

## Intensive English Program

### WRITING AND GRAMMAR (LEVELS 1 TO 4)

**Tues-Fri, 8:30-10:00**

This class focuses on the structure of formal writing from paragraph to essay level. You will also refine your use of English grammar using a variety of written and oral exercises and tasks. This class is recommended for people who need to improve writing skills for their work or further academic study.

### READING (LEVELS 1 TO 4)

**Tues-Fri, 10:15-11:45**

This class is designed to enhance your reading and comprehension skills. You will practice reading for a variety of reasons, such as reading for specific information, general information, and pleasure. This class will also focus on vocabulary-building and the skills you need to be an independent reader in English.

### LISTENING AND SPEAKING (LEVELS 1 TO 4)

**Tues-Fri, 1:15-2:45**

The class is designed to help you improve your listening comprehension and speaking ability. We will work on note-taking and outlining and other listening and speaking skills. You will give formal and informal speeches which will help to prepare you for similar situations in the workplace or further academic study. In addition, you have the option to meet with conversation partners once a week outside of class to further improve your speaking skills.

Classes held at HawCC Manono Campus 381-12, 13, 15  
Each class: \$250 for permanent residents; \$670 for international students

Next session: October 20-December 11

## Online Courses

### Prepare for today's hottest careers from the comfort of your home or office!

The GES Career Training Programs are comprehensive, affordable, self-paced and completely online! You can begin these programs at any time and learn when it fits your schedule. Once you have successfully completed all required coursework, you will receive a Certificate of Completion. All the tools that you need to learn are included in the registration fee and each course has an instructor available to answer questions and help you solve problems. **Visit our site to learn more!**

#### Program Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors to help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges—all materials, workbooks, and software are part of the course fee
- Payment plans are available

#### Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial



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## FREE

### ENERGY EFFICIENCY WORKSHOP

The Hawaii Community College, Friends of NELHA and HELCO will be bringing the **Green Team** to your community to save you money on your electricity bill! The **Green Team** of Hawaii are experts and engineers in energy efficiency and are offering free Energy Efficiency and Auditing and we guarantee you will cut your electric bill. The workshops will cover:

- Analyzing your electric bill
- How to do an energy audit on your home or office
- New devices to cut your energy usage
- Calculating the return on your investment
- Rebates, tax credits and other incentives
- Financing your energy efficiency equipment

For more information and to make a reservation, please call the Hawaii Community College Office of Continuing Education at 974-7531. These workshops are made possible through the County of Hawaii Department of Research and Development. 094N114; Oct 24; S; 10:00a-1:30p\*; HawCC Manono Campus Cafeteria, Bldg. 382 094N111; Oct 31; S; 10:00a-1:30p\*; Natural Energy Lab (NELHA)

\* Time may change to 9:00a-12:00p.

## Register

Phone in:

(808) 974-7531

Credit card & PO Only

Walk-in:

8:30am – 3:30pm

HawCC Manono Campus  
Bldg 379-A, Rm 3

REFUND POLICY: You are entitled to a full refund for complete withdrawal if made 5 business days prior to the first day of instruction. Thereafter REFUNDS WILL NOT BE ALLOWED.

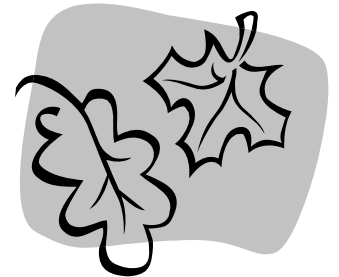
Hawaii Community College complies with federal and state rules and regulations regarding non-discrimination, affirmative action, and educational opportunity for the disabled. Students wishing more information or to register a complaint on the basis of these rules, please contact the Director for the Office of Continuing Education & Training (OCET), 200 W. Kawili Street, Hilo, HI 96720, (808) 974-7531. Students with disabilities needing assistance for a non-credit course are encouraged to contact OCET 10 days prior to the first day of instruction, (808) 974-7531.



UNIVERSITY of HAWAII  
**HAWAII**  
COMMUNITY COLLEGE

Office of Continuing Education & Training

*Rapid Response Workforce Solutions*



**Schedule of Classes for  
October November December  
2009**

Hawaii Community College  
Office of Continuing Education & Training  
200 W. Kawili St., Bldg 379A-3  
Hilo, HI 96720-4091  
Phone: 974-7531  
Fax: 974-7487  
E-mail: [ocethawc@hawaii.edu](mailto:ocethawc@hawaii.edu)  
Web: [www.hawcc.hawaii.edu/ocet](http://www.hawcc.hawaii.edu/ocet)

## Computer Courses

Computer classes held at HawCC Manono Campus 380-39

M-Monday; T-Tuesday; W-Wednesday; R-Thursday; F-Friday; S-Sat; Su-Sunday

### COMPUTER APPLICATIONS

This course offers students the opportunity to investigate all aspects of the computer. Students will examine the history and basic operations of a computer. Students will become proficient in their skill of basic computer software. Multidisciplinary projects will involve using various applications such as word processing, spreadsheets, databases, graphics, and presentation software. Students will also have an opportunity to conduct research on the Internet, learn email functions, and discover future computer applications. Recommended Preparation: Computer Basics or equivalent knowledge. (Textbook included.)

094W300; Nov 2-Nov 16; M-F; 8:00a-12:00p; \$518

### COMPUTER BASICS

This computer course is specially designed for the new or non-computer user. Focusing on desktop applications, you will be taught the basic skills involved in utilizing Microsoft Word and Excel software programs. You will be given time to apply skills with drills and problems. At the conclusion of this course you should be proficient with the basic elements of these programs. Recommended preparation: Keyboarding 20-25 wpm.

094W115; Oct 19-30; M-F; 8:00a-12:00p; \$518

094W116; Nov 30-Dec 11; M-F; 8:00a-12:00p; \$518

### MICROSOFT WORD: INTRODUCTION

You will learn the following: how to use toolbars, how to create, save and reopen documents, how to work with text, how to use formatting, templates, and language tools, linking in a document, layouts, and printing options. Recommended preparation: Computer Basics class or have equivalent knowledge. (Textbook included)

094C161; Nov 3, 4; TW; 1:00p-4:00p; \$95

### MICROSOFT WORD: INTERMEDIATE

You will learn additional formatting techniques including; arranging windows, side by side documents, templates, tables, lists, headers and footers, styles, symbols, and auto text. Recommended preparation: Microsoft Word Introduction class or have equivalent knowledge. (Textbook included)

094C171; Nov 9, 10; MT; 1:00p-4:00p; \$95

### MICROSOFT WORD: ADVANCED

You will learn how to use section break tools, language tools, graphic tools, and table tools. You will also learn how to merge, use a fax template, work with graphics and charts, and how to track changes and versions. Recommended preparation: Microsoft Word Intermediate class or have equivalent knowledge. (Textbook included)

094C360; Nov 17; T; 12:30p-4:30p; \$85

### MICROSOFT EXCEL: INTRODUCTION

This course is designed to introduce you to Excel spreadsheets. You will start out learning how to insert and delete columns and rows, modify and format cells, move, cut and copy data, and enhance the appearance of a worksheet. Some of the other topics covered will be basic formulas, toolbars, auto fill, auto sum, autocorrect, how to make charts and also how to link and consolidate your spreadsheets. Recommended preparation: Computer Basics class or have equivalent knowledge. (Textbook included)

094C201; Dec 1, 2; TW; 1:00p-4:00p; \$95

### MICROSOFT EXCEL: INTERMEDIATE

Broaden your knowledge by learning about relative and absolute cells, mathematical operations, formula auditing, and printing formulas. This course will also teach you about the "If" function, ranges, array formulas, filters, lists, macros, form controls and how to use Excel in Word. Recommended preparation: Microsoft Excel Introduction class or have equivalent knowledge. (Textbook included)

094C211; Dec 8, 9; TW; 1:00p-4:00p; \$95

### MICROSOFT EXCEL: ADVANCED

Expanding on your knowledge of Excel, you will cover topics such as grouping data, pivot tables, scenarios, hyperlinks, web pages, creating and using shared workbooks, visual basic and macros, and file management. Recommended preparation: Microsoft Excel Intermediate class or have equivalent knowledge. (Textbook included)

094C351; Dec 10; R; 12:30p-4:30p; \$85

### MICROSOFT ACCESS: INTRODUCTION

This course is designed to introduce you to the fundamental features of a database. Topics include setting up a database, creating tables, forms, queries and reports, sorting and filtering data, formatting and viewing a datasheet, and printing database objects. Recommended preparation: Basic Microsoft Windows knowledge. (Textbook included)

094C300; Oct 6, 7; TW; 1:00p-4:00p; \$95

### MICROSOFT ACCESS: INTERMEDIATE

In this course you will further your knowledge on database management, saving your files, importing and exporting your files, linking files, formatting and customizing tables, report formatting and controls, single and multi table queries, and action queries. Recommended preparation: Microsoft Access Introduction class or have equivalent knowledge. (Textbook included)

094C311; Oct 13, 14; TW; 1:00p-4:00p; \$95

### MICROSOFT ACCESS: ADVANCED

Completing this series, you will move ahead to learn Access' advanced features. In this course you will learn table relationships, referential integrity of tables, creating and modifying a switchboard, adding controls and setting properties to forms and reports, using subforms, advanced form tasks, limiting user access to forms, creating Check boxes and Command buttons on Forms, creating and using Pivot Chart and Tables. Recommended preparation: Microsoft Access Intermediate class or have equivalent knowledge. (Textbook included)

094C331; Oct 15; R; 12:30p-4:30p; \$85

## Credit/Non-Credit

### PACE ED 140: CHILD GUIDANCE

Wed., 5:30-8:30 p.m., \$18; HawCC Manono Campus, Bldg 3393-119

**Building Cooperation Unit**—Oct 21-Nov 18

**Fostering Self Esteem Unit**—Nov 25-Dec 16

### PACE ED 105: A PROFESSIONAL OVERVIEW

Wed., 6:00-9:00 p.m., \$18; Waikoloa Baptist Keikiland

**Learning About Children Unit**—Oct 21-Nov 18

**Learning About Families Unit**—Nov 25-Dec 16

For more information contact Mai Wong at 933-0571 or maiw@hawaii.edu

### CCNA EXPLORATION 2: ROUTING PROTOCOLS AND CONCEPTS (CENT 240B)

CCNA 2 describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. You will analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, you will be able to recognize and correct common routing issues and problems. **Required preparation:** Completion of CENT 140 – Network Fundamentals

094T310; Oct 20-Dec 10; TR; 5:00p-8:15p; \$270; HawCC Upper Campus, PB3-101

## Personal & Professional

### EFFECTIVE LETTERS AND MEMOS

Write letters and memos that get results. This workshop will help you design and organize written messages that are clear, concise, and accurate. You will learn how to write with a clear purpose and compose complete "good news" and "bad news" letters and memos.

094N001; Oct 23; F; 8:00a-4:30 pm; \$125; Kona Airport Conference Room

### WRITING EMAIL—BE DELIGHTED, NOT DELETED

Email, which began as a quick, informal way to exchange information, has become a preferred method of communicating for many business people because it is faster and less expensive than paper communication. This course guides you through the planning and writing of emails, as well as looking at basic email rules and etiquette for correspondence.

094N003; Nov 6; F; 8:00a-4:30p; \$125; Kona Airport Conference Room

### HEARTSAVER FIRST AID COURSE WITH CPR AND AED

This course may help save someone's life if you need to respond to a first aid or cardiac emergency. You will learn how to manage illness and injuries during the first few minutes until professional help arrives. You will also learn CPR, the relief of choking in adults, and how to use an Auto External Defibrillator. Upon completion you will receive an American Heart Association First Aid with CPR and AED certification.

094N200; Nov 4; W; 5:30p-8:30p; \$40; HawCC Manono Campus, 379-1 (Kaneikeao)

### CIVIL SERVICE TYPING CERTIFICATION

The results of this test can be used for verification on civil service applications. Pre-registration is required. Shorthand certification is also available; call 974-7531 for more information.

#### HawCC Manono Campus; 380-39

094N800; Oct 3; S; 9:00a-10:00a; \$15

094N801; Nov 7; S; 9:00a-10:00a; \$15

094N802; Dec 5; S; 9:00a-10:00a; \$15

#### West Hawaii Computer Lab

094N811; Oct 3; S; 10:00a-11:00a; \$15

094N812; Nov 7; S; 10:00a-11:00a; \$15

094N813; Dec 5; S; 10:00a-11:00a; \$15