

**UH Hilo**  
**DLIR/WDD 2015-01, ETF #15**  
**Training Matrix**

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<b>Training Activity</b>		<b>Duration in Hours</b>	<b>Duration in Weeks</b>	<b>Course Schedule</b>	<b>TUITION PRICE</b>			<b>Certification offered? Yes/No</b>
<b>Program Area</b>	<b>Course Title</b>				<b>Tuition Price</b>	<b>State Discount Rate (%) &amp; Cost per unit</b>	<b>Total STATE Tuition and, if applicable, including tax*</b>	
Computer Related	Adobe Lightroom	4	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Adobe Premier Elements	6	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Adobe Tools for Business	12	2 weeks	Refer to website for class schedule	\$200	n/a	\$200	No
Business/Managerial	Advanced Grant Writing	5	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Advanced InDesign	6	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Advanced Microsoft Excel	6	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Advanced Microsoft Powerpoint	6	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Advanced Microsoft Word	6	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Advanced Photoshop	6	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Advanced Social Media Marketing	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Computer Related	Aerial Robotics	6	Less than one week	Refer to website for class schedule	\$100	n/a	\$100	No
Agriculture/Landscape	Agroforestry	30	5 weeks	Refer to website for class schedule	\$375	n/a	\$375	Yes

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Business/Managerial	Applied Grant Writing	5	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Business/Managerial	Basic Facilitation	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	No
Business/Managerial	Basic Grant Writing	5	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Health Industry Training	Basic Medical Coding	36	varies	Refer to website for class schedule	\$350	n/a	\$350	Yes
Business/Managerial	Becoming a Successful New Manager or Supervisor	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	No
Language	Beginning American Sign Language and Deaf Culture	9	6 weeks	Refer to website for class schedule	\$100	n/a	\$100	No
Language	Beginning Chinese Language	9	6 weeks	Refer to website for class schedule	\$55	n/a	\$55	No
Language	Beginning Japanese Language	9	6 weeks	Refer to website for class schedule	\$55	n/a	\$55	No
Agriculture/Landscape	Benefits of Beekeeping	8	2 weeks	Refer to website for class schedule	\$80	n/a	\$80	No
Business/Managerial	Board Development for Nonprofits	2	Less than one week	Refer to website for class schedule	\$30	n/a	\$30	No
Business/Managerial	Business Analytics	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	No

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Business/Managerial	Business Writing for Results	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Health Industry Training	Case Management Specialized Certificate	90	varies	Refer to website for class schedule	\$1,195	n/a	\$1,195	Yes
Travel Industry Training	Certified Interpretive Guide Training	32	1 week	Refer to website for class schedule	\$325	n/a	\$325	No
Travel Industry Training	Certified Interpretive Host Training	16	1 week	Refer to website for class schedule	\$200	n/a	\$200	No
Agriculture/Landscape	Common Insects & Diseases in the Garden	3	Less than one week	Refer to website for class schedule	\$55	n/a	\$55	No
Soft Training	Communication Skills for Success	7	Less than one week	Refer to website for class schedule	\$100	n/a	\$100	No
Business/Managerial	Communication Skills for Women	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Language	Conversational Japanese: Beyond Beginners	9	6 weeks	Refer to website for class schedule	\$55	n/a	\$55	No
Computer Related	Creating Interactive Virtual Tours	18	3 weeks	Refer to website for class schedule	\$375	n/a	\$375	No
Business/Managerial	Criticism & Discipline Skills for Managers and Supervisors	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Computer Related	Cyber Security for Business	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	No

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<b>Program Area</b>	<b>Course Title</b>				<b>Tuition Price</b>	<b>State Discount Rate (%) &amp; Cost per unit</b>	<b>Total STATE Tuition and, if applicable, including tax*</b>	
Soft Training	Dealing With Difficult & Upset People	3	Less than one week	Refer to website for class schedule	\$55	n/a	\$55	No
Soft Training	Effective Business Communication	7	Less than one week	Refer to website for class schedule	\$100	n/a	\$100	No
Language	Effective Communicatin with Non-native Speakers of English	3	Less than one week	Refer to website for class schedule	\$50	n/a	\$50	No
Soft Training	Emotional Intelligence: Helping You Provide Better Care	2	Less than one week	Refer to website for class schedule	\$49	n/a	\$49	Yes
Agriculture/Landscape	EcoLogical Farm Design for Beginners	48	3 weeks	Refer to website for class schedule	\$450	n/a	\$450	No
Agriculture/Landscape	EcoLogical Farm Design - Intermediate	48	3 weeks	Refer to website for class schedule	\$450	n/a	\$450	No
Agriculture/Landscape	EcoLogical Farm Design - Advanced	48	3 weeks	Refer to website for class schedule	\$450	n/a	\$450	Yes
Health Industry Training	Fall Prevention	6	6 weeks	Refer to website for class schedule	\$80	n/a	\$80	No
Business/Managerial	Farm Business Management	15	5 weeks	Refer to website for class schedule	\$100	n/a	\$100	No
Computer Related	Filemaker	6	1 week	Refer to website for class schedule	\$50	n/a	\$50	No
Business/Managerial	Finance & Accounting for NonFinancial People	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes

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Computer Related	Foundations of Geographic Information Systems (GIS)	14	Less than one week	Refer to website for class schedule	\$600	n/a	\$600	No
Business/Managerial	Fundraising for Nonprofits	2	Less than one week	Refer to website for class schedule	\$30	n/a	\$30	No
General Skills	General Care of Backyard Citrus & Avocado	2.5	1 week	Refer to website for class schedule	\$30	n/a	\$30	No
Computer Related	Google Docs and Applications	4	Less than one week	Refer to website for class schedule	\$60	n/a	\$60	No
Agriculture/Landscape	Hawaii Master Food Preserver Certificate Program	64	2 weeks	Refer to website for class schedule	\$400	n/a	\$400	Yes
Business/Managerial	Hiring Workers With Disabilities: Inclusion, Diversity, Success	5	Less than one week	Refer to website for class schedule	\$50	n/a	\$25	No
Soft Training	How to Communicate with Tact and Professionalism	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Soft Training	How to Deliver Exceptional Customer Service	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Soft Training	How to Deliver Exceptional Customer Service Over the Phone	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Soft Training	How to Manage Conflict & Confrontation	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes

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Business/Managerial	How to Start and Operate a Successful Dog Boarding Facility	10	5 weeks	Refer to website for class schedule	\$300	n/a	\$150	No
Soft Training	I Don't Just Work Here	3	Less than one week	Refer to website for class schedule	\$50	n/a	\$50	No
Health Industry Training	ICD-10 Coding Workshop	30	2 weeks	Refer to website for class schedule	\$500	n/a	\$500	No
Soft Training	Improving Workplace Relationships	8	Less than one week	Refer to website for class schedule	\$100	n/a	\$100	No
Agriculture/Landscape	Intermediate Beekeeping: Honeybee Health	8	2 weeks	Refer to website for class schedule	\$80	n/a	\$80	No
Computer Related	Intermediate InDesign	6	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Intermediate Microsoft Excel	4	Less than one week	Refer to website for class schedule	\$65	n/a	\$65	No
Computer Related	Intermediate Microsoft Powerpoint	4	Less than one week	Refer to website for class schedule	\$65	n/a	\$65	No
Computer Related	Intermediate Microsoft Word	4	Less than one week	Refer to website for class schedule	\$65	n/a	\$65	No
Computer Related	Intermediate Photoshop	6	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Business/Managerial	Interviewing Skills	6	Less than one week	Refer to website for class schedule	\$75	n/a	\$38	No

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Computer Related	Introduction to Computers: Mac	4	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Introduction to Computers: PC	4	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Introduction to InDesign	6	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Introduction to Microsoft Excel	4	Less than one week	Refer to website for class schedule	\$65	n/a	\$65	No
Computer Related	Introduction to Microsoft PowerPoint	4	Less than one week	Refer to website for class schedule	\$65	n/a	\$65	No
Computer Related	Introduction to Microsoft Word	4	Less than one week	Refer to website for class schedule	\$65	n/a	\$65	No
Computer Related	Introduction to Photoshop	6	2 weeks	Refer to website for class schedule	\$65	n/a	\$65	No
Computer Related	Keyboarding	12	3 weeks	Refer to website for class schedule	\$50	n/a	\$50	No
Business/Managerial	Leadership for Academics and Professionals	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	No
Business/Managerial	Leadership for You and Your Business	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	No
Business/Managerial	Leadership, Team Building, and Coaching	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Health Industry Training	Lean Practitioners In Healthcare	40	2 weeks	Refer to website for class schedule	\$1,295	n/a	\$1,295	Yes

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Business/Managerial	Managing Multiple Priorities, Projects, and Deadlines	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Health Industry Training	Medical Terminology	8	Less than one week	Refer to website for class schedule	\$350	n/a	\$350	Yes
Soft Training	Mindfulness Based Stress Reduction (MBSR)	25	5 weeks	Refer to website for class schedule	\$155	n/a	\$155	No
Computer Related	Mobile App Development	12	2 weeks	Refer to website for class schedule	\$250	n/a	\$250	No
Health Industry Training	Nutrition Through the Life Cycle	18	online	Refer to website for class schedule	\$225	n/a	\$225	No
Business/Managerial	Project Management Workshop	7	Less than one week	Refer to website for class schedule	\$150	n/a	\$150	Yes
Computer Related	Microsoft Office Essential Certificate Program	15	Less than one week	Refer to website for class schedule	\$275	n/a	\$275	yes
Computer Related	Microsoft Excel 2 (Intermediate)	6	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Microsoft Word 2 (Intermediate)	6	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Computer Related	Microsoft Publisher	4	Less than one week	Refer to website for class schedule	\$65	n/a	\$65	No
Computer Related	Quickbooks	10	2 weeks	Refer to website for class schedule	\$150	n/a	\$150	No

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Computer Related	R Statistical Analysis	12	2 weeks	Refer to website for class schedule	\$250	n/a	\$250	No
Computer Related	Remotely Piloted Aerial Systems (RPAS)	3	Less than one week	Refer to website for class schedule	\$125	n/a	\$125	No
Business/Managerial	Sales 101: Increase Your In-Person Sales Success	7	Less than one week	Refer to website for class schedule	\$100	n/a	\$100	No
Business/Managerial	Service Dog Etiquette	3	Less than one week	Refer to website for class schedule	\$65	n/a	\$33	Yes
Business/Managerial	Step Up to Supervisor	8	2 weeks	Refer to website for class schedule	\$150	n/a	\$150	No
Business/Managerial	Taking Your Business Online	7	1 week	Refer to website for class schedule	\$150	n/a	\$150	No
Soft Training	Teams That Work (Workstyles Refresher)	2.5	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	No
Agriculture/Landscape	Tropical Fruit Trees	2.5	Less than one week	Refer to website for class schedule	\$25	n/a	\$25	No
Business/Managerial	Tsunami Preparedness Course for Businesses	2	online	Refer to website for class schedule	\$50	n/a	\$50	Yes
Business/Managerial	Tsunami Preparedness Course for Community Emergency Response Teams	2	online	Refer to website for class schedule	\$50	n/a	\$50	Yes
Business/Managerial	Tsunami Preparedness Course for Educators	2	online	Refer to website for class schedule	\$50	n/a	\$50	Yes

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Business/Managerial	Tsunami Preparedness Course for Ocean Recreation Specialties	2	online	Refer to website for class schedule	\$50	n/a	\$50	Yes
Business/Managerial	The Outstanding Receptionist	7	Less than one week	Refer to website for class schedule	\$75	n/a	\$75	Yes
Soft Training	Understanding Workstyle Differences	3	Less than one week	Refer to website for class schedule	\$80	n/a	\$80	No
Business/Managerial	Using UAVs in Your Business	24	1 week	Refer to website for class schedule	\$750	n/a	\$750	No
Agriculture/Landscape	Value-Added Food Product Marketing Workshop	3	Less than one week	Refer to website for class schedule	\$55	n/a	\$55	No
Agriculture/Landscape	Value-Added Product Packaging Design Workshop	3	Less than one week	Refer to website for class schedule	\$55	n/a	\$55	No
Computer Related	Windows 10	4	Less than one week	Refer to website for class schedule	\$70	n/a	\$70	
Computer Related	Wix.com	9	Less than one week	Refer to website for class schedule	\$125	n/a	\$125	
Agriculture/Landscape	Vegetable Gardening	2.5	Less than one week	Refer to website for class schedule	\$25	n/a	\$25	No
Computer Related	Web Development for Professionals	6	1 week	Refer to website for class schedule	\$75	n/a	\$75	No

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Language	Workplace English for Adult English Language Learners, Beginning-level, Part I	10	10 weeks	Refer to website for class schedule	\$140	n/a	\$140	No
Language	Workplace English for Adult English Language Learners, Beginning-level, Part II	10	Less than one week	Refer to website for class schedule	\$140	n/a	\$140	No