 18, 2012

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Session 3: March 21, 2012

Session 4: April 18, 2012

Instant Piano for Hopelessly Busy People

David Haynes

If you yearn to experience the joy of playing piano, but don't want years of weekly lessons, this short course is for you. In just one evening, you will learn enough secrets of the trade to make piano playing a part of your life—learning chords, not notes. You'll also get a healthy dose of insider secrets. This is a beginning class in chord piano techniques, and if you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll in this workshop. Other topics will include: how chords work, musicians' "shortcuts," speed reading sheet music, and deriving techniques of "counting."

\$50 (plus \$25 fee paid to instructor for CD and workbook)

Course #: 5176

When: Tuesday, May 8, 2012

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

UTC: Holt 304

Classes fill up fast, so don't forget to register early!

Introduction to Guitar

Edward Burns

Learn to play guitar, and become the musician you've always wanted to be! In these fun and informative lessons, you'll build basic guitar skills step-by-step with the help of hands-on exercises, audio and video recordings, and detailed illustrations. First, you'll get to know all the parts of your guitar, from frets to strings, and learn how to tune your instrument. After that, you'll explore the fundamentals of music notation and find out how to produce clear, beautiful notes and chords. You'll also discover how to control your rhythm, tempo, and volume, and how to express yourself artistically. The classical guitar skills you'll master in this course will allow you to play any style of music, from hard rock to country-and-western. And that's not all! Good guitar players know that the secret to making beautiful music is to practice, practice, practice—so that's what you'll do. You'll make rapid progress as you follow a carefully planned practice schedule that reinforces each new skill you learn. Whether you're a beginner or an intermediate student, this course will take your musical talent to the next level. By the time you're finished, you'll be well on your way to becoming a skilled guitar player.

\$90

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Session 4: April 18, 2012

Arts & Crafts

Sewing 101: A Beginner's Sewing Class

Bonnie Baker

Have a lot of fun learning the basics of sewing! In this class, you will learn about your portable sewing machine, how it works and its care. You will also learn about fabrics, sewing tools and patterns, and their uses. You will learn how to measure, lay out, cut and sew three simple sewing projects. If you've always wanted to learn how to sew, or simply need a refresher, then this class is for you! You will need to bring your own sewing machine, scissors, tape measure, and ballpoint pens to each class meeting.

\$95 (plus \$50 fee to be paid to the instructor on the first day for workbook and all lesson and project materials)

Session 1: Course #: 5177

When: Saturdays, March 3-31, 2012 (No class on March 17)

Time: 9:00 a.m. - 12:00 noon

UTC: Holt 304

Session 2: Course #: 5178

When: Saturdays, April 14 - May 5, 2012

Time: 9:00 a.m. - 12:00 noon

UTC: Holt 304



Introduction to Cake Decorating

Jennifer Griffin

Have you ever wished you could decorate cakes like the pros? Well here's the place to get started. In this 4 week class, students will be introduced to all of the elementary tools and techniques they need to decorate a basic cake. Learn how to make stars, swirled flowers, leaves, shells, and more!

\$45 (plus supplies)

A supply list of approximately \$50 will be provided upon registration.

Course #: 5179

**When: Saturdays, March 3-31, 2012
(No class on March 17)**

Time: 1:00-3:00 p.m.

UTC: Holt 304



Beginning Watercolor

Karyn Herrin

Ever wanted to create beautiful works of art, but never knew where to start? You can start here by creating beautiful pictures of flowers. By using the one stroke approach, beautiful floral art can be created! We will begin with a sunflower and move on to other kinds of flowers. No need to purchase supplies. All materials will be provided in class for you to start creating works of art!

\$85

Course #: 5180

When: Tuesdays, May 8-29, 2012

Time: 5:30-8:00 p.m.

UTC: TBA

Beginning Clay

Sue Cannon

Have fun exploring the basics of pottery making in a beautiful, rustic setting. On the potters wheel you will practice centering clay and creating forms from the cylinder to mugs and bowls. During this 4 week class, emphasis will be on clay work, with a brief overview of glazing and firing. Some, but not all, of the pieces made will be fired. No prior experience needed. Students, please bring a pottery throwing tool kit.

\$100 (plus \$30 material fee to be paid to instructor on first day of class - includes 1 bag of clay, glaze, and firing)

Session 1: Course #: 5181

When: Wednesdays, May 2-23, 2012

Time: 1:00-3:00 p.m.

Session 2: Course #: 5182

When: Saturdays, June 9-30, 2012

Time: 1:00-3:00 p.m.

Location: Rising Fawn Pottery, Lookout Mtn.

Directions will be provided.



Drawing for the Absolute Beginner

Chad Walker

Have you always been interested in drawing, but never really knew how to get started? If so, then this is definitely the course for you! Gain a solid foundation and understanding of the basics to drawing and become the artist you've always dreamed you could be! You'll gain a solid understanding of the many tools of the trade. You'll become intimately familiar with paper types, drawing styles, rendering techniques, and the basic principal of perspective, layout, design, lighting, volume, and space. You'll even discover how best to get in touch with your right brain. If you have an interest in learning what it's like to draw or would love to increase your current knowledge in the field of art and illustrating, then this course aims to fulfill all of your needs.

\$90

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Finance

Retirement Planning Today...

An Educational Course for Adults - Ages 50-70

Robby Taliaferro

Learn how to:

- Determine the amount of money you need to retire
- Eliminate debt and improve cash flow
- Plan your retirement income to preserve a comfortable standard of living
- Reduce or eliminate taxes, expenses, delays and legal planning with estate planning
- Much more!!!

\$49

Session 1: Course #: 5183

When: Thursdays, January 26 & February 2, 2012

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

UTC: Holt 209

Session 2: Course #: 5184

When: Tuesdays, January 31 & February 7, 2012

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

UTC: Holt 303



Start Your Own Small Business

Kris Solie-Johnson

Learn how to take your dream of starting a business and put it into action. In this class, you'll learn everything you need to know about starting a business. You'll begin by discovering the tricks to picking the right opportunity for you. Next, you'll learn how to develop proven marketing techniques to easily build sales. Since every business needs money, we'll discuss traditional and nontraditional financing options. Finally, you'll learn easy-to-implement employee-management procedures and how to write business policies that help you build your business. You, as a business owner, need to manage all your limited resources. One resource that often gets overlooked is your time. In the final lesson, you'll learn time-management techniques especially for entrepreneurs. While taking this course, you'll discover the secrets that separate the successful entrepreneurs from the struggling ones.

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Session 4: April 18, 2012

Get on Board with Couponing

Becky Daniels

Join us to learn easy and practical ways to save your family as much as 60-70% off of retail on everything you buy! Our first class will focus on how to shop with coupons—including how to organize them, find them, and use them at the right time and place to get the very best deals. After you have a couple of weeks to try out your new tactics, we will meet again to answer any questions you may have and learn how to maximize savings at pharmacies. This class will pay for itself in a week!

\$25

Session 1: Course #: 5185

When: Saturdays, February 18 & March 10, 2012

Time: 10:00 a.m. - 12:00 noon

UTC: Holt 209

Session 2: Course #: 5186

When: Saturdays, March 24 & April 14, 2012

Time: 10:00 a.m. - 12:00 noon

UTC: Holt 209

Real Estate Investing

Josh Fuhrer

Have you ever heard the old saying, "Buy low, sell high?" News stories about the softening real estate market might scare away some novice investors. Experienced investors, however, recognize weak markets as opportunities to pick up bargains. When there are more sellers than buyers, your chances of getting a good deal go way up. In many areas, now is the time to buy before prices start climbing again. In this course, you'll learn how to make money in any area, in good times and bad, even if you have little money to start with. This course includes specially designed worksheets and hands-on activities to take the guesswork out of your investing efforts. By emphasizing systems and service, this course will help you do more with less effort while serving the needs of your buyers and sellers. We'll start by developing a plan for your own investing efforts based on your personality and investing objectives. We'll cover the proven methods used every day by full-time, professional real estate investors. You'll learn how to invest in foreclosures, manage a rehab project, and build your team of real estate professionals (title officers, lawyers, accountants, mortgage brokers, appraisers, and more). We'll also explore the effects of higher interest rates and cover alternative strategies for a changing market. By the end of the course, you'll be working toward your first (or next) deal.

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Writing

Writing the Mind Alive

Anne Bright

Learn to use writing as a means to gain insight into and power over how you live and think. A simple method anyone can learn, Proprioceptive Writing® (PW) is a powerful tool that can be used to:

- Focus awareness, dissolve inhibitions, and build self-trust
- Unburden your mind and resolve emotional conflicts
- Connect more deeply with your spiritual self
- Write and speak with strength and clarity
- Awaken your senses and emotions
- Liberate your creative energies

In the short term PW invigorates your mind. Over time it strengthens your sense of self and connects you to the world. When practiced regularly, PW can bring a new sense of wellbeing and confidence that is vital to mental health and creativity.

\$125

Course #: 5187

When: Wednesdays, January 18 - February 15, 2012

Time: 9:00-11:45 a.m.



Travel Writing

Eva Shaw

In this course you'll learn how to develop the skills of a travel writer. You'll learn how to translate what is seen, heard, tasted, touched, smelled and felt (intuitively and physically) into publishable articles and books. You'll understand the writing styles and methods needed to sell material in today's competitive market (including the how-to's of technical aspects of lead paragraphs, descriptive passages and the uses of interviews, quotes and facts). By the end of the course, you'll have the ability to write for the travel market. So pack your sense of adventure, organize your determination and put your keyboard in a comfortable position. If you have a desire to write and a yen to travel, you're a perfect candidate to become a travel writer. Let's get going. Topics include popular styles and types of travel writing that are the friendliest to new writers. Other topics of the workshop include how to write query letters, how to produce articles, essays and books, trends in types of articles and books, grammar and writing skills refreshers, and marketing information.

\$90

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A Weekend Workshop in Contemplative Writing

Anne Bright

During this workshop, we will engage in Proprioceptive Writing® (PW), a meditative writing practice with the power to open the heart and clear the mind. This practice takes the emphasis off writing and places it on inner hearing. As we focus on our experiences, the writing slows down the mind, allowing us to come into conscious relationship with our thoughts and feelings. We find ourselves in a place where we are open to receive, a place where spirit rises. PW promotes insight, clarity and peace of mind. Participants will leave this workshop with a meditative practice they can use on their own in their daily lives.

\$125

Course #: 5188

When: Friday-Sunday, March 9-11, 2012

Time: Friday, 5:30-8:00 p.m.

Saturday, 10:00 a.m. - 5:00 p.m.

Sunday, 10:00 a.m. - 5:00 p.m.

- Location for all of Anne Bright's courses:
Center for Contemplative Writing, 1401 Williams Street, Suite #210, Chattanooga, TN
- Required text for all courses: Writing the Mind Alive: The Proprioceptive Method for Finding Your Authentic Voice, Metcalf and Simon, (Ballantine, 2002).
- Ms. Bright has taught Proprioceptive Writing for over fifteen years and still works closely with Drs. Metcalf and Simon, the originators of the process.

Writing for Expression and Reflection

Anne Bright

Proprioceptive Writing® (PW) is a simple writing practice that is based on listening to your thoughts, writing them down, and reflecting on them in a quiet and unhurried way. This process of reflection takes place in a safe environment that allows you to slow down, put the concerns of others aside for the moment, and connect more deeply with yourself. The method is simple - anyone can learn it - and it is highly effective. You will find your curiosity engaged as you inquire more closely into what you think and feel. It is a powerful way to learn more about who you are in the world, and in your world. Your thoughts become alive to you in a way that is hard to achieve during your daily life.

\$125

Course #: 5189

When: Thursdays, April 26 - May 24, 2012

Time: 9:00-11:45 a.m.

Aquatics

Red Cross Lifeguarding

Miles Ledford and Anna Forkum

The purpose of the American Red Cross course is to teach candidates the knowledge and skills needed to prevent and respond to aquatic emergencies. The course content and activities prepare candidates to recognize and respond quickly and effectively to emergencies and prevent drownings and injuries. *To enroll in this course you must be at least 15 years old by the last class of the course. To participate in the course you must be able to swim 300 yards continuously and retrieve a 10 pound weight from 10 feet of water.*

\$125 (plus \$75 for course materials paid to the instructor on the first night)

Session 1: Course #: 5190

When/Time: Thursday, April 12	5:00 - 9:00 p.m. (precourse)
Monday, April 16	5:00 - 9:00 p.m.
Tuesday, April 17	5:00 - 9:00 p.m.
Wednesday, April 18	5:00 - 9:00 p.m.
Thursday, April 19	5:00 - 9:00 p.m.
Monday, April 23	5:00 - 9:00 p.m.
Tuesday, April 24	5:00 - 9:00 p.m.
Wednesday, April 25	<u>5:00 - 9:00 p.m.</u>
	32 hours

Session 2: Course #: 5191

When/Time: Thursday, May 3	5:00 - 7:00 p.m. (precourse)
Saturday, May 5	9:00 a.m. - 6:00 p.m.
Sunday, May 6	9:00 a.m. - 6:00 p.m.
Saturday, May 12	9:00 a.m. - 6:00 p.m.
Sunday, May 13	<u>9:00 a.m. - 6:00 p.m.</u>
	32 hours

Session 3: Course #: 5192

When/Time: Thursday, May 10	5:00 - 9:00 p.m. (precourse)
Monday, May 14	5:00 - 9:00 p.m.
Tuesday, May 15	5:00 - 9:00 p.m.
Wednesday, May 16	5:00 - 9:00 p.m.
Thursday, May 17	5:00 - 9:00 p.m.
Friday, May 18	5:00 - 9:00 p.m.
Saturday, May 19	<u>9:00 a.m. - 6:00 p.m.</u>
	32 hours

Session 4: Course #: 5193

When/Time: Thursday, June 7	5:00 - 9:00 p.m. (precourse)
Monday, June 11	5:00 - 9:00 p.m.
Tuesday, June 12	5:00 - 9:00 p.m.
Wednesday, June 13	5:00 - 9:00 p.m.
Thursday, June 14	5:00 - 9:00 p.m.
Monday, June 18	5:00 - 9:00 p.m.
Tuesday, June 19	5:00 - 9:00 p.m.
Wednesday, June 20	<u>5:00 - 9:00 p.m.</u>
	32 hours

UTC: Maclellan Gym Pool

***See note regarding Lifeguarding Manual**



Water Safety Instructor

Anna Forkum

Instructor candidates will learn to teach infant and preschool swim lessons, including all 7 levels of the Red Cross learn to swim program, as well as community water safety and first aid. *Must be 16 years old and able to swim all strokes.*

\$125 (plus \$95 for course materials paid to the instructor on the first night)

Course #: 5194

When: Thursday, April 26	5:00 - 9:00 p.m. (precourse)
Saturday, April 28	9:00 a.m. - 6:00 p.m.
Monday, April 30	5:00 - 9:00 p.m.
Tuesday, May 1	5:00 - 9:00 p.m.
Wednesday, May 2	5:00 - 9:00 p.m.
Thursday, May 3	5:00 - 9:00 p.m.
Friday, May 4	<u>5:00 - 9:00 p.m.</u>
	32 hours

UTC: Maclellan Gym Pool

***See note regarding Water Safety Manual and Water Safety Handbook**



*Prior to the first class, students must download/print the Water Safety Manual and Water Safety Handbook found at www.redcross.org.

- Click the "Take a Class" tab
- On the left side choose "Lifeguarding and Swimming"
- Click "Swimming and Water Safety"
- Under "Water Safety Instructor" download the "Swimming and Water Safety Manual"
- Under "Water Safety Presentations" download "Water Safety Handbook"



Red Cross Swimming Lessons

When: Coming Summer 2012

UTC: Maclellan Gym Pool

Please check our Summer 2012 catalog for dates/times and more information.

*Prior to the first class, students must download/print the Lifeguarding Manual found at www.redcross.org.

- Click the "Take a Class" tab
- On the left side choose "Lifeguarding and Swimming"
- Click "Lifeguarding" in the center of page
- Download the "Lifeguarding Manual"
- Students must have a printed copy or a digital copy available to have at all class times

Science

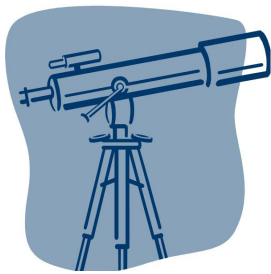
60th Annual Chattanooga Science and Engineering Fair

www.chattanoogasciencefair.org

Got a neat idea? Come be a part of the 60th Annual Chattanooga Regional Science and Engineering Fair. Pick from one of the 17 categories to enter your prize-winning project. Whether you participated in your school fair or you just like science and the challenge of competition, you may enter. Your teacher, parents, or any family member can be your sponsor. You may have a chance to win prizes and awards. Students in grades 6 - 12 are welcome to enter!

Go to our Web site for more details: www.chattanoogasciencefair.org

The Chattanooga Science and Engineering Fair is affiliated with the Intel ISEF (International Science and Engineering Fair). For more information on project categories, visit the ISEF Web site: www.societyforscience.org/isef/



When: March 13-15, 2012
Location: UTC Harrison Racquet Center
 Corner of Vine and Houston Streets

For questions, please contact Ginny Reese (Director)
Phone: (423) 425-4155
E-mail: Ginny-Reese@utc.edu



Dual Enrollment

Did you know that high school students with a 3.0 GPA can take college classes? UTC and many area high schools are working together to allow motivated juniors and seniors to begin their college careers while still in high school. This program allows students to complete some of their general education courses and have them count for both high school and college requirements. The State of Tennessee offers a Dual Enrollment Grant for \$300 per semester in an academic year. In order to continue you must maintain a 2.75 GPA in post-secondary classes. For more information on this rewarding educational program, please call Ginny Reese at (423) 425-4155 or go to www.utc.edu/ce.



Mark Your Calendar for Summer 2012



May 29 - June 1
 June 4 - 8
 June 11 - 15
 June 18 - 22
 June 25 - 29
 July 9 - 13
 July 16 - 20
 July 23 - 27
 July 30 - August 3



Catalogs available early-April

Test Prep

ACT Preparation

Dianne Bruce

ACT workshops are designed to help students take an individualized study approach to the new ACT Test and conquer the test. An actual retired ACT Test will be given to the student to show strengths and weaknesses in all areas tested. This class offers a review of English, math, reading and science reasoning, essay questions, and in-class problem solving and strategies.

Test-taking strategies and test format review will be covered for each required testing point. Students will leave with a personal study plan, extra retired tests, and a workbook with explanatory answers to each test question.

\$175 (workbook included)

(Each student will need to bring a calculator, 2 sharpened pencils, and a sack lunch.)

Session 1: Course #: 5195

When: Saturday, February 4, 2012

Time: 12:00 noon - 6:00 p.m.

Location: GPS

Session 2: Course #: 5196

When: Sunday, March 18, 2012

Time: 12:00 noon - 6:00 p.m.

Location: St. Jude School (Family Life Center)

Praxis I Preparation

Nicole Taylor-Buckner

Are you a prospective teacher who needs to pass the Praxis I Exam? Have you already attempted the Praxis I and not been successful? If you answered yes to either of these questions, then this course is for you! You'll develop all the skills you need for the test as we review and prepare for everything it includes. You'll get familiar with the different types of questions that appear on the Reading and Writing tests. You'll master the many areas of math that you'll be tested on. To prepare for the essay, we'll discuss what constitutes a high scoring one. We'll also go through the process of writing an essay in the amount of time allotted. You'll learn useful test-taking strategies and get plenty of practice questions that are similar to what you'll find on the exam. You'll also have the opportunity to take a full-length practice test in each subject area. Using clear explanations, numerous examples, and graphics and animation, this course will not only prepare you for the Praxis I, but do so in a way that's fun and interesting.

After completing this course, you'll be totally ready to pass the Praxis I Exam!

\$90

Facilitated On-Line Learning

Go to www.ed2go.com/utc

Session 1: January 18, 2012

Session 2: February 15, 2012

Session 3: March 21, 2012

Session 4: April 18, 2012

SAT/PSAT Preparation

Dianne Bruce

SAT/PSAT workshops are designed to help students take an individualized study approach to the new SAT and PSAT tests. An actual retired SAT/PSAT test will be given to students to show strengths and weaknesses in all areas tested. This class offers a review of critical reading skills, math and writing skills, and in-class problem-solving and strategies. Test-taking strategies will be covered for each required testing point.

Students will leave with a personal study plan, including a vocabulary workbook and explanatory answers to each test question.

\$175 (workbook included)

(Each student will need to bring a calculator, 2 sharpened pencils, and a sack lunch.)

Session 1: Course #: 5197

When: Saturday, January 21, 2012

Time: 12:00 noon - 6:00 p.m.

Location: St. Jude School (Family Life Center)

Session 2: Course #: 5198

When: Sunday, February 26, 2012

Time: 12:00 noon - 6:00 p.m.

Location: St. Jude School (Family Life Center)

GMAT Preparation

Scott Hatch

Applying to graduate business and management schools usually means taking the GMAT (Graduate Management Admission Test). Our GMAT Preparation Course is a must. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types. You'll review the more familiar questions and learn how to approach question types that may be new to you, like critical reasoning and data sufficiency. In the verbal lessons, we will discuss how to do your best on reading comprehension questions, sentence correction questions, critical reasoning questions, and the analytical writing assessment. In the quantitative lessons, we provide a comprehensive math review and techniques for tackling both problem solving and data sufficiency questions. You will practice on actual GMAT tests from previous years, which is the best way to prepare for any standardized test.

\$90

Facilitated On-Line Learning

Go to www.ed2go.com/utc

Session 1: January 18, 2012

Session 2: February 15, 2012

Session 3: March 21, 2012

Session 4: April 18, 2012

Register Today!

Professional Development

CPS Review Course

Karyn Herrin

This is an in-depth review course for the Certified Professional Secretary (CPS) examination. The CPS rating is the achievement of the internationally recognized standard of proficiency in the secretarial and administrative support professions. In today's workplace, having the CPS credentials can be assurance of employability, pay increases, bonuses and opportunity for advancement. The CPS examination covers three main subject areas:

- Office Administration
- Office Systems and Technology
- Management

To receive CPS certification you must register and pay a fee to the International Association of Administrative Professionals.

The exam is given the first Saturday in May and November. UTC is an authorized testing center for the CPS examination. Textbook information will be sent to you upon registration.

\$425

Course #: 5074

When: Tuesdays, February 14 - May 1, 2012

Time: 5:30-9:00 p.m.

UTC: Fletcher 205

*** CPS Exam on Saturday, May 5, 2012 ***

PHR/SPHR Review Course

UTC, in collaboration with the Chattanooga Human Resources Association (CHRA), is an official University provider of the SHRM Learning System. This program is a comprehensive review for the Professionals in Human Resources (PHR) and Senior Professionals in Human Resources (SPHR) exams. Participants receive a complete set of the SHRM Learning System materials, a \$425 value. UTC faculty and area professionals teach the course. Review topics include:

- Strategic Management
- Workforce Planning and Employment
- Human Resource Development
- Total Rewards
- Employee and Labor Relations
- Risk Management

For more information or to register for the exam call 800-283-7476, or visit www.hrci.org.

Fee: \$825.00 (including books valued at \$425.00)

<CHRA members receive 10% off>

3.5 CEUs

Course #: 5145

When: Tuesdays, February 28 - May 1, 2012

Time: 5:30-9:00 p.m.

UTC: EMCS 239

**Please share this schedule with a
friend or colleague.**

Newsletter Writing for Non-Profit Organizations

Alison (Katherine) Dubois

Non-Profit organizations have unique budgetary issues when it comes to collateral materials such as newsletters. Often an information source as inexpensive to produce and distribute as a newsletter is overlooked due to misunderstanding the amount of work and expense involved. In this course the student will learn how to create a quality newsletter from concept through distribution, and publishing to the web given the desire and resources, on the normally limited budget of a Non-Profit organization. Upon completion of this course the student will have a minimum of the master copy of their newsletter and mailing labels. Some students may conclude the course with an actual newsletter mailing.

\$149

Online Professional Development Course

When: Choose Start Date Online

Human Resource Management in the 21st Century

Richard Petitte

Virtual offices, independent workforce, customers with multiple areas of interest and geographic locations all contribute to the HR challenge within today's organizations. Today the battle to recruit and retain organizational talent presents new and different paradigms. This course takes the participant from the traditional HR practices and focuses on new and innovative HR practices of the 21st Century. Focusing on theory, practice, and application, this course covers case studies from today's noted organizations. The participant will take part in prescriptive solutions to situations and application-oriented case studies.

\$210

Online Professional Development Course

When: Choose Start Date Online

Online Professional Development Courses

- **Go to www.utc.edu/ce**
- **Click NonCredit Online Learning**
- **Click Professional Development Courses Online**

Computer Learning

UTC's Partnership with New Horizons Computer Learning Center makes available to your business the most impacting Professional Development Training. New Horizons-Chattanooga is a Microsoft Certified Partner of Learning Solutions (CPLS) and an Authorized Prometric Testing Center (APTC).

- Business Solutions -

When you join a New Horizons Chattanooga Club you can take as many classes in your Club as you want during your membership period.

Contact UTC Continuing Education by sending an email to conteduc@utc.edu, calling (423) 425-4344, faxing (423) 425-4170, or by visiting our office in Hooper Hall 103 located on the UTC campus.

To request further details about specific courses contact: Dan Sandoval (423) 892-3085 or e-mail at dsandoval@nh-chatt.com, Educational Consultant at New Horizons Computer Learning Center.

Spring 2012
Schedule

Contact New Horizons for Advanced
Offerings and Complete Schedule

8:30 a.m. - 4:30 p.m.

Intro. to Personal Computers

Friday, January 13
Thursday, March 15
Friday, April 6

Keyboarding (A-Z)

Friday, February 3

Intro. to Networking

Friday, January 6

Windows 7 - Level 1

Tuesday, January 17
Tuesday, February 7
Monday, March 5
Thursday, April 5

Access 2010 - Level 1

Wed-Thurs, February 15-16

Excel 2007 - Level 1

Tuesday, January 3
Wednesday, February 15
Friday, April 6

Excel 2010 - Level 1*

Thursday, February 9
Tuesday, March 13

Outlook 2010 - Level 1

Monday, February 6

PowerPoint 2010 - Level 1*

Thursday, February 9
Wednesday, March 14

Word 2007 - Level 1

Wednesday, February 1

Word 2010 - Level 1*

Friday, January 13
Wednesday, February 1
Thursday, March 8

Dreamweaver CS5 - Level 1

Wed-Thurs, January 4-5

InDesign CS4 - Level 1

Wed-Thurs, February 22-23

Illustrator CS4 - Level 1

Thurs-Fri, March 15-16

Photoshop CS4 - Level 1

Mon-Tues, February 20-21

Acrobat 9.0 - Level 1

Friday, February 17

Publisher 2007 - Level 1

Wednesday, March 21

Project 2007 - Level 1

Monday, February 13
Thursday, April 19

QuickBooks 2010 - Level 1

Tuesday, March 13

Time Management

Call for Dates

Career Development

Call for Dates

Leadership Development

Call for Dates

Technical Training classes are also available, including A+ Certification Program, Network +, SQL Querying, Project Management for Professionals, Train-The-Trainer, ITIL Foundations, Microsoft SharePoint Foundation 2010, and more.

Partial Schedule - Please call for additional dates, additional course titles, individual prices, or to customize a schedule.

*** - Additional levels also available.**

The University of Tennessee at Chattanooga
Division of Continuing Education
Dept. 5255
615 McCallie Avenue
Chattanooga, TN 37403

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Current resident or