

**Kaua'i Community College  
Office of Continuing Education & Training  
July - December 2009 Course Schedule**

**Keep Growing, Keep Going**



**Ukulele Green Classes  
Hands-on Mac & PC  
Hawaiian Language**



UNIVERSITY of HAWAII\*  
**KAUA'I**  
COMMUNITY COLLEGE

**Office of Continuing Education & Training**  
To register, call: (808) 245-8318  
Visit us on the web at: [www.kauai.hawaii.edu](http://www.kauai.hawaii.edu)

**For detailed course descriptions please visit us at:  
[www.kauai.hawaii.edu](http://www.kauai.hawaii.edu) and click on Training**

**Please register early, enrollment is limited and accepted on a first-come, first-served basis. If registering within 5 business days of the start date, please call to verify that space is still available in the class. Refund/Cancellations: Refunds are permitted by phone, fax, or mail (postmarked) at least two business days prior to the start of the course. Please allow 6-8 weeks for refund processing. Classes are in taught in English.**

<b>Location:</b>	KAUAI COMMUNITY COLLEGE 3-1901 Kaumuali'i Hwy. Lihue, HI 96766	<ul style="list-style-type: none"> <li>OCET 2 (Computer Lab)</li> <li>OCET MP (OCET Multipurpose Room)</li> </ul>
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**GENERAL COMPUTER COURSES**

***Understanding Computer Basics***

**Computers Made Easy**

This course is for the beginning user who already has basic typing skills. Navigate within the Windows environment, practice using the mouse, and learn the fundamental concepts of hardware, software, and operating systems. Understand what you need to know to make an informed decision on purchasing a PC appropriate for your needs. An introduction to basic file management techniques will be explored. **[7 hours]**

09F-C022	Aug. 3, 5	TTh	8:30am-12:00pm	\$100	OCET-2	Daly
09F-C023	Oct. 6, 8	TTh	8:30am-12:00pm	\$100	OCET-2	Daly
09F-C024	Dec. 1, 3	TTh	8:30am-12:00pm	\$100	OCET-2	Daly

**Windows XP**

Learn the basics of Windows navigation, mouse operations, and window moving and resizing. Explore the components of your computer, manage folders and documents, and modify system settings to customize Windows. Create and use Windows shortcuts, rearrange icons, explore other Windows applications such as Word, Excel, Paint and Calculator, and browse the World Wide Web using Microsoft Internet Explorer. **[7 hours]**

09F-C032	Sept. 1, 3	TTh	1:00pm-4:30pm	\$100	OCET-2	Daly
09F-C033	Nov. 17, 19	TTh	8:30am-12:00pm	\$100	OCET-2	Daly

**Mac n' Cheese - ABC's of Macintosh**

In this introduction course, you will learn about the menus, windows, mouse, keyboard, and desktop of a Macintosh computer. Learn how to store files in folders to keep your work organized and much more. **[7 hours]**

09F-MAC102	Aug. 11, 13	TTh	8:30am-12:00pm	\$100	OCET-2	Staff
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**GarageBand for Macs**

Learn to create, perform and record your own music or podcast. Don't play an instrument? That's okay, no musical talent required! Learn how to put your voice and music on the internet. **[7 hours]**

09F-MAC103	Sept. 15, 17	TTh	8:30am-12:00pm	\$100	OCET-2	Staff
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**Skype**

Do you have family that lives on the mainland or beyond? Learn an easy way to communicate over the computer so you can see them anytime you want. With a computer, web cam, and internet you will never miss out on those special moments. **[7 hours]**

09F-S100	Oct. 5, 7	MW	1:00p-4:30pm	\$100	OCET-2	Staff
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***Working With Spreadsheets***

**Excel 2007 Introduction**

**Prerequisite: Windows XP or equivalent experience.** Use Excel 2007 to build financial worksheets with ease. Learn how to navigate the toolbars and ribbons, basic data entry, how to modify cells and data entries, enhance worksheet appearance and how to work with basic formulas. **[7 hours]**

09F-C306	Oct. 26, 28	MW	8:30am-12:00pm	\$100	OCET-2	Arthur
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**Excel 2007 Intermediate**

**Prerequisite: Excel Introduction or equivalent.** Expand your knowledge of Excel's editing and formatting techniques. Work with functions and formulas, names and ranges, link worksheets, control worksheet displays, and add pictures and diagrams to worksheets. Design and manipulate a database list that can be sorted and filtered to extract specific information. **[7 hours]**

09F-C315	Nov. 2, 4	MW	8:30am-12:00pm	\$100	OCET-2	Arthur
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### Excel 2007 Advanced

**Prerequisite: Excel Intermediate or equivalent.** Get the most from your data, analyze and explore scenarios, and create and use shared workbooks. Find out how to save workbooks as Web pages, create hyperlinks, and get data from the Internet. **[7 hours]**

09F-C322	Nov. 16, 18	MW	8:30am-12:00pm	\$100	OCET-2	Arthur
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### Managing Time & Information

#### Outlook 2007 Introduction

**Prerequisite: Windows experience or equivalent.** Discover the basics of working with Outlook menus, toolbars and folders to send and receive mail messages, manipulate and manage mail messages, set up appointments and meetings. **[7 hours]**

09F-C332	Aug. 26, 28	WF	8:30am-12:00pm	\$100	OCET-2	Arthur
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#### Outlook 2007 Intermediate

**Prerequisite: Outlook Introduction or equivalent.** Enhance messages using text effects, fonts, and changing text formatting. Explore mail formats, advanced message options, signatures and stationery. **[7 hours]**

09F-C341	Sept. 9, 11	WF	8:30am-12:00pm	\$100	OCET-2	Arthur
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### Creating Dynamic Presentations

#### PowerPoint 2007 Introduction

**Prerequisite: Windows experience or equivalent.** Develop a professional presentation using PowerPoint 2007. Learn the basics of creating, editing and managing slides. Use the tools to add format text and add effects to your slides. **[7 hours]**

09F-C352	Sept. 1, 3	TTh	8:30am-12:00pm	\$100	OCET-2	Craig
09F-C353	Nov. 23, 25	MW	8:30am-12:00pm	\$100	OCET-2	Craig

#### PowerPoint 2007 Intermediate

**Prerequisite: PowerPoint introduction or equivalent.** Enhance a PowerPoint presentation with tables, graphics, charts and graphs. Discover advanced animation options, and insert sound and movie clips into a presentation. **[7 hours]**

09S-C362	Sept. 8, 10	TTh	8:30am-12:00pm	\$100	OCET-2	Craig
09F-C363	Nov. 30, Dec. 2	MW	8:30am-12:00pm	\$100	OCET-2	Craig

### Database Management

#### Access 2007 Introduction

**Prerequisite: Windows experience or equivalent.** Get started on creating a functional database system using Access 2007. At this introduction level, you will create and manage records; sort, filter, and view data; create forms, queries and reports. **[7 hours]**

09F-C204	Oct. 13, 15	TTh	8:30am-12:00pm	\$100	OCET-2	Staff
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#### Access 2007 Intermediate

**Prerequisite: Access Introduction or equivalent.** Discover advanced file tasks, work with customizing, formatting controlling and managing tables, organize and format reports, perform multiple types of queries. **[7 hours]**

09F-C213	Oct. 20, 22	TTh	8:30am-12:00pm	\$100	OCET-2	Staff
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### Creating Professional Documents

#### Word 2007 Introduction

**Prerequisite: Windows XP or equivalent experience.** Develop the art of document creation using Word 2007 to create and edit professional-looking documents. You will create, edit, format, save and print new documents. Learn how to select and move text, apply advanced text effects, change page setup and viewing options, and use tabs. **[7 hours]**

09F-C373	Aug. 11, 13	TTh	1:00p-4:30pm	\$100	OCET-2	Daly
09F-C374	Oct. 5, 7	MW	8:30am-12:00pm	\$100	OCET-2	Arthur
09F-C375	Dec. 14, 16	MW	8:30am-12:00pm	\$100	OCET-2	Daly

### Word 2007 Intermediate

**Prerequisite: Word Introduction or equivalent.** Enhance your word processing skills using intermediate editing and formatting techniques. You will work with templates, use bullets and numbering, create headers and footers, insert page numbers, use language and research tools and perform mail merges. **[7 hours]**

09F-C383	Aug. 18, 20	TTh	1:00p-4:30pm	\$100	OCET-2	Daly
09F-C384	Oct. 12, 14	MW	8:30am-12:00pm	\$100	OCET-2	Arthur
09F-C385	Dec. 21, 23	MW	8:30am-12:00pm	\$100	OCET-2	Daly

### Word 2007 Advanced

**Prerequisite: Word Intermediate or equivalent.** In this advanced course, you will work with images, clipart, word art, autosshapes and objects. Learn how to create and edit tables, charts and tools. Use styles to change the document appearance and more! **[7 hours]**

09F-C393	Aug. 25, 27	TTh	1:00p-4:30pm	\$100	OCET-2	Daly
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## FUN TECHNOLOGY

### Accelerate Your Audio

What you enjoyed before is just a mouse click away . . . it's no mystery. The music of your life can be brought up to date with today's convenient portable formats. A classic is always a classic, connect your personal favorites to your personal Mp3 player or PDA and enjoy them wherever you go! Get your hit list together for this class where you will get the tools and learn how to convert your CD collection to Mp3 playable in today's popular music players. If you have an Apple IPOD, SanDisk Sansa, Creative ZEN, Samsung Slim and others, you will now be able to enjoy your favorite tunes wherever you go. In this class, you will learn about different audio files and formats, popular codecs and compression, how sampling rate affects the file sizes, sound and much more. You will also have hands-on experience in converting CD audio files to Mp3 format. Requirements: Basic understanding of computer operation and file system management, your own store-bought audio compact disks, and blank compact discs if you want to take home what you have converted.

09F-DIGI101	Sept. 16	W	5:00p-8:00p	\$59	OCET MP	Tanigawa
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### Digital Video for the Web

Description forthcoming.

09F- DIGI102	Sept. 23	W	5:00p-8:00p	\$59	OCET MP	Howard
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## DIGITAL MEDIA COURSES

### Microsoft Publisher 2007 Intro

**Prerequisite:** Windows XP or equivalent. Learn the basics for creating and formatting a wide range of publications and marketing materials, including newsletters, brochures, flyers, postcards, e-mail formats, and more. **[7 hours]**

09F-D001	Aug. 10, 12	MW	8:30am-12:00pm	\$100	OCET-2	Arthur
09F-D002	Dec. 8, 10	TTh	8:30am-12:00pm	\$100	OCET-2	Arthur

### Microsoft Publisher Intermediate

**Prerequisite: Publisher 2007 Introduction or equivalent.** Further enhance your publishing skills using intermediate level editing and formatting techniques. Create custom publications and fine-tune them using intuitive design tools and your own creativity for truly unique materials. **[7 hours]**

09F-D003	Aug. 17, 19	MW	8:30am-12:00pm	\$100	OCET-2	Arthur
09F-D004	Dec. 15, 17	TTh	8:30am-12:00pm	\$100	OCET-2	Arthur

### Adobe Illustrator Level 1

**Prerequisite: Windows or Macintosh environment and mouse proficiency.** This software tool is preferred by a host of occupations including fine and commercial artists and architects who demand accurate and innovative art and technical drawings. If you are a new user, beginning student or professional who wants to learn ways of enhancing their graphic projects, this course is for you. In this hands-on class, experience basic drawing, editing and reproduction commands and special features and tools of Illustrator. **[7 hours]**

09F-C553	Oct. 19, 21	MW	1:00pm-4:30pm	\$125	OCET-2	Gregg
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## **Adobe Illustrator Level 2**

**Prerequisite:** Adobe Illustrator Level 1. This software tool is preferred by a host of occupations including fine and commercial artists and architects who demand accurate and innovative art and technical drawings. In this hands-on class, experience more drawing, editing and reproduction commands as well as additional special features and tools of Illustrator. [7 hours]

09F-C554	Oct. 27, 29	TTh	1:00pm-4:30pm	\$125	OCET-2	Gregg
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## **Adobe Photoshop Elements**

**Prerequisite:** Basic computer skills and interest in digital image editing. Learn how to maximize your photos with the new Adobe Photoshop Elements 6.0. The class will focus on the image editing capabilities of the program. You will come away with basic knowledge on how to Photoshop Elements 6.0 in the intuitive GUIDED mode, QUICK FIX mode, along with a start in the FULL EDIT mode. This knowledge is to include photo enhancement: cropping, straightening, tonal and color correction, sharpening, aligning group shots, making panoramas, converting black and white, plus other photo improvements. [4 hours]

09F-C601	Dec. 12	Sat	8:00am-12:00pm	\$49	OCET MP	Grollman
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## **Adobe Photoshop Level 1**

**Prerequisite:** Windows or Macintosh environment and mouse proficiency. Photoshop has been used by professional and amateur photographers as well as graphic designers in the preparation of edited photographs. This course is designed for you, the beginner or professional photographer, who wants to learn techniques that will enhance your photographs. In this hands-on class, experience Adobe Photoshop's digital tools and editing techniques. [7 hours]

09F-C663	Sept. 22, 24	TTh	3:30pm-7:00pm	\$125	OCET-2	Rundbaken
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## **Adobe Photoshop Level 2**

**Prerequisite:** Photoshop Level 1 or equivalent. Photoshop has been used by professional and amateur photographers as well as graphic designers in the preparation of edited photographs. In this hands-on class, experience Adobe Photoshop's digital tools and editing techniques. [7 hours]

09F-C665	Oct. 13, 15	TTh	3:30pm-7:00pm	\$125	OCET-2	Rundbaken
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## **In-Depth Introduction to Photoshop**

Whether you have CS4 or earlier, this is an in-depth introduction to this powerful program. Learn how the Bridge can work to batch process RAW files to Renaming files. You will learn to configure and comprehend your Preferences, understand the tools that are at your finger tips, Color Correct your images, use Layers to your advantage and more.

09F-C400	Aug. 17, 19, 24, 26	MW	1:00p-4:00p	\$125	OCET-2	Green
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## **CREATING WEBSITES**

### **Dreamweaver Introduction**

**Prerequisite:** HTML Introduction or equivalent. Macromedia's Dreamweaver is the tool preferred by many web designers, and in this course, you'll learn why. Learn the Dreamweaver environment and get a start on site control, layout using tables, CSS (brief introduction), hyperlinks and image processing. Come and get a start with the web-authoring package that can turn you into a pro. [8 hours]

09F-C542	Nov. 3, 5	TTh	12:30pm-4:30pm	\$125	OCET-2	Meboe
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### **Dreamweaver Intermediate**

**Prerequisite:** Dreamweaver Introduction. Learn about rollovers, style sheets, forms, layers, templates and library items. Get a larger view of web development and touch briefly on some other tools, including Flash. Have lots of fun sharpening your web skills with the most popular web editor. [8 hours]

09F-C543	Nov. 10, 12	TTh	12:30pm-4:30pm	\$125	OCET-2	Meboe
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## **HIGH-TECH**

### **AutoCAD Level 1**

**Pre-requisite:** Knowledge of Windows 95/98/NT/2000/XP. This is an introductory course for new users of the AutoCAD 2008 software, an industry standard for computer-aided design and drafting. This hands-on class introduces you to AutoCAD's basic drawing, editing and viewing commands in creating two-dimensional drawings. Other topics include AutoCAD's basic drawing aids and printing and plotting commands. [24 hours]

Please Call 245-8318 for more information



## **AutoCAD Level 2**

Pre-requisite: Completion of AutoCAD Level I or equivalent and knowledge of Windows 95/98/NT/ 2000/XP. Equivalency and knowledge will be determined by the Instructor. This is a continuation of the Introduction to AutoCAD 2008 Level 1 course and expands on the concepts and methods using the AutoCAD software. This hands-on class introduces you to additional AutoCAD commands to creating two-dimensional drawings. Topics include formatting AutoCAD drawings, blocks, attributes, dimensions, XREF, and rasters. [18 hours]

Please Call 245-8318 for more information

## **PROFESSIONAL DEVELOPMENT**

### **Covey's 7 Habits of Effective Managers**

Develop the skills needed to build effective teams, to solve problems, strengthen relationships, and increase success. Dr. Stephen Covey's methods are taught worldwide, and our instructors are trained in the Covey method. Courses taught on Kauai will build "local style" insights into the class context. The participant's supervisor can attend the training for the cost of the workbook only.

\*Tuition assistance (up to 50%) is available through a designated grant. [16 hours]

09F-CV303	Sept. 22, 24	TTh	8:00am-5:00pm	\$289	OCET MP	Kaiminaauao
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### **Pre-Supervisory Training**

If you are a newly promoted supervisor, this one-day course will cover the basics that today's supervisor needs to know. Course content includes: communication skills, leadership compliance training (sexual harassment, discrimination, alcohol/drugs, and workplace violence), supervisory responsibilities/tasks, and people skills.

[8 hours]

09F-SM205	Aug. 19	W	9:00am-4:00pm	\$135	TECH 114	Souza
09F-SM206	Nov. 5	Th	9:00am-4:00pm	\$135	OCET MP	Souza
09F-SM207	Dec 15	T	9:00am-4:00pm	\$135	TECH 114	Ghezal

### **Fundamentals of Management**

Description forthcoming

09F-B400	Oct. 13, 20, 27	T	8:00am-4:00pm	\$239	KCC Farm	Souza
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### **Landlord, Tenant, and the Law**

This course is for landlords, tenants and property managers seeking to understand the practicalities of renting property in Kauai. Thoroughly understand the Summary Eviction Process. Learn how to handle security deposits from the perspectives of both landlords and tenants. Learn how to use and interpret the Hawaii Landlord-Tenant Code. [3 hours]

09F-B303	Sept. 9	W	5:00p-8:00p	\$60	OCET MP	Meyers
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### **Exploring Behavioral Styles – Communicate and Manage More Effectively with DiSC**

How many times has someone gotten upset with you because they misunderstood your intentions? How many times has someone misread your tone, your mood, or your approach? Was there a small change that you could have made that would have prevented all the confusion? Too often, that insight comes a little too late. This course is designed to help participants grasp that insight before misunderstandings occur, not after. The DiSC model helps people understand some of the most important aspects of human perception and interaction. Participants learn to see the characteristics of each DiSC style and understand their own unique preferences. But most important, they recognize how behavior is likely to be misread and learn how to adjust their communication to meet the needs and styles of those around them. [4 hours]

09F-B301	Oct. 6	T	12:30pm-4:30pm	\$110	OCET MP	Kaiminaauao
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### **Communicate with Confidence, Clarity & Credibility**

Communication is more than just speaking and listening—it's looking at the whole process including what is being said and where, when, and how the message is being delivered. Learn how to create a supportive climate, build trusting relationships, and ask for what you need in a friendly non-threatening manner. Discover techniques of active listening to help you understand what people are really saying. (8 hours)

09F-B501	Nov. 19	Th	8:00am-4:00pm	\$99	OCET MP	Pasadava
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### **Effective Delegation**

Description forthcoming. [8 hours]

09F-B503	Oct. 22	Th	8:00am-4:00pm	\$99	OCET MP	Pasadava
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### **Cultural Diversity**

Working with people who look, believe, or act differently from you may be difficult or uncomfortable. Maybe you are an “outsider” in someone else’s culture, or you believe that you treat everyone fairly, but you have been accused of being insensitive and discriminating against others. This class will help you to understand and respect people of other cultures, and to be understood and respected by them. **[8 hours]**

09F-B504	Oct. 2	F	8:00am-4:00pm	\$99	OCET MP	Pasadava
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### **How to Deliver Exceptional Customer Service**

Develop skills in identifying and satisfying customer needs. Learn key customer service concepts and minimize customer complaints. Topics include: communication styles, telephone usage, listening skills, effective speech, barriers to communication, and conflict. **[8 hours]**

09F-B505	Sept. 8	T	8:00am-4:00pm	\$99	OCET MP	Pasadava
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### **Anger Management**

The key to “anger management” is to understand the nature of anger, its causes and triggers and the cycle of anger. Learn about personal anger behaviors and the consequences of anger such as personal responsibility. Develop techniques to break the cycle, practice conflict resolution and anger management skills. **[8 hours]**

09F-B506	Aug. 11	T	8:00am-4:00pm	\$99	OCET MP	Pasadava
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### **Strategies For Life!**

Through class activities you will develop successful life strategies by discovering your natural gifts and talents, define your purpose and roles in life, and become a wiser manager of time, money, and other resources entrusted to you while building trusting relationships with others. You will also identify, define, develop, and work toward personal, family and business goals. **[18 hours]**

09F-B500	Sept. 1-Oct. 8	T, Th	5:00pm-6:30pm	\$200	OCET MP-2	Bown
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## **FINANCIAL MANAGEMENT**

### **QuickBooks**

This class is designed for the entrepreneur and small businessperson who want to develop more accounting skills and translate those skills to QuickBooks **2008** using hands-on applications. During the sessions you will cover chart of accounts set-up, cash receipts and accounts receivable, cash disbursements and accounts payable. Also included will be inventory, Hawaii Excise tax reporting and customizing invoices for your business. It is highly recommended that persons taking this class have computer knowledge and skills, and have prior accounting experience or have completed the Financial Accounting class listed above. **[15 hours]**

09F-C703	Sept. 21, 23, 25, 28, 30	MWFMW	9:00am-12:00pm	\$299	OCET-2	Oberg
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### **QuickBooks Payroll**

Learn how to automate your PAYROLL using QuickBooks **2008**, and how to design payroll items and reports for job costing or for your particular business need. Federal and Hawaii payroll regulations and how to comply with them using QuickBooks will be covered. **[4 hours]**

09F-C704	Oct. 2	F	9:00am-1:00pm	\$69	OCET-2	Oberg
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### **Managing Your Day-to-Day Finances**

This course is designed for anybody looking to better manage their day-to-day personal finances. The workshop will focus on pinning down ways to decrease one’s spending and/or increase one’s income in order to meet each individual’s personal financial goals. Specifically, the course will involve participants choosing short-term and long-term goals, filling out budgeting worksheets, and learning how to improve their financial positions by actively changing their spending habits. **[2 Hours]**

09F-M301	Oct. 5	M	6:00p-8:00p	\$50	OCET MP	Meyers
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## **SAFETY TRAINING**

### **Fall Protection & Ladder Safety**

This course is designed for workers who may be in danger of falling more than six feet. It covers methods that best match working conditions and fall protection requirements found in the standard related to the type of construction being performed. Students will learn the OSHA standard which identifies areas or activities where fall protection is needed. It clarifies what any employer must do to provide fall protection for employees, such as identifying and evaluating fall hazards and providing training. **[4 hours]**

09F-OSHA206	Dec. 2	W	11:30a-3:30p	\$95	OCET-MP	Lawson
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### **Hazard Communication**

This course provides you with an overview of HIOSH's Hazard Communication Standard, also known as the Community Right to Know Act. Topics include container labeling, material safety data sheets, a written plan, physical hazards, health hazards and protective measures. When you complete this course, you will be able to read a material safety data sheet, determine ways to protect yourself and describe the minimum requirements of the Right to Know Act. **[2 hours]**

09F-OSHA207	Sept. 2	W	9:00am-11:00am	\$65	OCET-MP	Lawson
09F-OSHA212	Oct. 21	W	12:00pm-2:00pm	\$65	OCET-MP	Lawson

### **Lead Awareness**

This training is designed for employers/employee at a workplace where there is the potential for exposure to airborne lead at any level. Training in such cases should be done annually. This course meets the training standard. **[2 hours]**

09F-OSHA208	Oct. 21	W	9:00am-11:00pm	\$65	OCET-MP	Lawson
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### **Asbestos Awareness**

This course is designed for school custodians, building owners, property managers or interested personnel in facilities containing asbestos. Discussion covers what asbestos is, what it looks like, where it can be found, health hazards involved, legal liabilities, and precautions to take once asbestos is discovered. **[2 hours]**

09F-OSHA213	Nov. 4	W	12:00pm-2:00pm	\$65	OCET-MP	Lawson
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### **Bloodborne Pathogens**

This four-hour seminar complies with OSHA training regulations for "all employees with occupational exposure to blood or other potentially infectious materials". Curriculum includes definitions, exposure control through engineering and work practices, protective equipment, regulated waste, Hazard Communication, record keeping, and control plans. **[2 hours]**

09F-OSHA211	Nov. 4	W	9:00am-11:00am	\$65	OCET-MP	Lawson
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### **Scaffolding**

Scaffold training is required under 29 CFR 1926.454 (b) for all employees involved in the erecting, disassembling, moving, operating, repairing, maintaining or inspecting scaffolding; under 29 CFR 1926.454(a) for all employees who perform work while on a scaffold (scaffold users); under 29 CFR 1926.454(c) to retain qualification; and under 29 CFR 1926.454(f)(7) which says that a trained Competent Person shall supervise all scaffolding construction or alteration. The topics covered in this course are as follows: safe scaffolds; fall protection; material handling; electrical safety; overloading; and prohibited actions. **[4 hours]**

09F-OSHA209	Aug. 5	W	11:30am-3:30pm	\$95	OCET-MP	Lawson
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### **Trenching and Excavation**

Description forthcoming. **[4 hours]**

09F-OSHA210	Sept. 2	W	11:30am-3:30pm	\$95	OCET-MP	Lawson
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### **Forklift Certification Training**

Description forthcoming.

Please Call 245-8318 for more information

### **Ocean Safety**

This ten-hour, two-day course is designed to meet the requirements for tow-in surfing licensing by the State of Hawai'i. Gain relevant information on regulations, safety issues, and legal responsibilities that may be involved in the sport of tow-in surfing. Learn the principles and practices of ocean safety risk management and boating safety. Understand the physical demands and physical fitness routines commonly used by participants in the sport, and learn about safety equipment used. Upon successful completion of the course the student will receive a "Certificate of Professional Development" which meets the State of Hawai'i Department of Land and Natural Resources educational requirement for tow-in surfing licensing.

	TBA	Sat, Sun	8:00a-3:00p	\$139	TBA	Pae, Masterson
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## **HAWAIIAN CULTURE**

### **Intermediate Hawaiian Language**

This course expands on the content learned in Basic Hawaiian Language. You will learn how to form and translate basic sentences, and how to use the Hawaiian language in your everyday life. **[6 hours]**

09F-HW316	Aug. 29, Sept. 5	Sat	8:30a-11:30a	\$89	TBA	P. Rossi
09F-HW317	Dec. 5, 12	Sat	8:30a-11:30a	\$89	TBA	P. Rossi



### **Papa Mele Wahi Pana o Kaua'i – Songs of Kaua'i's Famous Places**

You will learn about some of Kauai's place names of importance (wahi pana), and what these places meant to the history, religion, and culture of the island. In learning about these places, you will also be introduced to songs written specifically for these areas of the island. If you have an ukulele you are encouraged to bring it so that you can also learn to play these songs. [6 hours]

09F-HW300	Nov. 25, Dec. 2,9	W	5:00p-7:00p	\$89	OCET MP	P. Rossi
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### **Mo'olelo Hawai'i – Hawaiian Myths and Legends**

Description forthcoming.

09F-HW320	Oct. 21, 28, Nov. 4	W	5:00p-7:00p	\$89	OCET MP	P. Rossi
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### **Basic Ukulele**

In this course, students will learn how to play beginning ukulele. They will learn the basic chords and how to change chords, basic Hawaiian songs, and other standard ukulele skills. [6 hours]

09F-HW318	Sept. 1,8,15,22,29	T	6:00p-8:00p	\$99	OCET MP	M. Rossi
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### **Intermediate Ukulele**

Description forthcoming.

09F-HW319	Oct. 27-Nov. 24	T	6:00p-8:00p	\$99	OCET MP	M. Rossi
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## **GREEN TECHNOLOGY AND AGRICULTURE COURSES**

### **Sustainability Series: Community Learning & Leadership Training Program**

This new series provides a unique platform for community members at all levels and leaders across the island to discover new ways to address the critical sustainability challenges facing Kaua'i, to practice an integrated approach for thinking about sustainability solutions, and to share their own challenges and successes. Stressing the interdisciplinary nature of sustainability and relating theory to practice and implementation, these action-learning sessions are designed to provide a conceptual framework as well as practical tools to help move organizations and individuals toward a sustainable future. This series presents the most current research from sustainability science and best practices as seen through a Kaua'i lens, and is based on the sustainability principles first outlined by the UN's Brundtland Commission Report on "Our Common Future" in 1987 and on the recent work of leading practitioners in the sustainability field. The skills and knowledge provided in this program can be applied by any enterprise or household, and participants leave the program equipped with the tactical skills necessary to adapt and adopt sustainable practices throughout their work and home life.

This series of is comprised of two clusters with three modules each:

#### **Community Learning Cluster:**

1. Introduction to Sustainability, 9:00 am to 11:00 am (monthly)
2. Sustainability Thinking, Tuesdays, 4:00 pm to 6:00 pm, 10 weeks (once per quarter)
3. Sustainability for Households, Saturdays, 9:00 am to Noon (monthly)

This cluster is intended for the general public and for property owners.

#### **Leadership Training Cluster:**

4. Applied Sustainability on Kaua'i, Fridays, 8:30 am to 4:30 pm (alternate months)
5. Sustainability for Managers, Fridays, 8:00 am to Noon (alternate months)
6. Sustainability Leadership, Fridays, 8:00 am to Noon (alternate months)

This cluster is intended for executives, managers, and professionals in all sectors, and those tasked with "green" projects and programs, and public policy for sustainability.

These modules may be taken individually or as a complete series. Each module is a complete unit of study.

Students can be admitted at any point in the series, except #5 and #6 (see recommended prerequisites below).

### **Intro to Sustainability**

This two-hour overview session is designed for learners at all levels who want to understand what sustainability is and why anyone should care. Drawing on the latest findings from sustainability science and best practices in community sustainability initiatives, this session will help broaden and deepen your perspective on Kauai's sustainability challenges. Topics include: Principles and concepts for thinking about sustainability on a tropical island, and the unintended consequences of un-sustainability, including climate change and resource depletion. [2 hours]

09F-GA103	Aug. 18	T	9:00a-11:00a	\$39	TECH 114	Stokes
09F-GA101	Oct. 6	T	9:00a-11:00a	\$39	TECH 114	Stokes
09F-GA102	Dec. 1	T	5:00p-7:00p	\$39	OCET MP	Stokes

### **Sustainability Thinking**

Learning a new way of thinking about systems is the first step toward sustainability, and our “solutions” will fail unless we first overcome the “systems blindness” that has led us into un-sustainability. Beyond “going green”—which focuses on doing less “bad” things—achieving sustainability entails doing things differently, and this requires a new way of thinking. This ten-week course introduces an integrated framework for thinking about sustainability that fosters a deeper understanding of the dynamics of our human support systems, and the interconnections among economic, ecological and community affairs, and is specifically designed for those new to this rapidly evolving field of study. Topics include: Sustainability principles, system dynamics, issue framing, and sustainability metrics including ecological footprints. NOTE: Either this module or the module on Applied Sustainability (#4) are recommended prerequisites for the modules on Sustainability for Managers (#5) and Sustainability Leadership (#6).

09F-GA103	Aug. 17-Nov. 2	M	9:00a-11:00a	\$299	TECH 114	Stokes
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### **Applied Sustainability on Kauaʻi**

This full-day resource-rich learning experience is specifically designed for leaders to explore the full range of sustainability challenges, including in-depth consideration of sustainability principles in a tropical context, and focuses on forging sustainability solutions that are in time, at scale, for all. In order to effectively accelerate the transition to sustainability, the bright green upgrades needed in our communities, our energy systems, industrial design and technology, farming and forestry—everything—must be science-based and driven by new ways of solving multiple problems together. Transferring knowledge from the new science of sustainability and applying it to the daunting challenges facing a small island is one of the most pressing tasks on Kauaʻi. Participants will gain the knowledge and skills essential to apply the sustainability framework, deepen their understanding of sustainability science and best practices, and measure and model Kauai’s sustainability challenges. Topics include: Kauai-specific challenges in renewable energy, alternative transport, sustainable agriculture, green building, green business, waste management, tools and materials, and climate change. NOTE: Either this module or the module on Sustainability Thinking (#2) are recommended prerequisites for the modules on Sustainability for Managers (#5) and Sustainability Leadership (#6).

09F-GA104	Aug. 14	F	8:30a-4:30p	\$149	TECH 114	Stokes
09F-GA105	Oct. 9	F	8:30a-4:30p	\$149	TECH 114	Stokes
09F-GA106	Oct. 27	T	8:30a-4:30p	\$149	TECH 114	Stokes

### **Sustainability for Managers**

This half-day session is designed for managers in business, government and nonprofits who are responsible for designing and implementing sustainability initiatives. Learn the fundamentals of eco-efficiency, as well as how to assess your organization’s sustainability impacts, engage employees, set goals and communicate progress on sustainability initiatives. This module picks up where the previous modules on Sustainability Thinking and Applied Sustainability left off, moving from understanding the challenges to documenting your organization’s footprint to planning for emissions reduction. Participant interaction on case studies will frame the challenge of climate action planning by using a risk management approach. Topics include: Greening the supply chain, benchmarking emissions, developing quantitative and qualitative indicators, exploring operational synergies, and harvesting low-hanging fruit. Recommended Prerequisite: Either Sustainability Thinking (#2) or Applied Sustainability on Kauaʻi (#4).

09F-GA107	Oct. 16	F	8:00a-12:00p	\$75	TECH 114	Stokes
09F-GA108	Dec. 11	F	8:00a-12:00p	\$75	TECH 114	Stokes

### **Sustainability for Households**

Reducing your carbon footprint is all about picking the right home improvements and behavior changes in the right order. This half-day seminar is designed for property owners and household members responsible for scouting and adapting sustainability solutions that can not only save money but also go farthest in cutting your emissions.

Just like businesses and countries, households need reliable methods for measuring impacts and assessing options. Participants will learn how to calculate their household footprint and identify the most promising ways to achieve lasting sustainability solutions, based on an integrated approach to managing household carbon budgets. The latest financial incentives and government regulations will be reviewed, and as well as scenarios for anticipating the benefits of a smart grid and retrofits for existing buildings. Topics include: Green consumption, household energy, transport options, and food systems.

09F-GA109	Sept. 15	T	9:00a-11:00a	\$39	TECH 114	Stokes
09F-GA110	Oct. 13	T	9:00a-11:00a	\$39	TECH 114	Stokes
09F-GA111	Nov. 17	T	9:00a-11:00a	\$39	OCET MP	Stokes
09F-GA112	Dec. 15	T	5:00p-7:00p	\$39	OCET MP	Stokes

### **Sustainability Leadership**

The magnitude and complexity of sustainability challenges requires new thinking about the experience of leadership. This half-day session is designed for leaders in business, government and nonprofits seeking to engage in collaborative, transformative change aimed toward the goal of a sustainable future. Sustainability leadership is the conscious engagement in individual and collective actions that nurture and sustain the economic, environmental and social well-being of organizations and communities. It means getting into the game, taking responsibility by tackling and understanding complex local and global issues that impact the lives of people today and in the future, and working side-by-side with others who are seeking to make a difference. Learn how to adopt strong and consistent principles with persistent communication, seek innovation and look to solve multiple problems with a single solution, develop partnerships for greater capacity, be a source of information on best practices, and demonstrate the connections between local and global sustainability. Topics include: Personal and technical pathways to sustainability leadership, stakeholder engagement, institutional collaboration, and building sustainability culture.

Recommended Prerequisite: Either Sustainability Thinking (#2) or Applied Sustainability on Kaua'i.(#4).

09F-GA113	Nov. 6	F	8:00a-12:00p	\$75	TECH 114	Stokes
09F-GA114	Dec. 18	F	8:00a-12:00p	\$75	TECH 114	Stokes

### **OTHER GREEN TECHNOLOGY AND AGRICULTURE COURSES**

#### **Composting for Your Home**

Create a composting system at home to convert organic waste into a rich organic soil conditioner while diverting waste from the local landfill.

09F-GA115	Nov. 2	M	5:00p-8:00p	\$65	OCET MP	TBA
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#### **Solar and PV Solutions for Your Home**

Lower your electric bill by incorporating alternative energy systems.

09F-GA116	Nov. 16	M	5:00p-8:00p	\$65	OCET MP	TBA
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#### **Growing Food Seminar 101**

This series of four consecutive seminars, from 101 to 104 provides comprehensive training for home gardeners, community gardeners and small farming entrepreneurs. It is intended to increase food self-sufficiency for the island of Kauai by promoting the best practices in planning, implementing, managing and expanding agriculture and food production systems at the local level. These seminars are interactive between students and faculty, and are designed to connect the students with persons and organizations in Hawaii that can assist them in growing a sustainable supply of wholesome food for their families and others in their community. The major features of this series are described below. These seminars are designed to provide high quality training and on-going technical assistance in the development of community-based systems of food production. The methods are primarily organic in nature and intended to achieve a level of production that is sustainable in providing a supply of nutritious food for all sectors of the island.

09F-FI208	Sept. 3-Nov. 5	Th	4:00p-7:00p	\$120	TECH 114	Hontz
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#### **Successful Gardening**

09F-FI323	Ongoing	Sat., W	Sat 8:30-12:00p Wed 4:00-6:00p	\$35/month	KCC FARM	Hontz
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#### **Seed-to-Table**

“Seed to Table”- a professional, advanced 12-week service-learning program comprised, of 180 hours, which consists of both classroom instruction and hands-on in the field experience at one of Kauai Community College’s satellite training facilities on the North Shore. This program is for candidates with experience in gardening or farming who wish to pursue a career in organic food production on Kauai. Basic training in backyard gardening or introductory studies in commercial farming courses/programs are recommended as background but not required.

The Seed to Table is an Educational Program that transforms Apprentices into Interns with an option to become Self-Employed Farmers by providing an in depth approach to obtaining the skills and knowledge for success in Kauai’s growing food demand. Throughout the 12 weeks, dedicated focus with -core instructors hosts essential topics related to growing in tropical Zone 11. Activities include: acquiring the vocabulary of agriculture, engaging in field research, homework assignments, final presentations and Integrative Labs. YOU have a hand in sculpting as much of your experience as you wish –our curriculum is based on the needs of those involved, the needs of the garden needs & the demands of the seasons. Graduates of the program may apply for internship positions where they will receive continuing technical assistance from the program’s staff in managing specific productive farm acreage. At the conclusion of the internship, there is opportunity for individuals to become active members of Kauai’s farming community and participate in the production and profits of a commercial enterprise.

2009-2010 Course Schedule-

- Fall course applications due August 31st 2009
  - Fall Orientation will be in early September date and time TBA
  - Classes begin Tuesday September 15th –December 17th
- Spring 2010 course applications due by January 31st 2010
  - Spring Orientation will be in late February Date and time TBA
  - Classes begin Tuesday March 2nd – May 27th 2010

Two (2) training programs are offered throughout the year, approximately 15hrs per week for 12 weeks.

09F-FI500	Sept. 17-Dec. 3	Flexible	Contact Glenn Hontz	\$900	TBA	Hontz
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### Entrepreneurship Series

The Entrepreneurship program is based on the nationally acclaimed FastTrac training system adopted by colleges and universities across America. It reflects the most current research regarding the principles and practices taught in leading MBA Programs (Masters in Business Education) that have produced successful leaders in all fields of business. The skills and knowledge provided in this program can be applied to any kind of non-profit or profitable venture.

**The Entrepreneurship series is comprised of three modules**

- 1) Business Planning and Development (Fall Semester 2009)
- 2) Business Management and Growth (Spring Semester 2010)
- 3) Creative Financing: Grants, Loans & Funding (Summer Session 2010)

The program provides accelerated learning of the tools essential for success in today’s challenging economic environment. Each module is a complete unit of study that progresses incrementally from introductory data through advanced concepts.

**1) Business Planning and Development**

Fall Semester 2009, Wednesdays from 4:00 till 7:00 pm  
Begins September 2, 2009 for 10 sessions  
Tuition \$120

Learn how successful entrepreneurs develop creative business plans that grow into profitable enterprises. The foundation of business success begins with effective planning. It results from the analysis of market trends, the application of solid business criteria, the ability to form a strong management team and the knowledge involved in skillful financial planning. Regardless of the type of business you are pursuing, when you learn to apply these proven business-planning skills and entrepreneurial techniques you are preparing yourself for genuine success in the business world.

Topics include: characteristics of the entrepreneur, the basic skills, knowledge and attitudes of the successful business leader, using feasibility studies and market analysis to guide the success of a start-up business, designing a strategy for marketing, advertising and selling your product or service, refining your business plan and designing an organization to achieve your business goals.

**For more information please contact:**

Glenn Hontz, Program Coordinator 808 246-4859  
E-mail: <hontz@hawaii.edu>  
To register call: 808 245-8318

*Non-Discrimination Policy - The University of Hawai'i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or status as a covered veteran. This policy covers admission and access to, and participation, treatment, and employment in the University's programs, activities, and services. For more information on equal opportunity and affirmative action policies and complaint procedures for the Kauai Community College Campus contact: JoRae Baptiste, EEO/AA & Title IX Coordinator at 245-8323.*

*ADA Disclosure - If you have a disability and have not voluntarily disclosed the nature of your disability and the support that you need, you are invited to contact the Student Services Office, 245-8314 or 245-8212. For disability accommodations, contact Jennifer Defunorum at 245-8318. Advance notice requested.*

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