

NON-CREDIT ON-CAMPUS CLASSES

To Register: call the Advising Center 812-888-4451 or 812-888-4459

Non-Credit Refund Policy: A refund for a non-credit class will be given ONLY when the notification of withdrawal is received at least 5 business days prior to the beginning of the non-credit class. Should this date fall on a weekend, a holiday, or another day that the University is closed, then notification must be made on the last work day prior to closing. Notification must be made to the office in which the non-credit registration was originally processed.

All classes are Eastern Time.

CAC 101 Introduction to the Computer

The first step in the series of Computer Application Certificate courses, you will learn the basic components of a personal computer, common computer terminology, and mouse operations. In addition, you will be instructed in how to communicate using Windows XP, launch an application program, create documents using WordPad/Notepad, Paint, and Calculator, manage files, documents, and folders, how to use the software applications that come with MS XP, how to maximize your hard drive, and ways to keep your computer free of viruses. No textbook will be required.

Instructor: Shane Spears
When: 2 Tuesdays & 1 Thursday, 8/23/11—8/30/11
Time: 6:30-9:30 PM
Where: LRC (VU Library), Room 104
Cost: \$49

CAC 108 Beginning Microsoft Word 2007

Students that have completed CAC 101 Introduction to Computers or COMP 101 Using Windows Environment can take this second-level class. Keyboarding skills are needed. Included will be creating and editing a document, manipulating and linking document text, document and paragraph formatting, previewing and printing documents, developing tables, and creating envelopes and labels. The text is Word 2007: Basic + Cert + Blaster & CBT, Student Manual with Data by Axzo Press; ISBN 10: 1-4239-1833-9.

Instructor: Shane Spears
When: 3 Tuesdays & 3 Thursdays, 9/1/11--9/20/11
Time: 6:30-9:30 PM
Where: LRC (VU Library), Room 104
Cost: \$89

CAC 109 Beginning Microsoft Excel 2007

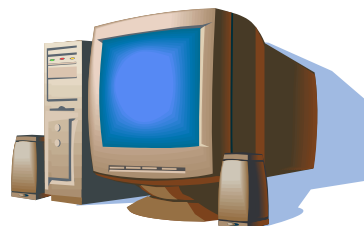
Students that have completed CAC 108 Microsoft Word can take this third-level class. Learn the concepts and commands needed to develop Excel spreadsheets, using MS Excel 2007. You will learn how to create, print and distribute worksheets, format and edit worksheets, and calculate data. The text is Excel 2007: Basic + Cert + Blaster & CBT, Student Manual with Data by Axzo Press; ISBN 10: 1-4239-1812-6.

Instructor: Shane Spears
When: 3 Tuesdays & 3 Thursdays, 9/22/10—10/11/11
Time: 6:30-9:30 PM
Where: LRC (VU Library), Room 104
Cost: \$89

CAC 112 Introduction to the Internet

You've heard about "surfing the Internet." Now you can surf to explore news, on-line shopping, and government sites. You will learn how to conduct searches to find sites of interest such as gardening, home design, genealogy, history, animals, and finance. You will open your own e-mail and MSN Messenger chat accounts and learn chat and e-mail etiquette. In addition you will learn how to mark your favorite sites, explore public chats, and download free files such as games, screensavers, desktop themes, and application demos. No textbook required. The instructor will use handouts.

Instructor: Shane Spears
When: 2 Mondays, 9/12/11--9/19/11
Time: 6:30-9:30 PM
Where: LRC (VU Library), Room 104
Cost: \$35



Fall, 2011

CAC 115 Beginning Microsoft Access 2007

Students that have completed CAC 109 Microsoft Excel 2007 can take this fourth level class. **Shane Spears** will teach you the basics of Access to organize, store, and retrieve data, query a database using the Select Query Window, and integrate Excel worksheet data into an Access database. The text is Access2007: Basic + Cert + Blaster & CBT, Student Manual with Data by Axzo Press; ISBN 10: 1-4239-1803-7.

Instructor: **Shane Spears**
When: 3 Mondays & 3 Wednesdays, 10/19/11--11/7/11
Time: 6:30-9:30 PM
Where: LRC (VU Library), Room 104
Cost: \$89

CAC 117 Beginning Microsoft Powerpoint 2007

Learn to use Microsoft PowerPoint 2007. PowerPoint is presentation software that is used to create professional slides to enhance any type of speaking engagement. This software is fun to use and helps to bring out creativity in anyone's presentation. This course will provide a hands-on introduction to Microsoft PowerPoint 2007. Students will learn how to create, modify, and enhance a presentation, create charts, embed and link objects, and use advanced features. The textbook is Power Point 2007: Basic + Cert + Blaster & CBT, Student Manual with Data by Axzo Press; ISBN 10: 1-4239-1827-4.

Instructor: **Shane Spears**
When: 3 Tuesdays & 3 Thursdays, 10/20/11--11/8/11
Time: 6:30-9:30 PM
Where: LRC (VU Library), Room 104
Cost: \$89

CAC 118 Intermediate Microsoft Word 2007

This class is designed for those who have some knowledge of MS Word and who wish to expand their word processing skill. The following will be covered: advanced tips for working with text, graphics and objects; Create custom headers and footers; Insert references, citations, footnotes, bibliography, indexes and tables of authorities; Create charts; Add hyperlinks, bookmarks and cross-references Add a digital signature ; Insert symbols and equations ; Add cover pages; Use page-layout functions. Word 2007: Intermediate + Cert Blaster, 1st edition, Axzo Press; ISBN: 10:1423918347.

Instructor: **Shane Spears**
When: 3 Mondays & 3 Wednesdays, 9/26/11—10/12/11
Time: 6:30-9:30 PM
Where: LRC (VU Library), Room 104
Cost: \$89

CAC 119 Intermediate Microsoft Excel 2007

This class is designed for those who have some knowledge of MS Excel 2007 and who wish to expand their spreadsheet skill. The class provides useful tips for the intermediate Excel user, this class explains how to get the results you want from Excel formulas and functions, how to find data more easily with sorts and filters, how to manage multi-sheet workbooks, how to apply page formatting such as headers and footers and much more. The text is Excel 2007: Intermediate + Cert Blaster, 1st edition, Axzo Press; ISBN: 10:1423918134.

Instructor: **Shane Spears**
When: 3 Tuesdays & Thursdays, 11/10/11—12/1/11
(no class on 11/25/10—Thanksgiving Holiday)
Time: 6:30-9:30 PM
Where: LRC (VU Library), Room 104
Cost: \$89

CEN 149 Basic Home Cooking: Cake Decorating

Are you fascinated by the intricate designs created by professional cake decorators? Would you like to learn the tricks that will allow you to convert your plain old box cake into an exciting display of art? Are you tired of paying outrageous prices for professionally decorated cakes for those special occasions? Then you should attend our class on cake decorating. Find out how easy it is to change a plain pastry into a dynamic work of culinary art. Join **Linda Rich** for this exciting opportunity to not only upgrade your every-day desserts, but also learn techniques which could allow you to learn a new hobby and/or develop a rewarding part-time business. Enrollment is limited to the first 7 people.

Session A:

Instructor: **Linda Rich**
When: 4 Thursdays, 9/22/11—10/6/11
Time: 6:30-8:30 PM local time
Where: TBA
Cost: \$69

Session B

Instructor: **Linda Rich**
When: 4 Tuesdays, 9/20/11—10/11/11
Time: 6:30-8:30 PM local time
Where: TBA
Cost: \$69

CEN 15/ Basic Home Cooking: Decorating Christmas Cookies

Would you like to learn the tricks that will allow you to jazz up your Christmas Cookies? Then you should attend our class on decorating Christmas Cookies. Find out how easy it is to convert the plain into the exciting. Join **Linda Rich** for this exciting opportunity to learn how to add pizzazz to your holiday baked goods. Enrollment is limited to the first 7 people.

Instructor: **Linda Rich**
When: 1 Tuesday, 11/1/11
Time: 6:30-8:30 PM local time
Where: TBA
Cost: \$39

CEN 169 Basic Home Cooking: Advanced Cake Decorating

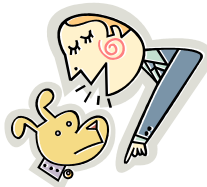
We will be mastering the techniques to a perfect looking cake. This will include several ways of frosting a cake and learning how to pipe borders. Finish by learning all the flowers you want to know. Then apply all your new knowledge and decorate your own white cake to your liking. Class size is limited to seven, so enroll early.

Instructor: **Linda Rich**
When: 4 Thursdays, 10/20/11—11/10/11
Time: 6:30-8:30 PM local time
Where: TBA
Cost: \$69

CEN 267 Dog Obedience

Learn how to control your dog by teaching him/her the basic commands of heel, sit, stay, down, and come. Work with a show-dog trainer in a group setting. Dog must be at least six-months old. **Pam Kershner** does not teach the dogs but does teach the owners how to get the dog to obey the owner's commands. Pam has been grooming and showing dogs for over 20 years.

When: 6 Mondays and 6 Thursdays, 9/12/11--10/20/11
Time: 6:00-7:00 PM
Where: TBA
Cost: \$59



CEN 835 Swing Dance

Swing dancing: As easy as steps, spins, and turns. Impress your friends with your smooth moves after taking this class. The instructors, **Elizabeth and Marc McNece**, have taken several ballroom and swing dance classes, and swing dance has been an active part of their lives for eleven years.

Session A
When: 4 Tuesdays, 9/6/11--9/27/11
Time: 7:00-9:00 PM
Where: Physical Education Complex, Room B05
Cost: \$49 per couple

Session B
When: 4 Tuesdays, 10/4/11--10/25/11
Time: 7:00-9:00 PM
Where: Physical Education Complex, Room B05
Cost: \$49 per couple

CEN 837 Middle Eastern Dance

Are you looking for a different kind of exercise? This course will introduce you to the fundamental movements of what Americans call belly dance. We will cover basic stance, part isolations, and upper and lower body dance moves. We will learn two choreographies, including a veil dance. This ancient dance form was created by women, for women, and though at times sensual, is not meant to be erotic. Previous dance experience is not necessary. Dress comfortably. The instructor, **Lori Netti**, has studied and performed Turkish, Egyptian, cabaret and folk style dancing for more than five years. She is currently studying and dancing with a troupe in Vincennes.

When: 4 Mondays, 9/12/11—10/3/11
Time: 6:30-7:30 PM
Where: Physical Education Complex, Room B58
Cost: \$39

CAC 839 Tai Chi

Learn the slow, relaxed movements of Tai Chi for total self development. For the body, it is an excellent exercise; for the mind, it enhances concentration and visualization. For the soul, it is a system of spiritual meditation. Wear loose, comfortable clothing. **Dr. Richard Walter**, the instructor, has been practicing Tai Chi for over thirteen years.

When: 15 Tuesdays, 9/6/11--12/13/11
Time: 6:00-8:00 PM
Where: Physical Education Complex, Room B58
Cost: \$89

CEN 876 Introduction to Medicaid Planning

Nearly 2/3 of nursing home care in Indiana is paid for by Medicaid. On average, a single person in a nursing home exhausts his or her assets in 13 weeks. This course will provide an introduction to the rules for obtaining Medicaid eligibility for nursing home resident. Planning strategies which are available to preserve assets when a spouse is in a nursing home will be discussed along with strategies to transfer assets to children both before and after entry into a nursing home. **Daniel L. Siewers** is a Vincennes attorney with Hart Bell, LLC. He has helped numerous clients obtain Medicaid eligibility through Medicaid Planning.

When: 1 Wednesday, 10/26/11

Time: 6:30-8:30 PM

Where: LRC (VU Library), Room 139

Cost: \$39

CEN 877 Wills and Trusts

Learn the basics about Wills and Trusts, what they are, how they operate, what assets are affected by their use, and how they can help accomplish your financial goals. **Mark Ewing** has been a practicing attorney for over 30 years in the areas of Wills, Trusts, and Taxation. He has a Master of Law Degree in Taxation from New York University, served as President of the Taxation Section of the Indian State Bar, and is a frequent lecturer on topics of estate planning and taxation.

When: 1 Monday, 10/31/11

Time: 7:00-8:30 PM

Where: LRC (VU Library), Room 139

Cost: \$39

CEN 897 Scrapbooking

Beginners will learn to preserve their photos safely in albums to enjoy for years to come. Both beginners and advanced students will learn how to use scrapbook tools, short cuts and the importance of journaling their stories along with their photos. Students should bring their photos, memorabilia, and supplies they wish to use in their albums. If they do not have an album or supplies, Creative Memories products may be purchased at the first class. The instructor, **Joni Dickerson**, has been a Creative Memories consultant for more than 8 years, and has taught this course at VU for 8 years.

When: 4 Tuesdays, 10/11/11--11/1/11

Time: 6:00-9:00 PM

Where: Governor's Hall, Trailblazer II Room

Cost: \$47