

**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

**For detailed course descriptions please visit us at:
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.

| | | |
|------------------|--|---|
| Location: | KAUAI COMMUNITY COLLEGE 3-1901 Kaumuali'i Hwy. Lihue, HI 96766 | <ul style="list-style-type: none"> • OCET 2 (Computer Lab) • OCET MP (OCET Multipurpose Room) |
|------------------|--|---|

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]**

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|----------|-----------|-----|----------------|-------|--------|------|
| 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]**

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|----------|-------------|-----|----------------|-------|--------|------|
| 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]**

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

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]**

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

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]**

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|----------|-----------|----|--------------|-------|--------|-------|
| 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]**

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

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]**

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|----------|-----------|----|----------------|-------|--------|--------|
| 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]**

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|----------|-------------|----|----------------|-------|--------|--------|
| 09F-C322 | Nov. 16, 18 | MW | 8:30am-12:00pm | \$100 | OCET-2 | Arthur |
|----------|-------------|----|----------------|-------|--------|--------|

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]**

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

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]**

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|----------|-------------|----|----------------|-------|--------|--------|
| 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]**

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|----------|-------------|-----|----------------|-------|--------|-------|
| 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]**

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|----------|-----------------|-----|----------------|-------|--------|-------|
| 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]**

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

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]**

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

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]**

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|----------|-------------|-----|----------------|-------|--------|--------|
| 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]**

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|----------|-------------|-----|----------------|-------|--------|--------|
| 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.

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

Description forthcoming.

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|--------------|----------|---|-------------|------|---------|--------|
| 09F- DIGI102 | Sept. 23 | W | 5:00p-8:00p | \$59 | OCET MP | Howard |
|--------------|----------|---|-------------|------|---------|--------|

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]**

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|----------|-------------|-----|----------------|-------|--------|--------|
| 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]**

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|----------|-------------|-----|----------------|-------|--------|--------|
| 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]**

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|----------|-------------|----|---------------|-------|--------|-------|
| 09F-C553 | Oct. 19, 21 | MW | 1:00pm-4:30pm | \$125 | OCET-2 | Gregg |
|----------|-------------|----|---------------|-------|--------|-------|

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]

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|----------|-------------|-----|---------------|-------|--------|-------|
| 09F-C554 | Oct. 27, 29 | TTh | 1:00pm-4:30pm | \$125 | OCET-2 | Gregg |
|----------|-------------|-----|---------------|-------|--------|-------|

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]

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|----------|---------|-----|----------------|------|---------|----------|
| 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]

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|----------|--------------|-----|---------------|-------|--------|-----------|
| 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]

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|----------|-------------|-----|---------------|-------|--------|-----------|
| 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.

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|----------|---------------------|----|-------------|-------|--------|-------|
| 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]

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|----------|-----------|-----|----------------|-------|--------|-------|
| 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 |
|----------|-------------|-----|----------------|-------|--------|-------|

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

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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