



UNIVERSITY of HAWAII™  
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COMMUNITY COLLEGE

# Office of Continuing Education & Training

October, November, December 2012



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*Learn to take beautiful digital photos from  
photographer Yuko Ishikawa!*

*Page 8*



*Aloha,*

*OCET has something for everyone--whether you're training for a new career, adding to your career skills, need certification, a passport, or just interested in learning new things. Anyone 18 years or older may take a continuing education course, and for our younger students we offer enrichment activities for K-6 and high school students during the Summer.*

*Classes are conveniently held during the days, evenings, weekends, and online. For our most up-to-date course list, visit our OCET webpage and FACEBOOK page often.*

*We look forward to seeing you in our classes!*

*Debbie Shigehara, Interim Director*

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**Want to Teach? OCET is always searching for instructors in the following areas:**

- |                           |                            |
|---------------------------|----------------------------|
| Foreign Language          | Hawaiian History & Culture |
| Culinary                  | Agriculture                |
| Business/Entrepreneurship | Customer Service           |
| Time Management           | Project Management         |
| Grant Writing             | Flower Arrangement/Ikebana |

Send your resume to: HawCC, OCET, 200 W. Kawili St., Hilo HI 96720



**WE'RE ON FACEBOOK!**

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## Audrey Wilson

In addition to writing the weekly column “Let’s Talk Food” in the Hawaii Tribune Herald, Wilson is the author of “What the Big Island Likes to Eat,” “A Mother’s Gift to Her Three Sons,” and “An Eruption of Recipes from Volcano.”

She has taken cooking classes all over the world, and has taught cooking at Ke Anuenue Area Health Center, Hilo Adult Education, and several Big Island senior centers.

## Gifts from the Kitchen

Homemade delights are always appreciated by anyone! Impress your family and friends this Christmas with jams, chutney, cookie in a jar, and candy that you will learn to make yourself.

Instructor: Audrey Wilson

Location: AJ & Sons Kitchen, 615 Haihai St. Hilo

Oct 3 W 5:30p-7:30p \$25 124K103

Material fee of \$15 due to instructor on the day of class.

## Holiday Pupus

Join Audrey Wilson, local food columnist and caterer, in preparing pupus that you can make and take to parties this holiday season including: coconut shrimp, sushi, stuffed tomatoes & mushroom, and skewered meats. Audrey attends professional cooking classes throughout the world and she will share her techniques with you.

Instructor: Audrey Wilson

Location: AJ & Sons Kitchen, 615 Haihai St., Hilo

Oct 24 W 5:30p-7:30p \$25 124K104

Material fee of \$15 due to instructor on the day of class.

## Holiday Baking

Gain confidence in baking as you learn baking tips and favorite recipes shared by Audrey. You will join her in her kitchen for a fun, interactive experience in baking cookies, breads, cakes, and snacks for the holidays.

Instructor: Audrey Wilson

Location: AJ & Sons Kitchen, 615 Haihai St., Hilo

Nov 7 W 5:30p-7:30p \$25 124K117

Material fee of \$15 due to instructor on the day of class.



*Audrey at a local book signing for Big Island Eats.*



*Learn creative ways to give gifts from your kitchen.*





**Bring Lauhala to Life** **New!**

Immerse yourself in the Hawaiian art of lauhala plaiting and create beautiful works of art in this four-part series. Popularly referred to as lauhala weaving, you will learn to make different items in each class and you get to keep what you make. Gain the knowledge to make lauhala gifts for everyone you know! **Save \$15 and sign up for all four classes for only \$125 or sign up for classes separately for \$35 each.** Class materials are included in tuition.

Instructor: Linda Schweitzer  
 Location: HawCC Manono, TBA

**Beautiful Bracelet**

Oct 16 T 5:30p-7:30p \$35 124E120

**Super Slippers**

Oct 23 T 5:30p-7:30p \$35 124E121

**Fabulous Fan**

Oct 30 T 5:30-7:30p \$35 124E122

**Original Coaster/Bookmark/Ornament**

Nov 13 T 5:30-7:30p \$35 124E122

**Homemade from the Heart** **New!**

What's the best way to show your friends and family how much they mean to you? Custom make unique, personalized holiday cards and crafts this year! Enjoy yourself while being creative and show your loved ones how special they truly are. Discover fabulous card-making techniques as well as dazzling ornament ideas and more.

Instructor: Wendy Goya  
 Location: HawCC Manono, TBA  
 Nov 30, Dec 7 F 5:30p-7:30p \$29 124E140  
 Material fee of \$10 due to instructor on the first day of class.

*Instructor, Wendy Goya, has been a middle and elementary school counselor for over 20 years. She is a rubber stamp demonstrator and an avid crafter. Wendy enjoys creating works of art from simple things.*

## Introduction to Digital Photography

Master your camera! You made the leap to a Digital SLR camera. Now learn to take your best photos! In this class you will learn how to use your camera, the basics of good photography, and how to manage your settings in a variety of situations. You will also learn how to take night photos. Your instructor is an accomplished professional event and location photographer. She has served as a staff photographer for one of the largest newspapers in Japan and has written numerous newspaper and magazine articles.

Instructor: Yuko Ishikawa  
HawCC Manono Campus

### Section 1

Oct 18-Nov 11 R 6:00p-8:00p \$79 124R018

### Section 2

Nov 10-Dec 12 S 9:00a-11:00a \$79 124R019

No class on Nov. 24



***Instructor, Yuko Ishikawa,** studied Magazine Communication with a minor in Art at Ohio University. While at OU Yuko studied many photography disciplines including; Art, Commercial, Studio, and Journalism. After graduation, Yuko returned to Japan and worked as a staff photographer for Tokyo Shimbun (Chunichi Shimbun; one of the largest newspapers in Japan). In 2009, Yuko moved to Hawaii. She has been taking photos, writing articles for Japanese magazines, and teaching photography ever since. Yuko's articles have appeared in Japanese publications such as; "Hawaii Style" (Ei Publishing), "Hula Heaven!" (Four Seasons Press), and "MYLOHAS" (Mediagene). Her photographs were included in the 2011 Aloha Street Original Calendar.*



## Want to Teach?

**OCET is always searching for instructors in the following areas:**

Foreign Language

Hawaiian History & Culture

Culinary

Agriculture

Business/Entrepreneurship

Customer Service

Time Management

Project Management

Grant Writing

Flower Arrangement/Ikebana

Send your resume to: HawCC, OCET, 200 W. Kawili St., Hilo HI 96720



### Plantation Forestry Technician

Do you want to be a part of the growing Hawaiian forestry industry? This intensive 6-week course presents the skills necessary to become an entry level technician on a forestry plantation. Subjects will include silviculture (management of forest growth), agroforestry (combining trees and shrubs with crops and/or livestock), forest surveying, and basic GIS (geographic information systems), among others. You will earn an industry-recognized certificate. Tuition assistance may be available.

Instructor: Zach Mermel

Location: HawCC Manono Campus

Oct 8-Nov 16 M-F 8:00a-3:00p \$1995 124R017

### Edible and Medicinal Mushroom Cultivation

Mushrooms are an excellent source of vegetarian protein and nutrition that are easy to grow. Gain hands-on experience inoculating your own mushroom kits as well as logs, which you can take home at the end of the workshop. We will also discuss how mushrooms can help repair damaged ecosystems and enhance the diversity and resilience of your farm, garden, and home.

Instructor: Zach Mermel

Location: HawCC Manono Campus

Oct 6 S 9:00a-3:30p \$149 124G001

### Edible Landscaping for Backyards and Beyond

Transform your lanai and lawn, your field and fence, into an abundant oasis of edible and multifunctional plants. Learn the do's and don'ts of edible landscaping, and gain hands-on experience creating a basic landscape plan for your home. A handout of practical readings and resources for further learning is included.

Instructor: Zach Mermel

Location: HawCC Manono Campus

Nov 17 S 9:00a-3:30p \$79 124G007

### Fermenting Vegetables for Preservation and Health

Empower yourself to make delicious fermented vegetables AND save money by making your own at home. This course will teach you how. Lacto-Fermentation is an ancient technique for preserving vegetables, enhancing nutrients, and creating dynamic flavors. Participants will learn to make common lacto-fermented vegetables like Sauerkraut, Kim Chee, Dill Beans, and Pickled Beets. Learn how lacto-fermented foods can improve your digestion and health. Includes supplies and produce.

Instructor: Ryan Peters

Location: Manono Campus (Room TBA)

Oct 20 S 12:00p-4:00p \$49 124G005



Student labeling finished Shiitake Logs to take home after class.

*“I never thought mushrooms were so multifunctional! Everyone should be growing mushrooms!”*

*“Thanks for asking Zach to share his extensive knowledge about mushroom cultivation. I particularly enjoyed the experience of inoculating my own mushroom log.”*

*“Great info. Provided a wealth of resources and lots of inspiration as I move forward with creating my own backyard mushroom patch.”*



Photovoltaic students are receiving hands on instruction.

**Advanced Photovoltaic Design and Installation**

PV production is growing faster than any other energy technology! Increase your photovoltaic knowledge! This course will present 40 hours of advanced PV topics for the experienced professional. If you have taken an Intro to PV Design and Installation course (through the UHCC System or 18 hours of NABCEP approved education), you will be eligible to sit for the NABCEP PV Installer exam. Passing this rigorous certification will demonstrate your mastery of advanced PV concepts.

Instructor: Bob Conti

Location: HawCC Manono Campus

Sep 28-Oct 20 FS F-4:00p-7:00p \$695 124R020  
S-8:00a-4:00p

*Bob Conti instructs both credit and non-credit courses in solar technologies at Kauai Community College (KauCC). He serves as the renewable energy/sustainability coordinator for KauCC, and is active in the Ho‘ouluwehi Sustainable Living Institute. This allows him to participate in many Workforce Development solutions for the Island of Kauai. He attends annual solar energy conferences and as a recognized solar expert he has provided feedback on the NABCEP certification requirements. Mr. Conti also serves as Kauai CC's Construction Academy Coordinator.*

**Horticultural Operations Prep (HOP)**

Would you like to start a small business involving the production of plants (farming, nurseries, landscapes, or interiorscapes) or perhaps develop professional horticultural skills for the job market? This course will help you to prepare. Through direct hands on practice this introductory course covers basic plant and soil science, methods of production and culture, and functional uses of plants. Infused into the course are basic entrepreneurial concepts to help you supplement your income or build your own horticulture business. Individuals solely interested in elevating their gardening and landscaping practices are welcome and will find this course fascinating.

Sep 22-Dec 8 S 8:00a-2:30p \$45 124R021





### Paralegal Certificate Course (CLS) Live Lecture

Interested in an exciting career within the justice system? Designed for beginning as well as advanced legal workers, this intensive, nationally acclaimed program is just what you need to succeed. Accomplish your goals with instruction on how to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation.

Location: HawCC Manono, TBA

Oct 13-Nov18 S, Su 9:00a-5:00p \$1,189 124W001

Six online sessions are offered per year (must complete two consecutive sessions for certificate):

Fall Session II: Oct 15-Nov 30

Spring Session I: Jan 14-Mar 1

Register by phone: 1-800-522-7737

or Online: [www.legalstudies.com](http://www.legalstudies.com)

### Teamwork and Service Island Style

Incorporate your team and provide them practical and memorable protocols, tools, and metaphors to boost teamwork and deliver world-class service. Your customers will notice the difference in service and reward your business with deeper loyalty. You don't want to miss Glenn Furuya, Founder and President of Leadership Works, as he returns to the Big Island for this one-day workshop. Glenn's energetic and engaging method of teaching and ability to reach across cultures has made him one of the top leadership experts and educators in his field.

Instructor: Glenn Furuya

Location: HawCC Upper, Ho`oulu Terrace, UCB Room 127

Oct 31 W 8:30a-4:30p \$109 124E600

**Employment Training Funds (ETF) may be available to those who qualify.**



Glenn Furuya

*"I have had the great fortune of knowing Glenn for over 20 years! He never ceases to amaze me with his thoughtful insights on effective leadership. I would wholeheartedly recommend Leadership Works to anyone wanting to grow a more effective team!"*  
Toby Taniguchi - Executive Vice President  
Store Operations, KTA Superstores

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## Coming Soon

### Security Guard Training

Did you know 500 Security Guards on Hawaii Island are required to be trained by June 2013? Whether you're already a Security Guard or will become a security guard this training is **required by law**.

This course presents eight subjects that are listed in Chapter 463 of the Hawaii Revised Statutes, as amended in 2010, pertaining to Private Security Guards. The subjects are:

- (1) State and federal laws regarding the legal limitations on the actions of guards, including instruction in the law concerning arrest, search and seizure, and the use of force as these issues relate to guard work.
- (2) Access control, safety, fire detection and reporting, and emergency response.
- (3) Homeland security issues and procedures.
- (4) When and how to notify public authorities.
- (5) Techniques of observation and reporting of incidents, including how to prepare an incident report.
- (6) The fundamentals of patrolling.
- (7) Professional ethics.
- (8) Professional image and aloha training.

The course also includes practicums on arrest, search and seizure, and report writing.

**Class dates and locations to be announced for Hilo and Kona. Full tuition assistance is available. Call now for additional information and scheduling, 934-2696**

**(Funding expires December 31, 2012)**

**HOT HULA fitness®**

Come work up a sweat without the jumping and lifting. You'll enjoy a full body work-out targeting the abs, legs, and arms that's set to some awesome reggae, hip-hop, and drum beats. Dancing experience is not required. Come be a part of this hot, new work-out. Registration is highly recommended. Interested in purchasing a punch card? Give us a call for more information, 934-2700.

Instructor: Tiana Koga

Location: HawCC Manono Campus, Cafeteria

Ongoing MF 5:00p-6:00p \$5 per class or \$20 for 5 class pass



HOT HULA fitness® Instructor, Tiana, leading the class in an energetic and fun workout!

**Recreational Thrill Craft Safety Educational Course**

Do you own a Jet-ski? Are you aware that it is mandatory for jet-ski operators to have a license to operate? As a personal watercraft operator you must complete a certification class offered by an accredited institution of higher education on the safe use and operation of a thrill craft. According to the law, operators should be familiar with; 1) local ocean safety principles and practices; 2) historical, cultural and customary practices; 3) rules regarding protected species and thrill craft operation in the State. Sign up now and obtain your license to operate!

Instructor: Sam Pa'e

Location: HawCC Manono

Oct 6 S 8:30a-3:30p \$109 124K106

**Forklift Safety Training**

Did you know OSHA requires official certification to operate a forklift? Gain the knowledge and skills you'll need to become a certified forklift operator in four hours. Discover the various types of lift trucks, forklift operations, safety, maintenance, refueling, and recharging in this hands-on course. Receive a forklift operator authorization card that's valid for three (3) years upon completion of an additional three hour on-site training. Must be 18 years or older to register.

Instructor: Roy Kimura

Location: HawCC Manono Bldg. 388 Rm. 101

Nov 16 F 8:00a-12:00p \$175 124K001



Forklift Safety Training class with Instructor, Roy Kimura, happy faces!



# Computer Training



Instructor: Marjorie Hale-Fishman  
 Location: HawCC Manono Campus, Bldg. 380-39

***We think Marjorie’s one of the best instructors ever! But you don’t have to take our word for it. Here’s what some of our students have said ...***

*“I like the fact teacher took time to explain instructions step by step.”*

*“How she teaches, well and to the point and good. Need more of her.”*

*“The instructor – very knowledgeable, clear and thorough in her teaching and coaching.”*

*“Instructor took time to work with our needs in Excel”*

*“I like that our instructor was well prepared, very friendly and informative.”*

## Microsoft Access Intermediate

Export and link files, customize a table, and manage how data is entered. You’ll learn how to format your own forms and create and modify your own reports. Get into how you review, create, sort, and filter queries. Follow up course: Microsoft Access Advanced

Oct. 2, 4 TR 1:00p-4:00p \$95 124C311

## Microsoft Access Advanced

Learn advanced data management such as referential integrity, table relationship, switchboards, and pivoting data. Step up your use of Access by understanding how to create and modify subforms and other advanced form tasks such as limiting user access and creating check boxes.

Oct 9 F 12:30p-4:30p \$85 124C331

## Computer Basics

Easily learn basic computer skills step by step in plain English. Start with the basics of Microsoft Word, the most used word processing software, and then get into Microsoft Excel, which is used for spreadsheets and calculations. Have time to apply skills learned with drills and problems. You’ll conclude this course with basic knowledge of these powerful programs. Follow up courses: Microsoft Word Introduction and Microsoft Excel Introduction.

Oct 1-12 M-F 8:00a-12:00p \$529 124W114

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 Computer Skills  
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**Microsoft Word Introduction**

Microsoft Word (or MS Word) is one of the most widely used word processing programs. MS Word allows you to create and edit text documents and this course will get you started. You'll be creating new documents, typing and deleting text, saving files, formatting your documents, changing fonts, printing your documents, and much more, in no time. Follow up course: Microsoft Word Intermediate

Oct 16, 18 TR 1:00p-4:00p \$95 124C161

**Microsoft Word Intermediate**

Take this course after completing Microsoft Word Introduction or if you have experience with MS Word 2007. Apply additional features such as using templates, bullets and numbering, table formatting, borders and shading, labels, envelopes, diagrams and more. Follow up course: Microsoft Word Advanced

Oct 23, 25 TR 1:00p-4:00p \$95 124C171

**Microsoft Word Advanced**

Understand the most advanced features of MS Word. Learn to insert pictures from ClipArt and work with WordArt and AutoShapes, as well as create, edit, and format charts and tables. You'll even find out how to add style to your documents.

Oct 30 T 12:30p-4:30p \$85 124C360

**Microsoft Excel Introduction**

Get introduced to basic Excel tasks such as; creating, saving, and opening new Excel workbooks and worksheets; selecting, copying, and moving data; constructing formulas; formatting worksheets; and setting up work sheets for printing. Follow up course: Microsoft Excel Intermediate

Nov 27, 29 TR 1:00p-4:00p \$95 124C201

**Microsoft Excel Intermediate**

Build on your current Excel skills. Focus more on Excel functions, worksheet management, working with lists and charting your data. You'll find this course extremely useful if you're an existing Excel user who has not had any formal training. Follow up course: Microsoft Excel Advanced

Dec 4, 6 TR 1:00p-4:00p \$95 124C211

**Microsoft Excel Advanced**

Focus on creating sophisticated Excel solutions using advanced formulas, dashboards, pivot tables, pivot charts, and much more. You will develop these advanced solutions on the worksheet and learn to assemble the proper Excel tools in ways you have never thought of before.

Dec 11 T 12:30p-4:30p \$85 124C351

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Become a Pro with  
Digital Photography

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Learn a new Language

---

Teaching Tips for Survival  
in the Classroom



## Hawaii Community College

Contact us at:
Visit us at:

(808) 934-2700
www.ed2go.com/hawaii

### 3 Ways To Register:



Nadia

Megan



1. Call us with your MasterCard or Visa number, **934-2700**.
2. Come in to our office at [1175 Manono St.](#), Bldg. 379A-3, Hilo  
Hours: 7:45a-4:30p, Mon.- Fri.
3. Use the [fillable registration form](#) and fax to 934-2701 or mail to us at:  
HawCC OCET, 200 W. Kawili St., Hilo, HI 96720

We accept cash, check, VISA and MasterCard, and PO's.




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.

Call Nadia or Megan, our customer friendly staff, to register at 934-2700!

## OCET

- is a Pearson Vue & ASE Prometric Testing Site
- offers an Intensive English Program
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