Work Readiness, Career Skills (Services), Prevocational Services List
as of May 9, 2024

Trainer Provider Name & Campus	Training Program Name	Course Number	CIP Code	CIP Name	In-demand Industry Sector or occupation	Training Program Description	Method of Instruction	Business Partnership Description	Credential Earned	Total Cost: Tuition, program fees, other costs for one student	Length (weeks)	Total Hours	Training Program Website	Phone	Workforce Area (County)	Date Approved/On List Since	Eligibility Expires
Applied Computer Training & Technology Harbor Center, 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	Basic Bookkeeping Course	N/A	52.0302	Accounting Technology and Bookkeeping	Billing and Posting Clerks	The Basic Bookkeeping course will cover basic accounting methods, understanding financial statements and terminology.	Combination/Hybrid - Online and In-person	None	Upon successful completion of the course, the student will receive a Certificate of Aptitude	$417.80, GE tax inclusive. Tuition includes: Course, books, and handouts.	2	16	https://www.actthawaii.com/office-applications-introductory-courses/	808-486-7330 Fax: 486-2053	Oahu	4/6/2021	4/6/2024
Applied Computer Training & Technology Harbor Center, 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	Customer Service Course	N/A	52.0411	Customer Service Support	Counter and Rental Clerks	The Customer Service course will teach each student how to work with all types of customers and how we can serve them better and improve ourselves in the process.	Combination/Hybrid - Online and In-person	None	Upon successful completion of the course, the student will receive a Certificate of Aptitude. This course can transfer directly into the "Customer Service Program".	$417.80, GE tax inclusive. Tuition includes: Course, books, and handouts.	2	16	https://www.actthawaii.com/office-applications-introductory-courses/	808-486-7330 Fax: 486-2053	Oahu	4/6/2021	4/6/2025
Applied Computer Training & Technology Harbor Center, 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	Customer Service Program	N/A	52.0411	Customer Serivice Support	Receptionists and Information Clerks	The Customer Service Program - is designed to help prepare students to transition to new career platforms that incorporate or may involve customer service and dealing with customers in-person, digital (email) or over the phone. The program also covers cybersecurity best practices to help employers keep IP and IT infrastructure safe and will wrapup with resume writing, mock interviews, dress for success, job search sites and job applications.	Combination/Hybrid - Online and In-person	None	Upon successful completion of the course, the student will receive a Certificate of Aptitude	$3,781.15, GE tax inclusive. Tuition includes: Course, e-books, handouts, materials for distant learning and registration fee.	18	144	https://www.actthawaii.com/office-applications-introductory-courses/	808-486-7330 Fax: 486-2053	Oahu	4/6/2021	4/6/2025

Institution	Course		CIP	Program	Occupation	Description	Delivery	Prereq	Credential	Tuition			URL	Contact	Island	Start	End
Applied Computer Training & Technology Harbor Center, 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	CyberSAFE: Securing Assets for End Users	N/A	52.0101	Business Administration and Management, General	IT	This course is designed for non-technical, end users of computers, mobile devices, networking and/or the Internet to gain an understanding of security risks and threats including best practices to minimize risk exposure. Students will learn to understand safe use of devices, Internet applications and best practices in office environments.	Combination/Hybrid, Online, In-person	N/A	Certificate of Completion	$417.80, GE tax inclusive. Tuition includes: Course, books, handouts, and 1 testing voucher.	2	16	https://actt-inc.com/office-applications-introductory-courses/	808-486-7330 Fax: 486-2059	Oahu	6/16/2022	6/16/2025
Applied Computer Training & Technology Harbor Center, 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	Cyber Security Fundamentals	N/A	11.1003	Computer Information Systems Security	Management Analysts	Develop effective prevention methods which will increase overall security. They will also understand the basic concepts associated with Cyber Security and what a company needs to stay secure.	Combination/Hybrid - Online and In-person	None	Upon successful completion of the course, the student will receive a Certificate of Aptitude. This course can transfer directly into the "Customer Service Program".	$417.80, GE tax inclusive. Tuition includes: Course, books, handouts, and 1 testing voucher.	2	16	https://www.actthawaii.com/office-applications-introductory-courses/	808-486-7330 Fax: 486-2053	Oahu	4/6/2021	4/6/2025
Applied Computer Training & Technology Harbor Center, 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	Handling a Difficult Customer	N/A	52.0411	Customer Service Support	Counter and Rental Clerks	The Handling a Difficult Customer course teach each student stress management skills, how to build rapport, and recognizing certain body language.	Combination/Hybrid - Online and In-person	None	Upon successful completion of the course, the student will receive a Certificate of Aptitude. This course can transfer directly into the "Customer Service Program".	$417.80, GE tax inclusive. Tuition includes: Course, books, and handouts.	2	16	https://www.actthawaii.com/office-applications-introductory-courses/	808-486-7330 Fax: 486-2053	Oahu	4/6/2021	4/6/2025
Applied Computer Training & Technology Harbor Center, 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	HR Management Course	N/A	52.1001	Human Resource/Personnel Administration	Food Service Managers	The HR management Course will cover the basic tools to handle numerous human resource situations such as interviewing, orientation, safety, harassment, discrimination, violence, discipline, and termination.	Combination/Hybrid - Online and In-person	None	Upon successful completion of the course, the student will receive a Certificate of Aptitude	$417.80, GE tax inclusive. Tuition includes: Course, books, and handouts.	2	16	https://www.actthawaii.com/office-applications-introductory-courses/	808-486-7330 Fax: 486-2053	Oahu	4/6/2021	6/16/2025

Provider	Course		CIP	Program		Description	Delivery	Prereq	Credential	Tuition			Website	Contact	Island	Start	End
Applied Computer Training & Technology Harbor Center, Bldg 7 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	Intro to Computers	N/A	52.0101	Business Administration and Management, General	IT	The Introduction to Computers course is designed to take an individual with little to no computer experience and give them the confidence to set up, navigate, and do other useful day-to-day activities on their personal computer. Exercises include learning how to properly set up a computer, the parts of the computers and their functions, and how to operate a mouse. Students will study the basics of the Windows operating system and the basics of internet use	Combination/Hybrid, Online, In-person	N/A	Certificate of Completion	$417.80, GE tax inclusive. Tuition includes: Course, books, and handouts.	2	16	https://actt-inc.com/office-applications-introductory-courses/	808-486-7330 Fax: 486-2059	Oahu	6/16/2022	6/16/2025
Applied Computer Training & Technology Harbor Center, Bldg 7 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	Intro to Windows	N/A	32.011	Business Administration	IT	Introduction to Windows offers an overview of one of the most popular operating systems. Students will learn to identify and open objects on the desktop, utilize the Help and Support Center, navigate and manage folders using My Computer and Window Explorer. Other exercises include managing the Recycle Bin, creating simple word processing documents and drawings using the Control Panel, browsing the Internet, using Internet Explorer, and proper power down.	Combination/Hybrid, Online, In-person	N/A	Certificate of Completion	$417.80, GE tax inclusive. Tuition includes: Course, books, and handouts.	2	16	https://actt-inc.com/office-applications-introductory-courses/	808-486-7330 Fax: 486-2056	Oahu	6/16/2022	6/16/2023
Applied Computer Training & Technology Harbor Center, 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	Microsoft Excel Advanced	N/A	52.0101	Business Administration and Management, General	IT	Students enrolling in these courses will learn creating and revising business documents using Excel. Students will learn to apply conditional formatting; add data validation criteria; customize menus and toolbars; and create, edit, and run macros. The student will also view data using the outline, create a workspace, consolidate data, view the consolidated data, and link cells, protect their workbooks, set revision tracking, merge workbooks, and track changes, chart non-adjacent data, modify embedded charts and chart items, and add a trend line to their chart, create, change the order of, group, move, copy, and format graphic objects. They will also insert and modify clip art.	classroom	None	Upon successfully completing this course each student must pass an end of course exam to receive a Certificate of Aptitude to signify abilities to the curriculum level for objectives testable on Microsoft Office Specialist (MOS) exams. Exams are offered by Certiport and would be coordinated independent of the curriculum using Certiport facilities and/or proctors	$417.80, GE tax inclusive. Tuition includes: Course, books, and handouts.	2	16	www.actthawaii.com	808-486-7330 Fax: 486-2056	Oahu	8/1/2019	7/31/2024
Applied Computer Training & Technology Harbor Center, 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	Microsoft Excel Basic	N/A	52.0101	Business Administration and Management, General	IT	Students enrolling in these courses will learn creating and revising business documents using Excel. Students will create, edit, format and print basic worksheets and charts in Excel.	classroom	None	Upon successfully completing this course each student must pass an end of course exam to receive a Certificate of Aptitude to signify abilities to the curriculum level for objectives testable on Microsoft Office Specialist (MOS) exams. Exams are offered by Certiport and would be coordinated independent of the curriculum using Certiport facilities and/or proctors	$417.80, GE tax inclusive. Tuition includes: Course, books, and handouts.	2	16	www.actthawaii.com	808-486-7330 Fax: 486-2059	Oahu	8/1/2019	7/31/2024

Provider	Course		CIP	Program	Type	Description	Delivery	Prereq	Certification	Tuition			Website	Phone/Fax	Island	Start	End
Applied Computer Training & Technology Harbor Center, 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	Microsoft Excel Intermediate	N/A	52.0101	Business Administration and Management, General	IT	Students enrolling in these courses will learn creating and revising business documents using Excel. Students will use Excel and user-defined templates to create templates and workbooks, use a variety of techniques to sort and filter data, reuse and share data by importing and exporting, use various functions and auditing features to create advanced formulas and audit worksheets, use PivotTable reports, PivotChart reports, and other analysis tools to analyze data, and use Web features and comments to collaborate with others.	classroom	None	Upon successfully completing this course each student must pass an end of course exam to receive a Certificate of Aptitude to signify abilities to the curriculum level for objectives testable on Microsoft Office Specialist (MOS) exams. Exams are offered by Certiport and would be coordinated independent of the curriculum using Certiport facilities and/or proctors	$417.80, GE tax inclusive. Tuition includes: Course, books, and handouts.	2	16	www.actthawaii.com	808-486-7330 Fax: 486-2060	Oahu	8/1/2019	7/31/2024
Applied Computer Training & Technology Harbor Center, 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	Microsoft Word Advanced	N/A	52.0101	Business Administration and Management, General	IT	Students will learn enhanced approaches to creating and revising business documents using Word. Students will create and distribute a form, automate tasks by writing and revising macros, create preferences to information in a document, prepare a document for publication, revise documents based on feedback provided by other users, and modify an HTML page in Word. This is a non-technical course with no corresponding Industry Certification Examination.	classroom	None	Upon successfully completing this course each student must pass an end of course exam to receive a Certificate of Aptitude to signify abilities to the curriculum level for objectives testable on Microsoft Office Specialist (MOS) exams. Exams are offered by Certiport and would be coordinated independent of the curriculum using Certiport facilities and/or proctors	$417.80, GE tax inclusive. Tuition includes: Course, books, and handouts.	2	16	www.actthawaii.com	808-486-7330 Fax: 486-2056	Oahu	8/1/2019	7/31/2024
Applied Computer Training & Technology Harbor Center, 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	Microsoft Word Basic	N/A	52.0101	Business Administration and Management, General	IT	Students will learn basic concepts related to creating and revising business documents using Word. Students will create and save a document, enter text with automatic text features, access online help, edit a document using a variety of techniques, change the appearance of a document by applying character and paragraph formatting, manipulate the layout of text by creating columns and adding a table, use Word's proofing tools, apply and remove formatting that affects entire pages, use print preview, and learn document printing. This is a non-technical course with no corresponding Industry Certification Examination.	classroom	None	Upon successfully completing this course each student must pass an end of course exam to receive a Certificate of Aptitude to signify abilities to the curriculum level for objectives testable on Microsoft Office Specialist (MOS) exams. Exams are offered by Certiport and would be coordinated independent of the curriculum using Certiport facilities and/or proctors	$417.80, GE tax inclusive. Tuition includes: Course, books, and handouts.	2	16	www.actthawaii.com	808-486-7330 Fax: 486-2059	Oahu	8/1/2019	7/31/2024
Applied Computer Training & Technology Harbor Center, 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	Microsoft Word Intermediate	N/A	52.0101	Business Administration and Management, General	IT	Students will learn enhanced skills related to creating and revising business documents using Word. Students will create and save a document, enter text with automatic text features, access online help, edit a document using a variety of techniques, change the appearance of a document by applying character and paragraph formatting, manipulate the layout of text by creating columns and adding a table, use Word's proofing tools, apply and remove formatting that affects entire pages, use print preview, and learn document printing.	classroom	None	Upon successfully completing this course each student must pass an end of course exam to receive a Certificate of Aptitude to signify abilities to the curriculum level for objectives testable on Microsoft Office Specialist (MOS) exams. Exams are offered by Certiport and would be coordinated independent of the curriculum using Certiport facilities and/or proctors	$417.80, GE tax inclusive. Tuition includes: Course, books, and handouts.	2	16	www.actthawaii.com	808-486-7330 Fax: 486-2060	Oahu	8/1/2019	7/31/2024

Institution	Program		CIP Code	Category		Description	Delivery	Prereq	Completion	Tuition		Hours	Website	Phone	Island	Start	End
Applied Computer Training & Technology Harbor Center, 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	Office Administrator Program	N/A	52.0101	Business Administration and Management, General	IT	The Office Administrator Program was designed to prepare studnets for careers in Office based work environments. This program will equip students with proficiency in basic computer use, Windows Functionality, document and spreadsheet development, end-user cybersecurity fundamentals and require application of skills into real-work scenarios based on job seeking.	classroom	None	Upon successfully completing this course each student must pass an end of course exam to receive a Certificate of Aptitude to signify abilities to the curriculum level for objectives testable on Microsoft Office Specialist (MOS) exams. Exams are offered by Certiport and would be coordinated independent of the curriculum using Certiport facilities and/or proctors	$3,781.15, GE tax inclusive. Tuition includes: Course, books, handouts and registration fee.	18	144	www.actthawaii.com	808-486-7330 Fax: 486-2059	Oahu	8/1/2019	7/31/2024
Applied Computer Training & Technology Harbor Center, 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	Practical Applications	N/A	52.0101	Business Administration and Management, General	IT	The Practical Applications Course is a course that integrates basic computer use with document processing and relates concepts to the real-world scenario of seeking and finding employment. Students apply skills to create a Cover Letter, Resume and Reference Sheet in Word; explore e-mail use in secure and professional capacities, and practice job seeking skills through multiple-exercises including Mock Interviews. This is a non-technical course with no corresponding Industry Certification Examination.	classroom	None	Upon successfully completing this course each student must pass an end of course exam to receive a Certificate of Aptitude to signify abilities to the curriculum level for objectives testable on Microsoft Office Specialist (MOS) exams. Exams are offered by Certiport and would be coordinated independent of the curriculum using Certiport facilities and/or proctors	$417.80, GE tax inclusive. Tuition includes: Course, books, and handouts.	2	16	www.actthawaii.com	808-486-7330 Fax: 486-2056	Oahu	8/1/2019	4/6/2025
Applied Computer Training & Technology Harbor Center, 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	Sales Fundamentals Course	N/A	52.0411	Customer Service Support	Counter and Rental Clerks and Parts Salespersons	The Sales Fundamentals course will give participants a basic sales process, plus some basic sales tools, that they can use to seal the deal, no matter what the size of the sale.	Combination/Hybrid - Online and In-person	None	Upon successful completion of the course, the student will receive a Certificate of Aptitude	$417.80, GE tax inclusive. Tuition includes: Course, books, and handouts.	2	16	https://www.actthawaii.com/office-applications-introductory-courses/	808-486-7330 Fax: 486-2053	Oahu	4/6/2021	4/6/2025
Applied Computer Training & Technology Harbor Center, 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	Telephone Etiquette Course	N/A	52.0411	Customer Service Support	Receptionists and Information Clerks	The Telephone Etiquette will teach each student the skills to increase productivity and improve performance.	Combination/Hybrid - Online and In-person	None	Upon successful completion of the course, the student will receive a Certificate of Aptitude. This course can transfer directly into the "Customer Service Program".	$417.80, GE tax inclusive. Tuition includes: Course, books, and handouts.	2	16	https://www.actthawaii.com/office-applications-introductory-courses/	808-486-7330 Fax: 486-2053	Oahu	4/6/2021	4/6/2025

Provider	Course	Code	CIP	Occupation	Category	Description	Delivery	Prereq	Credential	Cost	Duration	Hours	URL	Phone	Island	Start	End
Applied Computer Training & Technology Harbor Center, 98-030 Hekaha Street, Suite 29 Aiea, HI 96701	Work Readiness	N/A	11.1006	Computer Support Specialist	IT	This course prepares students to transition into the IT field through review of essential applications (Word/Excel/Internet Explorer) to complete job-search tasks. Students learn to use the web to seek out jobs, perform labor market analysis, seek out posting key words and use their research to prepare a resume, cover letter and reference list. Course culminates in a mock technical interview.	Combination/Hybrid - Online and In-person	None	Upon successful completion of the course, the student will receive a course completion certificate.	$1,041.88	2	40	www.actt-inc.com	808-486-7330 Fax: 486-2059	Oahu	2/2/2024	2/2/2026
Hawaii Community College EDvance	Accounting with MS Excel 2019 Suite	TBD upon enrollment	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	The online course suite will help you master fundamental accounting skills and learn Microsoft Excel 2019.	Distance Learning (Asynchronous, Instructor-Led)	None	Certificate of Completion	$455	24	96	https://www.ed2go.com/hawaii/online-courses/accounting-microsoft-excel-2019-suite/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Advanced Excel	OCT1507	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	Learning Advanced Excel contains these tools that can help you prepare your worksheets accurately, examine your data for authentication, and then find those answers to your most difficult questions. This course will help you learn these required business functions along with the tools required to analyze data efficiently within the workplace. Save time for yourself by protecting your valuable data and know with assurance that the entered data is accurate without any errors. By completing the course, discover how to attractively visualize your data into meaningful information with confidence.	Distance Learning (Asynchronous)	None	Certificate of Completion	$195	4	16	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6620840	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Advanced Microsoft Excel 2019/Office 365	TBD upon enrollment	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	In this hands-on course, you will learn Microsoft Excel 2019/Office 365's advanced functions and often-overlooked features, including data analysis tools, data tables and databases, custom controls, and PivotTables.	Distance Learning (Asynchronous, Instructor-Led or Self-Paced)	None	Certificate of Completion	$145	6 wks I-L / 12 wks S-P	24	https://www.ed2go.com/hawaii/online-courses/advanced-microsoft-excel-2019-office-365/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024

Provider	Course Title	Course ID	CIP	Program	Industry	Description	Delivery	Prereq	Credential	Cost	Weeks	Hours	URL	Phone	Location	Start	End
Hawaii Community College EDvance	Basic Computer Skills Suite	COM1927	32.011	Basic Computer Skills	Information Technology, Business	Learn essential computer skills for the 21st century workplace, including how to troubleshoot PC issues!	Distance Learning (Asynchronous, Instructor-Led)	None	Certificate of Completion	$345	18	72	https://www.ed2go.com/hawaii/online-courses/computer-courses/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Certificate in Customer Service	OCT1022	52.1803	Retailing and Retail Operations	Hospitality, Retail, Business, Tourism and Travel	Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else. Certificate includes two courses: Keys to Customer Service, Extraordinary Customer Service	Distance Learning (Asynchronous)	None	Certificate of Completion	$245	8	32	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6583515	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Certificate in Mastering Excel	OCT1504	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Begin with learning how an Excel worksheet is constructed, populated with content, and edited for delivery. Discover how various menu items, commands, settings and processes affects the look of your Excel worksheets and workbooks. Then, increase your efficiency by learning how to organize, display and calculate your data into useful information. Identify different types of data and how data can be best visually represented or formatted, by using different data tool techniques. Finally, you'll learn a variety of Excel's most powerful features to analyze data quickly and easily. This Certificate will help you discover how to attractively visualize your data into meaningful information with confidence.	Distance Learning (Asynchronous)	None	Certificate of Completion	$495	12	48	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6620668	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Computer Essentials	COM1051	32.011	Basic Computer Skills	Information Technology, Business	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 as well as keyboarding lessons and practice. Create a resume and learn online job search skills. You'll conclude this course with basic knowledge of the power of computers.	Distance Learning (Synchronous)	None		$349	4	16	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=7266178	(808) 934-2700	Hawaii	9/8/2021	9/8/2024

Provider	Course Title	Course ID	CIP	Program/Subject	Industry	Description	Delivery	Partner	Credential	Cost	Duration	Hours	URL	Phone	Location	Start	End
Hawaii Community College EDvance	Computer Skills for the Workplace	COM1926	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	Gain a working knowledge of the computer skills you'll need to succeed in today's job market.	Distance Learning (Asynchronous, Instructor-Led or Self-Paced)	None	Certificate of Completion	$145	6 wks I-L / 12 wks S-P	24	https://www.ed2go.com/hawaii/online-courses/computer-skills-for-the-workplace/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Customer Service In Hawaii	HOSP8225	52.1905	Tourism and Travel Services Marketing Operations	Hospitality, Retail, Business, Tourism and Travel	This Certificate for Customer Service in Hawai'i is designed for existing and potential employees of Hawaii's visitor industry; the visitor industry is defined as any organization whose employees have direct contact with out-of-state visitors. These organizations include hotels, restaurants, entertainment venues, amusement parks, convention centers, airlines, tour companies, retailers, airport agencies, public transportation, government entities, museums, healthcare organizations, etc. Learners must complete the entire training program by attending at least 80% of the classes, complete the capstone project by the established due date, and achieve at least a 75% score on the capstone project.	Distance Learning (Hybrid)	Hawai`i Tourism Authority					https://ce.uhcchawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=3949743	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Developing Your Leadership Skills	OCT1036	52.02	Business Administration, Management and Operations	Business, Various Industries	Discover the key concepts of being a leader and the best strategies for developing your leadership skills and influence. Learn the unspoken secrets that leaders know and the strategies they employ/exhibit in for influencing others. Leadership skills are acquired and learned. The action takes place in attending meetings, running meetings, interacting with others 1:1, and employing successful techniques to convince and influence others. Course 2/3 to earn Certificate in Leadership Development	Distance Learning (Asynchronous)	None	Certificate of Completion	$145	4	16	https://ce.uhcchawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6583991	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Developing Your Professional Career	OCT1037	32.0111	Workforce Development and Training	All	Have you ever wondered how do I get to that next level in my career? What does it take? This course will help you identify those skills that all great leaders possess, while learning new skills that will help take you to the next level. Whether you are leading a department or a organization you will gain the knowledge you need to be successful. Learn how to incorporate a developed image and communication skills that will rocket you to that next level. Course 3/3 to earn Certificate in Leadership Development	Distance Learning (Asynchronous)	None	Certificate of Completion	$145	4	16	https://ce.uhcchawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6584031	(808) 934-2700	Hawaii	9/8/2021	9/8/2024

Hawaii Community College EDvance	Essential Customer Service & Sales Excellence	BUS1040	52.1899	General Merchandising, Sales, and Related Marketing Operations, Other	Hospitality, Retail, Business, Tourism and Travel	Customer service is an essential skill in today's fast changing workforce. Learn how to be customer-focused and identify what customers expect and appreciate. You get to define your own personal vision of quality service and explore critical skills such as: Communication & Empathy, Active listening, Body language & non-verbal communication, Dealing with challenging and assertive customers, Conflict resolution, Positive self-development, and so much more.	Distance Learning (Synchronous)	N/A		$295	8	16	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=7020472	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Extraordinary Customer Service	OCT1024	52.1803	Retailing and Retail Operations	Hospitality, Retail, Business, Tourism and Travel	Transform your customer service into something extraordinary. As a result more repeat business will improve your bottom line. Customer service separates you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You'll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success. Course 2/2 to earn Certificate in Customer Service	Distance Learning (Asynchronous)	None	Certificate of Completion	$145	4	16	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6583542	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Goal Setting and Time Management Training	TBD upon enrollment	32.0111	Workforce Development and Training	All	Good time management and the ability to set personal goals are key to achieving success in life. This course will teach you how to set appropriate, measurable goals and develop good time management skills to achieve them.	Distance Learning (Asynchronous, Self-Paced)	None	Certificate of Completion	$79	12	14	https://www.ed2go.com/hawaii/online-courses/goal-setting-time-management-training-self-paced/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Grammar	OCT1400	52.0501	Business/Corporate Communications	Business	The grammar knowledge you'll gain from this course can be applied to whatever kind of writing you do now. Everything you learn regarding grammar, punctuation to fixing common writing mistakes will elevate your communication skills and help you polish and write effectively.	Distance Learning (Asynchronous)	None	Certificate of Completion	$295	12	48	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6610776	(808) 934-2700	Hawaii	9/8/2021	9/8/2024

Provider	Course Title	Course Number	CIP	Category	Field	Description	Delivery	Prerequisites	Credential	Cost	Length	Hours	URL	Phone	Location	Start Date	End Date
Hawaii Community College EDvance	Intermediate Computer Essentials	COM1052	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	Increase your computer knowledge to better prepare you for the workforce and the technology of today's everyday business operations. Become more familiar with the internet and how it can expand your employment opportunities and effectiveness at work. Organization is key to being efficient at work and you will learn about how to create and improve a filing system on a computer.	Distance Learning (Synchronous)	None		$469	5	20	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=7266187	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Intermediate Excel	OCT1506	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	Excel is one of the most important applications that you can study now to take your skills to the next level! This course will help you increase your efficiency by learning how to organize, display and calculate your data into useful information. Find out how you can consolidate your data proficiently into readable rows and columns using different table designs and styles. Create a unique style for yourself to improve your spreadsheet appearance to make the content easier to understand for your target audience. Learn from the trainer on how beneficial it is to become more productive in generating different everyday business functions. Discover how easily pivot tables can be created to quickly summarize large amounts of data. Through this course, these tasks will make your work outstanding and unique in what you do.	Distance Learning (Asynchronous)	None	Certificate of Completion	$195	4	16	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6620755	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Intermediate Microsoft Access 2019/Office 365	TBD upon enrollment	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	If you use Microsoft Access, this course will help you manage databases more efficiently by advancing your skill set through hands-on lessons.	Distance Learning (Asynchronous, Instructor-Led or Self-Paced)	None	Certificate of Completion	$145	6 wks I-L / 12 wks S-P	24	https://www.ed2go.com/hawaii/online-courses/intermediate-microsoft-access-2019-office-365/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Intermediate Microsoft Excel 2019/Office 365	TBD upon enrollment	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	If you use Microsoft Excel, this intermediate course will bring your Excel skills to the next level. You will learn how to use a number of powerful features in the 2019 version of Microsoft's longstanding Excel software.	Distance Learning (Asynchronous, Instructor-Led or Self-Paced)	None	Certificate of Completion	$145	6 wks I-L / 12 wks S-P	24	https://www.ed2go.com/hawaii/online-courses/intermediate-microsoft-excel-2019-office-365/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024

Institution	Course Title	Course Code	CIP	Category	Area	Description	Delivery	Prerequisites	Credential	Cost	Duration	Hours	URL	Phone	Location	Start	End
Hawaii Community College EDvance	Intermediate Microsoft Word 2019/Office 365	TBD upon enrollment	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	Use Microsoft Word 2019/Office 365 more efficiently by mastering its more advanced features. This hands-on course will teach you how to create an index, build a list of figures, design a table of contents, perform a mail merge, and use timesaving shortcuts to develop professional documents.	Distance Learning (Asynchronous, Instructor-Led or Self-Paced)	None	Certificate of Completion	$145	6 wks I-L / 12 wks S-P	24	https://www.ed2go.com/hawaii/online-courses/intermediate-microsoft-word-2019-office-365/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Interpersonal Communication	BUS1926	35.0103	Business and Social Skills	All	Become aware of the conscious and unconscious codes of meaning people send when communicating with others.	Distance Learning (Asynchronous, Instructor-Led or Self-Paced)	None	Certificate of Completion	$145	6 wks I-L / 12 wks S-P	24	https://www.ed2go.com/hawaii/online-courses/interpersonal-communication/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Introduction to Computers	COM1050	32.011	Basic Computer Skills	Information Technology, Business	A simple course for the first time or novice user to get to know computers, operating systems and applications. This course will teach you the basic parts to the computer and how to set up a computer and accounts (password, email, etc.). Other topics include an introduction to the internet incorporating browser basics, safety, and how to read a web page. You will also gather an understanding of email basics involving etiquette and safety. Merging these lessons together, you can discover the various educational and job opportunities available online via the Internet.	Distance Learning (Synchronous)	None		$209	2	8	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=7266165	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Introduction to Microsoft Access 2019/Office 365	TBD upon enrollment	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	This hands-on course will teach beginners how to use Microsoft Access 2019/Office 365 to build a database and customize the way data is stored.	Distance Learning (Asynchronous, Instructor-Led or Self-Paced)	None	Certificate of Completion	$145	6 wks I-L / 12 wks S-P	24	https://www.ed2go.com/hawaii/online-courses/intro-microsoft-access-2019-office-365/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024

Provider	Course	Code	CIP	Category	Industry	Description	Delivery	Prereq	Credential	Cost	Duration	Hours	URL	Phone	Location	Start	End
Hawaii Community College EDvance	Introduction to Microsoft Excel 2019/Office 365	TBD upon enrollment	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	This course introduces you to Microsoft Excel 2019 and teaches you how to use this powerful software. For people like you who are interested in working with data of any kind, knowing how to create a spreadsheet is the key to effectively managing and organizing information.	Distance Learning (Asynchronous, Instructor-Led or Self-Paced)	None	Certificate of Completion	$145	6 wks I-L / 12 wks S-P	24	https://www.ed2go.com/hawaii/online-courses/intro-excel-microsoft-excel-2019-office-365/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Introduction to Microsoft PowerPoint 2019/Office 365	TBD upon enrollment	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	As technology transforms business practices, Microsoft PowerPoint remains one of the most commonly used tools for presentations. This course is perfect for beginners wanting to learn how to effectively use Microsoft PowerPoint 2019 to create professional presentations.	Distance Learning (Asynchronous, Instructor-Led or Self-Paced)	None	Certificate of Completion	$145	6 wks I-L / 12 wks S-P	24	https://www.ed2go.com/hawaii/online-courses/intro-microsoft-powerpoint-2019-office-365/	(808) 934-2700	Hawaii	9/8/2021	4/29/2025
Hawaii Community College EDvance	Introduction to Microsoft Word 2019/Office 365	COM1967	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	Learn how the foundational skills needed to utilize Microsoft Word 2019 in Office 365. This course will teach you how to create professional-looking letters, reports, and documents.	Distance Learning (Asynchronous, Instructor-Led or Self-Paced)	None	Certificate of Completion	$145	6 wks I-L / 12 wks S-P	24	https://www.ed2go.com/hawaii/online-courses/intro-microsoft-word-2019-office-365/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Keys to Customer Service	OCT1023	52.1803	Retailing and Retail Operations	Hospitality, Retail, Business, Tourism and Travel	Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous. Course 1/2 to earn Certificate in Customer Service	Distance Learning (Asynchronous)	None	Certificate of Completion	$145	4	16	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6583532	(808) 934-2700	Hawaii	9/8/2021	9/8/2024

Provider	Course Name	Course Code	CIP	Category	Industries	Description	Delivery Method	Prerequisites	Credential	Cost	Duration	Hours	URL	Phone	Location	Start Date	End Date
Hawaii Community College EDvance	Keys to Effective Communication	BUS1900	35.0103	Business and Social Skills	All Industries Applicable	Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.	Distance Learning (Asynchronous, Instructor-Led or Self-Paced)	N/A	Certificate of Completion	$145	6 wks I-L / 12 wks S-P	24	https://www.ed2go.com/hawaii/online-courses/keys-to-effective-communication/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Leadership Development	OCT1034	52.02	Business Administration, Management and Operations	Business, Various Industries Needs to be specific or it cannot be approved	Discover your style of leadership. Att he end of the course you'll be able to discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals, strategies employed/exhibited for influencing others. Leadership skills are acquired and learned.	Distance Learning (Asynchronous)	None	Certificate of Completion	$395	12	48	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6583938	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Leadership Principles	OCT1035	52.02	Business Administration, Management and Operations	Business, Various Industries	Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals.	Distance Learning (Asynchronous)	None	Certificate of Completion	$145	4	16	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6583976	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Master VLOOKUP in Microsoft Excel	TBD upon enrollment	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	Obtain valuable skills working with data in Excel in this self-paced, online course.	Distance Learning (Asynchronous, Self-Paced)	None	Certificate of Completion	$79	12	12	https://www.ed2go.com/hawaii/online-courses/master-vlookup-microsoft-excel/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024

Hawaii Community College EDvance	Mastering Computer Skills for the Workplace	OCT1520	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	Must-have skills to succeed in the workplace include the ability to create, edit and manage presentations in MS PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel. Microsoft Office Suite of applications is the most used software tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of MS Office change over time. Master the most common uses so that you can work faster and more efficiently and can take your computer skills from plain and drab to exciting and engaging. You will leave class with a set of skills that are a workplace requirement in today's fast paced ever-changing environment and will enable your future career success.	Distance Learning (Asynchronous)	None	Certificate of Completion	$195	4	16	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6639290	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Mastering Microsoft Excel	OCT1505	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of Excel change over time. Examine the life of an Excel worksheet and workbook, from creation to presentation. Learn how an Excel worksheet is constructed, populated with content, and edited for delivery. Master the options that can take your Excel worksheet from plain, drab numbers to exciting and engaging multimedia. You will leave class with a set of skills that are in high demand and will be a deciding factor in your future success. Course 1/3 to earn Certificate in Mastering Excel	Distance Learning (Asynchronous)	None	Certificate of Completion	$195	4	16	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6620743	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Microsoft Access 2019/Office 365 Series	TBD upon enrollment	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	As the most widely-used desktop database management programs, knowing how to use Microsoft Access adds a valuable skill to your professional profile. The Microsoft Access 2019 Series will teach beginners how to use Access to efficiently build, customize, and manage databases and bring their skills to an intermediate level.	Distance Learning (Asynchronous, Instructor-Led)	None	Certificate of Completion	$289	12	48	https://www.ed2go.com/hawaii/online-courses/access-2019-training/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Microsoft Excel 2019	TBD upon enrollment	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	Get a comprehensive overview of Microsoft Excel 2019 and improve your understanding of data.	Distance Learning (Asynchronous, Instructor-Led)	None	Certificate of Completion	$475	24	96	https://www.ed2go.com/hawaii/online-courses/microsoft-excel-2019-and-statistics-suite/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024

Provider	Course Name	Course Number	CIP	Category	Field	Description	Delivery	Prereq	Credential	Cost			URL	Phone	Location	Start	End
Hawaii Community College EDvance	Microsoft Excel 2019/Office 365 Series	TBD upon enrollment	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	This course bundle will introduce you to Microsoft Office Excel 2019 and teach you its intermediate and advanced features. Whether you're new to Excel or need a refresher, the Microsoft Excel 2019 Series bundle will help you master this long standing spreadsheet software.	Distance Learning (Asynchronous, Instructor-Led)	None	Certificate of Completion	$419	18	72	https://www.ed2go.com/hawaii/online-courses/microsoft-excel-2019-office-365-series/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Microsoft Excel Advanced	COM1046	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	Students will learn to apply conditional formatting; add data validation criteria; customize menus and toolbars; and create, edit, and run macros. The student will also view data using the ourline, create a workspace, consolidate data, view the consolidated data, and link cells, protect their workbooks, set revision tracking, merge workbooks, and track changes, chart non-adjacent data, modify embedded charts and chart items, and add a trend line to their chart, create, change the order of, group, move, copy, and format graphic objects. They will also insert and modify clip art.	Distance Learning (Synchronous)	None	Certificate of Professional Development	$159	1	4	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=3946362	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Microsoft Excel Essentials	COM1044	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	Accomplish basic workplace tasks with Excel. Build a solid foundation as you develop skills covering the fundamentals like creating, sharing, and printing in addition to various kinds of calculations and formatting options. Follow up course: Microsoft Excel Intermediate	Distance Learning (Synchronous)	None	Certificate of Professional Development	$199	2	6	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=3946249	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Microsoft Excel Expert Series	COM1047	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	Gain the skills you need to perform common workplace tasks to complex operations with large amounts of data. Start with the fundamentals and level up your skills to execute advanced tools and techniques.	Distance Learning (Synchronous)	None	Certificate of Professional Development	$475	5	16	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=3946575	(808) 934-2700	Hawaii	9/8/2021	9/8/2024

Provider	Course	Course ID	CIP	Category	Industry	Description	Delivery	Prereq	Credential	Cost	Credits	Hours	URL	Phone	Location	Start	End
Hawaii Community College EDvance	Microsoft Excel and Access 2019 Suite	TBD upon enrollment	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	Learn the basic and intermediate functions of Microsoft Excel 2019 and Microsoft Access 2019.	Distance Learning (Asynchronous, Instructor-Led)	None	Certificate of Completion	$495	24	96	https://www.ed2go.com/hawaii/online-courses/microsoft-excel-access-2019-suite/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Microsoft Excel Intermediate	COM1045	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	Students enrolling in these courses will learn creating and revising business documents using Excel. Students will use Excel and user-defined templates to create templates and workbooks, use a variety of techniques to sort and filter data, reuse and share data by importing and exporting, use various functions and auditing features to create advanced formulas and audit worksheets, use PivotTable reports, PivotChart reports, and other analysis tools to analyze data, and use Web features and comments to collaborate with others.	Distance Learning (Synchronous)	None	Certificate of Professional Development	$199	2	6	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=3946326	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Microsoft Office 2019/365 Value Suite	COM1970	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	This course bundle will teach you how to use Word 2019, Excel 2019, and PowerPoint 2019, Office's top business productivity programs. You will learn the basic features of each program and gain skills applicable in most professional settings.	Distance Learning (Asynchronous, Instructor-Led)	None	Certificate of Completion	$419	18	72	https://www.ed2go.com/hawaii/online-courses/office-2019-value-suite/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Microsoft Word Advanced	COM1042	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	You'll be a power user as you understand the most advanced features of Microsoft Word. Utilize advanced formatting features, document management, data fields and resources, macros, and creating forms.	Distance Learning (Synchronous)	None	Certificate of Professional Development	$159	1	4	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=3945947	(808) 934-2700	Hawaii	9/82021	9/8/2024

Hawaii Community College EDvance	Microsoft Word Essentials	COM1040	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	Microsoft Word is one of the most widely used word processing programs for professional and personal use. Be more productive as you build on concepts and skills using Microsoft Word. Create, format, and set up a document. Also learn to add graphics and tables. Follow up course: Microsoft Word Intermediate	Distance Learning (Synchronous)	None	Certificate of Professional Development	$199	2	6	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=3945830	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Microsoft Word Expert Series	COM1043	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	You'll be an expert Word user as you work through basic concepts and skills to advanced tools and techniques to maximize your work tasks.	Distance Learning (Synchronous)	None	Certificate of Professional Development	$475	5	16	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=3946199	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Microsoft Word Intermediate	COM1041	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	Accomplish workplace tasks with enhanced formatting, character and paragraph styles, references, editing and sharing, and saving to various formats.	Distance Learning (Synchronous)	None	Certificate of Professional Development	$199	2	6	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=3945913	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Microsoft Word 2019/Office 365 Series	TBD upon enrollment	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	This course bundle will introduce you to Microsoft Word 2019 and teach you the software's more advanced functions. You will learn foundational skills needed to create professional-looking letters, reports, and documents as well as desktop publishing and mail merging.	Distance Learning (Asynchronous, Instructor-Led)	None	Certificate of Completion	$289	12	48	https://www.ed2go.com/hawaii/online-courses/microsoft-word-2019-office-365-series/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024

Hawaii Community College EDvance	QuickBooks Online with Microsoft Excel 2019	TBD upon enrollment	11.0899	Computer Software and Media Applications, Other	Information Technology, Business	This course will teach you how to manage, track and update this information with Microsoft Excel 2019 and QuickBooks Online.	Distance Learning (Asynchronous, Instructor-Led)	None	Certificate of Completion	$395	24	96	https://www.ed2go.com/hawaii/online-courses/quickbooks-online-microsoft-excel-2019/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Refining Your Writing	OCT1403	52.0501	Business/Corporate Communications	Business	Refine your writing to say exactly what you intend it to say. Explore errors in agreement, structural inconsistencies, shifts in person and tense, and reduce wordiness. Learn how to correct and reshape sentences that have gone wrong. Put the finishing touches on your work by selecting the right capitalization and choosing the best punctuationand gain proofreading tips that will help you ensure everything you write is polished and in tip-top shape.	Distance Learning (Asynchronous)	None	Certificate of Completion	$145	4	16	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6610838	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Resume Writing Workshop	TBD upon enrollment	32.0105	Job-Seeking/Changing Skills	All	Transform your resume into a powerful tool that will help you get interviews. This course is invaluable to anyone who wants to improve their resume as it will introduce you to different formats, help you make the most of your work experience, and discover how to use reference to your advantage.	Distance Learning (Asynchronous, Instructor-Led or Self-Paced)	None	Certificate of Completion	$145	6 wks I-L / 12 wks S-P	24	https://www.ed2go.com/hawaii/online-courses/resume-writing-workshop/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Sentence-Level Grammar	OCT1402	52.0501	Business/Corporate Communications	Business	Discover ways to improve your writing and make it effective. Develop techniques for punctuating or fixing run on sentences and proper pronous usage.	Distance Learning (Asynchronous)	None	Certificate of Completion	$145	4	16	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6610829	(808) 934-2700	Hawaii	9/8/2021	9/8/2024

Hawaii Community College EDvance	Skills for Making Great Decisions	TBD upon enrollment	32.0111	Workforce Development and Training	All	Learn how to make excellent everyday decisions from an experienced counselor and life coach. This course will help you discover how to effectively deal with a crisis, how to use your emotions as decision-making tools, and how to work with others to make the most of every opportunity.	Distance Learning (Asynchronous, Instructor-Led or Self-Paced)	None	Certificate of Completion	$145	6 wks I-L / 12 wks S-P	24	https://www.ed2go.com/hawaii/online-courses/skills-for-making-great-decisions/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Soft Skills Suite	TBD upon enrollment	35.0103	Business and Social Skills	All	This suite of courses teaches everything from working with tough personalities to making better business decisions.	Distance Learning (Asynchronous, Instructor-Led)	None	Certificate of Completion	$455	24	96	https://www.ed2go.com/hawaii/online-courses/soft-skills-suite/	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Supervisory & Leadership Certificate	OCT1059	52.02	Business Administration, Management and Operations	Business, Various Industries	Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately.	Distance Learning (Asynchronous)	None	Certificate of Completion	$395	8	32	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6586547	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	The Basics of Bookkeeping	OCT1017	52.0301	Accounting	Business	The Basics of Bookkeeping course will help you understand, and know how to record, every penny that comes into your business and every penny that goes out of your business. This course shows you how to create a chart of accounts that meet your needs. All of the money you spend, and all of the money you earn, have a place to go. How do you record them? What are debits and credits? What do the numbers mean? How do I label accounts? No one should be blind to his or her finances! In this course you will learn where the numbers go, and why! You will learn the bookkeeping terminology as well as what it means to keep track of the numbers. The Basics of Bookkeeping will show you how to keep track of the numbers and why!	Distance Learning (Asynchronous)	None	Certificate of Completion	$195	4	16	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6515396	(808) 934-2700	Hawaii	9/8/2021	9/8/2024

Institution	Course Title	Course #	Code	Program	Industry	Description	Delivery	Prerequisites	Credential	Cost	Credits	Hours	Website	Phone	Island	Start Date	End Date
Hawaii Community College EDvance	Word-Level Grammar	OCT1401	52.0501	Business/Corporate Communications	Business	This course teaches you about subjects and predicates, the very foundation of sound sentence structure and the parts of speech. Choose the right word from pairs that sound alike, but have very different meanings. You will build a grammar vocabulary and discover the value of using a dictionary as an everyday grammar research tool.	Distance Learning (Asynchronous)	None	Certificate of Completion	$145	4	16	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6610819	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College EDvance	Workplace Communication	OCT1025	52.02	Business Administration, Management and Operations	Business, Various Industries	Good communication in the workplace is more important than ever. And critical to your career advancement and success. Come get a comprehensive and intensive preparation with skills and techniques you can put to use on Monday morning. Take back a workable conflict management model, along with successful and practical conflict management strategies. Then work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. You will be learning from some of our more popular instructors, and taking away new how-to skills that work.	Distance Learning (Asynchronous)	None	Certificate of Completion	$595	12	56	https://ce.uhcc.hawaii.edu/search/publicCourseSearchDetails.do?method=load&courseId=6583568	(808) 934-2700	Hawaii	9/8/2021	9/8/2024
Hawaii Community College -- Intensive English Program (IEP)	English as a Second Language	LANG1030	32.0109	Second Language Learning	(61) Educational Services	ESL classes give English learners opportunities to study and practice English language communications skills, including listening, speaking, reading, writing, and critical thinking. This class will focus on Writing and Grammar.	Distance Learning (Synchronous) & Classroom (will return to in-person when it is safe to do so)	N/A	Certificate of Participation	$275 per class & one-time $25 application fee	8	24	https://iephawaii.com/	808-934-2698	Hawaii	9/8/2021	9/8/2024
Kapi'olani Community College 4303 Diamond Head Road Honolulu HI 96816	College and Career Exploration				Education	This course prepares students for effective career/life exploration, planning and decisions. This course will emphasize self-assessment, the world of work information, survey of occupational clusters, and related academic preparation relevant to self-assessed interest, values and decision-making.	Distance Learning	N/A	Certificate of Professional Development	$549, includes all course materials	9	36	https://continuinged.kapiolani.hawaii.edu/	Melissa Nakamura (808) 734-9152	Oahu	4/29/2022	4/29/2025

Kapi'olani Community College 4303 Diamond Head Road Honolulu, HI 96823 College	Customer Service	8225	52.1905	Tourism and Travel Services Marketing Operations	Accomodation and Food Services	Certificate- Customer Service. This Certificate for Customer Service in Hawaiʻi is designed for existing and potential employees of Hawaii's visitor industry; the visitor industry is defined as any organization whose employees have direct contact with out-of-state visitors. These organizations include hotels, restaurants, entertainment venues, amusement parks, convention centers, airlines, tour companies, retailers, airport agencies, public transportation, government entities, museums, healthcare organizations, etc. Learners must complete the entire training program by attending at least 80% of the classes, complete the capstone project by the established due date, and achieve at least a 75% score on the capstone project.	Distance Learning	Hawaiʻi Tourism Authority; Professional Standards established by HTA	Certificat for Customer Service in Hawaii	$765.00	7 weeks	40	https://continuinged.kapiolani.hawaii.edu/certificate-customer-service/	734-9701	Oahu	7/28/2020	7/28/2024
Kapi'olani Community College 4303 Diamond Head Road Honolulu, HI 96823 College	Introduction to Microsoft Excel (Onlne)	COM3036-005	52.0408	General Office Occupations and Clerical Services	N/A	In this hands on class you will learn about various features/functions under the Home, Page Layout, Data, Review, Formula and View Tabs as specific business and personal applications are explored.	Distance Learning	N/A	N/A	$145	1 week	6	https://continuinged.kapiolani.hawaii.edu/tech/	734-9444	Oahu	7/28/2020	7/28/2024
Kapi'olani Community College 4303 Diamond Head Road Honolulu, HI 96823 College	Introduction to Microsoft Word I & II (Online)	COM3039-007	52.0408	General Office Occupations and Clerical Services	N/A	In this hands on class you will learn about various features/functions under the Home, Insert, Layout, Mailings, and Review Tabs as specific business and personal applications are explored.	Distance Learning	N/A	N/A	$145	1 week	6	https://continuinged.kapiolani.hawaii.edu/tech/	734-9443	Oahu	7/28/2020	7/28/2024
Kauai Community College Office of Continuing Education and Training	Basic Computers Using Windows 10	COM4003				After a short introduction to computers, they will learn the basics of Windows 10 operating system. They will create, organize, and store files and folders. They will learn to find, search, and explore. They will meet Cortina and learn to customize their home page.	Classroom	None	Certificate of Professional Development	$262.00	2	10.5	https://sites.google.com/a/hawaii.edu/office-of-continuing-education/	808-245-8318	Kauai	6/25/2019	6/25/2024

Provider	Course Title	Course #	CIP Code	CIP Title	Occupation	Description	Delivery	Prereq	Credential	Cost	Length	Hours	URL	Phone	Location	Start	End
Kauai Community College 3-1901 Kaumualii Hwy. Lihue, HI 96766	Basic Office Skills	BUS4012	52.04	General Office Occupations and Clerical Services	Office Clerks, Gene	The Office Skills training program offers an opportunity for unprepared and under-prepared adults to obtain entry-level skills necessary for a position as a clerical associate in an office setting. This complete course includes basic office skills, such as: office machines/phone general overview, computer application skills, such as: spreadsheet, data entry, filing, business document basics, and keyboarding. In addition, students will receive assistance in producing a resume for print and posting on the HireNet system.	Classroom	None	Certificate of Professional Development	$1,050	6	57	https://sites.google.com/a/hawaii.edu/office-of-continuing-education/	808.245-8318	Kauai	1/4/2019	8/11/2024
Kauai Community College Office of Continuing Education and Training	Basic Welding: Fundamenalsl of ARC Welding	TRAD4400				Interested in the fundamentals of welding? Join us and learn! No experience is necessary! Students will have knowledge of safety around shop equipment. Students will have knowledge of tool handling safety. Students will understand the basics of oxy settling. Students will gain base knowledge of Arc Welding	Classroom	None	Certificate of Professional Development	$1,600.00	6 weeks	36	https://sites.google.com/a/hawaii.edu/office-of-continuing-education/	808-245-8318	Kauai	6/25/2019	6/25/2024
Kauai Community College Office of Continuing Education and Training	DiSC: Interpersonal Communication	BUS4201				Communication is more than talking and listening. Genuine communication requires a deep understanding of another person's perspective. But when you take into consideration all of our biases, unspoken emotions, personal agendas, and unshared assumptions, this can seem almost impossible. This course shows students how to read other people and see how others interpret their behaviors. It leaves you with gut-level appreciation for the needs of the people around you.	Classroom	None	Certificate of Professional Development	$85.00	1 week	3.5	https://sites.google.com/a/hawaii.edu/office-of-continuing-education/	808-245-8318	Kauai	6/25/2019	6/25/2024
Kauai Community College Office of Continuing Education and Training	Employee Accountability	BUS4016	52.0101	Business General		Emphasis will be placed on specific skills such as communication, empathy, active listening, body language, non-verbal communication, telephone techniques, addressing difficult customers, dealing with challenging and assertive customers, conflict resolution, knowing when to contact Administration, problem solving, positive resolution, and more.	Classroom	None	Certificate of Professional Development	$200.00	1	8	https://ocet.kauai.hawaii.edu/	808-245-8318	Kauai	7/10/2020	7/10/2024

Provider	Course	Course #	CIP Code	CIP Category		Description	Delivery	Prerequisite	Credential	Cost	Length	Hours	URL	Phone	Location	Start	End
Kauai Community College Office of Continuing Education and Training	Excel Level 1	COM4001				Introductory Excel 2016 will cover the different features of the interface, give a brief overview of all the tabs in the ribbon, it will also teach users how to print, cover some simple scenarios, and cover the basics of formatting. By the end of this course, users should be comfortable with creating a new spreadsheet, working with basic formulae, making their look professional and presentable, and then saving and printing the spreadsheet.	Classroom	None	Certificate of Professional Development	$350.00	2 weeks	14	https://sites.google.com/a/hawaii.edu/office-of-continuing-education/	808-245-8318	Kauai	6/25/2019	6/25/2024
Kauai Community College Office of Continuing Education and Training	Excel Level 2	COM4111				This Intermediate level is intended to help everyday users of Excel become more proficient by expanding their knowledge of functions, formulas, and new Excel features. This course will cover advanced file management tasks, using functions and formulas to calculate information, and using tables in a worksheet. It will also cover how to use different reviewing and researching tools; work with text boxes, images, pictures, themes; and format images. Finally, it will cover how to use SmartArt, symbols, equations, and the very handy Sparklines feature. By the end of this course, users should be comfortable with taking their workbook to the next level of functionality by ensuring the accuracy of their information, and increasing the presentation value of their work.	Classroom	None	Certificate of Professional Development	$350.00	2 weeks	14	https://sites.google.com/a/hawaii.edu/office-of-continuing-education/	808-245-8318	Kauai	6/25/2019	6/25/2024
Kauai Community College Office of Continuing Education and Training	Getting Stuff Done: Personal Development Bootcamp	BUS4017	52.0101	Business General		Why are there so many different organizational systems and time management methods out there? The answer is simple: it's like any other personal challenge, like weight loss or money management. There is no simple, one size fits all answer. You must build a solution that works for you. Over the course of this two-day workshop, we will explore various time management and organizational tools and techniques so that you can build a customized productivity plan for your personal and professional lives. At the end of the course, you will emerge with a plan that works for you, so that you can start regaining control of your life!	Classroom	None	Certificate of Professional Development	$400.00	1	16	https://ocet.kauai.hawaii.edu/	808-245-8318	Kauai	7/10/2020	6/25/2024
Kauai Community College Office of Continuing Education and Training	Getting Your Job Search Started	BUS4914	52.0101	Business General		While looking for work can be an exciting time, it can also involve fear and discomfort about change and the unknown. Whether you are already in the midst of a job search or just thinking about it, this course will help you determine what your skill set is made up of, the kind of work that is important and realistic to include in your search, and how to get started. In this course, you will learn how to manage change, identify your values and skills, consider your vocation, find jobs, network, and set goals. Then, you should be ready to start the search for your dream job.	Distance Learning/Self Paced	none	Certificate of Professional Development	$159.00	6		https://ocet.kauai.hawaii.edu/	808-245-8318	Kauai	8/11/2020	8/11/2024

Kauai Community College Office of Continuing Education and Training	Keyboarding Class	BUS4021				Learn to type on a computer keyboard using proper finger placement technique (QWERTY) to ensure speed and accuracy. Almost every job these days requires keyboarding of some kind. This class is an online and classroom program	Classroom	None	Certificate of Professional Development	$500.00	3 weeks	20	https://sites.google.com/a/hawaii.edu/office-of-continuing-education/	808-245-8318	Kauai	6/25/2019	6/25/2024
Kauai Community College Office of Continuing Education and Training	Leadership Skills for Supervisors	BUS4956	52.0101	Business General		Many times, employees are promoted to supervisory positions because of their experience with the company, but once in the new role, oftentimes they are not given the proper tools they need to manage their staff. This one-day course will help new supervisors learn how to lead their team, providing material and activities to develop skills in communication, coaching, and managing conflict, along with other relevant information. Upon completion of the Leadership Skills for Supervisors course, you should be familiar with methods for prioritizing, planning and managing your time, you should be able to identify your primary leadership style and other styles, you should be aware of ways to meet the needs of employees through communication and coaching, and how to manage conflict.	Distance Learning/Self Paced	none	Certificate of Professional Development	$159.00	6		https://ocet.kauai.hawaii.edu/	808-245-8321	Kauai	8/11/2020	8/1/2024
Kauai Community College Office of Continuing Education and Training	Mastering The Interview	BUS4916	52.0101	Business General		The interview is one of the key elements of the job search process. As with any skill, we can get better at it with preparation and practice. This course will give you the chance to master job interview skills. In this course, you will learn how to prepare for and participate in a job interview. We'll share the types of questions to expect, as well as the questions that you should think about asking. You will also learn how to prepare for second interviews, testing, and shadowing, as well as how to follow up after an interview.	Distance Learning/Self Paced	none	Certificate of Professional Development	$159.00	6		https://ocet.kauai.hawaii.edu/	808-245-8318	Kauai	8/11/2020	8/11/2024
Kauai Community College Office of Continuing Education and Training	Skills for the Administrative Assistant	BUS4937	52.0101	Business General		In this course, you'll learn about the elements of a professional attitude, including dressing appropriately, developing a positive outlook, being assertive, and communicating well. You'll also learn some fundamental skills for administrative assistants, such as writing letters, managing your time, saying "no," working with others, and dealing with stress. All of these tools will help you achieve your goals and help the people that you support achieve their goals, too.	Distance Learning/Self Paced	none	Certificate of Professional Development	$159.00	6		https://ocet.kauai.hawaii.edu/	808-245-8319	Kauai	8/11/2020	8/11/2024

Provider	Course Title	Course #	CIP	Category		Description	Delivery	Prereq	Credential	Cost	Duration	Enroll	URL	Phone	Location	Start	End
Kauai Community College Office of Continuing Education and Training	Skills you Need for Workplace Success	BUS4913	52.0101	Business General		This elearning version of Workplace Success: Seven Key Skills You'll Need will enable you to identify the key skills that are critical for a positive impact on your career. Being able to identify these skills is going to allow you to see which ones you possess, which ones you should develop, and how they help in the workplace. Upon completing this course, you are going to know approaches to be an effective team member, how it feels to experience change and ways to be flexible in times of change and to approach problem solving. You will also identify tips to giving and receiving feedback, learn ways to recognize self-confident behaviors in the workplace and learn a three-step process to building self-confidence.	Distance Learning/Self Paced	none	Certificate of Professional Development	$159.00	6		https://ocet.kauai.hawaii.edu/	808-245-8318	Kauai	8/11/2020	8/11/2024
Kauai Community College Office of Continuing Education and Training	Sucessfully Managing Change	BUS4945	52.0101	Business General		Change is something that excites people who love opportunities for growth, to see and learn about new things, or who like to shift the status quo. Some changes, however, are harder to adjust to and lead to expressions of resistance and anger. We can take concrete steps to make change more palatable by understanding people's hesitation, enlisting the help of others, setting up plans, and managing stressors. These steps can also ensure that desired changes are implemented successfully. This course covers how to manage and cope with change and how to help those around you, too. Topics explored include understanding, accepting and reacting to change; and strategies for assisting with change to be accepted and implemented in the workplace.	Distance Learning/Self Paced	none	Certificate of Professional Development	$159.00	6		https://ocet.kauai.hawaii.edu/	808-245-8320	Kauai	8/11/2020	8/11/2024
Kauai Community College Office of Continuing Education and Training	The ABCs of Business Writing	BUS4010				In the business world, the person who can write proper English often is the one who gets the job or promotion. The ABCs of Business Writing covers grammar, punctuation, and spelling with a focus on fixing the most common writing mistakes. If you need to write effective letters, emails, reports, proposals, brochures, press releases, or other materials — if you want more money in your pocket — this fun and life-changing course is for you.	Classroom	None	Certificate of Professional Development	$375.00	3 Weeks	15	https://sites.google.com/a/hawaii.edu/office-of-continuing-education/	808-245-8318	Kauai	6/25/2019	6/25/2024
Kauai Community College Office of Continuing Education and Training	Word Level 1	COM4401				This Foundation level is intended to help all novice computers get up to speed quickly. This course will also help more experienced users who have little to no experience with Word 2016 and the ribbon interface. This course will cover different features of the interface, give a brief overview of all the tabs in the ribbon, show users how to print, and cover the basics of text formatting. By the end of this course, users should be comfortable with creating a new document, making it look professional and presentable, and saving and printing their document	Classroom	None	Certificate of Professional Development	$350.00	2 weeks	14	https://sites.google.com/a/hawaii.edu/office-of-continuing-education/	808-245-8318	Kauai	6/25/2019	6/25/2024

Institution	Program	Code	CIP	Program Title	Category	Description	Delivery	Prereq	Credential	Cost	Duration	Hours	URL	Contact	Island	Start	End
Kauai Community College Office of Continuing Education and Training	Word Level 2	COM4411				This Intermediate level is intended to help everyday computer users become more proficient with Word. The major topics in this course include how to manage documents on your computer; working with templates, headers, and footers; using the new Navigation Pane; and using the Mail Merge Wizard. By the end of this course, you should be comfortable with making more complex documents.	Classroom	None	Certificate of Professional Development	$350.00	2 weeks	14	https://sites.google.com/a/hawaii.edu/office-of-continuing-education/	808-245-8318	Kauai	6/25/2019	1/4/2023
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Accounting	Various	52.0302	Accounting Technology/Technican and Bookkeeping in Hawaii	Business	Upon completion of the program, students will be able to: Perform basic accounting tasks and maintain accurate accounting systems including the preparation of financial statements. Use appropriate software to complete accounting/bookkeeping tasks. Access, analyze, and interpret information to make judgments and to solve business problems. Total Credits 12 or 15	Classroom & Online	N/A	Certificate of Competence in Small Business Accounting	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	32	180 - 225	http://www.leeward.hawaii.edu/acct-requirements#acct-CC	Tina Lee 455-0348	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Automotive Technology	Various	47.0617	High Performance and Custom Engine Technician/Mechanic in Hawaii	Industrial and Engineering Technology	Upon completion of the program, students should be able to demonstrate the professional skills and knowledge required in the automotive industry. Apply safety procedures required in shop practices. Apply the principles necessary for the practical applications within the automotive industry. Total Credits 15	Classroom & Online	N/A	Certificate of Competence in Automotive Technology	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	405	www.leeward.hawaii.edu/auto-requirements	Milton Akayama 455-0439	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Business Technology	Various	52.0401	Administrative Assistant and Secretarial Science, General in Hawaii	Business	Student will be able to work as a responsible member of a team to meet an organization's objectives. Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment. Use current and emerging technologies effectively to create and manage documents and handle multiple priorities. Communicate clearly and effectively through oral and written interactions complying with standard office etiquette. Use research and decision-making skills to make informed choices consistent with personal and organizational goals. Apply appropriate strategies to secure employment, retain a job, and advance in a career. Total credits needed for Certificate of Competence 18	Classroom & Online	N/A	Certificate of Competence in Business Technology	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	270	http://www.leeward.hawaii.edu/bt-requirements#bt-CC	Warren Kawano 455-0224	Oahu	8/1/2018	8/1/2022

College	Program	Various	CIP Code	Program Name	Industry	Description	Delivery	Prereq	Certificate	Fees	Credits 1	Wages	Website	Contact	Island	Start	End
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Business Technology	Various	52.0401	Administrative Assistant and Secretarial Science, General in Hawaii	Business	Upon successful completion of this program, students will be able to: Use computer and technology tools effectively to support the business needs of the Virtual Assistant's (VA) clientele by using current and emerging technologies to create and manage documents, spreadsheets, databases, and presentations. Use basic accounting methods to support recordkeeping needs. Demonstrate proficiency using and maintaining social media tools, creating business and marketing plans, and sustaining a competitive advantage in the Virtual Assistant industry. Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment by completing an administrative or Virtual Assistant internship. Total credits 23	Classroom & Online	N/A	Certificate of Competence in Virtual Office Assistant	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	32	345	www.leeward.hawaii.edu/bt-requirements	Warren Kawano 455-0224	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Culinary Arts	Various	12.05	Cooking and Related Culinary Arts, General in Hawaii	Culinary, Hospitality and Tourism	Apply basic principles of sanitation and safety in foodservice operations. Apply personal hygiene habits and food handling practices that protect the health of the consumer. Perform basic skills in knife, tool, and equipment handling. Apply the principles of food preparation to produce a variety of food products. Total Credits 12	Classroom & Online	N/A	Certificate of Competence in Preparation Cook	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	392	www.leeward.hawaii.edu/culn-requirements	Don Maruyama 455-0567	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Culinary Arts	Various	12.05	Cooking and Related Culinary Arts, General in Hawaii	Culinary, Hospitality and Tourism	Upon successful completion of the certificate, students will be able to: Demonstrate basic entry level skills in sanitation and safety. Demonstrate basic fundamentals of baking. Use technical math as it applies to the culinary industry. Total Credits 10-11	Classroom & Online	N/A	Certificate of Competence in Baking	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	257 - 272	www.leeward.hawaii.edu/culn-requirements	Don Maruyama 455-0567	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Culinary Arts	Various	12.05	Cooking and Related Culinary Arts, General in Hawaii	Culinary, Hospitality and Tourism	Apply the fundamental techniques of guest service and customer relations in a restaurant dining room. Demonstrate basic skills in sanitation and safety as related to the operation of a restaurant dining room. Use technical math as it applies to the operation of a restaurant dining room. Communicate effectively in small and large groups. Total Credits 18-19	Classroom & Online	N/A	Certificate of Competence in Dining Room Supervision	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	32	377 - 392	www.leeward.hawaii.edu/culn-requirements	Don Maruyama 455-0567	Oahu	8/1/2018	8/1/2022

Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Digital Media	Various	11.0801	Web Page, Digital/Multimedia and Information Resources Design in Hawaii	Art, Creative Media and Communications	Upon successful completion of the program, students will be able to: Create design prototypes, including graphic design, site navigation, and layout of content, for various web sites and perform maintenance and updates to existing websites. Identify complex problems and review related information to develop and evaluate options and implement solutions. Demonstrate proficiency in the use of Web software and hardware. Total Credits 15	Classroom & Online	N/A	Certificate of Competence in Web Design	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	225	www.leeward.hawaii.edu/dmed-requirements-certificates	Irwin Yamamoto 455-0513	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Education	Various	13.1501	Teacher Assistant/Aide in Hawaii	Education	Students who complete this certificate will be able to: Describe characteristics of children with disabilities and developmental milestones for typically developing children. Plan and deliver instruction appropriate to including children with disabilities within the general curriculum. Communicate with parents/guardians using culturally and linguistically diverse strategies to meet students' instructional goals and create individualized education plans (IEP). Apply evidence based practices (EBPs) to assess student learning, use appropriate instructional strategies for tiered levels of intervention, and monitor and report on progress. Establish and maintain a safe learning environment. Describe the appropriate responsibilities related to each member of the multidisciplinary support team and execute ethical practices as a professional. Total Credits 16	Classroom & Online	N/A	Certificate of Competence in Special/Inclusive Education	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	225	http://www.leeward.hawaii.edu/acct-requirements	Bobbie Martel 455-0632	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Education	Various	13.1501	Teacher Assistant/Aide in Hawaii	Education	The Alternative Certification in Teaching Certificate equips candidates who have content knowledge with the pedagogy necessary to become effective secondary teachers in CTE classro This alternative post-baccalaureate program applies to the following license fields to teach CTE in high schools: Arts and Communications, Business, Health Services, Industrial and Engineering Technology, Natural Resources, and Public and Human Services.Track I candidates entering with a baccalaureate degree ll complete coursework leading to a provisional license in a CTE content eld. Candidates can demonstrate content knowledge by degree ; a passing score on the PRAXIS II in the content exam or with a minimum of 5 years of industry experience. Track I = 9 credits + 2 credits Practicum. Track II candidates who enter with an Associate degree in the content area and a minimum of three years of industry experience will complete coursework leading to a provisional restricted license in CTE. Candidates who enter with an Associate degree not in the content area or an AAT degree will have a minimum of 5 years of industry experience. Track II = 15 credits + 2 credits Practicum.	Classroom & Online	N/A	Certificate of Competence Alternative Certification in Teaching	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	315	http://www.leewardcte.com/	Bobbie Martel 455-0632	Oahu	8/1/2018	8/1/2022

Institution	Program		CIP	Occupation	Category	Description	Delivery		Credential	Cost	Credits	Hours	URL	Contact	Island	Start	End
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Health Information Technology	Various	51.0707	Health Information/Medical Records Technology/Technician in Hawaii	Health Sciences and Services	Upon successful completion of the program, students will be able to: Apply problem-solving skills and health care knowledge to address customer patient, or organizational needs. Use computer and other office technology tools to accomplish administrative responsibilities in maintaining a secured information system while adhering to workplace policies and procedures and government laws. Use basic medical coding methodology and patient record guidelines to accurately process documents through the document life cycle. Total Credits 16	Classroom & Online	N/A	Certificate of Competence in Health Information Technology	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	270	www.leeward.hawaii.edu/hit-requirements	Patrice Jackson 455-0571	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Human Services	Various	15.1501	Substance Abuse/Addiction Counseling in Hawaii	Law, Government and Public Safety	Upon successful completion of the program, students will be able to: Recognize the medical, societal, psychological, and family affects of abuse and addiction with regard to alcohol and other drugs Identify Hawai'i's prevention/intervention and treatment system, its strengths and limitations Develop an awareness of issues and other personal values/biases that might impact one's effectiveness as a substance abuse counselor Demonstrate knowledge and application of the Twelve Core Functions engaged by the alcohol and drug abuse counselor, and know how these functions apply to the continuum of care Demonstrate an ability to do an effective biopsychosocial assessment and display a basic knowledge of counseling approaches used with individuals and groups Identify the ethical and legal issues that confront the counseling professional, and abide by them when in the field Distinguish the stages of the treatment process, including aftercare, relapse prevention, and the issues relevant to their clients involved in each stage of intervention Display attending, active listening, and other counseling skills in their work with individuals and groups	Classroom & Online	N/A	Certificate of Competence in Substance Abuse Counseling	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	64	720	http://www.leeward.hawaii.edu/sac	Gwen Williams 455-0365	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Information and Computer Science	Various	11.1003	Computer and Information Systems Security/Information Assurance in Hawaii	Information Technology	Upon successful completion of the certificate, students will be able to: Solve problems, develop algorithms and write structured computer programs in a programming language. Demonstrate familiarity with the mathematics used in computing science. Total Credits 6	Classroom & Online	N/A	Certificate of Competence in Basic Logic and Programming Level 1	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	90	www.leeward.hawaii.edu/ics-requirements	Michael Bauer 455-0310	Oahu	8/1/2018	8/1/2022

Institution	Program		CIP	Track	Area	Description	Delivery		Certificate	Cost		Hours	Website	Contact	Island	Start	End
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Information and Computer Science	Various	11.1003	Computer and Information Systems Security/Information Assurance in Hawaii	Information Technology	Upon successful completion of the certificate, students will be able to: Solve problems, develop algorithms and write structured computer programs in a programming language. Demonstrate familiarity with the mathematics used in computing science. Create data structures in an object-oriented programming language. Total Credits 6	Classroom & Online	N/A	Certificate of Competence in Basic Logic and Programming Level 2	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	90	www.leeward.hawaii.edu/ics-requirements	Michael Bauer 455-0310	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Information and Computer Science	Various	11.1003	Computer and Information Systems Security/Information Assurance in Hawaii	Information Technology	Upon completion of the certificate, the student will be able to: Use programming language and a database to interact with web pages. Write object-oriented computer programs at an advanced level using a server side scripting language. Select appropriate data structure for a given application. Total Credits 9	Classroom & Online	N/A	Certificate of Competence in Database Support	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	135	www.leeward.hawaii.edu/ics-requirements	Michael Bauer 455-0310	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Information and Computer Science	Various	11.1003	Computer and Information Systems Security/Information Assurance in Hawaii	Information Technology	Apply critical thinking, problem-solving, and collaborative skills to assess and troubleshoot software and computer hardware problems. Demonstrate good customer services skills by identifying and evaluating the indicators of customer satisfaction throughout the problem-resolution process. Apply the characteristics of effective communication while working with clients and fellow workers. Report the problem to appropriate levels in the organization. Total Credits 18	Classroom & Online	N/A	Certificate of Competence in Help Desk	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	270	www.leeward.hawaii.edu/ics-requirements	Michael Bauer 455-0310	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Information and Computer Science	Various	11.1003	Computer and Information Systems Security/Information Assurance in Hawaii	Information Technology	Upon completion of the certificate, the student will be able to: Create and implement security policies and procedures to aid in security administration. Apply techniques involved with Ethical Hacking. Aid in the collection, examination and preservation of data using proper computer forensics. Total Credits 9	Classroom & Online	N/A	Certificate of Competence in Information Security	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	135	www.leeward.hawaii.edu/ics-requirements	Michael Bauer 455-0310	Oahu	8/1/2018	8/1/2022

Institution	Program	Mode	CIP	Program Title	Category	Outcomes	Delivery		Certificate	Cost			URL	Contact	Island	Start	End
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Information and Computer Science	Various	11.1003	Computer and Information Systems Security/Information Assurance in Hawaii	Information Technology	Upon completion of the certificate, the student will be able to: Use an appropriate programming environment to code, compile and debug mobile device applications. Design, create, and publish basic web pages for mobile devices. Identify and implement the main mobile device security threats and develop strategies to mitigate them. Use languages, databases, and Graphical User Interfaces for database purposes. Total Credits 6	Classroom & Online	N/A	Certificate of Competence in Mobile Developer	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	90	www.leeward.hawaii.edu/ics-requirements	Michael Bauer 455-0310	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Information and Computer Science	Various	11.1003	Computer and Information Systems Security/Information Assurance in Hawaii	Information Technology	Upon completion of the certificate, the student will be able to: Identify the potential risks and mitigations to various threats to a computing environment. Identify and create security policies and procedures. Design a local area network using appropriate network devices including switches and routers. Demonstrate how to administer a local area network consisting of a server, workstations, switches and routers. Design a multi-area network with route optimization. Design an IPv4/IPv6 hybrid network. Total Credits 9	Classroom & Online	N/A	Certificate of Competence in Network Support	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	135	www.leeward.hawaii.edu/ics-requirements	Michael Bauer 455-0310	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Information and Computer Science	Various	11.1003	Computer and Information Systems Security/Information Assurance in Hawaii	Information Technology	Upon completion of the certificate, the student will be able to: Develop applications using data structures, recursion and graphical user interfaces. Interpret and design mathematical models to solve computer science problems. Total Credits 9	Classroom & Online	N/A	Certificate of Competence in Software Developer	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	135	www.leeward.hawaii.edu/ics-requirements	Michael Bauer 455-0310	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Integrated Industrial Technology	Various	15.0406	Automation Engineer Technology/Technician in Hawaii	Industrial and Engineering Technology	Use appropriate safety, health, and personal protection procedures applicable to an industrial working environment. Utilize proper procedures for inspection, preventive maintenance, and corrective maintenance of integrated industrial systems. Demonstrate an understanding of the theory, construction, installation and operation of hydraulic and pneumatic systems in an automated controls environment. Demonstrate an understanding of mechanical drive systems, their function and the operation in an automated controls environment. Total Credits 15	Classroom & Online	N/A	Certificate of Competence in Integrated Industrial Technology	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	15	225	http://www.leeward.hawaii.edu/iit-requirements#iit-CC	William Labby 455-0688	Oahu	8/1/2018	8/1/2022

Institution				Program		Description	Delivery		Certificate	Cost		Hours	URL	Contact	Island	Start	End
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Management	Various	52.0204	Office Management and Supervision in Hawaii	Business	Upon successful completion of this program, students will be able to: Handle general business operations that require computer skills. Communicate effectively with customers and coworkers in a workplace setting. Total Credits 6 or 9	Classroom & Online	N/A	Certificate of Competence in Business Essentials	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	90 - 135	http://www.leeward.hawaii.edu/acct-requirements	Ross Higa 455-0284	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Management	Various	52.0204	Office Management and Supervision in Hawaii	Business	Upon successful completion of this program, students will be able to: Evaluate and apply decision-making components for successful problem solving in a workplace to satisfy customer (internal and external) needs. Analyze business situations and prescribe appropriate solutions to resolve conflicts. Evaluate life-long learning resources available and determine appropriate times to use them. Model professional behavior acceptable in a business setting. Provide exceptional customer service to attract new customers, retain current customers, and ensure loyal customers. Total Credits 6	Classroom & Online	N/A	Certificate of Competence in Business Foundations	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	90	http://www.leeward.hawaii.edu/mgt-requirements-certificates	Ross Higa 455-0284	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Management	Various	52.0204	Office Management and Supervision in Hawaii	Business	Upon successful completion of this program, students will be able to: Assess situations and apply the concepts of hospitality business management to select the best solutions within a hotel and lodging establishment. Produce and present effective written and oral communication for the hospitality industry. Analyze and articulate perspectives on the travel industry, including the impact local and international events have on industry trends. Total Credits 15 or 18	Classroom & Online	N/A	Certificate of Competence in Hospitality and Tourism	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	225 - 270	http://www.leeward.hawaii.edu/mgt-requirements-certificates	Ross Higa 455-0284	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Management	Various	52.0204	Office Management and Supervision in Hawaii	Business	Upon successful completion of this program, students will be able to: Use computer and other office technology tools to fulfill administrative and supervisory responsibilities. Demonstrate positive interpersonal interactions to create and maintain a well-managed medical office or health care unit. Communicate effectively in a workplace setting. Total Credits 15	Classroom & Online	N/A	Certificate of Competence in Management Essentials	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	225	http://www.leeward.hawaii.edu/mgt-requirements-certificates	Ross Higa 455-0284	Oahu	8/1/2018	8/1/2022

Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Management	Various	52.0204	Office Management and Supervision in Hawaii	Business	Upon successful completion of this program, students will be able to: Carry out basic management, accounting, and marketing functions. Total Credits 9	Classroom & Online	N/A	Certificate of Competence in Management Foundation	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	135	http://www.leeward.hawaii.edu/mgt-requirements-certificates	Ross Higa 455-0284	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Management	Various	52.0204	Office Management and Supervision in Hawaii	Business	Upon successful completion of this program, students will be able to: Develop strategies for effective communication and for dealing with various types of customers. Carry out basic sales and marketing functions in an organizational setting. Total Credits 21	Classroom & Online	N/A	Certificate of Competence in Sales and Marketing	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	32	315	http://www.leeward.hawaii.edu/mgt-requirements-certificates	Ross Higa 455-0284	Oahu	8/1/2018	8/1/2022
Leeward Community College 96-045 Ala Ike Pearl City, HI 96782	Plant Biology and Tropical Agriculture	Various	1.1101	Plant Sciences, General in Hawaii	Agriculture, Food Innovation and Natural Resources	Upon successful completion of this certificate, students will be able to: Understand and apply principles and practicies from plant and soil sciences, and tropical agriculture to improve production and profitability. Apply scientific methods and information technology to manage agronomic and agribusiness challenges and opportunities. Demonstrate the fundamental knowledge of the contemporary issues involving food, agriculture and the environment. Total Credits 14	Classroom & Online	N/A	Certificate of Competence in Plant Biology and Tropical Agriculture	$128.50 per credit, $1.00 per credit (up to a maximum of $10.00) for Student Activities Fee, $15.00 for Health Center Fee, $5.00 for Board of Student Communication Fee	16	210	http://www.leeward.hawaii.edu/pbt-requirements	Dr. Kabi Neupane 455-0421	Oahu	8/1/2018	8/1/2022
Leeward Community College, OCEWD 96-045 Ala Ike Pearl City, HI 96782	Office Administration and Technology (OAT)	COM5900	52.0407	Business/Office Automation/Technology/Data Entry	All Industries Applicable	The OAT program prepares those who are not familiar with a computer, applications and office skills required for entry-level business and office positions. (Goal: Vocational/Employment)	Classroom	Employers and Placement Agencies	Microsoft	$950	5	70	www.ocewd.org	(808) 455-0477	Oahu	8/1/2018	8/1/2022

Provider	Program					Description	Delivery		Outcome	Cost			Website	Phone	Island	Start	End
McKinley Community School for Adults 634 Pensacola Street Room #216, Honolulu, Hi 96816	English Language Room Acquisition	N/A	N/A	N/A	N/A	English Language Acquisition classes are mixed levels and support non native speakers to increase English proficiency and literacy skills in listening, speaking, reading, writing, and communication.	Combination of classroom and distance	No	Increased English literacy and proficiency for advancement in Adult Education pathways to include HSE preparation, HSE, WDD, post secondary	$20	12	72	mcsahawaii.org	808-594-0540	Oahu	9/26/2023	9/26/2025
McKinley Community School for Adults 634 Pensacola Street Room #216, Honolulu, Hi 96816	Adult Basic Education Reading/Writing and Math pathway towards obtaining a High School Equivalency (HSE)	N/A	N/A	N/A	N/A	Adult Basic Education services for review and to improve basic skills in writing and math	Combination of classroom and distance	No	Adult Basic Education class in preparation towards meeting requirements for HSE Pathway	$20	12	72	mcsahawaii.org	808-594-0540	Oahu	9/26/2023	9/26/2025
McKinley Community School for Adults 634 Pensacola Street Room #216, Honolulu, Hi 96816	High School Equivalency (HSE) Preparation	N/A	N/A	N/A	N/A	Adult Education High School Equivalency (HSE) preparation class in reading and mathto take GED/HiSet HSE test to meet HSE requirements and obtain High school Equivalencyand earn Hawaii Adult Community School Diploma	Combination of classroom and distance	No	High School Equivalency (HSE) Hawaii Adult Community School Diploma	$20	12	72	mcsahawaii.org	808-594-0540	Oahu	9/26/2023	9/26/2025
McKinley Community School for Adults 634 Pensacola Street Room #216, Honolulu, Hi 96816	Workforce Development Diploma	N/A	N/A	N/A	N/A	Workforce Development Diploma (WDD) for individuals without a High School Diploma to equip them with basic education skills and workforce and training skills to enter the workforce. Two modules are required for completion Module 1 - Academic & Curriculum and Module 2- Workforce Curriculum and Training	Combination of classroom and distance	No	Workforce Development Diploma	$20	12	72	mcsahawaii.org	808-594-0540	Oahu	9/26/2023	9/26/2025

Provider	Program			Industry Sector	Description	Format	Prerequisite	Credential	Cost	Class Size	Duration	Website	Phone	Island	Start Date	End Date
McKinley Community School for Adults 634 Pensacola Street Room #216, Honolulu, Hi 96816	Career Foundations (CF)	N/A	N/A	N/A	N/A	Career Foundations (CF) Program for individuals without a High School Diploma to equip them with workforce and training skills to enter the workforce.	Combination of classroom and distance	No	Career Foundations Certificate	$20	12	72	mcsahawaii.org	808-594-0540	Oahu	9/26/2023	9/26/2025
MEO Business Development Center 99 Mahalani Street Wailuku, HI 96793	Entreprenuerial Education	N/A	N/A	Core Four	Entreprenuerial Education	The course enables development of a realistic, achievable business plan. The six-week, 36 hours course is offered 10 times a year on Maui, Molokai, and Lanai.	Classroom	N/A	Certificate of Completion and written business plan	$300	6	36 hours	www.meoinc.org	808-249-2990	Maui	3/7/2022	3/7/2024
Na Kahu Malama Nurses, Inc. 1357 Kapiolani Blvd., #915 Honolulu, HI 96814	Customer Service	N/A	N/A	N/A	General Healthcare Admin Services; Labor	This course will teach students effective customer service practices, including communication strategies and problem-solving techniques to enhance customer satisfaction. Additionally, they will be trained in de-escalation techniques, empowering them to handle challenging situations calmly and effectively. The training emphasizes maintaining a polite, positive, and energetic demeanor to create a welcoming environment for customers. Participants will also develop interpersonal-savvy and emotional intelligence, enabling them to understand and manage their emotions effectively while fostering positive relationships with customers and colleagues alike. At the end of the course, participants will undergo assessments to evaluate their mastery of customer service practices and de-escalation techniques. Furthermore, the program includes evaluations of interpersonal-savvy and emotional intelligence to ensure participants are equipped with the necessary skills to excel in various interpersonal interactions within the workplace.	Distance	Yes	Quantum Credential	$750	1	8-15 hours (depending on time need to pass courses)	N/A	(808) 951-0111	Oahu	3/21/2024	3/21/2026

Provider	Program				Industry	Description	Delivery		Credential	Cost				Website	Phone	Island	Start	End
Na Kahu Malama Nurses, Inc. 1357 Kapiolani Blvd., #915 Honolulu, HI 96814	Microsoft Office	N/A	N/A	N/A	General Healthcare Admin Services; Labor	This training program will equip students with the essential tools to utilize Microsoft Office applications for a range of workplace duties. Covering Microsoft Word, PowerPoint, and Excel, participants will gain proficiency in navigating and utilizing these programs effectively. Upon completion, students will be assessed on their skills and awarded a Quantum credential, demonstrating their competency in Word, PowerPoint, and Excel, enabling them to confidently undertake projects and presentations based on work-related prompts.	Distance	Yes	Quantum Credential	$2,000	2 - 3	18-25 (depending on time needed to pass different courses)	N/A		(808) 951-0111	Oahu	3/21/2024	3/21/2026
Na Kahu Malama Nurses, Inc. 1357 Kapiolani Blvd., #915 Honolulu, HI 96814	Safety Training	N/A	N/A	N/A	General Healthcare Admin Services; Labor	This course will include several modules on the vital aspects of workplace safety. Participants will learn about common security procedures, emergency management protocols, and strategies for maintaining both physical security and safety within the workplace environment (which includes a set of 9 smaller safety modules) . Through interactive online training sessions, participants will gain practical knowledge and strategies to ensure a secure and safe working environment for themselves and their colleagues. Upon completion, students will be awarded a Safety Quantum Credential.	Distance	Yes	Quantum Credential	$1,250	2 - 3	14-18 (depending on time needed to pass different courses)	N/A		(808) 951-0111	Oahu	3/21/2024	3/21/2026
Ohana Komputer 1516 Avon Way Honolulu, HI 96822	Computer Classes	N/A	N/A	N/A	N/A	Monthly computer classes and practice labs in Computer Basics, Internet & Email Beginning Wordprocessing Beginning Excel Desktop Publishing PowerPoint Fun with Graphics, Audio and Visual Beginning Database Adv Wordprocessing Adv Excel	Classroom	N/A	CC - Certificate of Completion/Competence	$249	4	16		www.ohanakomputer.org	(808) 523-8191	Oahu	8/9/2013	8/9/2024
Ohana Komputer 1516 Avon Way Honolulu, HI 96823	Microsoft Suite Review for Work Readyness	N/A	N/A	N/A	N/A	For those students that have already taken our Microsoft Units; a thorough;review of the most important features for work readyness in all of the programs in the Microsoft Professional Suite including word, excel, access, publisher, powerpoint and outlook.This unit will include four two hour classes each month and four two hour lab periods as well as an initial thorough individual assessment and also one at the end of the course.	Classroom	N/A	CC - Certificate of Completion/Competence	N/A	4	16		www.ohanakomputer.org	(808) 523-8191	Oahu	12/8/2021	12/8/2025

Provider	Course				Category	Description	Delivery		Credential	Cost		Duration		Phone	Location	Start	End
Staffing Solutions of Hawaii, Inc. 1357 Kapiolani Blvd., Ste. 915 Honolulu, HI 96814	Customer Service	N/A	N/A	N/A	General Admin Services; Labor	This course will teach students effective customer service practices, including communication strategies and problem-solving techniques to enhance customer satisfaction. Additionally, they will be trained in de-escalation techniques, empowering them to handle challenging situations calmly and effectively. The training emphasizes maintaining a polite, positive, and energetic demeanor to create a welcoming environment for customers. Participants will also develop interpersonal-savvy and emotional intelligence, enabling them to understand and manage their emotions effectively while fostering positive relationships with customers and colleagues alike. At the end of the course, participants will undergo assessments to evaluate their mastery of customer service practices and de-escalation techniques. Furthermore, the program includes evaluations of interpersonal-savvy and emotional intelligence to ensure participants are equipped with the necessary skills to excel in various interpersonal interactions within the workplace.	Distance	Yes	Quantum Credential	$750	1	8-15 hours (depending on time need to pass courses)	N/A	(808) 909-2084	Honolulu	3/21/2024	3/21/2026
Staffing Solutions of Hawaii, Inc. 1357 Kapiolani Blvd., Ste. 915 Honolulu, HI 96814	Microsoft Office	N/A	N/A	N/A	General Admin Services; Labor	This training program will equip students with the essential tools to utilize Microsoft Office applications for a range of workplace duties. Covering Microsoft Word, PowerPoint, and Excel, participants will gain proficiency in navigating and utilizing these programs effectively. Upon completion, students will be assessed on their skills and awarded a Quantum credential, demonstrating their competency in Word, PowerPoint, and Excel, enabling them to confidently undertake projects and presentations based on work-related prompts.	Distance	Yes	Quantum Credential	$2,000	2 - 3	18-25 (depending on time needed to pass different courses)	N/A	(808) 909-2084	Honolulu	3/21/2024	3/21/2026
Staffing Solutions of Hawaii, Inc. 1357 Kapiolani Blvd., Ste. 915 Honolulu, HI 96814	Safety Training	N/A	N/A	N/A	General Admin Services; Labor	This course will include several modules on the vital aspects of workplace safety. Participants will learn about common security procedures, emergency management protocols, and strategies for maintaining both physical security and safety within the workplace environment (which includes a set of 9 smaller safety modules) . Through interactive online training sessions, participants will gain practical knowledge and strategies to ensure a secure and safe working environment for themselves and their colleagues. Upon completion, students will be awarded a Safety Quantum Credential. Pre-Employment Testing / Final Interview: Class Duration - Each Instructor Is different. Usually class runs 5 to 5.5 hours Test at the conclusion of the session. This session determines the applicant's strengths and weaknesses (i.e communication level, security knowledge level, ability to take/follow instructions) Topics of this session: History of company Chain of Command Structure Central Office Professionalism Standard Operating Procedures (SOP) Uniforms Policies Communications Photo-Documentation	Distance	Yes	Quantum Credential	$1,250	2 - 3	14-18 (depending on time needed to pass different courses)	N/A	(808) 909-2084	Oahu	3/21/2024	3/21/2026

Provider	Program		CIP	Program of Study	Occupation	Description	Modality		Credential	Cost			Website	Phone	Island	Start	End
Staffing Solutions of Hawaii, Inc. 1357 Kapiolani Blvd., Ste. 915 Honolulu, HI 96814	Security Guard Certification & Security Guard Pre-Employment Testing	N/A	N/A	N/A	Security Guard / Security Officer	Guard Card Training: Class Time - 8 Hours but sometimes less with fewer breaks. Testing is based off of the 18 part curriculum Curriculum includes: Guard Card requirements and rules Types of guard services Citizen Arrests How to Effect Arrests Frisking Search and Seizure Weapons/Use of Force/Force Escalation/Non-Lethal/Deadly Force Questioning / Interrogation - Civil Rights Safety - HIOSH OSHA Fire Training Terrorism - DHS DHS - Methods Observation / Report Writing Misprision - When to Notify Authorities Professional Image Professional Ethics Aloha Spirit Training	Classroom	Yes	Security Guard Card	$4,000	4	8	N/A	(808) 909-2084	Oahu	3/21/2024	3/21/2026
Touch A Heart 98-820 Moanalua Rd Unit 15-1, PMB 224, Aiea, HI 96701	Food Services Training (In-Person)	N/A	12.05	Cooking and Related Culinary Arts, General	Food Preparation Workers	Through our 8-week program, we offer hands on-culinary training, food safety training and certification, field trips and guest speakers, hard and soft skills development, resume writing and interview preparation, and job placement assistance in small class sizes.	Classroom, on-the-job training in a commercial kitchen	We have a few partner organizations that we have sent our graduates to for interviews. La Gelateria and Aloha Harvest are mutual partners with us.	Hawaii State Department of Health Food Handler Certification	$5,000	8	100	http://www.touchahearthawaii.org/?page_id=1360	8087797083	Oahu	12/8/2020	12/8/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	3D CAD: Intro to Products & Advanced Manufacturing	Various	52.0304	Accounting/Finance	Tax Preparers/Bookkeeping/Payroll Clerks/Brokerage Assistants/Timekeeping Clerks	The Accounting Program prepares graduates to be productive professionals who can make responsible decisions in a changing global environment. The Accounting Program mission is congruent with the mission of UH Maui College, offering credit educational opportunities and striving to create a student focused educational environment that emphasizes high quality teaching and learning. Demonstrate satisfactory proficiency in the basic fundamental principles of financial and managerial accounting following generally accepted accounting principles with special emphasis on the elements of the accounting cycle; the rules of debit and credit, journalizing and posting, trial balances, adjustments, worksheets, financial statements, and the closing process. Demonstrate satisfactory proficiency in the basic principles procedures, terminology, and application of income and payroll tax laws. Demonstrate satisfactory proficiency in hands-on accounting skills for maintaining accounting records using commercial accounting software, and the use of spreadsheets to solve accounting problems.	Mixed Classroom/Distance Modality	N/A	Associate of Applied Science	$7,860.00	104	60 credit hours	Accounting - University of Hawaii Maui College	808-984-3750	Maui	1/9/2020	10/12/2024

Institution	Course Title	Course #	CIP	Program	Cluster	Description	Delivery		Credential	Cost	Min	Max	Website	Phone	Island	Start	End
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96771	Adobe Photoshop Introduction	COM6023	11.0801	Web Page, Digital/Multimedia and Information Resources Design in Hawaii	Art, Creative Media and Communications	Adobe Photoshop is a professional image editing software used to improve, enhance, and modify photographs. Learn the basic features and explore image possibilities with photo repair and color correction tools. Course conducted on Windows platform; however, Mac users are invited because Photoshop works the same in both operating systems.	Classroom	N/A	Certificate of Participation	$269	2	9	https://elwd.maui.hawaii.edu/	847 984-3231	Maui	10/1/2020	10/5/2024
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96778	Applied Python for ArcGIS	COM6500	11.0899	Computer Software and Media Applications, Other	Information	This course provides an introduction to the Python programming language, including the basics of scripting and data analysis for applied use in Geographic Information Systems (GIS) scenarios. Laptops with ArcGIS will be provided for use by participants.	Classroom	N/A	Certificate of Participation	$2,000	6	22	https://elwd.maui.hawaii.edu/	854 984-3231	Maui	10/1/2020	10/5/2024
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	American Heart Association CPR, AED & First Aid for Adult, Child and Infant	HLTH6621	51.081	Emergency Care Attendant	(62) Health Care and Social Assistance	Learn how to provide emergency action measures for life threatening scenarios through this national certification. This course fulfills OSHA requirements for CPR and First Aid. Information to apply for a card from the American Heart Association will be provided upon successful completion of the class. Cost of card and required book not included in course fee, and will require separate $35 per person payment to American Heart Association instructor.	Hybrid (Online and In-Person on Maui)	N/A		$0	4	11	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	American Heart Association BLS & First Aid	HLTH6622	51.081	Emergency Care Attendant	(62) Health Care and Social Assistance	Course description (language taken from AHA website): Basic Life Support training for healthcare professionals covers how to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations, and provide early use of an AED in a wide variety of in-facility and prehospital settings. Heartsaver First Aid training covers first aid basics for the most common first aid emergencies, including how to recognize them, how to call for help, and how to perform lifesaving skills.	In-person (Oahu)	N/A		$0	8	12	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025

Institution	Course	Code	CIP	CIP Category	CIP Subcategory	Description	Format			Cost			URL	Phone	Location	Start	End
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Bartending 101	HOSP6613	52.0909	52.09) Hospitality Administration/Management.		Professional Bartending is an exciting career that offers employment opportunities on Maui and around the world. From customer service, bar setup to pack down, and everything in between, you will gain fundamental hands-on experience mixing classics, making tropicals, and exploring basic beverages. This is a class for the basics of crafting cocktails including The management and the legal responsibility of serving alcoholic beverages, preventing intoxication, ID verification, ingredients, tools, techniques, and equipment, basic formulas and theory, customer service, as well as best practices. Our Professional Bartender instructor will guide you through basic training and knowledge in mixology, professional hospitality industry operating standards, and exceptional customer service.	In Class	N/A		$398	16	16	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Basic Plant Botany, Propagation & Seeds	AGR6023	01.9999	Agriculture, Agriculture Operations, and Related	(11) Agriculture, Forestry, Fishing and Hunting	Students will gain a basic understanding of principles and practices behind sexual and asexual plant propagation on various scales of organic production. The course will also introduce concepts of seed saving and participatory plant breeding. Students will learn how to apply their knowledge of crop varieties to select proper genetics for their operation.	In Class	N/A		$0	1	3	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Carpenter Pre-Apprenticeship	TRAD6000	46.0000	Construction Trades, General	(23) Construction	This 8-week, intensive, hands-on pre-apprenticeship program serves as a direct pathway to becoming a registered apprentice with the Hawaii Carpenters Apprenticeship Program. Training will start with instruction in carpentry fundamentals and basic tool use, construction math, basic print reading, metal framing, concrete formwork and drywall, and culminate with a 2-week paid internship at an active construction site. Upon successful completion of this pre-apprenticeship program, students will be granted direct entry to any one of the three registered apprenticeship programs administered by the Hawaii Carpenters Apprenticeship and Training Fund (HCATF). The pre-apprenticeship program is divided into two parts: Part 1: 6-week Related-Trade Instruction Part 2: 2-week Internship	In-person (Maui)	N/A		$3,000	220	312	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025

University of Hawaiʻi Maui College 310 West Kaʻahumanu Avenue Kahului, HI 96734	Certified Nurse Aide	HLTH6003	51.0801	Medical/Clinical Assistant	(62) Health Care and Social Assistance	Learn the fundamentals of health care giving techniques. Students gain knowledge and skills through both theory and practice in the classroom, nursing lab settings and actual clinical experiences at designated medical facilities. Upon successfully completing this course, students who meet eligibility requirements are prepared for the state Certified Nurse Aide examination. Participants also earn a First Aid/CPR certification.	Hybrid (Online and In-Person on Maui)	N/A		$0	430	163	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96732	Computers for Beginners	COM6001	11.0899	Computer Software and Media Applications, Other	(51) - Information	Never used a computer before? Feel like computer terms are written in a foreign language? This course is for you. Become fluent in basic computer-speak, demystifying the jargon, and learning computing terms.	Classroom	N/A	Certificate of Participation	$139	1	4	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	5/28/2019	10/5/2025
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96769	Creating Charts and Graphs in Excel	COM6021	11.0899	Computer Software and Media Applications, Other	Information	Learn the features of Excel that create visual aides, images, and charts including column, line, pie, bar, area, scatter, stock, surface and others. Integrate these tools and displays into your presentation to create impressive reports, and display perfomrance. This is an applications course.	Classroom	N/A	Certificate of Participation	$139	1	6	https://elwd.maui.hawaii.edu/	845 984-3231	Maui	10/1/2020	10/5/2024
University of Hawaiʻi Maui College 310 West Kaʻahumanu Avenue Kahului, HI 96734	Creative Event Planning & Management	HOSP6220	52.0909	52.09) Hospitality Administration/Management.		The importance of masterful organization, customer service, budgeting and designing memorable events for your client’s needs will separate you, your company and your colleagues from the rest. This course is designed for professionals in the hotel hospitality, food and beverage, catering management and event coordinators in corporate hotels, independent hotels, private establishments, independent event coordinators and corporate event planners.	In-person (Maui)	N/A		$289	6	18	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025

Institution	Course	Code	CIP	CIP Category	CIP Info	Description	Delivery	Partners	Credential	Cost			URL	Phone	Location	Start	End
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Customer Service	HOSP6310	52.0909	52.09) Hospitality Administration/Management.		Did you know that 75% of all people making decisions are based on the first 2 minutes of an interaction? Positive human communication is crucial in representing and branding your business. Knowledge and experience in customer service can make the difference between growing or diminishing your business. This class will benefit front line staff, and representatives.	In-person (Maui)	N/A		$199	8	4	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Cybersecurity	COM6200	11.0899	Computer Software and Media Applications, Other	(51) - Information	The Certificate of Competence (CO) in Cybersecurity is designed to prepare students for the entry level positions in the field of cybersecurity support and analysis. This certificate consists of four courses - ICS 101 (covers office and Internet technologies), ICS 169 (introduction to information security), ICS 184 (introduction to computer networks) and ICS 171 (introduction to computer security). Graduates of this certificate will be ready to sit for the industry-standard certifications from CompTIA - Network+ and Security+.	Online Synchronous (Statewide)	N/A		$6,000	0	174	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Data Analytics: Data+ and Data Systems Certificate	AGR6155	01.9999	Agriculture, Agriculture Operations, and Related	(11) Agriculture, Forestry, Fishing and Hunting	Part A is basic introduction, including History, Biology, Regulations, Pests, and Issues with keeping bees on Maui
This is the first in a series three, 5 hour, non credit courses (A,B and C) to provide the student introductory information on keeping bees in Hawaii. Part A is basic introduction, including History, Biology, Regulations, Pests, and Issues with keeping bees on Maui. Will also include introduction to the tools, equipment, and safety gear needed.
This will be then followed by: PartB, Working with the hive and harvesting honey. and Part C, construction of hives, assembling woodenware/equipment.	In-person (Maui)	Various private an	Certificate of Completion	$95.00	1	5	https://elwd.maui.hawaii.edu/	(808) 984-3231	Maui	10/12/2023	10/12/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Database Systems	AGR6156	01.9999	Agriculture, Agriculture Operations, and Related	(11) Agriculture, Forestry, Fishing and Hunting	Part B Working with the hive and harvesting honey.

This is the second in a series three, 5 hour, non credit courses (A,B and C) to provide the student introductory information on keeping bees in Hawaii. InPart B. Student will understand the inner workings of a bee hive, including: what the internal parts are, where the bees live and reproduce. Students will also learn basic working with bees and hive manipulations. Students will learn techniques to harvest honey.

This will be then followed by: Part C, construction of hives, assembling woodenware/equipment. | In-person (Maui) | Various private an | Certificate of Completion | $95.00 | 1 | 5 | https://elwd.maui.hawaii.edu/ | (808) 984-3231 | Maui | 10/12/2023 | 10/12/2025 |

Institution	Program	Code	CIP	Category	Cluster	Description	Modality	Partner	Credential	Cost	Credits	Hours	URL	Phone	Island	Start	End
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Dental Hygiene	Various	51.0602	Dental Hygiene	Dental Hygienists	The Dental Hygiene program is a four semester and one summer session program within a cohort that prepares individuals to work in general and specialty dental offices, and public health agencies. Emphasis is placed on the correlations among prevention, education, and the clinical phases of dental hygiene practice as well as basic and social sciences. The curriculum is organized in accordance with requirements of the American Dental Association Commission on Dental Accreditation for a Dental Hygiene program and with consultation from the Maui County Dental Association. The Dental Hygiene program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the Council of Postsecondary Accreditation and the United States Department of Education. You will earn an Associate in Science (AS) Degree in Dental Hygiene upon completion of the program.	Mixed Classroom/Distance Modality	Hawaii Dental Service	Associate of Science	$7,860	104	60	Dental Hygiene - University of Hawaii Maui College	808-984-3313	Maui	1/9/2020	10/12/2025
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96783	Digital Design Certificate	COM6780	11.0801	Web Page, Digital/Multimedia and Information Resources Design in Hawaii	Art, Creative Media and Communications	Learn the fundamentals of digital design using software including Photoshop and Illustrator. Participants will gain digital design competencies using the basic tools and features of digital image editing, photo retouching, and color correction of images. Practice design thinking and creative media skill through an applied project.	Classroom	N/A	Certificate of Participation	$3,000	15	84	https://elwd.maui.hawaii.edu/	859 984-3231	Maui	10/1/2020	10/5/2024
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	EKG Tech Certifica	HLTH6005	51.0801	Medical/Clinical Assistant	(62) Health Care and Social Assistance	By administering EKGs, testing the electrical activity of the heart, you'll be making a life-changing difference, helping people of all ages prevent and treat heart disease. As an EKG tech, you may perform the following tasks: Set up and administer EKGs (electrocardiograms) and stress tests, prepare patients for Holter or ambulatory monitoring, and transcribe physicians' interpretations.	Hybrid (Online and In-Person on Maui)	N/A		$1,800	8	100	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Electrical Technology Program - Journey Worker Electrician (EJ)	TRAD8910	46.0302	Electrician	(23) Construction	Complete the academic coursework required by Hawaii Revised Statute HRS 448E for journey worker electrical apprentices. Participants gain foundational skills in electrical safety, as well as applied math, AC/DC theory, motors and motor control, NEC, and transformers.	In-person (Maui)	N/A		$3,595	184	276	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025

University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Electrical Technology Program - Maintenance Electrician (EM)	TRAD8940	46.0302	Electrician	(23) Construction	The Electrical Technology Program Maintenance Electrician provides participants with the academic coursework required by Hawaii Revised Statute HRS 448E for maintenance journey worker electrical apprentices. Participants gain foundational skills in applied math and electrical safety as well as the required subjects in AC/DC theory, motors and motor control maintenance, NEC, and transformers. This program fulfills Requirements of HRS 448E, 80 hour electrical academic coursework. Participants gain foundational skills in applied math and electrical safety as well as the required subjects in AC/DC theory, motors and motor control maintenance, NEC, and transformers. This program fulfills Requirements of HRS 448E, 80 hour electrical academic coursework. Participants are required to attend at least 75% of each module, and satisfactorily pass all exams to successfully complete the program.	In-person (Maui)	N/A		$1,695	60	80	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96741	English as a Second Language	LANG6001	32.0109	Second Language Learning	(61) Educational Services	ESL classes give English learners opportunities to study and practice English language communications skills, including listening, speaking, reading, writing, and critical thinking.	Classroom	N/A	Certificate of Participation	$379	7	21	http://maui.hawaii.edu/edventure/	808 984-3231	Maui	5/28/2019	7/28/2024
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96775	Excel for Data Analysis Workshop	COM6083	11.1003	Computer and Information Systems Security/Information Assurance in Hawaii	Information Technology	Get on a fast track to Excel+G45 data shortcuts with 40 tricks and maneuvers! Composing data write-ups is on of the best ways to influence and impact decision making. Get organized today.	Classroom	N/A	Certificate of Participation	$275	1	5	https://elwd.maui.hawaii.edu/	851 984-3231	Maui	10/1/2020	10/5/2024

Provider	Course Name	Course ID	CIP Code	CIP Title	Category	Description	Delivery		Credential	Cost			URL	Phone	Island	Start	End
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96776	Excel for Farmers	COM6084	11.1003	Computer and Information Systems Security/Information Assurance in Hawaii	Information Technology	Learn the basics of Excel for farmers applied in sample spreadsheets.	Classroom	N/A	Certificate of Participation	0	1	3	https://elwd.maui.hawaii.edu/	852 984-3231	Maui	10/1/2020	10/5/2024
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96774	Exploring iPhone and iPad	COM6043	11.0801	Web Page, Digital/Multimedia and Information Resources Design in Hawaii	Art, Creative Media and Communications	iOS is the operating system built around the iPhone and iPad. In this class we will take a look at both devices, from setup, settings and basic use of the device. We will cover apps, internet and email setup, as well as other daily use of your smart device.	Classroom	N/A	Certificate of Participation	$79	1	3	https://elwd.maui.hawaii.edu/	850 984-3231	Maui	10/1/2020	10/5/2024
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96772	Exploring the Mac Part 1 Intro to Mac OS	COM6038	11.0801	Web Page, Digital/Multimedia and Information Resources Design in Hawaii	Art, Creative Media and Communications	This is an ideal course for those with basic computer skills who are new to the Mac and want to begin understanding the ins and outs of their Mac. You will also be introduced to the basics of the macOS operating system.	Classroom	N/A	Certificate of Participation	$79	1	3	https://elwd.maui.hawaii.edu/	848 984-3231	Maui	10/1/2020	10/5/2024
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96773	Exploring the Mac Part 2 Mac Apps	COM6039	11.0801	Web Page, Digital/Multimedia and Information Resources Design in Hawaii	Art, Creative Media and Communications	This course builds on the Introduction to macOS class and introduces the user to more advanced system settings and controls, along with understanding how the built in applications included in macOS integrate together.	Classroom	N/A	Certificate of Participation	$79	1	3	https://elwd.maui.hawaii.edu/	849 984-3231	Maui	10/1/2020	10/5/2024

Institution	Course Title	Code	CIP	Program	Category	Description	Delivery	Col9	Col10	Cost	Min	Max	URL	Phone	Location	Start	End
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	HVAC, Refrigerants and Basic Controls: EPA Exam Prep	TRAD6100	46.0000	Construction Trades, General	(23) Construction	This 6-week course introduces the fundamentals of Heating, Ventilation and Air Conditioning (HVAC), necessary math skills, and environmentally safe refrigerant service. The online, on-demand course prepares participants for the EPA Section 608 Universal Certification Exam offered upon successful completion of the course (exam fee and online exam proctoring included).	Online Synchronous	N/A		$649	0	60	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	HVAC Fundamentals: Technician Certificate	TRAD6110	46.0000	Construction Trades, General	(23) Construction	Earn a Certificate of Professional Development as an HVAC Technician introducing fundamentals of heating, refrigeration, air conditioning and controls. Includes hybrid learning in online modules and hands-on lab training, career prep workshops, and EPA 608 exam prep and online certification exam.	In Class	N/A		$1,800	0	12	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Intermediate American Sign Language	LANG6707	16.1601	Language Interpretation and Translation.	Language Interpretation and Translation.	In this intermediate course, students will learn to apply communication skills in American Sign Language (ASL) based on previous training. The course will focus on observing expressive and receptive skills through the use of hand signage. Students will be introduced to members of the deaf and hard of hearing community to practice acquired language skills in social settings. All students are welcome but, the instructor is strongly suggests taking LANG6709 Introduction to ASL prior to this intermediate class.	In Class	N/A		$199	14	14	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Intro to Hybrid & Electric Vehicles	HLTH6008	51.1614	Nurse/Nursing Ass	(62) Health Care a	This is preparation for for those who do have CNA status and need recertification before their 2 years is up, which is a 24hr Continuing Education Class. These classes would be geared towards HC partners needs such as re-education on fall prevention, Foley care, handling those with dementia, etc. CNA are required to do 24hrs in service sessions or a competency class during the latter part of the 2 year period and then recertify, which is a $25 fee.	In-person (Maui)	Various private an	Certificate of Completion	$200	12	24	https://elwd.maui.hawaii.edu/	(808) 984-3231	Maui	10/12/2023	10/12/2025

University	Course	Code	CIP Code	Category	Subcategory	Description	Format	Prereq	Credential	Cost	Min	Max	URL	Phone	Location	Start	End
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Introduction To Plant Propagation	AGR6158	01.10003	Agriculture, Agriculture Operations, and Related	(11) Agriculture, Forestry, Fishing and Hunting	This course will provide the student an overview on plant propagation. Included will be seed/sexual propagation and asexual propagation (cuttings, divisions, air layers, etc.). This course will provided both a lecture of the various techniques as well as hands on practical exercises. This should make possible, for the student, both small scale (home owner) and large scale nursery enterprises . Course will be conducted at Ho'oulu 104 and Greenhouse facilities.	In-person (Maui)	N/A		$89	1	4	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Introduction to W	COM6006	11.9999	Computer Software and Media Applications, Other	(51) - Information	Learn how to comfortably move around in Windows and become familiar with Windows terminology. Learn to use the task bar, create shortcuts, manage the desktop, work with multiple windows and more. Learn how to find and manage documents, use online help, and clean house with the recycle bin.	In-person (Maui)	N/A		$179	6	9	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96737	Intermediate Windows 10	COM6007	11.0899	Computer Software and Media Applications, Other	(51) - Information	A must for all computer owners! Customized to your personal style; learn how to manage files and folders, keeping your system updated and safe, and the proper steps of software installation.	Classroom	N/A	Certificate of Participation	$189	1	6	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	10/5/2020	10/5/2024
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96779	Intro to ArcGIS	COM6510	11.0899	Computer Software and Media Applications, Other	Information	Gain an introduction to ESRI's ArcGIS software and learn the fundamentals of applied GIS technologies.	Classroom	N/A	Certificate of Participation	$1,500	6	18	https://elwd.maui.hawaii.edu/	855 984-3231	Maui	10/1/2020	10/5/2024

Provider	Course	Course ID	CIP	CIP Name	Category	Description	Format	Prereq	Credential	Cost	Min	Max	URL	Phone	Location	Start	End
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96780	Intro to Python and ArcGIS	COM6570	11.0899	Computer Software and Media Applications, Other	Information	Learn the fundamentals of programming in Python and concepts related to machine learning, artificial intelligence, and data analysis through online classes, cohort projects and lab learning.	Classroom	N/A	Certificate of Participation	$1,500	6	30	https://elwd.maui.hawaii.edu/	856 984-3231	Maui	10/1/2020	10/5/2024
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96736	Introduction to Windows 10	COM6006	11.0899	Computer Software and Media Applications, Other	(51) - Information	Learn the fundamentals of working in Windows 10!	Classroom	N/A	Certificate of Participation	$219	1	9	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	5/28/2019	10/5/2024
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Licensed Practical	HLTH6006	51.0801	Medical/Clinical Assistant	(62) Health Care and Social Assistance	Participants enroll in the Licensed Practice Nurse training program in a series of credit courses including NURS111, NURS110C, NURS110L and NURS110T.	Hybrid (Online and In-Person on Maui)	N/A		$0	0	0	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Managing Pests & Diseases for Plants	AGR6007	01.10004	Agriculture, Agriculture Operations, and Related	(11) Agriculture, Forestry, Fishing and Hunting	Learn holistic Integrated Pest Management (IPM) strategies to monitor and control pests and diseases. Learn to identify common pests and diseases found on vegetables and ornamentals, how to diagnose your plant’s symptoms and problems, and the cultural, mechanical, biological and safe chemical controls to avoid and resolve pest and disease issues.	In Class	N/A		$0	3	13	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025

University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96739	Microsoft Excel Essentials	COM6017	11.0899	Computer Software and Media Applications, Other	(51) - Information	Go beyond the basics and learn how to write a formula, work with a built-in function, create a chart and organize data in a list.	Classroom	N/A	Certificate of Participation	$269	2	12	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	5/28/2019	10/5/2024
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96740	Microsoft Excel Intermediate	COM6018	11.0899	Computer Software and Media Applications, Other	(51) - Information	Tap into the power of Excel by using more functions that are built-in and explore the needed techniques to build multiple sheet workbooks and to link and consolidate data among them.	Classroom	N/A	Certificate of Participation	$289	2	12	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	5/28/2019	10/5/2024
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96737	Microsoft Word Essentials	COM6015	11.0899	Computer Software and Media Applications, Other	(51) - Information	Turn MS Word into your most powerful productivity ally! If you are new to Word, or if you get frustrated using Word, this is the course you need to easily become truly skilled with this software.	Classroom	N/A	Certificate of Participation	$269	2	12	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	5/28/2019	10/5/2024
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96738	Microsoft Word Intermediate	COM6016	11.0899	Computer Software and Media Applications, Other	(51) - Information	Think you know all the tricks in MS Word? Think again. This course will advance even the most knowledgeable participant in MS Word.	Classroom	N/A	Certificate of Participation	$269	2	12	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	5/28/2019	10/5/2024

Provider	Course	Course #	CIP	Program	Industry	Description	Delivery	Prereq		Cost	Seats	Hours	URL	Phone	Location	Start	End
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	OSHA 10-Hour - Co	TRAD6624	46.0000	Construction Trades, General	(23) Construction	Designed for the Construction Industry, the course includes modules on Fall Protection, Personal Protective Equipment, Scaffolding, OSHA Inspection Procedures and more. Whether you need training to meet employer or safety requirements, this course reviews OSHA construction standards for compliance.	In Class	N/A		$295	4	16	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Pharmacy Technician Immersion	HLTH6700	51.0801	Medical/Clinical Assistant	(62) Health Care and Social Assistance	Learn the fundamentals of pharmacy technician skills to assist pharmacists in serving patients. Competencies include receiving, processing, and filling prescriptions and medication orders; determining charges and obtaining reimbursements (including insurance and Medicare payments), maintaining medication and inventory control systems, and participating in the administration and management of the pharmacy practice.	Online Asynchrono	N/A		$1,800	0	100	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Phlebotomy Techn	HLTH6002	51.0801	Medical/Clinical Assistant	(62) Health Care and Social Assistance	This Phlebotomy Technician course is intended for the high-school graduate student with no collegiate or healthcare experience. It is intended to prepare the student to become a healthcare team member in this exciting and fast paced field. Although this course teaches the collection of blood specimens, the course emphasizes knowledge required for all health care professionals to prepare them for a growing future in healthcare. Phlebotomy Technicians collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods.	Hybrid (Online and In-Person on Maui)	N/A		$1,800	8	110	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025

University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Registered Behavior Technician	HLTH6010	51.0801	Medical/Clinical Assistant	(62) Health Care and Social Assistance	Registered Behavior Technician (RBT) course is a 5 week hybrid (online and in person) training that prepares participants to meet all criteria to be eligible to become a nationally recognized RBT, a paraprofessional certified in behavior analysis. RBTs assist in delivering behavior-analytic services and practice under the direction and close supervision of an RBT Supervisor and/or an RBT Requirements Coordinator, who are responsible for all work RBTs perform. RBT certification was originally designed for settings in which a BCBA or BCaBA is already providing behavior-analytic services. Thus, applying to become an RBT is most likely to occur after the applicant has been employed by the organization in which they will continue their work assisting qualified BCBAs and/or BCaBAs in their service-delivery activities. This course includes a job shadowing experience during the last two weeks.	Hybrid (Online and In-Person on Maui)	N/A		$1,000	6	55	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Renewable Energy Certificate	SUS6026	15.0505	Solar Energy Technology/Technician.		Join the Photovoltaic Associate Program designed for renewable energy career pathways, including the opportunity to take the NABCEP PV Associate Exam at no cost to earn an in-demand industry credential. Students gain basic knowledge of the fundamental principles of the application, design, installation and operation of grid-tied and stand-alone PV Systems. Requirement: must complete both PV Associate and Battery-based Photovoltaic Design to be eligible for the certification exam.	Online Synchronous	N/A		$2,000	0	120	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Seed Saving	AGR6050	01.10007	Agriculture, Agriculture Operations, and Related	(11) Agriculture, Forestry, Fishing and Hunting	Learn the fundamentals of seed saving for farm and agricultural operations. Includes hands-on training for seed identification, storing, and preparing for use.	In Class	N/A		$0	1	3	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025

University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	ServSafe Food Handler Basic Certification	CULN6100	12.0509	Culinary Science/Culinology	(72) - Accommodation and Food Services	Earn the ServSafe Food Handler certification the industry standard certification in food safety. The training covers topics including Basic Food Safety, Personal Hygiene, Cross-contamination and Allergens, Time and Temperature, Cleaning and Sanitation. Complete an in-class assessment exam to successfully earn the certification. ServSafe Food Handler training is basic sanitation certification for managers and staff working in certified kitchens. Textbook and exams are included. Those who pass the exam with scores 75% or better, receive a Food Handler Certificate valid for three years. This class has limited to face to face seating if offered on campus. The class may be offered online through ZOOM media. Students will need a reliable internet connection as well as a computer for access.	In-person (Maui)	N/A		$199	1	6	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Solar Safety Traini	SUS6027	15.0505	Solar Energy Technology/Technician.		The training focuses on the tools and skills to work safely on solar PV systems of various sizes. Participants complete Solar Energy International's Residential/Commercial Roof-Mounted PV Installation Safety and Large-Scale Ground-Mounted PV Installation Safety coursework. This training package has been approved by NABCEP for OSHA-10 training equivalency for NABCEP Certification purposes.	Online Asynchron	N/A		$249	0	24	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Spreadsheets for E	COM6005	11.9999	Computer Software and Media Applications, Other	(51) - Information	How can a spreadsheet help me? What sets a spreadsheet apart from a word processing or database management program? You will learn the answers to these questions while mastering the basic functions and applications of spreadsheet programs.	In-person (Maui)	N/A		$149	4	6	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025

Institution	Program	Code	CIP	Field	Category	Description	Modality	Partners	Credential	Cost	Seats	Hours	URL	Phone	Island	Start	End
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Sustainable Building Design and LEED Green Associate Credential	SUS6026	15.0505	Solar Energy Technology/Tech nician.	15.05) Environmen	Join the Photovoltaic Associate Program designed for renewable energy career pathways, including the opportunity to take the NABCEP PV Associate Exam at no cost to earn an in-demand industry credential. Students gain basic knowledge of the fundamental principles of the application, design, installation and operation of grid-tied and stand-alone PV Systems. Requirement: must complete both PV Associate and Battery-based Photovoltaic Design to be eligible for the certification exam.	Online Synchronou	Various private an	Certificate of Completion	$2,000	15-30	120	https://elwd.mau i.hawaii.edu/	(808) 984-3231	Maui	10/12/2023	10/12/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Sustainable Farming: Fundamentals from Soil to Harvest	AGR6005	01.10010	Agriculture, Agriculture Operations, and Related	(11) Agriculture, Forestry, Fishing and Hunting	This training with organic farmer Gerry Ross introduces participants to the fundamental practices of building living, healthy soil to nutritious organic vegetables and fruits in a tropical setting. Sunday classes are off-site at Kupa`a Farm (directions will be provided in class).	In Class	N/A		$0	3	13	https://elwd.mau i.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Sustainable Science Management	Various	30.3301	Sustainability Studies	Sustainability Consultant/Clima te Change Specialist/Environ mental Coordinator/Wat er Resources Analyst	Maui's beautiful ocean boundaries frame and provoke our adaptability to community issues and global challenges in a unique island setting. Sustainability science has become recognized as one of the fastest growing careers, applicable to a wide variety of fields, and providing skills in meaningful work for the future. Bring your personal interests and join the sustainable science management (SSM) program!	Mixed Classroom/Distan ce Modality	Compost Maui/Mahi Pono	Bachelor of Applied Science	$7,860	104	60 credit hours	Sustainable Science Management - University of Hawaii Maui College	808-984-3706	Maui	1/9/2020	10/12/2024
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	The ABC's of Bees: Basic Beekeeping Part A	HLTH6003	51.1614	Nurse/Nursing Ass	(62) Health Care a	Learn the fundamentals of health care giving techniques. Students gain knowledge and skills through both theory and practice in the classroom, nursing lab settings and actual clinical experiences at designated medical facilities. Upon successfully completing this course, students who meet eligibility requirements are prepared for the state Certified Nurse Aide examination. Participants also earn a First Aid/CPR certification.	Hybrid (Online and	Various private an	Certificate of Completion	$2,900	15-30	150	https://elwd.mau i.hawaii.edu/	(808) 984-3231	Maui	10/12/2023	10/12/2025

University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	The ABC's of Bees: Basic Beekeeping Part B	TRAD6000	46.0000	Construction Trad	(23) Construction	This 8-week, intensive, hands-on pre-apprenticeship program serves as a direct pathway to becoming a registered apprentice with the Hawaii Carpenters Apprenticeship Program. Training will start with instruction in carpentry fundamentals and basic tool use, construction math, basic print reading, metal framing, concrete formwork and drywall, and culminate with a 2-week paid internship at an active construction site. Upon successful completion of this pre-apprenticeship program, students will be granted direct entry to any one of the three registered apprenticeship programs administered by the Hawaii Carpenters Apprenticeship & Training Fund (HCATF). The pre-apprenticeship program is divided into two parts: Part 1: 6-week Related-Trade Instruction Part 2: 2-week Internship	In-person (Maui)	Various private an	Certificate of Completion	$3,000	15-30	312	https://elwd.maui.hawaii.edu/	(808) 984-3231	Maui	10/12/2023	10/12/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	The ABC's of Bees: Basic Beekeeping Part C	TRAD8910	46.0302	Electrician	Electrical and Power Transmission Installers.	Complete the academic coursework required by Hawaii Revised Statute HRS 448E for journey worker electrical apprentices. Participants gain foundational skills in electrical safety, as well as applied math, AC/DC theory, motors and motor control, NEC, and transformers.	In-person (Maui)	Various private an	Certificate of Completion	$3,595	15-30	240	https://elwd.maui.hawaii.edu/	(808) 984-3231	Maui	10/12/2023	10/12/2025
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Weed Management for Organic Operations	AGR6024	01.10011	Agriculture, Agriculture Operations, and Related	(11) Agriculture, Forestry, Fishing and Hunting	Students will learn the overarching theories and practices of weed management. The course will also cover the tools and specific application methods for managing weeds in organic farm systems. Class will meet off-site at a local farm.	In Class	N/A		$0	1	3	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	8/25/2023	8/25/2025

Provider	Course	Code	CIP	Program Area	Category	Description	Format	Prereq	Location	Credential	Cost	Weeks	Hours	URL	Phone	Island	Start	End
University of Hawai`i Maui College 310 West Ka`ahumanu Avenue Kahului, HI 96734	Welding Fundame	SUS6300	46.0000	Construction Trades, General	(23) Construction	The Sustainable Building Design and LEED Green Associate credential is designed to prepare students for careers in building design, facilities maintenance and management, and other related careers. Graduates of this certificate will be ready to sit for the industry-standard LEED Green Associate credential. This certificate consists of three credit courses - SSM 101, SSM 201 and SSM 275, and ENG and MATH prereqs if needed.	Hybrid (Online and	Various private an	Certificate of Completion	$5,000	15-30	265	https://elwd.maui.hawaii.edu/	(808) 984-3231	Maui	10/12/2023	10/12/2025
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96734	Word Processing for Beginners	COM6004	11.0899	Computer Software and Media Applications, Other	(51) - Information	Word Processing Fundamentals learn your way around a keyboard as you execute basic operations: creating, editing, formatting, saving, retrieving and printing!	Classroom	N/A	Certificate of Participation	$139	2	4	https://elwd.maui.hawaii.edu/	808 984-3231	Maui	5/28/2019	10/5/2024
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96777	WordPress Advanced	COM6101	11.1003	Computer and Information Systems Security/Information Assurance in Hawaii	Information Technology	Control your own website! Start customizing and gain plug-in control. This class looks at custom Child Themes, and standard plug-ins for search engines, shopping and security. Also includes a very basic introduction about how CSS stylesheets work for customization purposes. Prerequisite: Have your own WordPress website up & running.	Classroom	N/A	Certificate of Participation	$169	1	6	https://elwd.maui.hawaii.edu/	853 984-3231	Maui	10/1/2020	10/5/2024
University of Hawaii Maui College ELWD 310 Kaahumanu Avenue Kahului, HI 96770	WordPress: Blogging Basics	COM6022	11.0801	Web Page, Digital/Multimedia and Information Resources Design in Hawaii	Art, Creative Media and Communications	Many Internet users and webmasters are using blogs like WordPress and BlogSpot to get the word out. This course goes over the basics of setting up a blog, as well as its general uses and functions. It covers themes, updates and adding pages and widgets to the navigation.	Classroom	N/A	Certificate of Participation	$169	1	6	https://elwd.maui.hawaii.edu/	846 984-3231	Maui	10/1/2020	10/5/2024

Waipahu Community School for Adults: 94-1211 Farrington Highway, Waipahu, HI 96797	English Language Acquisition Level 1/2	N/A	N/A	N/A	N/A for Career Ser	Our English Language Acquisition Classes are leveled to support our English Learners. As students' English proficiency is increased, they can advance to higher level classes. These classes are available on Oahu and the Big Island.	Combination of classroom and distance	No	As students demonstrate proficiency in English Language Proficiency classes they will be given the opportunity to advance to higher level classes.	$20	6.5	39	https://www.wcsahawaii.org/english-language-acquisition.html	(808) 307-9677	Oahu Hawaii County	3/23/2021	3/23/2024
Waipahu Community School for Adults: 94-1211 Farrington Highway, Waipahu, HI 96797	English Language Acquisition Level 3/4	N/A	N/A	N/A	N/A for Career Ser	Our English Language Acquisition Classes are leveled to support our English Learners. As students' English proficiency is increased, they can advance to higher level classes. These classes are available on Oahu and the Big Island.	Combination of classroom and distance	No	As students demonstrate proficiency in English Language Proficiency classes they will be given the opportunity to advance to higher level classes.	$20	6.5	39	https://www.wcsahawaii.org/english-language-acquisition.html	(808) 307-9677	Oahu Hawaii County	3/23/2021	3/23/2024
Waipahu Community School for Adults: 94-1211 Farrington Highway, Waipahu, HI 96797	English Language Acquisition Level 5/6	N/A	N/A	N/A	N/A for Career Ser	Our English Language Acquisition Classes are leveled to support our English Learners. As students' English proficiency is increased, they can advance to higher level classes. These classes are available on Oahu and the Big Island.	Combination of classroom and distance	No	As students demonstrate proficiency in English Language Proficiency classes they will be given the opportunity to advance to higher level classes.	$20	6.5	39	https://www.wcsahawaii.org/english-language-acquisition.html	(808) 307-9677	Oahu Hawaii County	3/23/2021	3/23/2024
Waipahu Community School for Adults: 94-1211 Farrington Highway, Waipahu, HI 96797	Workforce Development Diploma	N/A	N/A	N/A	N/A for Career Services	Our Workforce Development Diploma represents completion of our work skills preparation program. Students gain knowledge, skills and abilities needed for employment or job training. Students must complete two modules. Module 1 is an academic section which includes two classes (reading and situational judgment/active listening). Module 2 is proof of application of work readiness skills. These classes are available on Oahu and the Big Island.	Combination of classroom and distance	No	Workforce Development Diploma	$20	6.5	78	https://www.wcsahawaii.org/workforce-development-diploma-program-wddp.html	(808)307-9677	Oahu Hawaii County	3/23/2021	3/23/2024

School	Program		CIP Code		Career Cluster	Occupation	Description	Delivery	Partner	Certificate	Cost			URL	Phone	Location	Start	End
Waipahu Community School for Adults: 94-1211 Farrington Highway, Waipahu, HI 96797	Adult Basic Education math and reading/writing pathway to earn ged diploma	N/A	N/A	N/A	N/A for Career Services		Our Adult Basic Education courses help students review and develop basic skills in reading, writing, and math.	Combination of classroom and distance	No	Adult Basic Education classes prepare students to develop necessary academic skills to qualify for diploma programs.	$20	6.5	39	https://www.wcsahawaii.org/adult-basic-education.html	(808) 307-9677	Oahu Hawaii County	3/23/2021	3/23/2024
Waipahu Community School for Adults: 94-1211 Farrington Highway, Waipahu, HI 96797	Hawaii Security Guard Certification (In-Person)	N/A	43.0109	Security and loss prevention services	Security Guard / Security Officer		This course prepares students to receive their Hawaii security guard certification.	In person	Jaena's Continuing Education and Training	Hawaii Security Guard Certification	$150	1	8	https://www.wcsahawaii.org/uploads/4/3/1/4/43145985/security_guard_class_flyer.pdf	(808)307-9677	Hawaii County Oahu	3/23/2021	3/23/2024
Waipahu Community School for Adults: 94-1211 Farrington Highway, Waipahu, HI 96797	HIDOE Substitute Teacher Certification Course (Hybrid)	N/A	13.1299	Teacher Education and Professional Development, Specific Levels and Methods, Other	Teacher		Our substitute teacher certification course prepares students to meet the requirements for substitute teaching at all Hawaii State Department of Education schools. This initial certification lasts five years.	In person	NA	HIDOE Substitute Teacher Certification	$70	1	30	https://www.wcsahawaii.org/substitute-teacher-training-and-career-courses.html	(808)307-9677	Hawaii County Oahu	3/23/2021	3/23/2024
Waipahu Community School for Adults: 94-1211 Farrington Highway, Waipahu, HI 96797	High School Equivalency (HSE) Preparation	N/A	N/A	N/A	N/A for Career Services		Our High School Equivalency preparation classes prepare students in math and reading to take their GED or HiSet tests to obtain high school equivalency. These classes are available on Oahu and the Big Island.	Combination of classroom and distance	No	High School Equivalency	$55	6.5	39	https://www.wcsahawaii.org/earn-a-high-school-diploma.html	(808) 307-9677	Oahu Hawaii County	3/23/2021	3/23/2024

Provider	Course		CIP	SOC Title	Career Cluster	Description	Delivery	Business Partnership	Credential	Cost		Hours	Website	Phone	Location	Start	End
Waipahu Community School for Adults: 94-1211 Farrington Highway, Waipahu, HI 96797	iCAN Transition Program	N/A	N/A	N/A	N/A for Career Services	Our iCAN program is individualized to prepare students for a successful transition to college, careers and work training programs. These classes are available on Oahu and the Big Island.	Combination of classroom and distance	No	iCAN Transition prepares students to begin completing the requirements of the National Work Readiness Credential	$20	6.5	39	https://www.wcsahawaii.org/ican-transition-program.html	(808) 307-9677	Oahu Hawaii County	3/23/2021	3/23/2024
Waipahu Community School for Adults: 94-1211 Farrington Highway, Waipahu, HI 96797	Paraprofessional Certification Course (Hybrid)	N/A	13.1501	Teacher assistant/aid	Teacher Aide / Teacher Assistant	Our paraprofessional class prepares students to pass the ParaPro Assessment and thus meet the minimum requirements for employment as Educational Assistants and/or Paraprofessional Tutors at Hawaii State Department of Education schools.	Combination of classroom and distance	NA	Students who complete this course become eligible to take the HIDOE Paraprofessional (ParaPro) Assessment	$20	6.5	39	https://www.wcsahawaii.org/substitute-teacher-training-and-career-courses.html	(808)307-9677	Hawaii County Oahu	3/23/2021	3/23/2024
Windward Community College 45-720 Keaahala Road Kaneohe, HI 96744	Data Analytics Basics	Various	30.7101	Data Analytics General	Business	This course is designed to introduce business professionals to analytical tools for understanding data and techniques for better decision making, thus enabling them to ask the right business questions and come up with smarter solutions to marketing challenges.	Online and/or classroom instruction	no business partnership relationship	Certificate of professional development	$290	5	30 Non-Credit Hours	https://windwardcce.org/wcc-tech	235-7433	Oahu	10/19/2021	10/19/2023

Windward Community College 45-720 Keaahala Road Kaneohe, HI 96744	Family Child Care Essentials	Various	19.0709 and 52.0703	Child Care Provider/Assistant and small business administration/management	Child Care Workers; Entreprenuers/Small Business Owners	The Family Child Care Essentials program supports students who wish to become family child care businesses and whose homes meet the Department of Human Service's requirements. This program covers topics in becoming licensed, setting-up a family child care business, and managing a successful child care business-- including accounting, marketing, and working with children and families. It is open to anyone that has started the process of meeting DHS's requirements, or has opened within the past year. Participants will learn new skills within a community of students that share similar concerns, challenges, and love of the children and families they serve. Students are also eligible for one-on-one coaching to support their business. The program consists of up to 30 hours with People Attentive to Children (PATCH, Hawai`i's Child Care Resource and Referral Agency), 20 hours with WCC. One-on-one coaching is available to all students.	Online instruction	No business partnership relationship	Certificate of professional development	$1,100	30	50 Hours (up to 30 hours with PATCH & 20 non credit hours with WCC) + each student elibigle for 8 one-on-one coaching hours	https://windwardcce.org/efcc	235-7363	Oahu	10/19/2021	10/19/2023
Windward Community College 45-720 Keaahala Road Kaneohe, HI 96744	Graphic Design for Business: From Print to Web	Various	50.0102	Digital Arts	Business	This course will provide an overview of the basics of design in the graphical world, and how those skills can be transferred into practical and handy small business operations. Students will learn to use graphic design elements to create banners, flyers, logos, business cards, t-shirts, and images for web site and social media platforms.	Online and/or classroom instruction	no business partnership relationship	Certificate of professional development	$290	5	30 Non-Credit Hours	https://windwardcce.org/wcc-tech	235-7433	Oahu	10/19/2021	10/19/2023
Windward Community College 45-720 Keaahala Road Kaneohe, HI 96744	Information Security	Various	11.0101	Computer and Information Sciences, General	Information Security Analysts	The Certificate of Competence in Information Security, will introduce students to the essentials of computer security. They will perform basic ethical (white hat) hacking, learn about the moral and legal issues that are involved while performing the learned techniques. Students will learn how to perform basic computer forensics such as operating system diagnostics, as well as to use a forensic tool kit to examine and validate computer activity. Students will acquire knowledge about the proper techniques for data collection, examination and preservation of forensic data.	Online and/or classroom instruction	no business partnership relationship	Certificate of Competence, Information Security	$2,146	30	12 Credit Hours	https://catalog.windward.hawaii.edu/node/1023	235-7400	Oahu	10/19/2021	10/19/2023

Windward Community College 45-720 Keaahala Road Kaneohe, HI 96744	Introduction to Web Design	Various	11.0801	Web Page, Digital/multimedia and information resouirces design	Business	This course will equip students with an understanding of the various elements of web design and the necessary skill sets to create a free, customized website. The course is designed to help beginner students understand how to research, plan and set-up a website. By the end of the course, students will have developed a website and have the skills to navigate through web design platforms.	Online and/or classroom instruction	no business partnership relationship	Certificate of professional development	$290	5	30 Non-Credit Hours	https://windwardcce.org/wcc-tech	235-7433	Oahu	10/19/2021	10/19/2023
Windward Community College 45-720 Keaahala Road Kaneohe, HI 96744	Plant Food Production and Technology	Various	01.1101	Plant Sciences, General	Agricultural and Food Science Technicians, Biological Technicians	The Certificate of Competence in Plant Food Production and Technology is a 9-credit certificate that appeals to a new generation of skilled agricultural-food technicians who seek to expand their skills and knowledge in agricultural biotech and related fields. Besides employing people for research and development, the industry also caters to various other agricultural biotech-related fields including horticulture, floriculture, and tissue culture. Agricultural based biotechnologists can also sharpen students' academic skills by working with food processing or post-harvest technology. Graduates will gain knowledge in propagating, planting, and understanding the uses of plants, as well as skills in tissue culture and food sciences.	Classroom instruction	no business partnership relationship	Certificate of Competence, Plant Food Production and Technology	$1,335	15	9 Credit Hours	https://catalog.windward.hawaii.edu/node/1025	235-7400	Oahu	10/19/2021	10/19/2023
Windward Community College 45-720 Keaahala Road Kaneohe, HI 96744	Social Media & eCommerce	Various	09.0909	Communications Management and Strategic Communications	Business	This class is an ideal start for business owners and people new to digital marketing to learn the basics of Internet marketing. Students will learn how to market online and even more importantly, how to determine what results they are getting via data analytics. Students will learn the effectiveness of reaching target markets, and identify where the qualified prospects are and how they are engaged because of their marketing efforts. This class includes an overview of various social media platforms, search engine optimization, data analytics, content development, and more.	Online and/or classroom instruction	no business partnership relationship	Certificate of professional development	$290	5	30 Non-Credit Hours	https://windwardcce.org/wcc-tech	235-7433	Oahu	10/19/2021	10/19/2023
Windward Community College 45-720 Keaahala Road Kaneohe, HI 96744	Sustainable Agriculture	Various	01.0308	Agroecology and Sustainable Agriculture	Agricultural Engineers, Agricultural and Food Science Technicians, Farmers, Ranchers, and Other Agricultural Managers	The Certificate of Completion in Sustainable Agriculture is a 17-credit certificate designed for students who want to engage is small-scale farming in Hawai'i. Sustainable agriculture integrates long-term environmental stability with economic profitability in way that focuses on stewardship of both human and physical resources. In contrast to the ways of farming that have become typical in the last century, sustainable agriculture focuses on reducing energy and resource demands, removing harmful chemicals and by-products of farming, and using alternative processes, such as aquaponics, to create a viable farm.	Classroom instruction	no business partnership relationship	Certificate of Competence, Sustainable Agriculture	$2,408	30	17 Credit Hours	https://catalog.windward.hawaii.edu/node/1026	235-7400	Oahu	10/19/2021	10/19/2023

Provider	Program	Occupation			Skills	Description	Delivery	Partnership	Credential	Cost		Duration	Hours	Website	Phone	Island	Start Date	End Date
Windward Community College 45-720 Keaahala Road Kaneohe, HI 96744	Workplace Essenti	Various	N/A: applies to virtually all occupations	N/A: applies to virtually all occupations	Employability or professional skills (also referred to as soft skills) relevant to all occupations.	The Workplace Essential Series (WES) is designed to prepare participants to enter the workforce with the skills needed to make good work-related decisions, and develop professional habits and ethics for success. This basic career preparation course is geared towards individuals who are new to the workforce or those seeking to advance beyond entry-level positions. Participants will gain an understanding of workplace essentials, including increasing self-esteem and assertiveness, employee accountability, increasing productivity, collaborating with co-workers, responsible digital citizenship, celebrating diversity, and anger management. This program is a 20-hour program, with online class time and self-paced work. The program duration is four weeks, with 2 meetings per week and 2 hours per meeting, for a total of 16 hours scheduled class time with instructor. Students will also complete 7 self-paced online lesson units over the 4 weeks, which is about 4 hours of their own time.	Online and/or classroom instruction	no business partnership relationship	Workplace Ready Certificate	$350	4	20 Non-Credit Hours	https://windward cce.org/wes	235-7433	Oahu	10/19/2021	10/19/2023
Workforce Transition Center, LLC 2525 Rooke Ave. Honolulu, HI 96817	Workforce Transition Center	N/A	N/A	N/A	N/A	Year-round on campus classroom work readiness instruction and bridged with off campus paid work experience	In-person classroom instruction on respective school campuses	Yes, partnerships are established with community businesses to provide mentored work experiences	N/A	$4,000.00	52		None		808-271-8237	Oahu	5/6/2024	5/6/2026