

## WEBSITE DEVELOPMENT CERTIFICATION

Learn to develop and maintain Websites in this exciting certification program. Invest in your future and gain cutting edge skills taught by Maui's Web page development experts. This program has been created to provide participants with extensive hands-on experience. Gain the skills and knowledge required for entry-level positions in the development and maintenance of Websites. With Internet technology expanding into every area of business, there is tremendous demand for skilled Web professionals. See page 11 for details.

## DIGITAL VIDEO CERTIFICATION

The Certificate in Digital Video is designed for people who wish to prepare for employment in the expanding field of digital media. It is also for individuals who want to add video production to their skill set for work in education, business and marketing. Students will learn how to take a digital video from concept to completion by writing, shooting and editing their own projects. Final projects will be streamed on the web and burned onto DVDs. Classes can be taken individually. Professional certification will be awarded to students who successfully complete seven courses: five core and two electives. (Funded in part by the US Department Of Labor Rural Development Project). See page 14 for details.

## Ē ULU I KA 'IKE



## “GROW IN KNOWLEDGE”

University of Hawai'i System  
Maui Community College  
Office of Continuing Education  
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Kahului, Hawai'i 96732  
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The University of Hawai'i is an equal opportunity/affirmative action institution.

## CONTENTS



### COMPTeCH

Beginner's Corner	2
Internet Fun	3
Windows	5
Toys & Gadgets	5
Kids & 55+	6
Microsoft Office	6
Business Applications	9
Graphic Arts	10
Website Development	11
Macintosh	13
Digital Video	14
PC Hardware & Cisco	16



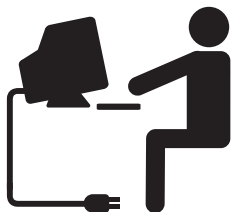
### VITEC

Professional Development	18
Supervisory Training	20
Nonprofit Management	21
Finance & Accounting	21
Marine Life & Eco-Tourism	22
Medical	23
Language & Culture • CDL	24
Building & Maint. • Real Estate	25
Film Making & Entertainment	26
Workplace Communication	27
Online Classes	28
ACT • Youth Worker Certification	29
Cooking • Wines	30
Center For Entrepreneurship	31
Hawai'i Small Business Development Ctr.	32
Certified Administrative Assistant	33



### PACE

The Arts a Part Of You	34
Magic of Music	36
Dance the Night Away	37
Judy's Dance Class	38
Exercise	39
Keiki Corner • Kihei Classes	40
Culture & Life in Hawai'i	41
Health Through Mind & Body	42
The Written & Spoken Word	45
Some Things Different	46



# COMPTeCH

## Computer Technology Training Program

Comptech's purpose is to provide computer technology skill training that keeps the community on the leading edge of technological developments.

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## Where Do I Start?

- Take Keyboarding for Success if you are not familiar with a computer keyboard. Keyboarding skills are essential when using a computer.
- Take Computers for Absolute Beginners if you are new to computers or don't have a good understanding of computer concepts and terminology such as: Hard Disk Drive, Floppy Disk, Kilobyte, Megabyte, Gigabyte, Megahertz, RAM, Memory, CPU, Pentium, CD-ROM, Reboot, USB, Monitor, Virus, Operating System, Multitasking.
- Take Introduction to Windows if you're not familiar with the following terms or operations: Start Menu, Icons, Desktop, Taskbar, Shortcuts, Double-click, Right-click, Drag, Right-drag, Folders, Open, Save, Save As, Rename, Delete, Recycle Bin, My Computer, Minimize, Maximize, Restore, Title Bar, Toolbars, Scroll Bars, Copy, Cut & Paste.

### Class schedule taken by a typical beginning student:

- Keyboarding for Success
- Computers for Absolute Beginners
- Introduction to Windows
- Word Processing for Beginners
- Word – Essentials
- Internet for Absolute Beginners

### Slower-Paced Alternative

Getting Started with Computers is an alternative to taking Computers for Absolute Beginners, Introduction to Windows, Word Processing for Beginners and Internet for Absolute Beginners separately. It is a slower-paced class that includes additional practice time. (see next page for details)

### Important Tip:

Unless you have considerable Windows experience, you will benefit greatly by taking the above classes before going on to more advanced application classes. It is essential to have a good mastery of the basics in order to keep up in most of the other classes. After taking the above classes, go on to your area of interest. This can be more advanced classes in Windows, Word or Internet; or it can be classes in, Computer Toys, Website Development, Graphic Arts, Spreadsheets/Excel, Databases/Access, CAD, Computer Repair, or Networking.

### Questions?

We'd be happy to help you select the right classes to achieve your goals. Call CompTech at 984-3231.

## Where are classes held?

Kahului: Maui Community College, 310 Ka'ahumanu Ave.

Kihei: UH-Center at the Maui Research and Technology Center (MRTC), 590 Lipoa Pkwy.

Lahaina: The Westin Maui, Molokai Room, 2365 Ka'anapali Parkway

See map and directions on Page 48

## Computers for Absolute Beginners\*

Never used a computer before? No Problem! This class is for you. You will learn the basic components of a computer, such as mouse, monitor, and keyboard. In addition, you will be taught in plain English how to understand the common words used in "computer-speak". Hands-on experience will complement all this, so that you don't just learn about computers, but actually get to experience and try them out. Skills Required: None! Follow-up Course: Introduction to Windows.

(Compare to: Getting Started with Computers, or Computers Made Easy for 55+.)

**Christine Andrews, Doug Rice, Sheri Kevan**

• 700W04 Jan 20 (T) 5:30 - 8:30pm, Kahului, Laulima 226 • 701W04 Feb 17 (T) 1:30-4:30, Kahului, Laulima 212 • 702W04 Mar 30 (T) 5:30-8:30pm, Kahului, Laulima 226 • 703W04 Apr 12 (M) 5:30-8:30pm, Lahaina, Westin Maui Hotel – Molokai Room • 704W04 Apr 19 (M) 5:30-8:30pm, Kihei, MRTC • Cost: \$49

## Keyboarding for Success\*

Keyboarding is an essential beginning for survival on the computer. In 15 short hours, learn to be a touch typist or increase your existing skill by using a special typing technique. You'll even pick up some tips on keeping yourself safe from on-the-job repetitive stress injuries. Skills Required: None.

(Follow-up Course: Computers for Absolute Beginners or Getting Started with Computers)

**Sheri Kevan** • 705W04 Jan 20,21,23,26,28,30 (TWFMMWF) 6:00-8:30pm, Kahului, Laulima 212 • 706W04 Mar 1,3,5,8,10,12 (2M2W2F) 6:00-8:30pm, Lahaina, Westin Maui Hotel – Molokai Room • 707W04 Mar 15,17,19,22,24,25 (MWFMMWTh) 9:00-11:30am, Kahului, Laulima 212 • Cost: \$159

## Introduction to Windows

See page 4

## Mac Basics 101

See page 13

## Getting Started with Computers\*

This class is perfect for the person just starting out in computers. The pace of the course is slower than our other beginning courses. Getting Started with Computers is the first step on the road to computer confidence. It will teach you to feel at home working with computers. Join in the fun and find out what you've been missing. Topics include the basics of computers, Windows, word processing (typing letters, etc.), website browsing, and e-mail. Skills Required: Keyboarding for Success is highly recommended. (Compare to: Computers for Absolute Beginners, Intro to Windows, Internet for Absolute Beginners, and Word Processing for Beginners)

**Sheri Kevan**

• 708W04 Jan 27,29, Feb 3,5,10,12,17,19 (4T4Th) 5:30-8:30pm, Kahului, Laulima 212 • 709W04 Mar 30, Apr 1,6,8,13,15,20,22 (4T4Th) 1:00-4:00pm, Kahului, Laulima 212 • Cost: \$379 (Price includes textbook)

## Internet for Absolute Beginners

Get started with the Internet! An ideal course for users not yet hooked up to the Internet or who have just gotten on-line. Find out what all the excitement is about! Learn what you need to get started including hardware and software requirements, choosing an Internet Service Provider (ISP), using a Web browser and more! Skills Required: Basic Windows or Mac skills. Follow-up Course: E-Mail for Beginners. (Compare to: Internet and E-mail for 55+).

**Ben Howard** • 719W04 Jan 22 (Th) 5:30-8:30 Kahului, Laulima 226 • 720W04 May 7 (F) 5:30-8:30pm, Kahului, Laulima 212 • Cost: \$39

## E-Mail for Beginners

Learn the basics of how to send and receive e-mail. Topics will include: How to create and use an address book; The "Reply" and "Forward" choices; How to conduct group mailings; Proper e-mail etiquette; How to avoid being placed on unsolicited e-mail address lists (spam). Skills Required: Intro to Windows and basic word processing skills or Getting Started with Computers or equivalent experience. **Doug Rice** • 721W04 Feb 6 (F) 5:30-8:30pm, Kahului, Laulima 212 • Cost: \$39

## Kihei Computer Classes

- Introduction to Adobe Photoshop pg. 10 • Photoshop – Intermediate pg. 10 • Digital Camera pg. 5
- Computers for 55+ pg. 6 • Computer for Absolute Beginners pg. 3 • Introduction to Windows pg. 4
- Word Processing for Beginners pg 6

## Lahaina Computer Classes

- Keyboarding for Success pg. 3 • Computers for Absolute Beginners pg. 3 • Introduction to Windows pg. 5
- Word processing for Beginners pg. 6

## Buying and Selling on eBay™

Get the scoop on eBay™ and other online auction sites - what they are and how to use them. This hands-on course will focus on how to sell, how to buy, and how to find those treasures while keeping safe. Open to all computer users - Mac and PC. Required Skills: Knowledge of how to browse the Web. **John Ziegler, Rick Ortiz** • 722W04 Jan 22 (Th) 5:30-8:30pm, Kahului, Laulima 227 • 723W04 Mar 9 (T) 5:30-8:30pm, Kahului, Laulima 212 • Cost: \$39

## Music on the Internet Apple iTunes for Windows and Mac

Access the Apple iTunes Store on Windows or Mac. Turn your music CDs into MP3 files. Burn music CDs in both audio and MP3 format. Create playlists of your favorite tunes. Please bring to class some CDs of your favorite music and several blank CD-Rs. You are welcome to bring an iPod or laptop to class. If you bring your own laptop, please be aware that the version of iTunes being used in the classroom may have different features than the version on your laptop. Skills Required: Knowledge of how to browse the Web. **Bill Ernst** • 831W04 Feb 7 (S) 9:00am-12:00pm, Kahului, Laulima 211, (Mac) • 724W04, April 1 (Th) 5:30-8:30pm, Kahului, Laulima 226, (Windows) • Cost: \$39

## Using the Internet for Business

Want a good reason for surfing the Internet at work? Learn how to make the Internet one of your best office tools. Learn to effectively surf for information and organize that information in ways you never thought of. Learn which search engines go well beyond the capabilities of Yahoo and Google and techniques that get the best search results. Required Skills: Knowledge of how to browse the Web. **Chip Rose** • 726W04 April 5,7 (MW) 5:30-8:30pm, Kahului, Laulima 214 • Cost: \$89

## Power Surfing on the Web

Do pop-ups bother you as you surf the Internet? Are you bugged by browser crashes, or other unexpected changes? Most likely Spyware has invaded your system! In this class you will learn about free software that will remove and protect you from Spyware and similar parasites. You will also get information on how to use firewall software that can control the doors to your computer, keeping your personal information safe. Skills Required: Knowledge of how to browse the Web. **Doug Rice** • 725W04 Jan 22 (Th) 5:30-8:30pm, Kahului, Laulima 212 • Cost: \$39

## Successful Website Promotion

This class will discuss ways of attracting attention to your website. Learn key techniques of marketing online to repeat customers. Skills acquired will be key words and phrases, search engines and directories, banner and link exchanges, bulletin boards and chat rooms, communities and link popularity. Skills Required: Some Internet Experience. **Ben Howard** • 727W04 Feb 10,12 (TTh) 5:30-8:30pm, Kahului, Laulima 226 • 728W04 Apr 6,8 (TTh) 5:30-8:30pm, Kahului, Laulima 226 • Cost: \$99

## Setting Up Shop on the Internet

Want to make money on the Internet, but don't know where to start? This course will show you what it takes. You will learn the basic process of how to set up and do business on the Internet. Both pre and post-website launch concerns will be discussed. Topics include: Domain name and hosting issues, basic shopping cart set-up, accepting credit cards online and preliminary search engine optimizing. Tying in with PayPal, eBay and Amazon, and more will be examined. Discussion examples will illustrate the use of Photoshop, Dreamweaver and Web Position Gold software. Exposure to desktop computers and the Internet is helpful but not required **Jay Greathouse** • 729W04 April 5,7 (MW) 5:30-8:30pm, Kahului, Laulima 226 • Cost: \$99

## Build an E-Commerce Website

See page 13

## Making PDF Files with Acrobat

Share your files across the Internet with anyone, while preserving the exact appearance of your document. PDF files can be read by anyone on any computer platform. It is the ideal package to contain everything from spreadsheets, presentations, and brochures, to photographs, graphics, and more. The secret to making high quality PDF files is Adobe's Acrobat software. This course will teach you to successfully use Adobe Acrobat. Soon, you will be on your way to making great PDFs. Skills Required: Experience working with any word processor. **Jay Greathouse** • 730W04 Mar 8,10,12 (MWF) 5:30-8:30pm, Kahului, Laulima 227 • Cost: \$139

## Introduction to Windows\*

Take this class if you are using Windows 95, 98, ME, NT, 2000, or XP. Learn how to comfortably move around in Windows and become familiar with Windows terminology. Learn to use a mouse, the start button and the task bar, create shortcuts, manage the desktop, work with multiple windows, and more. Learn how to find and manage documents, use the on-line help, and clean house with the recycle bin. Skills Required: Computers for Absolute Beginners or some computer experience. Follow-up Courses: Windows Intermediate, Word Processing for Beginners, or Internet for Absolute Beginners (Compare to: Getting Started with Computers, Computers Made Easy for 55+)

**Christine Andrews, Doug Rice, Sheri Kevan**  
 • 735W04 Jan 21,23 (WF) 5:30-8:30pm, Kahului, Lualima 226 • 736W04 Feb 18,20 (WF) 1:30-4:30pm, Kahului, Lualima 212 • 737W04 Mar 31, Apr 2 (WF) 5:30-8:30pm, Kahului, Lualima 226 • 738W04 Apr 14,16 (WF) 5:30-8:30pm, Lahaina, Westin Maui Hotel – Molokai Room • 739W04 Apr 21,23 (WF) 5:30-8:30pm, Kihei, MRTC • Cost: \$99

## Intermediate Windows\*

A must for anyone who owns their own computer! Learn how to customize your work environment, optimize your system's settings, perform general maintenance and backup, troubleshoot common problems, safely install and uninstall hardware and software, and more. Skills Required: Introduction to Windows or equivalent experience. **Christine Andrews, Doug Rice** • 740W04 Jan 27,29 Feb 3,5 (2T2Th) 5:30-8:30pm, Kahului, Lualima 226 • 741W04 Feb 23,25,27 Mar 1 (MWF) 1:30-4:30pm, Kahului, Lualima 212 • Cost: \$139

## Windows Power User

This course is for the more experienced computer user who needs to learn the ins and outs of Windows administration: how to control who can use your computer, how to set it up for sharing with others, how to create and manage User accounts, and how to set up networking options. Explore new features such as the Internet connection firewall and Remote Assistance. Class uses Windows XP. Skills Required: Intermediate Windows or instructor approval. **Christine Andrews**  
 • 742W04 Mar 3,5 (WF) 5:30-8:30pm, Kahului, Lualima 226 • Cost: \$89

## Burn Your Own CDs and DVDs

Get hands-on experience with burning to a CD and DVD. Learn what types of hardware and software you need to make copies of music, video and computer files. Both Mac and PC platforms will be covered. **Rick Ortiz** • 846W04 Mar 2 (T) 5:30-8:30pm, Kahului, Lualima 212 • Cost: \$39

## Discovering Digital Cameras

Are you new to the digital camera world? Understand and operate the essential features of today's consumer level digital cameras including mastering the camera's typical shooting features, downloading them to your computer and preparing the pictures for flyers, electronic albums, presentations, and printing. This concise course will empower you to incorporate digital photos into your life and/or work. Bring your camera, manual, software and all cables!!!! **Joanne Doell** • 847W04 Jan 17 (S) 9:00am-12:00pm, Kahului, Lualima 227 • 848W04 Mar 13 (S) 9:00am-12:00pm, Kihei, MRTC • Cost: \$49

## Going Wireless

Save Money! Know what to buy before you buy it. Topics include choosing and purchasing wireless equipment, physical placement, range and reception considerations, the pros and cons of various standards (802.11a,b, & g), and security considerations. Hands-on exercises include configuring a USB or PC Card Wireless Adapter and an Access Point. Both Windows and Macintosh platforms are discussed. **Jon Toda** • 849W04 Feb 14 (S) 9:00am-12:00pm, Kahului, Lualima 212 • Cost: \$49

## Connect Your PCs at Home or Work

Connect your Windows PCs to share files, printers and Internet connections. Learn how to set up a simple network. Discussions will include networking basics, selection of equipment and network security. Hands-on exercises show you how to install and configure a network interface card and set up a security firewall with a Cable or DSL Router. **Jon Lightfoot** • 850W04 Jan 22 (Th) 5:00-9:00pm, Kahului, Ka Lama 206B • Cost: \$59

## Computers Made Easy for 55+

A special course designed for the 55+ crowd getting started in computing at an affordable price! Receive hands-on experience with the mouse and key board, opening applications, creating and saving documents. Slow-paced introductions with emphasis on practicing basic computer skills as you learn them. (Follow-up Course: Internet and E-mail for 55+). **John Ziegler, Joanne Doell** • 710W04 Jan 26,28,30 (MWF) 1:00-4:00pm, Kahului, Laulima 227 • 711W04 Mar 13,20,27 (3S) 1:00-4:00pm, Kihei, MRTC • Cost: \$89

## Internet and E-mail for 55+

Explore the Internet and learn some tips and tricks for using e-mail. The Internet and e-mail are useful resources for shopping, receiving up-to-date news reports, watching the stock market, and anything else you may want to know. You will see some of the best Web sites and learn some expert tips on searching and browsing the Internet. You will also learn the basics of sending and receiving e-mail to all your friends and relatives. Skills Required: Computers Made Easy for 55+ or equivalent experience. **John Ziegler** • 712W04 Feb 2,4 (MW) 1:00-4:00pm, Kahului, Laulima 227 • 713W04 Apr 3,10 (2S) 1:00-4:00pm, Kihei, MRTC • Cost: \$59

## CyberKids!

This introductory course is especially designed for students between the ages of 9 - 12. An introduction to the fascinating world of 3D modeling & animation. Students learn several methods of creating 3D objects and set them in motion using common animation techniques. Skills Required: Windows computer experience helpful, but not required. **Michael Barraque** • 715W04 Jan 24,31 Feb 7 (3S) 8:30am-12:30pm, Kahului, Laulima 212 • Cost: \$89

## CyberKids! Advanced

This class teaches students how to refine techniques learned in CyberKids, as well as introducing more advanced techniques. Students' creations will be combined to produce an animated world. Skills Required: Completion of CyberKids! **Michael Barraque** • 716W04 Feb 21,28 Mar 6 (3S) 8:30am-12:30pm, Kahului, Laulima 212 • Cost: \$89

## CyberKids! World Building

Build the world we live in, or one completely from your imagination. Students will learn to create the terrain and populate it with trees, rocks, buildings, and many other objects. Skills Required: Completion of CyberKids! **Michael Barraque** • 717W04 Mar 20 (1S) 8:30am-12:30pm, Kahului, Laulima 212 • Cost: \$39

## Working with Photographs: Photoshop for Kids

This class introduces students to a wide range of computer graphics. Includes digitizing photos, photo adjustment and manipulation, compositing, and graphics creation for print and electronic viewing. Class will use Photoshop Elements—the affordable, user friendly—Photoshop. Skills Required: Windows computer experience helpful. **Michael Barraque** • 718W04 Mar 27 (S) 8:30am-12:30pm, Kahului, Laulima 212 • Cost: \$39

## Word Processing for Beginners\*

Learn the essential skills needed to use any program that requires use of text manipulation. Topics include the basic skills needed to create, edit, and format text, how to save a file easily and locate it again. Skills Required: Computers for Absolute Beginners and Intro to Windows recommended. **Doug Rice, Christine Andrews, Sheri Kevan** • 745W04 Jan 26 (M) 5:30-8:30pm, Kahului, Laulima 226 • 746W04 Feb 24 (T) 1:30-4:30pm, Kahului, Laulima 212 • 747W04 Apr 6 (T) 5:30-8:30pm, Kahului, Laulima 212 • 748W04 Apr 26 (M) 5:30-8:30pm, Lahaina, Westin Maui Hotel – Molokai Room • 749W04 May 3 (M) 5:30-8:30pm, Kihei, MRTC • Cost: \$49

## Microsoft Word - Essentials\*

Go beyond simple text documents by expanding your knowledge to the world of word processing using MS Word. Get the basics you need to create easily readable letters and reports. Learn commonly used formatting features such as margins, fonts, and bulleted lists. Add spice to your document using tables, drawings, clipart and more. Skills Required: Intro to Windows and Word Processing for Beginners (or Getting Started with Computers) or equivalent experience. **Doug Rice, Christine Andrews, Sheri Kevan** • 750W04 Jan 28,30 Feb 2,4 (WFMW) 5:30-8:30pm, Kahului, Laulima 226 • 751W04 Feb 26, Mar 2,4,9 (2T2Th) 1:30-4:30pm, Kahului, Laulima 212 • 752W04 Apr 13,15,20,22 (2T2Th) 5:30-8:30pm, Kahului, Laulima 212 • Cost: \$199 (Price includes textbook)

## Microsoft Word - Intermediate

Gain proficiency in formatting and learn time-saving shortcuts. Learn popular features such as tabs, styles and templates, headers and footers. Learn how to draw forms, and create tables with calculations. Discover how to easily automate common tasks, and customize the Word environment. Skills Required: Word Essentials or instructor's permission. **Christine Andrews, Sheri Kevan** • 753W04 Mar 8,10,12,15 (MWFM) 5:30-8:30pm, Kahului, Laulima 226 • 754W04 Apr 27,29 May 4,6 (2T2Th) 5:30-8:30pm, Kahului, Laulima 212 • Cost: \$199 (Price includes textbook)

## Microsoft Word - Advanced

Coming in Early Summer!

## Instant Word Documents in Just One Minute

Need a document, but have no time to create it? Don't waste your time creating documents from scratch. Create business and personal letters, memos, resumes, newsletters, fax cover sheets and many others in seconds using any one of thousands of templates available on your computer and free on the Internet. With just a few clicks of the mouse, you can be on your way to creating professional-looking documents in a fraction of the time. Skills Required: Experience working with any word processor. **Chip Rose** • 755W04 Apr 8 (Th) 5:30-8:30pm, Kahului, Laulima 212 • Cost: \$49

## Microsoft Office Specialist Preparation Workshop for Word\*

Earning MOS Certification is an acknowledgment that you are an expert in the world of Office desktop applications. It will make you more valuable to an employer and therefore a more marketable employee. This course is designed to help you prepare to take and pass the Specialist exam for Word. An Authorized Microsoft Office Specialist instructor will conduct a review covering the skill sets required to successfully pass the exam. You will take an actual practice exam and be given review guides and other study materials. Skills Required: Word Essentials and Word Intermediate (or instructor's permission). **Christine Andrews** • 855W04 April 30 (F) 8:30-12:30, Kahului, Laulima 212 • Cost: \$69

## Business Writing

See page 33

## Microsoft Office Specialist Preparation Workshop for Excel

See page 8

Preparation workshops for Microsoft Access, PowerPoint and Outlook are offered on an as-needed basis. Call 984-3401 to inquire.

## Get in Print with Microsoft Publisher\*

Microsoft Publisher makes it easy to produce professional-quality publications - for print or the Web. Learn how to use Word Art, pictures, and text to create business cards, newsletters, flyers, brochures, postcards, labels, signs, greeting cards and more! Skills Required: Experience with Windows and familiarity with any word processor. **Doug Rice** • 756W04 Mar 8,10,12 (MWF) 1:30-4:30pm, Kahului, Laulima 212 • Cost: \$139

## Spreadsheets for Beginners\*

Learn the basic concepts behind popular spreadsheet programs such as Excel, Quattro Pro, Lotus 1-2-3, or Microsoft Works. Recognize what a spreadsheet can do and what sets a spreadsheet apart from a word processing or database management program. Gain hands-on experience in setting up a simple spreadsheet. For Windows or Mac Users. Skills Required: Intro to Windows or Mac Basics 101. **Doug Rice, Sheri Kevan, Christine Andrews** • 757W04 Feb 9 (M) 5:30 - 8:30pm, Kahului, Laulima 212 • 758W04 Mar 15 (M) 1:30-4:30pm, Kahului, Laulima 212 • 759W04 Apr 28 (W) 5:30-8:30pm, Kahului, Laulima 226 • Cost: \$49

## Microsoft Excel - Essentials\*

Excel is the easy way to combine text, graphics, and numeric data! Gain knowledge of the basics of creating, editing, and improving the appearance and printing Excel spreadsheets. Go beyond the basics and learn several statistical and financial functions, basic list management, charting, developing a multiple-sheet workbook and linking spreadsheets with Microsoft Word documents. Skills Required: Spreadsheets for Beginners or previous experience with Excel, Quattro Pro, or Lotus 1-2-3. **Doug Rice, Sheri Kevan, Christine Andrews** • 760W04 Feb 11,13,18,20 (2W2F) 5:30-8:30pm, Kahului, Laulima 212 • 761W04 Mar 17,19,22,24 (WFMW) 1:30-4:30pm, Kahului, Laulima 212 • 762W04 Apr 30 May 3,5,7 (FMWF) 5:30-8:30pm, Kahului, Laulima 226 • Cost: \$199 (Price includes textbook)

## Microsoft Excel - Intermediate

Explore more techniques needed to build more complex spreadsheets! Expand your knowledge of charting, functions used to interpret and analyze data, and ways to consolidate information from multiple sheets and workbooks. Acquire skills in using pivot tables, worksheet protection and validation features, using graphics and the Report Manager. Skills Required: Excel Essentials or instructor's permission. **Christine Andrews, Doug Rice** • 763W04 Feb 23,25,27, Mar 1 (MWFM) 5:30-8:30pm, Kahului, Laulima 226 • 764W04 Mar 31, Apr 2,5,7 (WFMW) 5:30-8:30pm, Kahului, Laulima 212 • Cost: \$199 (Price includes textbook)

## Microsoft Excel - Advanced

Maximize your efficiency in Excel by learning to build forms and work with macros and templates. Use Goal Seek, Scenarios and Solver tools to make projections about your data. Explore more advanced functions and the Analysis ToolPak to analyze data. A discussion of program settings, customization, Web features and add-ins are also presented. For experienced Excel users. Skills Required: Excel Intermediate or instructor's permission. **Christine Andrews** • 765W04 Apr 16,19,21,23 (FMWF) 5:30-8:30pm, Kahului, Laulima 227 • Cost: \$199 (Price includes textbook)

## Instant Excel Spreadsheets in Just One Minute

Need a spreadsheet, but have no time to create it? Don't waste your time creating spreadsheets from scratch. Create business-style spreadsheets in seconds using any one of numerous templates available on your computer and free on the Internet. With just a few clicks of the mouse, you can be on your way to creating real-world business spreadsheets in a fraction of the time. **Chip Rose** • 766W04 Apr 6 (T) 5:30-8:30pm, Kahului, Laulima 227 • Cost: \$49

## Excel Formulas Made Easy

Bored with your spreadsheet? Make your spreadsheets get noticed and make them more valuable as decision making tools. Create practical, real-life, business formulas that will transform your spreadsheet from ordinary to spectacular. Easily create formulas regardless of your mathematical skills. "Wow" your associates with financial, statistical, investment and many other spreadsheet formulas. **Chip Rose** • 767W04 Mar 22,24 (MW) 5:30-8:30pm, Kahului, Laulima 212 • Cost: \$89

## Microsoft Office Specialist Preparation Workshop for Excel\*

Earning a MOS Certification is an acknowledgment that you are an expert in the world of Office desktop applications. It will make you more valuable to an employer and therefore a more marketable employee. This course is designed to help you prepare to take and pass the Specialist exam for Excel. An Authorized Microsoft Office Specialist instructor will conduct a review covering the skill sets required to successfully pass the exam. Skills Required: Excel Essentials and Excel Intermediate (or instructor's permission). **Doug Rice** • 856W04 April 28 (W) 8:30-12:30, Kahului, Laulima 212 • Cost: \$69

Preparation workshops for Microsoft Access, PowerPoint and Outlook are offered on an as-needed basis. Call 984-3401 to inquire.

## QuickBooks

See page 22

## Microsoft Access - Essentials

An ideal introductory course on database management. Access is the powerful, yet easy to use way to store and retrieve any type of information. Topics include the basics of using an existing database, then advance to creating and using tables, forms, queries, and reports. Learn how to merge an Access table with a Word form letter, and how easy it is to create mailing labels with Access. Skills Required: Intro to Windows and basic word processing skills (or Getting Started with Computers) or equivalent experience. **Doug Rice** • 768W04 Feb 23,25,27, Mar 1 (MWFM) 5:30-8:30pm, Kahului, Laulima 212 • Cost: \$199 (Price includes textbook)

## Microsoft Access - Intermediate

Discover the power of Access for yourself! Learn how to create a relational database and how to create queries, forms and reports based on more than one table. You will also learn how to do calculations and use functions, set up data validation and formatting for more accurate and consistent data input, learn the basics of creating macros to automate your database, and much more! Skills Required: Access Essentials or instructor's permission. **Doug Rice** • 769W04 Mar 3,5,8,10 (WFMW) 5:30-8:30pm, Kahului, Laulima 212 • Cost: \$199 (Price includes textbook)

## Microsoft Access - Advanced

Learn to utilize the full power of Access! In this class you will build on the concepts learned in the Intermediate class by learning when and how to create relationships. Topics include how to change data in tables using update queries and a calculated expression, how to analyze and report data using Pivot Tables and experience MS Graph on a report. Learn the power of parameter queries and much more! Skills Required: Access Intermediate or instructor's permission. **Doug Rice** • 770W04 Apr 28,30, May 3,5 (WFMW) 5:30-8:30pm, Kahului, Laulima 212 • Cost: \$199 (Price includes textbook)

## Great Presentations with PowerPoint\*

PowerPoint is used to create dynamic presentations on slides, overheads, transparencies, paper, or electronic multi-media. Acquire skills necessary to design an electronic slide show, format text, use special effects, import graphics, and more! Skills Required: Intro to Windows (or Getting Started with Computers) or equivalent experience.

**Christine Andrews, Doug Rice** • 771W04 Feb 9,11,13 (MWF) 5:30-8:30pm, Kahului, Laulima 226 • 772W04 Mar 31 Apr 2,5 (WFM) 1:30-4:30pm, Kahului, Laulima 212 • Cost: \$149 (Price includes textbook)

## PowerPoint - Intermediate

In this fast-paced class you will learn advanced multimedia and graphics including playing sound and motion clips. Learn to create interactive slide shows using custom slide shows, hyperlinks, action buttons and macros. PowerPoint's integration features of combining presentations, importing and linking data from other programs and how to present on the Web will also be covered. Skills Required: PowerPoint Essentials. **Christine Andrews**

• 773W04 Feb 17,19 (TTh) 5:30-8:30pm, Kahului, Laulima 227 • Cost: \$89 (Price includes textbook)

## Office Management with Outlook\*

Manage e-mail messages, task, contact information, calendar events and documents for yourself or your office. Outlook is not only a powerful e-mail client, but a powerful Personal Information Manager as well as a great collaborative tool. Schedule meetings, coordinate projects and more, all on-line. Bring your coworkers with you and see how it could work in your office. Skills Required: Introduction to Windows and basic word processing skills. **Doug Rice** • 776W04 Feb 2,4,6 (MWF) 1:30-4:30pm, Kahului, Laulima 212 • Cost: \$139

## Organize Your Project with MS Project - Level 1

If you have a desire to better organize any project, large or small, home or office, you will find this class very worthwhile. MS Project helps you plan and track projects; schedule tasks; keep track of resources (people, equipment, or materials needed); and create calendars. Our top priority will be to make this a simple package to use. You will find this class a good beginning and an excellent class for the project novice. Skills Required: Introduction to Windows and at least one other MS Office class helpful. **Chip Rose** • 777W04 Mar 16,18,23 (TThT) 5:30-8:30pm, Kahului, Laulima 212 • Cost: \$149

## Organize Your Project with MS Project - Level 2

Once you have your project plan entered into MS Project, you will need to track its progress, create reports; and utilize various views. Also, learn to reuse resources, manage multiple projects and keep track of costs. Skills Required: MS Project Level 1 or instructor's permission. **Chip Rose** • 778W04 Mar 25,30 Apr 1 (ThTTh) 5:30-8:30pm, Kahului, Laulima 212 • Cost: \$149

## Getting Your Act Together with ACT!

Are you involved in the people business? Whether your job is sales, management or customer service, ACT! organizes what you have done and helps plan what you will do in the future. Effortlessly create call reports, mass mailings and e-mailings as well as envelopes and labels. This program has been rated #1 with professionals from all walks of life who want to get their "act" together and be more successful at what they do best. Skills Required: Introduction to Windows or equivalent experience. **Chip Rose** • 779W04 March 29,31, April 2 (MWF) 5:30-8:30pm, Kahului, Laulima 214 • Cost: \$139

## Great Reports with Crystal Reports

Create awesome reports. Reports tell a story about the information (data) stored in your spreadsheets, databases or accounting systems. Learn to easily create, display and print a variety of real-world, business-style reports that will make you look like a pro. If you can click and drag a mouse, that's all you need to learn this program and become the envy of your office. Skills Required: Introduction to Windows or equivalent experience. **Chip Rose** • 780W04 Mar 17,19 (WF) 5:00-9:00pm, Kahului, Laulima 226 • Cost: \$89

## Introduction to AutoCAD

This hands-on lab class introduces you to working in AutoCAD, the industry standard for computer-aided design and drafting. In this class you will learn how to create basic linework and annotation, edit and plot existing drawings, create and manipulate layers and blocks, and work in 3D. This class is designed for building industry professionals. No previous CAD experience is required, although you are expected to be familiar with the Windows environment. Skills Required: Intro to Windows or Windows proficiency. (36 AIA Continuing Education Credits). **Felicia Provencal**

• 784W04 Apr 12,14,16,19,21,23 (2M2W2F) 5:30-8:30pm, Kahului, Laulima 226 • Cost: \$295

## AutoCAD Intermediate

Coming in Early Summer!

## Introduction to Adobe Photoshop

Photoshop is one of the most useful tools available to gain some basic skills in enhancing scanned images. Learn what a “scan” image is, file types, resolution, pixels, the “Big Five” techniques of image enhancement, image repair of tears, stains, and color casts, Photoshop for the Web, and Photoshop for print. This class is designed to give a single week overview for both Mac and Windows users. Skills Required: Basic Windows or Mac skills. **Jay Greathouse** • 806W04 Jan 20,21,23

(TWF) 5:30-8:30pm, Kahului, Laulima 227 • 807W04 Mar 1,3,5, (MWF) 6:00-9:00pm, Kihei, MRTC • 808W04 (This section taught on Mac, but is good for Windows users also) Apr 19,21,23 (MWF) 5:30-8:30pm, Kahului, Laulima 211 • Cost: \$149 (Price includes textbook)

## Photoshop Intermediate

This class is the continuation of Introduction to Photoshop. Learn to create photocompositions, “art” creation from scratch, typographical tools, masking techniques, photo compositing, combining of images, restoration, advanced enhancement, understanding resolution, scaling images and much more. This class is designed for both Mac and PC users. Skills Required: Intro to Photoshop or equivalent experience. **Jay Greathouse**

• 809W04 Feb 2,4,6 (MWF) 5:30-8:30pm, Kahului, Laulima 227 • 810W04 Mar 15,17,19 (MWF) 6:00-9:00pm, Kihei, MRTC • 811W04 Apr 26,28,30 (MWF) 5:30-8:30pm, Kahului, Laulima 227 • Cost: \$149 (Price includes textbook)

## Advanced Photoshop

Refining the skills for advancing intermediate users, this class is designed as a follow-up to Introduction and Intermediate Photoshop classes. Review and build on skills learned, discover advanced features of Photoshop, i.e., color correction, filters, and color compensation, layer styles, layer effects, layer objects, and Internet enabling features, with five new hands-on projects. This class is designed for both Mac and PC users. Skills Required: Photoshop Intermediate or instructor’s permission. **Jay Greathouse** • 812W04 May 3,5,7 (MWF) 5:30-8:30pm, Kahului, Laulima 227 • Cost: \$139 (Price includes textbook)

## Draw with Adobe Illustrator

Drawing programs are the main tool for typography, logos, maps, graphic elements, technical illustration, lineart, floorplans, infographics and more. Drawing programs such as Illustrator, CorelDraw, Freehand and Flash are all similar and translate back to each other. Learn the basic skills in getting around a drawing environment, fundamental concepts, and useful skills to begin using Illustrator. Learn basic understanding of “draw” type images, file types, the five main reasons for using “draw” based graphics as opposed to scanned images, and other essential concepts. Students may suggest topics for the instructor to discuss in class. Skills Required: Basic Windows or Mac skills. **Jay Greathouse** • 813W04 Feb 23,25,27 (MWF) 5:30-8:30pm, Kahului, Laulima 227 • Cost: \$139 (Price includes textbook)

## Illustrator Intermediate

Expands and continues the skills learned in Draw with Adobe Illustrator. Topics include: layers, typographical effects, logos, maps, and floorplans, creating a realistic “illustration”, tools and techniques for artistic expression, finishing work in Photoshop, 3D tools, auto-tracing, Flash format, simple animation, and new features of Illustrator 10.0. Students may suggest topics for the instructor to discuss in class. Skills Required: Draw with Adobe Illustrator or equivalent experience. **Jay Greathouse** • 814W04 Mar 9,11,16 (TThT) 5:30-8:30pm, Kahului, Laulima 227 • Cost: \$139 (Price includes textbook)

## WEBSITE DEVELOPMENT CERTIFICATION

Learn to develop and maintain Websites in this exciting certification program. Invest in your future and gain cutting edge skills taught by Maui's Web page development experts. This program has been created to provide participants with extensive hands on experience. Gain the skills and knowledge required for entry-level positions in the development and maintenance of Websites. With Internet technology expanding into every area of business, there is tremendous demand for skilled Web professionals. Skills Required: knowledge and experience in Windows and ability to use the Internet. (All classes are taught in the Windows environment. All skills taught are applicable to Macintosh computers as well.)

Required classes for the Certificate in Website Development are as follows:

1. Introduction to HTML (9 hrs.)
  2. HTML Intermediate (9 hrs.)
  3. HTML Advanced (9 hrs.)
  4. Introduction to Dreamweaver MX (9 hrs.)
  5. Dreamweaver MX Intermediate (9 hrs.)
  6. Website Graphics (12 hrs.)
  7. Website Design (6 hrs.)
  8. Successful Website Promotion (6 hrs.)
- (The following classes are highly recommended but not required)
- JavaScript for the Web (9 hrs.)
  - Introduction to Adobe Photoshop (9 hrs.)
  - Liven Up Your Web Pages with Flash (6 hrs.)

You must complete all required classes within an 18-month period to gain the Certificate. All classes are open to non-certificate seeking individuals, so register early. Please call 984-3231 for more information and to register. Space is limited in these classes.

### Easy Web Pages with FrontPage XP

Learn to create and manage Websites with ease. Create links between and within Web pages. Create and enhance a table on your Web. This course will help you learn to modify your current Web pages and practice uploading Web pages to a server. Skills Required: Introduction to HTML course or trainer's permission. **Doug Rice**  
 • 785W04 Apr 12,14,16 (MWF) 5:30-8:30pm  
 Kahului, Laulima 212 • Cost: \$139 (Price includes textbook)

### FrontPage XP Intermediate

Increase your knowledge of FrontPage and go beyond the basics with this intermediate level course. Build a Web-based form to collect and store user data. Modify pictures as well as add sound and Web components. Learn about and create style sheets. Verify a Web's hyperlinks. Add frames to a Web page. Skills Required: Easy Web Pages with FrontPage or trainer's permission. **Doug Rice** • 786W04 Apr 19,21,23 (MWF) 5:30-8:30pm, Kahului, Laulima 212 • Cost: \$139 (Price includes textbook)

### Introduction to Dreamweaver MX

Students will learn how to create a Website using Macromedia Dreamweaver MX by importing and formatting text and images, adding links, creating tables, using frames, and uploading the site to a remote Web server. Skills Required: Introduction to Windows or equivalent. Introduction to HTML is strongly recommended. **Jay Greathouse**  
 • 787W04 Feb 9,11,13 (MWF) 5:30-8:30pm,  
 Kahului, Laulima 227 • 788W04 Mar 22,24,25  
 (MWTh) 5:30-8:30pm, Kahului, Laulima 227  
 • Cost: \$149 (Price includes textbook)

### Dreamweaver MX Intermediate

Students will learn to use the advanced Website creation features available in Dreamweaver MX, including libraries, behaviors, and timelines. In addition, students will utilize many of the new features available within the HTML 4 standards, including cascading style sheets and layers. Skills Required: Completion of the Introduction to Dreamweaver course or trainer's permission. **Jay Greathouse** • 789W04 Mar 29,31, Apr 2 (MWF) 5:30-8:30pm, Kahului, Laulima 227 • Cost: \$149 (Price includes textbook)

### Introduction to HTML

Learn HTML - the language used to make Web pages. It is intended for people who have never written "code," but have an understanding of how to browse a Web page. You will learn how to create and modify most aspects of a Web page. Also, learn text display, text editing, image placement, linking pages, and page layout using tables. Skills Required: Some Internet browsing experience; experience opening and saving text files. **Ben Howard** • 790W04 Jan 26,28,30 (MWF) 5:30-8:30pm, Kahului, Lualima 226 • 791W04 Feb 28 9:00am-4:00pm and Mar 6 9:00am-12:00pm (2S), Kahului, Lualima 226 • 792W04 Mar 15,17,19 (MWF) 5:30-8:30pm, Kahului, Lualima 212 • Cost: \$149

### HTML Intermediate

This class takes students deeper into the actual writing of HTML code to create or modify a Web page. In addition to more work with the topics in the Introduction class, the student will learn more complicated uses of code, such as frames displaying multiple Web pages at once, and feedback forms that visitors complete and e-mail. Gain knowledge of image maps, on-line forms, and META tags. Skills Required: Introduction to HTML or trainer's permission. **Ben Howard** • 793W04 Apr 13,15,20 (TThT) 5:30-8:30pm, Kahului, Lualima 226 • Cost: \$149

### HTML Advanced

Getting beyond standard HTML, this class looks at more advanced uses of HTML combined with other Internet languages. You will look at a number of ways people are making Web pages more interactive and exciting. Topics include: JavaScript, Style Sheets, Flash, Quicktime, Internet Movies, E-Commerce and Advanced site design. Skills Required: HTML Intermediate or trainer's permission. **Ben Howard** • 794W04 Apr 22,27,29 (ThTTh) 5:30-8:30pm, Kahului, Lualima 226 • Cost: \$149

### JavaScript for the Web

A basic introduction to the uses of JavaScript on the Internet. Class work will include both examining pre-written scripts, and creating new scripts from scratch. This class is to be used as an introduction to programming, and will cover a variety of basic tools, including roll-over buttons, arithmetic-programs, and other features common to websites. Skills Required: HTML Advanced or trainers permission. **Ben Howard** • 795W04 May 4,6 (TTh) 5:30-8:30pm, Kahului, Lualima 226 • Cost: \$95 (Price includes textbook)

### Website Design

Regardless of the tools you use to make a Website, there are some general design concepts that one must use to make Websites user-friendly. How do you make easy-to-use navigation? What design makes information simplest to find? Where should you put copyright and contact information? This class is useful for Web designers and businesses thinking about making a Website. Gain an understanding of content, visual layout, beta testing, and launching a Website. Skills Required: Students should be familiar with using Web browsers and have spent time exploring the World Wide Web. Introduction to HTML course strongly recommended. **Ben Howard** • 796W04 Feb 3,5 (TTh) 5:30-8:30pm, Kahului, Lualima 227 • 797W04 Mar 30, Apr 1 (TTh) 5:30-8:30pm, Kahului, Lualima 227 • Cost: \$109

### Website Graphics

This course will utilize Adobe Photoshop, Flash, and more. Learn to incorporate JPGS, Gifs, new graphics formats, 3D animations, vector based graphics, Flash, methods and techniques for enhancing images for the Web, file formats, size optimization, quality issues, e-mail vs. the Web, JavaScript "roll-overs", backgrounds, Gif animations, scanners, digital cameras, image-slicing for tables; saving to FrontPage, GoLive, or Dreamweaver MX, and much more. Skills Required: Some familiarity with "paint" and "photo" enhancement programs is helpful. Introduction to Photoshop is recommended. **Ben Howard** • 798W04 Feb 17,19,24,26 (2T2Th) 5:30-8:30pm, Kahului, Lualima 226 • 799W04 May 1,8 (2S) 9:00am-4:00pm, Kahului, Lualima 226 • Cost: \$189

### Liven Up Your Web Pages with Flash

Learn to develop highly visual interactive content that you can publish on the Web with this immensely popular program. In this class you will create frame-by-frame, shape and motion tweened animations, build layers and use them to create effects, manipulate objects, experiment with shape interactions and import artwork, and publish a Flash movie. Skills Required: Some familiarity with "paint" and "photo" enhancement programs is helpful. Website Graphics and Introduction to Photoshop are recommended. **Ben Howard** • 800W04 Mar 9,11 (TTh) 5:30-8:30pm, Kahului, Lualima 226 • Cost: \$99 (Price includes textbook)

## Flash MX Intermediate

Use Flash to make your movies interactive. Learn how to create website navigation icons. This class builds on the basics, and introduces the uses of buttons, movie loops and basic Action scripts. Skills Required: Liven Up Your Web Pages with Flash or trainers permission. **Ben Howard** • 801W04 Mar 23,25 (TTh) 5:30-8:30pm, Kahului, Laulima 226 • Cost: \$99 (Price includes textbook)

## Build an E-Commerce Website

Learn how to create an e-commerce website step-by-step. Make buttons, craft seamless background tiles and prepare product photographs with Photoshop. Learn how to make your own 'Favorites icon' for Internet Explorer's Favorites Menu. Then with Dreamweaver you will make a basic but creative e-commerce website using what you've made in Photoshop. Skills Required: Some Photoshop and Dreamweaver experience or instruction. **Jay Greathouse** • 802W04 April 12,14,16 (MWF) 5:30-8:30pm, Kahului, Laulima 214 • Cost: \$139

## Successful Website Promotion

See page 4

## Setting Up Shop on the Internet

See page 4

## Mac Basics 101

An ideal class for the new computer user. Explore the basics of working with your Mac. Topics covered include hardware components, system software (OS 8-OS X) and settings, creating and saving files and organizing your work, windows and applications, and simple customizing. Little or no computer experience necessary! **Rick Ortiz** • 822W04 Jan 24 (S) 9:00am-12:00pm, Kahului, Laulima 211 • 823W04 April 20 (T) 5:30-8:30pm, Kahului, Laulima 211 • Cost: \$49

## Exploring Mac OS X

Are you upgrading or considering an upgrade to Mac OS X 10.2? This hands-on class will cover highlights of the Mac operating system, as well as popular software and hardware native to it. Learn about the user interface and get a brief overview of related Microsoft and Adobe applications. Skills Required: Mac Basics 101 or trainers permission. **Rick Ortiz** • 824W04 Jan 31 (S) 12:00-4:00pm, Kahului, Laulima 211 • 825W04 April 27,30 (TF) 5:30-7:30pm, Kahului, Laulima 211 • Cost: \$59

## Mac OS X - Beyond the Basics

Learn the more advanced settings and uses of OS X. The course will cover a variety of networking setups, basic server setup, disk utility, backing up data, updating, user accounts, troubleshooting, and introduce third party applications that enhance the OS X operating system. Skills Required: Exploring Mac OS X or trainers permission. **Rick Ortiz** • 826W04 Feb 14 (S) 9:00am-12:00pm, Kahului, Laulima 211 • 827W04 May 4 (T) 5:30-8:30pm, Kahului, Laulima 211 • Cost: \$49

## iLife Series

Suddenly it all connects. Apple's award-winning software for Digital Music, Photography, Moviemaking and DVD Creation. You'll learn all four of the best-of-breed multimedia applications - iTunes for managing music, iPhoto for digital photography, iMovie for editing digital video and iDVD for creating your own DVDs. We'll cover each of these tools, then show you how to bring it all together using the intuitive iLife interface to combine images, sounds and video that you can share with family and friends, from e-mail and the Internet to print and DVD. Take each class separately, or sign up for iLife Series at a reduced rate! iLife Series • 830W04 • Cost: \$289 (No Discounts)

## iTunes

Learn how to import music CDs to make MP3 files, create playlists of your favorite tunes and burn music CDs in both audio and MP3 format. Please bring to class some CDs of your favorite music and several blank CD-Rs. You are welcome to bring an iPod or laptop to class, but please be aware that the features on your laptop may vary if you don't have the same version of iTunes installed as in the classroom. **Bill Ernst** • 831W04 Feb 7 (S) 9:00am-12:00pm, Kahului, Laulima 211 • 724W04, April 1 (Th) 5:30-8:30pm, Kahului, Laulima 226, (This section only is taught on Windows) • Cost: \$39

## iPhoto

Learn how to import pictures from your digital camera, organize them into albums, edit and improve them, and share them by way of slideshows and photo books. Please bring to class a few blank CD-Rs and a digital camera (if you have one) along with its USB or Firewire cable. If you have a separate card reader for your digital film, bring that as well. Skills Required: Open to anyone with basic computer skills. **Bill Ernst** • 832W04 Feb 21 (S) 9:00am-12:00pm, Kahului, Laulima 211 • Cost: \$49

## iMovie

Learn to create a desktop movie using iMovie 3 with Apple's 4 step process: Shoot, Edit, Enhance & Share. This introductory workshop will cover the basics of digital video production on a Mac. Use our camcorders or bring previously shot footage. **Rick Ortiz** • 833W04 Feb 28, Mar 6, 13, 20 (4S) 9:00am-12:00pm, Kahului, Laulima 211 • Cost: \$189

## iDVD

Capture the power and space of DVD. This class is the culmination of the iLife series where you will learn how to bring all your images, sounds and video together using the Mac DVD recorder. **Rick Ortiz** • 834W04 Apr 3 (S) 9:00am-12:00pm, Kahului, Laulima 211 • Cost: \$49

## Introduction to Photoshop on Mac

See page 10

# DIGITAL VIDEO CERTIFICATION

The Certificate in Digital Video is designed for people who wish to prepare for employment in the expanding field of digital media. It is also for individuals who want to add video production to their skill set for work in education, business and marketing. Students will learn how to take a digital video from concept to completion by writing, shooting and editing their own projects. Final projects will be streamed on the web and burned onto DVDs. Professional certification will be awarded to students who successfully complete seven courses: five core and two electives. Classes can be taken individually. (Funded in part by the US Department of Labor Rural Development Project). **Free introductory talk on January 12 at 6:00pm, Laulima 225.**

### Required Core Courses

Digital Video Production  
 Digital Audio  
 Digital Distribution  
 Introduction to Adobe Photoshop  
 Digital Editing (Choose one course):  
 –Video Editing with Final Cut Express  
 –Digital Video for the PC

*All computer based courses require basic Windows or Mac skills equivalent to Mac Basics 101 or Introduction to Windows.*

### Electives – Take any two of the following:

News Reporting  
 Digital Storyboards  
 Digital Video on the PC  
 Digital Storytelling  
 Streaming Video  
 Advanced Camera Techniques  
 Final Cut Pro Intermediate  
 After Effects  
 Liven Up Your Web Pages with Flash MX  
 Draw with Adobe Illustrator  
 Introduction to Dreamweaver  
 DVD Studio Pro  
 Shake

### Meet Our Expert Team of Trainers:

**Glen Dunbar** has been filming and presenting talent for major motion pictures here and abroad for the past four years and has 20 years experience working with talent on and off camera. Glen is actively preparing talent for auditions with leading casting directors in Honolulu, Los Angeles, New York and Paris.

**Shelly Dunning** is an Emmy award-winning editor with over 20 years of professional TV production and postproduction experience. Shelly has edited news, entertainment specials, sports, trailers, comedy and drama.

**Mike Knowles** is an award-winning documentary producer. He has held numerous technical positions in television and video since 1985, and is a cameraman, editor, director and producer.

**Jim Langford** has operated a digital consulting and design firm here on Maui since 1997. His design training was honed at Yale University where he received a degree in Architecture.

**Stephen Luksic** has over 20 years experience in television production. During the digital revolution in the early 90's he taught at the American Film Institute's Advanced Technology Programs. Currently he travels the world editing corporate and sport videos.

**Wendy Osher** graduated from USC with a degree in Journalism. She is currently the News Director for the Pacific Radio Group. Wendy has been an anchor and one of the lead reporters for the ON MAUI news show since 2001.

**Kate Sample** is an award winning videographer whose work has aired on the Discovery Channel. Kate has produced documentary and news magazine shows in Hawai'i since 1987.

## Digital Video Production

Write, shoot and edit your own digital videos. Learn the professional lingo and technical requirements, how to select and use a digital camera, write a script and prepare for shooting, use the right microphones to get clean audio, edit titles and soundtracks. **Kate Sample** • 870W04 Jan 26-Mar 8 (6M, no class Feb 16) 6:00-9:00pm, Kahului, Ka'a'ike 101 • 871W04 Apr 15-May 20 (6Th) 6:00-9:00pm, Kahului, Ka'a'ike 101 • Cost: \$249

## Digital Audio

Silent movies are a thing of the past. You may have the best camera shots in the world but if your audio is garbled or distorted no one will listen. Learn the different types of microphones available and which one to use for each unique situation. Discover tricks of recording in windy Hawai'i and how to use filters and EQ to "fix it" in post. **Mike Knowles** • 872W04 Jan 13, 20 (2T) 6:00-9:00pm Kahului, Ka'a'ike 218 • 873W04 Apr 27, May 4 (2T) 6:00-9:00pm, Kahului, Ka'a'ike 101 • Cost: \$99

## Digital Distribution

From DVD creation to streaming on the web, the duplication and distribution options for digital video are changing rapidly. Learn the latest, create a DVD with titles and chapters, prepare your finished project for streaming and learn the basics of marketing your product. TBA • 874W04 Mar 25-Apr 8 (3Th) 6:00-9:00pm, Kahului, Laulima 211 • Cost: \$149

## Digital Video on the PC

New hardware and software developments can turn your PC into a broadcast quality editing studio. Learn about the different programs and hone your editing skills in Ka'a'ike's digital media lab using DVStorm or AVID ExpressDV. Learn how to log, capture, batch capture, add music, narration, and titles. Required Skills: Basic Windows skills. **Shelly Dunning** • 882W04 Jan 21-Feb 18 (5W) 6:00-9:00pm, Kahului, Ka'a'ike 218 • 883W04 Mar 4-Apr 2 (5Th) 6:00-9:00pm, Kahului, Ka'a'ike 218 • Cost: \$239

## Video Editing with Final Cut Express

Using the application Final Cut Express, learn from the ground up how to capture video and edit a video project. This is a great foundation for beginning film makers. Final Cut Express is for Mac only. **Mike Knowles** • 820W04 Jan 27-Feb 24 (5T) 6:00-9:00pm, Kahului, Laulima 211 • Cost: \$239

## Final Cut Pro Intermediate

Final Cut Pro combines nonlinear video editing with the complements of other graphic capabilities, including motion graphics, compositing and 2D animation to allow much flexibility in digital storytelling. This intensive workshop gets you up to speed on this nonlinear editing software. Skills Required: Video Editing with Final Cut Express or permission from instructor. **Mike Knowles** • 821W04 Mar 9-Apr 6 (5T) 6:00-9:00pm, Kahului, Laulima 211 • Cost: \$239

## Digital Storytelling

Using your own footage or footage provided, learn documentary style postproduction including: how to write copy, record narration, add music and titles and develop your own personal style. Required Skills: Basic Window skills. **Shelly Dunning** • 880W04 Jan 22-Feb 19 (5Th) 6:00-9:00pm, Kahului, Ka'a'ike 218 • 881W04 Apr 8-May 6 (5Th) 6:00-9:00pm, Kahului, Ka'a'ike 218 • Cost: \$239

## TV News Reporting

What is news? What makes a balanced story? Learn the important components of a strong lead, how to cover a press conference, successful interviewing techniques and how to wrap it up into a news worthy package. Students will have the opportunity to produce actual news segments for local news magazine shows. **Wendy Osher** • 890W04 Jan 20, 27 (2T) 6:00-9:00pm, Kahului, Ka'a'ike 101 • 891W04 Mar 10, 17 (2W) 6:00-9:00pm, Kahului, Ka'a'ike 101 • Cost: \$99

## Digital Storyboards

In this design adventure, you will explore custom storyboard software designed by the instructor to enhance the artistic qualities of your production. Bring your own video, animation, and web ideas. You will be provided with state of the art templates and art direction. You'll have the opportunity to storyboard your own ideas or work on a video game project. **Jim Langford** • 892W04 Mar 1, 8, 15 (3M) 6:00-9:00pm, Kahului, Laulima 211 • Cost: \$159 (Includes \$10 Materials fee)

## Advanced Camera Techniques

Learn how to use all the professional features on a digital camera to create stunning broadcast quality images. Explore shutter speeds, exposure, lighting tips and tricks of the trade from a seasoned professional. **Stephen Luksic** • 889W04 Jan 22, 29, Feb 5 (3Th) 6:00-9:00pm, Kahului, Ka'a'ike 101 • Cost: \$149

## After Effects

Got your Photoshop wired and tried some plug-ins? Bring it to life with motion! After Effects is a compositing program designed to integrate Photoshop and video production. We'll breathe life into your existing Photoshop explorations by exploring the subtleties of filters, adding dimension to your text. Learn how to make it move! **Jim Langford** • 894W04 Jan 26-Feb 23 (4M - no class on Feb16) 6:00-9:00pm, Kahului, Laulima 211 • Cost: \$199

## Advanced After Effects

Learn to produce visually innovative motion graphics and effects for film, video, DVD and the Web. Expand and enhance your digital media projects with 2D and 3D compositing, animation and visual effects tools, motion tracking and stabilization, advanced keying and warping tools, and more. **Jim Langford** • 895W04 April 19,26, May 3 (3M) 6:00-9:00pm, Kahului, Laulima 211 • Cost: \$149

## Interpretative Reporting for TV

Learn how to shoot and edit an effective news story. Tell the story in less than 10 minutes by shooting like an editor and editing to the point. Class will include theory, discussion and analyzing current media formulas. For real world experience we will select a local issue and create a story to be presented on local TV. **Stephen Luksic** • 876W04 Feb 12-Mar 11 (5Th) 6:00-9:00pm, Kahului, Laulima 211 • Cost: \$239

## Getting the Part: Film And Television Casting

This class is hands-on and straight to the point. We will rehearse, we will audition, and we will shoot. Reading sides on camera, cold reading, and perfecting your slate. You will learn what to expect on a casting call and will then prepare for it. Get ready, this is the real thing! **Glen Dunbar** • 877W04 Jan 13,14,15 (TWTh) 6:00-9:00pm, Kahului, Ka'a'ike 101 • 878W04 Feb 17,18,19 (TWTh) 6:00-9:00pm, Kahului, Ka'a'ike 101 • 879W04 Apr 6,7,8 (TWTh) 6:00-9:00pm, Kahului, Ka'a'ike 101 • Cost: \$149

## Comprehensive Computer Training

This introductory 72-hour course covers the basics in computers, including training in the most popular software packages. Learn Word, Excel, PowerPoint, internet skills and e-mail. **Sheri Kevan** • 300WD04, Feb 10 - Mar 23 (7Tue, 6 Thu, 5 Fri) 8:00 am - 12:00 pm, (no class Mar 19) • Cost: \$1095 Kahului, Laulima 226. Call Lynne Pagan at 984-3474 to register.

## Cost Effective Management of Computer Resources

Learn to cost effectively manage your computer resources. Whether you have a small network or a room full of servers, good management practices can ensure that the services are being delivered cost effectively. These practices can also ensure that computer resources are efficiently meeting the business needs of the organization. The practices are scalable to any size organization as the fundamentals are the same. **Ted Hornick** • 781W04 Jan 28 (W) 5:30-8:30pm, Kahului, Laulima 225 • Cost: \$89

## PC Maintenance and Repair

### Part 1: User Level Maintenance

You will learn how to set up and maintain an IBM compatible PC. Details concerning the "boot" process, POST "beep codes", disk partitioning, formatting, and optimization will be covered. Other topics include: maintenance of system and trouble logs; system disassembly/assembly; software/hardware installation; and preventive maintenance. You will also learn how to get the most out of phone and Internet-based support services.

### Part 2: Troubleshooting

Receive a step-by-step approach to diagnosing problems with the PC. Isolation of both solid and intermittent faults will be covered in practical hands-on scenarios. Topics: disk errors, virus damage, memory conflicts, and software problems will be solved using diagnostic and repair software, component swapping techniques, and the troubleshooting procedure. Installing and using high capacity backup devices will also be covered.

### Part 3: Upgrading Your Computer

This section explores the advantages and disadvantages of upgrading a PC. Different types of upgrades will be discussed and demonstrated such as: adding RAM, installing faster hard drive controllers and video cards, installing a new motherboard, and more. Skills Required: Microsoft Windows proficiency. **Chuck Carletta** • 840W04 Jan 12, 14, 20, 21, 26, 28 (2MIT3W) 5:30-8:30pm, Kahului, Ka Lama 206B • Cost: \$329

## Network+ Certification Training

Coming in June!

## CISCO NETWORKING ACADEMY PROGRAM

The Cisco Networking Academy provides students with the technology skills essential in a global economy. The program combines instructor-led curriculum with Web-based content and hands-on laboratory exercises, which allow the student to apply what they learn in class while working on actual networks. Maui Community College's CompTech program is proud to be a local Cisco Academy and currently sponsors two career-path training programs: IT Essentials 1 with A+ Certification Preparation, and the Cisco Certified Network Associate (CCNA). After successful completion of each course, students will receive a Cisco Networking Academy certificate and be prepared to take industry-standard certifications. All instructors are certified by Cisco to teach these courses.

### IT Essentials 1: A+ Certification Preparation

Especially valuable for anyone seeking to gain A+ Certification by the Computing Technology Industry Association (CompTIA), this 70-hour, hands-on, instructor led course will help prepare students for a career as a computer technician. Students will learn how to build a computer - including adding peripherals and multimedia capabilities; how to install and manage different versions of the Windows operating system; basic networking concepts and protocols; and how to connect and configure a computer to a local area network (LAN) and the Internet. Skills Required: Experience with Windows. PC Repair or equivalent experience helpful. **Jon Lightfoot** • 841W04 Feb 3–May 6 (14T14Th) 5:30–8:30pm, Kahului, Ka Lama 206B • Cost \$1695 (Price includes tool kit and reference book. No Discounts Apply)

### Cisco Certified Network Associate (CCNA™)

The explosive growth of the Internet continues unabated. Computer networks are at the heart of this revolution in human communication. Individuals skilled in the design, implementation and maintenance of computer networks are in high demand, and the need for such professionals is expected to continue to grow.

The Cisco Networking Academy Program is the leading training vehicle for tomorrow's networking professionals. Semesters 1 through 4 of the Cisco Certified Network Associate (CCNA™) program include 280 hours of instruction and hands-on training, and provide students with a broad foundation in networking theory, practice and implementation. Students who successfully complete this portion of the program are eligible to earn the highly desirable CCNA certification.

Semesters 1 and 2 of CCNA training will be offered again starting in August 2004.

#### Semester 3 highlights:

This course provides a foundation in LAN design and implementation. Topics include Switched and Virtual LAN's, configuring Cisco routers and switches to support Novell networks and IGRP, and implementing access lists for security and traffic control. **Stuart Zinner** • 842W04 Jan 12-Feb 25 (MW) 5:00-9:00pm, Kahului, Ka'a'ike 217 and 219 • Cost \$700 (No Discounts Apply)

#### Semester 4 highlights:

This course covers the fundamentals of Wide Area Networking. Topics include common Wide Area Network (WAN) technologies; WAN frame encapsulation formats: WAN link options, WAN design including core, distribution, and access layers; traffic patterns, server placement and router configuration; PPP, ISDN, and frame relay. **Stuart Zinner** • 843W04 Mar 1-Apr 14 (MW) 5:00-9:00pm, Kahului, Ka'a'ike 217 and 219 • Cost \$700 (No Discounts Apply)



# VITEC

## Visitor Industry Training & Economic Development Center

VITEC's purpose is to provide skill upgrading for Maui County's workforce by delivering high quality, leading edge training and economic development services to its residents, businesses, and organizations.

### Facilitating for Results: Master Techniques for Leading Effective Meetings—Achieve Global

The effectiveness of a meeting depends on you—the facilitator. Learn and perfect the skills you need to lead effective, results-oriented meetings by: Preparing your group for a focused meeting; Encouraging diverse points of view; Keeping the meeting on track; Pacing a meeting to allow adequate discussion; Summarizing progress; Reaching conclusion to move the meeting forward; Developing follow up plans; and Gaining commitment so that action items are planned and assigned. In addition you will learn techniques to regain control and refocus the group and how to handle disruptive behavior in order to create the results you want to achieve. **Dawn Freels** is an Achieve Global-certified facilitator. She is also the Training Coordinator at Maui Community College—VITEC. • *401W04 Apr 22 - Apr 29 (2 Thu) 8:30 am - 4:00 pm, Laulima 225 • Cost: \$159*

### Dynamic Business Presentations

For an audience it is difficult, if not impossible, to separate the quality of your ideas from the quality of your presentation. For today's business audiences, presentation tools such as PowerPoint and Corel have become the standard. Learn proven "Design" techniques, which include: structure, flow, content, transition and professionalism. Discover and practice proven and effective methods for "Delivery" of your presentation to a business audience, which include: body language, voice techniques, timing, handling questions, objections and environment. Apply the concepts and techniques you have learned to build and deliver dynamic business presentations with confidence, clarity, conviction and above all—credibility. Prerequisite: experience with PowerPoint or Corel Presentation applications. (See page 9 for PowerPoint classes.) **Richard McAndrew**, Executive-in-Residence at California Lutheran University (CLU). He is the MBA emphasis leader for CLU's Information Technology Management Program. • *402W04 Apr 8 - Apr 15 (2 Thu) 5:00 - 9:00 pm, Laulima 227 • Cost: \$89*

### How to Organize Your Desk for Efficiency

In this age of excessive paperwork and down-sizing, efficiency is vital. Is your desk piled high and deep? Are you afraid to put things away for fear of forgetting or losing them? Topics include the steps to clearing and organizing your desk, why a perfectly clear desk doesn't work for everyone, how to organize your desk to suit your style, and effective techniques for processing paper. **Ruth Wong** is a member of the National Association of Professional Organizers, and works with clients in the public and private sectors. Projects have ranged from organizing messy desks to entire departments. • *403W04 Mar 12 (Fri) 8:30 am - 12:30 pm, Laulima 225 • Cost: \$59*

### Overcoming Roadblocks to Getting Things Done\*

Are you trying to cruise down the highway of productivity, only to be hindered by roadblocks? Is pack rat behavior robbing you of space and the ability to focus? Is procrastination keeping you from moving ahead? Are you overwhelmed by your work load? Do persistent bad habits have you in a rut? Learn tips and techniques to help you conquer clutter, conquer procrastination, feel less overwhelmed, and develop new habits. **Ruth Wong** • *404W04 Mar 11 (Thu) 1:30 - 5:30 pm, Laulima 225 • Cost: \$59*

### How to Manage Your Time and Get Things Done\*

At the end of the day do you feel like you've been busy but haven't accomplished anything? Would having more hours in the day solve the problem? Successful people are not necessarily the smartest or those who work the hardest. They simply know how to manage their time well. Identify your time management style, learn five practical steps to effective time management, and begin to get things done. Class includes videos, worksheets, discussion, and examples. **Ruth Wong** • *405W04, Mar 11 (Thu) 8:30 am - 12:30 pm, Laulima 225 • Cost: \$59*

## Knock Your Socks Off Customer Service

This course is essential to any business or any employee wanting to increase their people skills in order to create remarkable results with customers. Learn to avoid the 7 Deadly Sins of Customer Service, gain effective listening skills and key phrases to use with difficult, unhappy customers. Discover ways to keep track of customers concerns and requests with follow up techniques to ensure repeat business. You will leave prepared with techniques to diffuse, disarm and deflect conflict and confrontation. Get an instant attitude adjuster to help you remain positive, reduce your stress, and stay calm no matter what the customer brings to you. **Natalie Forsyth** is a nationally acclaimed speaker and trainer. She has presented workshops for National Seminars Group. • 406W04 Feb 12 (Thu) 9:00 am - 12:00 pm, *Laulima 225* • Cost: \$49



**Dale Carnegie Training®**

## How to Remember Just About Anything

Remember that a person's name is the sweetest and most important sound in any language. Never be embarrassed again because you've forgotten someone's name. This half-day seminar will give you Dale Carnegie's proven techniques for remembering names, facts, lists and numbers. When you attend "How to Remember Just about Anything," be prepared to have fun. This seminar is structured around involvement, not lecture. One of the first things you'll do is meet the other members of the class using the "conversation stack." You will be amazed at how easy it is to meet new people using this simple technique and how much information you will retain about your new friends. At the end of this course you will be able to: Increase your memory capacity so you can remember more; Use pegging to recall lists, facts and figures; Use stacking to remember a speech so you aren't bothered with distracting notes; Increase and improve your concentration and get your mind organized and keep it that way. **Jim Vamer** is a Certified Carnegie Coach™, who will teach you the very same skills that Dale Carnegie himself used to create generations of politicians, community leaders and successful business people. • 407W04 Feb 23 (Mon) 8:30 am - 12:30 pm, *Laulima 225* • Cost \$89 (no discounts)

## Negotiating for Win/Win

Effective negotiators are a recognized asset of any organization. Persuasion skills are essential for both business and personal success. Understand the what/when/how of successful negotiations. This Workshop provides the student with the tools needed to negotiate at all levels: Elements of Negotiating; Tactics and Counter Tactics; and Strategies to Achieve Win/Win Outcomes. Negotiating for Win/Win, one of the Leadership Workshop Series, which is an essential set of management training seminars that include: Project Management, Presentation Skills, and Leadership Fundamentals. **Richard McAndrew** (see bio pg 18) • 408W04 Feb 10 (Tue) 8:30 am - 12:30 pm, *Laulima 225* • Cost: \$59

## Legal Research Using Westlaw

Westlaw computerized legal research is "state-of-the-art". Class time will consist of actual use of Westlaw, and / or, for those learning Westlaw's capabilities, introduction to, refreshment of, or practice of Westlaw use. "Hard copy" use of federal and state statutes and codes, court and administrative case law, ordinances, administrative law sources and decisions and rules, digests and annotations, specialized services and texts, as well as how to make sure that the most current cases, statutes, and citations are being considered and used, will also be addressed if members of the class desire. (You are to read handout materials before each class.) **Robert Jilek's** legal and mediation experience consists of personal injury jury and nonjury trials. • 447W04 Feb 7 - 21 (3 Sat) 8:30 am - 12:30 pm, *Laulima 226* • Cost: \$189

## Federal Income Taxation Issues

Tax laws can be complicated and hard to interpret, where real spendable dollars are concerned. Everyone is entitled to use all of the deductions and "loopholes" legally available to them, but if you miss a potential deduction, the odds are the IRS won't catch it for you and you'll end up paying more than you legally had to. The same is true for clients or those for whom you do tax returns. Whether income taxes, estate taxes, or gift taxes are involved, whether for individuals, partnerships, LLC's, or corporations, knowledge of tax laws is essential. This class will cover the basic income tax issues, and, depending on the attendees' wishes and tax knowledge, up-dates and recent tax law changes. (You are to read handout materials before each class.) **Robert Jilek** • 448W04 Feb 3 - 24 (4Tue) 6:00 - 8:00 pm, *Laulima 108* • Cost: \$89

### The Art of Leadership Certificate Program - Part I

Rapid changes, flatter organizational structure, and cross-functional responsibilities require today's leaders to respond appropriately to a number of unique challenges. The Art of Leadership offers management skills that work. Achieve Global's research-based training systems serve the needs of many Fortune 500 companies, as well as local corporate customers: First Insurance, AIG Hawai'i, Hawaiian Electric, Bank of Hawai'i, First Hawaiian Bank, Outrigger Hotels, Aston Hotels and Resorts, HMSA and Kaiser.

#### Basic Principles for a Collaborative Workplace

Learn to focus on the situation, issue, or behavior, not on the person; maintain the self-confidence and self-esteem of others; make constructive relationships; take the initiative to make things better; and lead by example. Learn five principles for putting shared values into practice and creating a climate where everyone is able to cooperate, share ideas, and work together. **Dawn Freels** is an Achieve Global-certified facilitator. She is also the Training Coordinator at Maui Community College-VITEC. • 409W04, Feb 3 (Tue) 8:30 am - 12:30 pm, Laulima 225 • Cost: \$99 (no discounts)

#### Giving Recognition

Positive reinforcement inspires people to think beyond their immediate well being and to focus on the concerns of the group and of the organization as a whole. The organization in turn reaps huge dividends in motivation and performance. Learn how to use recognition as a powerful tool to build better working relationships. **Debbie Revilla** • 411W04, Mar 2 (Tue) 8:30 am - 12:00 pm, Laulima 225 • Cost: \$99 (no discounts)

The Art of Leadership Certificate Program provides a professional credential, awarded to individuals who successfully complete a simple application process and all 12 modules of the Art of Leadership program. Acceptance in the certificate program is not a requirement; seminars may be taken individually to meet specific objectives. Art of Leadership certificates have been earned by participants from the City & County of Honolulu, Child and Family Service, Hawai'i USA Federal Credit Union, Hilo Hattie, Ke Ola Mamo Native Hawaiian Healthcare, Kona-Kohala Chamber of Commerce, Pacific Business News, Punahou School, Sisters Offering Support, Saint Francis Healthcare System, Queens Medical Center, and the USS Missouri Memorial Association, among others. Contact Dawn Freels at (808) 984-3461 or e-mail: dawn@hawai'i.edu with any questions.

#### Customized Training

Maui Community College-VITEC is ready to respond to the ever-changing business environment by helping companies and their employees stay on the leading edge of management development, work-related skills, and computer technology. Our training is high quality, affordable, and packed with information, techniques, and tools to help prepare organizations for the future. Classes can be delivered on-site or at MCC to meet your company's training needs. Most VITEC classes offered in this brochure can be brought to your business on a contract basis, at a schedule most convenient for your employees. To discuss customized training opportunities call Melissa Yoshioka, Contract Training Coordinator: 984-3466.

#### Giving & Receiving Constructive Feedback

Both individuals and organizations benefit from honest, objective feedback about how things are going. A constant exchange of information keeps everyone on track and helps the organization stay competitive. In this workshop, you learn constructive approaches to giving and receiving feedback with emphasis on maintaining a spirit of openness and mutual respect. **Debbie Revilla** • 412W04 Mar 16 (Tue) 8:30 am - 12:00 pm, Laulima 225 • Cost: \$99 (no discounts)

#### Coaching: Bringing Out the Best in Others

Effective coaching aims to maximize the performance of everyone associated with an organization - employees, managers, customers, and suppliers. By applying coaching skills in the workplace, you can motivate, guide, and support in working toward and achieving top performance. Learn to recognize daily opportunities to coach people and gain the coaching skills you need to bring out the best in everyone. **Debbie Revilla** • 410W04 Feb 17 (Tue) 8:30 am - 12:00 pm, Laulima 225 • Cost: \$99 (no discounts)

## Grant Writing USA Training

This workshop will dramatically enhance your performance in the areas of grant writing, grant market research and program planning, as well as personal and organizational excellence. This workshop is solely focused on delivering a learning experience that absolutely sizzles - the kind of experience that will get you excited about the limitless possibilities of your work. You will gain significant information in a way that's firmly retained, easily recalled, and immediately applicable in a setting that's 100% professional and as inspiring as it is educational. The trainer, Rod Helm has coached, trained, and consulted more than 1,500 top-rank organizations and 3,000+ individual achievers from every imaginable profession. This is a high-impact, fluff-free, fast-paced and thoroughly enjoyable learning experience. A proven record of excellence is why Grant Writing USA is now the fastest growing, most highly sought after grants training in America. Read what people say about Grant Writing USA by going to: [grantwritingusa.com](http://grantwritingusa.com).

**Rod Helm** has raised millions of dollars in grants, contracts and in-kind contributions for various agencies. Rod is a masterful teacher with the unique ability to convey complex information in an easily understood manner. • *413W04 Apr 5 & 6 (Mon, Tue) 9:00 am - 4:00 pm, Laulima 225* • *Cost: \$289 (no discounts)*

## "I Saw It In The Paper" – Publicity Strategies and Skills for Non-Profit Organizations

Why do some organizations get such good news coverage and others don't? What makes something "newsworthy"? How can you maximize the chances of getting a story in the paper or on the radio? This course will answer these questions and teach you the basic skills needed to successfully publicize the activities of your group or organization. You'll learn to write a press release, photo caption and public service announcement, how to "pitch" a story or stage a media event. You'll also get a "starter" press list and learn to identify the audience(s) for the information you want to disseminate. The course is designed especially for volunteers or professionals working for non-profit agencies or groups, but is open to anyone. **Jackie Brainard** has 20 years of public relations experience in the competitive Los Angeles media market. She represented clients in entertainment, business, government and politics as well as non-profit organizations. She currently uses her talents to promote her favorite Maui non-profits. • *414W04 Apr 16 - 30 (3 Fri) 2:30 - 4:30 pm, Laulima 225* • *Cost: \$59*

## Invest in Your Debt (Formally Back to Black)

How would you like to learn how to pay off all your debts at 50 cents on the dollar or less? Pay off your business loans, consumer debts, credit cards and car payments in 1 to 4 years, and then pay off a 30-year mortgage in another 5 to 7 years? You can do this with your current income and no second job. The key is our simple linear math, variable path methodology to eliminate all your debts. You will then operate 100% on cash. Find out why the mortgage tax deduction is a farce and why most conventional investment strategies do not work. Let us teach you specific, powerful and proven strategies that work every single time. You do not have to be a Wall Street wizard to get a 37.13% return on your debt investment. Studies have shown that our strategies produce this kind of return for the typical American family. Find out what your return will be! This is the number one debt elimination seminar in America. (Strictly an educational workshop, no financial planning, insurance or investments will be promoted or sold.) **Tom Watson** is founder and president of WCI. He has a Ph.D. in communication studies and has over 25 years of experience in international training and consulting • *415W04 Mar 4 (Thu) 6:30 - 9:30 pm, Sci 10A* • *Cost: \$49 (optional text \$39 payable to trainer)*

## Successful Money Management

Reduce your tax burden, maximize your investment returns, and plan for financial security. Learn about compound interest, stocks, bonds, mutual funds, limited partnerships, and more! Receive a workbook full of useful information with examples, and a financial planning form to develop an individual plan suited to your income. Bring your financial partner for no additional fee. Free financial planning consultation (optional). **Gretchen Diekman**, CLU, ChFC, is a financial advisor with Horizon Financial, Inc. • *416W04, Feb 3 - 17 (3 Tue) 6:00 - 9:00 pm, Ho'okipa Conference Room* • *417W04, May 4 - 18 (3 Tue) 6:00 - 9:00 pm, Ho'okipa Conference Room* • *Cost: \$24 (+ \$35 manual payable to trainer)*

SAVE 10%  
BY REGISTERING &  
PAYING BY  
JANUARY 14<sup>th</sup>

## Business Bookkeeping Made Easy

This introductory class designed for non-accountants provides an overview of bookkeeping methods using generally accepted accounting principles – the first step in gaining mastery over your business finances. You will learn the key elements of the accounting cycle including how to analyze and record business transactions for a service business operating as a sole proprietorship. You will also prepare major financial statements, e.g. the Income Statement and Balance Sheet, allowing you to better understand the results of your operations. Bring hand held calculator to class. **David Grooms**, MBA, is an MCC business and computer instructor and a fascinating teacher who can make complex concepts easy to grasp. • 418W04, Feb 3 - 17 (3 Tue) 6:00 - 9:00 pm, Ka Lama 107 • Cost: \$99

## QuickBooks I Using the Computer

Learn to use Intuit's popular accounting software. This class designed for new users provides training in computerizing the accounting records of a service business operating as a sole proprietorship with no payroll or inventory using QuickBooks' easy step interview. Learn how to record sales, receive payments, prepare invoices, write checks, reconcile your bank statement, and produce key financial statements such as the income statement and balance sheet. Prerequisites: Introduction to Windows or equivalent experience. For anyone not familiar with basic bookkeeping principles, we highly recommend Business Bookkeeping Made Easy (see description above). **David Grooms** • 419W04, Mar 9 - 23 (3 Tue) 6:00 - 9:00 pm, Ka Lama 204 • Cost: \$159

## QuickBooks II Using the Computer

This class designed for new users provides training in computerizing the accounting records of a sole proprietorship that maintains an inventory and utilizes QuickBooks' payroll function. Learn how to record sales of inventory, receive payments, prepare invoices, purchase inventory items, write checks, reconcile your bank statement, use classes and jobs, and produce key financial statements such as a balance sheet and profit and loss statement. Prerequisites: Introduction to Windows, QuickBooks I or trainer's permission. For anyone not familiar with basic bookkeeping principles, we highly recommend Business Bookkeeping Made Easy. **David Grooms** • 420W04, Mar 30, Apr 6 - 13 (3 Tue) 6:00 - 9:00 pm, Ka Lama 204 • Cost: \$159

## Hawai'i's Protected Marineline Naturalist Training

Hawai'i's waters abound with rare and interesting marinelife such as dolphins, whales, sea turtles and monk seals. Yet few of our visitors know that these creatures are protected by state and federal laws and need ample room to go about the business of their own lives. How do we help our visitors to enjoy responsible viewing of our special wildlife while keeping the wildlife from being loved to death? This class offers an overview of some of Hawai'i's most visible and oft-encountered protected marinelife, their basic biological needs, distribution, and how to assist in their protection.

**Hannah Bernard** is an award-winning marine biologist with 20 years experience studying, teaching and assisting in the conservation of Pacific marinelife. She is a Board member of the Sierra Club's National Wildlands and Marine Habitat Committee, Hawai'i Wildlife Fund and former Board member of the Hawai'i Eco-tourism Association and the Humpback Whale National Marine Sanctuary Advisory Council. She currently serves on two national committees to advise the National Marine Fisheries Service about marine mammal issues. • 426W04, Jan 26 - Mar 8 (6 Mon, no class Feb 16) 6:30 - 8:30 pm, Laulima 225 • Cost: \$99

## Hawai'i Eco-tourism Association Eco-tour Guide Training

"Eco-tourism is nature and culture based tourism that is ecologically sustainable and supports the well-being of local communities". This exciting new program is based on the "E Malama" Eco-tourism Manual for Hawai'i developed by former Hawai'i Eco-tourism Association (HEA) president Barbara Mills, with the assistance of nature, tourism and Hawaiian cultural experts. This course is for Tour Guides and Naturalists who want to learn the principles of Eco-tourism and professional standards featuring nature-based and Hawaiian values. Participants will receive certificates from both MCC and HEA. **Hannah Bernard** • 427W04, Mar 22 - Apr 26 (6 Mon) 6:30 - 8:30 pm, Laulima 108 • Cost: \$99

SAVE 10%  
BY REGISTERING &  
PAYING BY  
JANUARY 14<sup>th</sup>

## Pharmacy Technician Training

Learn to assist pharmacists in drug product preparation and distribution functions. Find out how to assist in the prescription filling process, restock medication, and perform cashiering duties. Learn how to greet patients and other health care personnel, maintain a helpful manner, initiate service transactions using proper forms and processes, and assist and/or distribute prescriptions (checked by pharmacist), OTC products and supplies to the correct patient in a helpful, careful manner.

Includes proper procedures for gathering and computing data and information for a variety of needs pertaining to health plans, special and routine reports, studies, and statistics. Also, learn how to maintain accurate charge schedules and price lists, order and maintain an appropriate level of drugs and supplies for operations, file prescriptions and other transaction documents of pharmacy operations in a timely and appropriate way, and provide care and/or service appropriate to the different age and cultural groups served. **John E. Miller** is a registered pharmacist at Kaiser Permanente in Wailuku. He has over 30 years of experience in the field of pharmacy • *422W04, Feb 4 - Mar 10 (6 Wed) 6:30 - 8:30 pm Laulima 225 • Cost: \$249 (includes materials)*

## Medical Insurance Professional Coding: National Certification Program

This specialized program provides the most up-to-date information relating to CPT and ICD-9 CM procedural and diagnostic coding. Includes medical terminology, anatomy overview, and CPT and ICD-9 CM coding issues organized in a way consistent with the most current American Medical Association's Physician's Current Procedural Terminology. This course prepares you for the American Academy of Professional Coders (AAPC) accreditation examination. Note: The AAPC national certification test will be administered by the instructor. Prerequisite: Two years' experience in medical billing or coding, or thorough knowledge of medical terminology. You need to bring 2004 editions of CPT, ICD, HCPCS to class. **Kathy Snyder** BA, CST, CPC, CPC-H, RCC is currently a PMCC trainer with the American Academy of Professional Coders. She has 30 years of experience in the health care industry. • *423W04, Feb 9 - Apr 19 (10 Mon/Wed, no class Feb 16) 5:00 - 9:00 pm; Final Test April 24, (Sat) 8:00 am - 2:00 pm Ho'okipa Conference Room • Cost: \$789 (includes materials and membership, no discounts)*

## Medical Terminology - Online

This course is suggested for Medical Insurance Professional Coding: National Certification Program (described below) and may be taken online at [www.ed2go.com/mauicc](http://www.ed2go.com/mauicc).

## Basic First Aid & CPR for Adults, Children, Infants: Certificate Course

This course helps organizations meet federal OSHA regulations, and is excellent for anyone who wants to know important first aid skills. Learn the ABCs of life-saving and CPR, and how to recognize and care for wounds. Learn bandaging and splinting, and receive a one-year certificate upon completion of class. **Sherri Curry** is a water safety officer based in Kihei and a CPR instructor for the American Red Cross. • *424W04 Feb 7 (Sat) 8:00 am - 4:00 pm, Laulima 225 • 425W04 Apr 24 (Sat) 8:00 am - 4:00 pm, Laulima 225 • Cost: \$79*

## National Caregiver Training Program

This 18-hour curriculum is one of the most comprehensive and highest quality caregiver education programs available. It is designed to help families acquire the caregiving skills they need to provide safe, confident home care. Join us for this supportive, information-packed program. The Training covers a six-week format:

Class 1: Creating health home care conditions: infection control;

Class 2: How to care for someone on bed rest;

Class 3: Personal care (bathing and grooming);

Class 4: Vital signs and how to manage medications;

Class 5: Safe wheelchair use and the principles of body mechanics;

Class 6: Nutrition, taking care of the caregiver.

**Marianne Vasquez** RN, BSN, MED, CDE has been an instructor in the nursing profession since 1972. Currently she is the Education Coordinator for Kula Hospital providing continuing education for employees and teaching the Certified Nursing Assistant Program. • *917W04 Feb 5 - Mar 11 (6 Thu) 5:00 - 8:00 pm • 918W04 Mar 20 - Apr 24, (6 Sat) 1:30 - 4:30 pm • 919W04 Apr 27 - Jun 1, (6 Tue) 5:00 - 8:00 pm. All classes are in Kahului, Laulima 101 • Cost: \$219 (includes materials)*

*\*Scholarships available through the Maui County Office on Aging 270-7755*

## Hawaiian Culture and Language

Experience the intriguing culture and language of Hawai'i through the eyes and mind of an elder Hawaiian healer and spiritual practitioner. Learn chants, songs, myths, protocol, and much more. Learn to pronounce Hawaiian words properly, communicate greetings, and express feelings regarding people, things, and the 'aina. Learn about the Hawaiian values of laulima, 'ohana and kokua. Become familiar with traditions involving food, elders, and spirituality. Understand the importance and meaning of place names in Hawai'i. This class is designed for newcomers and kama'aina alike. **Lyons Kapi'ioho Naone**, a traditional Hawaiian healer, has been involved in Hawaiian language and cultural activities throughout the State for many years. • 428W04 Feb 5 - Mar 25 (8 Thu) 6:00 - 8:00 pm, Laulima 225 • Cost: \$149

## Conversational Japanese – Beginning

Learn the language to do business with the Japanese, communicate with our visitors, or just for fun! Emphasis will be on the pronunciation and use of colloquial phrases that can be used as building blocks for expanding your ability to converse in Japanese. This comprehensive 20-hour course gives you the fundamentals needed to speak and understand Japanese. Focus on practical expressions, useful phrases, money, cultural do's and don'ts, and more. **Kazuko Lap** is a certified teacher of NAFL (Nihongo as Foreign Language). She taught Japanese in Tokyo and Florida. • 429W04 Mar 15 - Apr 14 (5 Mon/Wed) 6:30 - 8:30 pm, Laulima 225 • Cost: \$169

## History & Culture of Hawai'i

This course is designed for people who share knowledge of Hawai'i with visitors, and is especially useful for tour guides. Learn fascinating facts about Hawai'i's unique history, culture, geology, monarchy, language, place names, plants, animals, and the arrival of the missionaries. Upon successful completion of the course and exam you will receive a certificate recognized statewide, the Hawai'i guide manual, certification card, and pin. **Keli'i Taua** has a Ph.D. in Philosophy. He is a respected Kumu Hula, musician, composer and Hawaiian Cultural Specialist. He has been involved with Hawaiian youth as an Educator with the Department of Education. • 430W04 Feb 3 - Mar 2 (5 Tue) 6:00 - 9:00 pm, Laulima 225 • Cost: \$149

## History & Culture of Maui

This class covers the Hawaiian cultural history of Maui, Kaho'olawe, Moloka'i, and Lana'i. Learn interesting stories, legends, and facts about Maui's people, places, plants, customs, and traditions. Upon course completion, you can take a test for certification. Prerequisite: certification for History & Culture of Hawai'i (above). **Keli'i Taua** • 431W04, Mar 16 - Apr 13 (5 Tue) 6:00 - 9:00 pm, Laulima 225 • Cost: \$149

## Basic Electricity and Multimeter Use

Learn the basics of working with electricity, AC and DC circuits, components, resistors, diodes, and rectifiers. Also, learn to use multimeters — the basis for diagnosing, repairing, and trouble-shooting electrical units for appliances and air conditioning. **Norman Ham** is owner-operator of Norm's Appliance Repair, and has more than 20 years' experience repairing appliances. • 432W04 Feb 4 - Mar 10 (6 Wed) 6:00 - 9:00 pm, Ag 101 • Cost: \$159

## Appliance Repair

Learn how to maintain and repair water heaters, dishwashers, washers, dryers, refrigerators, and microwave ovens. Find out what to look for, and when to replace versus repair. Prerequisite: Basic Electricity and Multimeter Use (above) or permission from instructor. **Norman Ham** • 433W04 Mar 17 - Apr 21 (6 Wed) 6:00 - 9:00 pm, Ag 101 • Cost: \$159

## Commercial Drivers License (CDL) Type A: CDL Basics I

Learn the principles of safe driving and state/federal regulations governing the operation of a commercial motor vehicle on public roads. Gain the general knowledge required to drive trucks and tractor-trailers, understand regulations and safety laws, and prepare for the skill tests needed for general knowledge, air brakes and combination endorsements. Upon successful completion, you will be able to obtain an Instruction Permit and be eligible to take the Pre-trip Inspection, Basic Controls Skills and Road training starting in May 2004. Call 984-3678 for details. *Admission Requirements:* Minimum 21 years of age, Current Type 3 Driver License, Acceptable Driver Abstract, D.O.T. Physical Examination and pre-assessment. • 434W04 April 14, 15, 16, 21, 22, 23 (2Wed, 2Thu, 2Fri) 8:00 am- 12:00 pm Laulima 108 • Cost: \$479 (Includes materials, testing and permit fees)

## Understanding your Soil

Learn how to work with and improve your soil for best plant growth. The course covers soil texture, pH, salinity and plant nutrients. Teaches basic soil chemistry to understand the 17 plant nutrients, how to alter soil pH, and how to make and benefit from the use of composts and mulches. **Ernie Rezents** taught at MCC for many years and was awarded the title of Professor Emeritus Agriculture by the U of H Board of Regents upon his retirement. He is now a Certified Arborist and a Registered Consulting Arborist. Bring one cup of soil at 5:30 for measuring pH; class starts at 6:00 • 435W04, Apr 21 (Wed) 5:30 - 9:00 pm, Ag 104 • Cost: \$49

## Improving your Landscape

Learn how to best select and plant trees and turf-grass. Learn the best after-plant care for their maximum performance and how to control disease and insects on your ornamentals in your flower beds. (Take the soil class first for "Total learning.") **Ernie Rezents** • 436W04, Apr 28 (Wed) 6:00 - 9:00 pm, Ag 104 • Cost: \$49

## Electrician: Continued Competency

All licensed electricians in categories EJ, EJI, EJS, ES, ESI, and ESS with issue dates prior to July 31, 1996 need to fulfill a continued competency course on the latest code changes to renew their license. To satisfy this requirement, licensed electricians need to complete this course on the 2002 National Electrical Code changes. **Don Suzuki** • 437W04 Mar 13 (Sat) 8:00 am - 12:00 pm, Laulima 225 **Mark Slattery** • 438W04 May 8 (Sat) 8:00 am - 12:00 pm, Laulima 225 • Cost: \$50 (no discounts)

## Air Conditioning, Refrigeration & EPA Test Prep

Learn about basic maintenance and repair of air conditioning and refrigeration systems: Type I Domestic ACR equipment; Type II- Commercial ACR equipment; and Type III- Low pressure industrial systems and the tools, components, and controls needed to repair these systems. You will also learn to recycle, recover and reclaim refrigeration materials as you prepare for the EPA exam. **Mark Slattery** is a Building Maintenance Instructor at Maui Comm. College. • 439W04, May 18 - Jun 3 (3T3Th) 6-9 pm, MCC Vocational Bldg. • Cost \$329 • 455W04 Jun 5 (Sat) 8:30am - 12:00 pm • Cost: \$75 (EPA Certification Review and Test - No Discounts)

## Creative Carpentry using Hand and Power Tools

Learn how to safely operate hand power tools including sanders, drills, router, skill saw, and saber saw. Machinery covered includes table saw, jointer, thickness planer, drill press, compound miter saw, radial arm saw, and drill press. Students will construct projects of their own choosing, approved by the instructor, and must purchase materials needed for their project. Rules and procedures needed to work safely in a shop with various tools and machinery used in a woodshop will be covered. Possible woodworking projects are cabinets, planters, tables, jewelry boxes, bookshelves, picture frames, etc. An instructor will be available to help you plan and construct your project. (Class size is limited to 8 students.) **Robert Blaak** is a gifted wood working craftsman. He has studied at MCC and created a home-based finish carpentry business on Maui. • 441W04, Feb 23 - Mar 17 (4 Mon/Wed) 5:30 - 8:30 pm, Carpentry lab • Cost: \$149 (Optional class materials can be purchased from trainer at first meeting)

## Real Estate Salesperson's Pre-Licensing Course

PREPARE NOW! For your Hawai'i real estate license. This 48-hour course meets the educational requirements of the State of Hawai'i Real Estate Commission and prepares you to take the Hawai'i Real Estate salesperson's exam. Former students say that this course was not only just what they wanted, but much, much more. Whether you are looking for a new career or just to enhance your real estate knowledge, this is the course for you. Class fills up fast so sign up now. **Carol Ball** is the owner and principal broker of Carol Ball & Associates. Licensed in real estate since 1978, Carol has taught pre-licensing and post-licensing classes to hundreds of students and agents. Carol holds a BA and Teacher's Certificate from the University of Michigan. She is a Realtor member of the National Association of Realtors and holds national designations of Certified Real Estate Broker Manager, Certified Residential Specialist, and Graduate Realtors Institute. • 421W04, Mar 10 (Wed) 6:30 - 9:30 pm; Mar 13 - Apr 24 (7 Sat) 9:00 am - 4:00 pm; Apr 28 (Wed, review) 6:30 - 9:30 pm; May 1 (Sat, final exam) 8:00 am - 12:00 pm Sci 10A • Cost: \$449 (includes materials)

## FILM MAKERS WEEKEND HOLLYWOOD COMES TO MAUI

### Digital Film School: Produce, Shoot and Edit a Real Hollywood Movie

Get up to speed on the fastest growing sector in film production. Highly recommended as a first step into the industry. If you only intend to take one film-making course in your lifetime, this intensive 1-day event is it! Learn the inside scoop on the filmmaking process, from hard facts about the process to tips for a successful creative collaboration.

**Preparation and DV Gear:** Get up close to digital cameras, lenses, tripods, tape stock, power, wireless microphones and digital sound recording equipment - the equipment you'll need for your own projects. We focus on professional feature production technique, costs and methods, including how to light scenes for digital video and how to make the most effective use of your budget. You'll get plenty of "Professional" tips and tricks of the trade. Explore the cost pros and cons that go into the real-life decisions filmmakers make every day.

**Shoot and Edit a Real DV Movie:** Join the crew, as you learn about camera placement, DV lighting, running a hot set, and how to record great digital production sound. Once shooting is complete, it's digital editing time. We'll assemble our footage, while discovering the nuts and bolts of editing digital formats, comparing the various types of PC and Mac-based NLE equipment, audio capture, titling and special effects.

#### Intro to Post Sound - DV to Film and Web

**Marketing:** Great sound is essential. Find out how to build a professional audio soundtrack as the mysteries of re-recording Dolby Stereo, 5.1 surround (SDDS, DTS, Dolby Digital), THX, the X-Curve and the Dominator are revealed. Discover the process and costs of converting digital video footage to film for theatrical and festival screenings. A distribution overview, including festival submissions, creating a DV film look, and marketing on the Web will also be covered. **Eric Galler** is a Hollywood-based feature film producer/director screen-credited on over 80 feature film, commercial, and video projects, including one of the first producers to utilize the High Definition format for a feature length, film finish, project. His success in making profitable independent films has caught media attention - from John Pearsons Independent Film Channel "Split Screen" to "Newsweek" and the financial publication "Nations Business." • 442W04 May 23 (Sun) 9am - 5:30 pm, *Laulima 225*

**website:** [www.onlinefmc.com](http://www.onlinefmc.com)

(no other discounts and no withdrawals from discounted classes)

### Producing - Pre to Post-Production

The role of the producer is one of the most creative in the film industry. From development to distribution, this course examines how films are set up, managed and sold in the world marketplace. This unique career building course will demystify, define, and prepare you for entry into the professional world of producing. Through practical laboratory exercises, students engage in the task of translating the script into a minimum budget for maximum production value and screen quality. Topics include: Finding, optioning and buying the script; Creating a sellable package and business plan; Financing and pre-selling; Breaking down the script; Constructing the shooting schedule; Choosing the right cast and key crew; Locking locations; Unions and Guilds vs non-union; Deal making; Hiring and firing; Daily production reports; Insurance and Bond companies; Completion and world wide sales; and Ethics and professional attitude. This workshop emphasizes the responsibilities of a real working Producer, and will guide you in the understanding of every film-making phase including sample budgets, forms, workbook and handouts. **Eric Galler** • 443W04 May 22 (Sat) 9am - 5:30 pm, *Laulima 225*

### Director's Crash Course - for Film and Television

Enter the director's world. FMC's Directing "Crash Course" will take the mystery and myth, out of directing. Class concentrates on the nine key areas that are essential to first grasping, and then mastering, the job of the film director. Everyone participates, as they discover the roadmap to making films with confidence and efficiency! This is a combo: workshop, lecture, and career booster. This 1-day event will take you beyond the basics of the film directorial craft. Topics include: Selecting and interpreting scripts; How to Create shot lists; Collaboration with crew; Staging, blocking, and working with talent; Weaknesses and strengths in performance; Technical and creative tools of composition and lenses; Multi cameras and movement; Production design and texture; Working with actors and all the major areas that impact post production. **Eric Galler** • 444W04 May 21 (Fri) 9am - 5:30 pm, *Laulima 225*

Class	1 Course	2 Courses	3 Courses
Digital Film School	\$249.00	\$224.00	\$199.00
Producing Course	\$199.00	\$174.00	\$149.00
Director's Course	\$199.00	\$174.00	\$149.00
Take all three classes for \$497			

## Principles of Entertainment Publicity & Promotion

This 20-hour course will provide you with an overview of the elements and procedures in designing a comprehensive and effective publicity and promotion campaign for any form of entertainment. While examples will be drawn from the instructor's successful film campaigns including "Titanic," "Braveheart," "Spider-Man," and "Forrest Gump" among others, the skills learned will apply to a range of disciplines including music, TV, non-profit, retail, sports and tourism. You will learn how to define and target the audience, generate effective materials, create media pitches, set-up promotional stunts and events, enhance word-of-mouth, develop talent relations, and think strategically in creating a successful marketing campaigns for any product. **Blaise Noto** worked for 28 years as a top executive in entertainment marketing, publicity and promotion at Paramount Pictures, Columbia and Warner Bros. designing and implementing some of Hollywood's most successful motion picture campaigns including "Titanic," "Mission: Impossible," "Spider-Man," "Braveheart," "Forrest Gump," "Star Trek," "Charlie's Angels," "Grease," and "Terminator," among many others. Mr. Noto is a member of the Academy of Motion Picture Arts & Sciences, the National Academy of Recording Arts & Sciences and the Publicists Guild of America. • 445W04, Mar 30 - Apr 27 (5 Tue) 6:30 - 9:45 pm, Laulima 108 • Cost: \$129

## WORKPLACE COMMUNICATION SKILLS TRAINING

Based on national standards, this certificate program will provide employers and employees with the critical competencies needed to succeed in the workplace. The curriculum was developed with funding from the Maui County of Economic Development, the Workforce Investment Board (WIB), and MCC-VITEC. Classes are taught by Certified Trainers. Classes may be taken individually, however, all classes must be taken to receive a certificate of competency. Discounted price for the series is \$125. Morning Series: 1000W04. Evening Series: 1010W04. *In these classes you will participate and learn:*

### Active Listening (Class 1)

Develop active listening skills, perspective-taking, how to paraphrase, empathize, and validate the speaker, and how to ask the right questions.

• 1001W04 Feb 3 (Tue) 8:15 - 10:30 am, Laulima 102 • 1011W04 Mar 2 (Tue) 6:15 - 8:30 pm, Laulima 107 • Cost: \$29

### Assertive Speaking (Class 2)

Practice using "I" statements, how to separate fact from opinion, how to name and own feelings, and effective nonverbal communication.

• 1002W04 Feb 5 (Thu) 8:15 - 10:30 am, Laulima 102 • 1012W04 Mar 4 (Thu) 6:15 - 8:30 pm, Laulima 107 • Cost: \$29

### Teamwork (Class 3)

Develop the concept of teamwork by defining the spirit of service, the principle of synergy, and the attitude of gratitude, how to give and receive feedback, and respect diversity in the workplace.

• 1003W04 Feb 10 (Tue) 8:15 - 10:30 am, Laulima 102 • 1013W04 Mar 9 (Tue) 6:15 - 8:30pm, Laulima 107 • Cost: \$29

### Work Styles (Class 4)

Identify your work style and how to identify other work styles, explore the strengths and weaknesses of the various styles and how to work cooperatively and effectively with other styles.

• 1004W04 Feb 12 (Thu) 8:15 - 10:30 am, Laulima 102 • 1014W04 Mar 11 (Thu) 6:15 - 8:30 pm, Laulima 107 • Cost: \$29

### Conflict Styles & Problem-Solving (Class 5)

Identify your own conflict style and how to apply constructive conflict resolution values, learn the criteria for using a problem-solving method, and common pitfalls of ineffective problem-solving.

• 1005W04 Feb 17 (Tue) 8:15 - 10:30 am, Laulima 102 • 1015W04 Mar 16 (Tue) 6:15 - 8:30 pm, Laulima 107 • Cost: \$29

### Problem-Solving Method (Class 6)

Learn and practice a six-step problem-solving method and apply the steps to a real problem that occurs in the workplace.

• 1006W04 Feb 19 (Thu) 8:15 - 10:30 am, Laulima 102 • 1016W04 Mar 18, (Thu) 6:15 - 8:30pm, Laulima 107 • Cost: \$29

## ONLINE BUSINESS & COMPUTER CLASSES

### Classes from: [ed2go.com/mauicc](http://ed2go.com/mauicc)

Play Before You Pay! Go to [www.ed2go.com/mauicc](http://www.ed2go.com/mauicc) and decide which classes you would like to take. The start date of classes varies, so check to see when your class begins. You can download two lessons and try out the class before you pay. Your access will be denied after that unless you pay for the class. Call 984-3231 with a Mastercard or VISA. (no discounts)

VITEC's trainer-led ed2go on-line courses offer two lessons a week for 6 weeks. Interactive quizzes, assignments, tutorials, and on-line discussion areas supplement lessons. Ask questions of your instructor at any time. All you need to get started is basic knowledge of how to use the Internet and Internet access with a web browser. Additional requirements and textbooks are listed when you click on the course title. Go online to explore the many exciting classes under each of these headings.

**The Internet:** Master the ins and outs of the Internet, search engines, e-mail, doing business online, and more.

**Web Page Design:** Create and post your very own site on the Web. Learn HTML, XML, CSS, Acrobat, Dreamweaver, and FrontPage.

**Web Graphics & Multimedia:** Bring your Web pages to life with images, sound, and audio. Learn Paint Shop Pro, Fireworks, and Flash.

**Web Programming:** Create truly interactive Web sites—ColdFusion, Javascript, CGI, JSP, and Java.

**Basic Computer Literacy:** Learn computer basics, keyboarding, Windows, Macintosh OS, or Linux.

**Computer Applications:** Become proficient with Word, Excel, Access, PowerPoint, Publisher, Quicken, QuickBooks, and more.

**Desktop Publishing & Imaging:** Produce eye-catching photographs, ads, brochures, newsletters, and magazines with Photoshop, QuarkXPress, and other powerful publishing tools.

**Computer Troubleshooting & Networking:** Save time and money and gain marketable new skills by learning to repair and network personal computers.

#### **Computer Programming & Database**

**Management:** Master the art of database development with Oracle, Sybase, and Access. Gain valuable skills in Perl, Linux, SQL, C++, and Visual Basic.

**Certification Prep:** Prepare to take and pass major computer industry certification exams, including A+, Net+, MCSE, and MOS.

**Design and New Media Certificate Programs:** Obtain certification to begin a rewarding career in graphic design, digital design, multimedia, and new media marketing.

**Palm Pilot & Pocket PC:** Organize your life, manage your contacts, and make more efficient use of your time by learning how to use personal digital assistant to its fullest capabilities.

**Digital Photography & Digital Video:** Get the most out of your digital camera. Learn how to take, edit, and print professional-quality images, movies, and videos.

**Writing & Publishing:** Learn the secret to getting published with our growing collection of writing courses taught by experienced professionals.

**Grant Writing & Nonprofit Management:** Write grant proposals that get funded or prepare for a management career in the fast-growing nonprofit sector. Expert instructors prepare you for the special needs of the nonprofit industry and help you develop relationships with corporate, foundation, and government funding sources.

**Business Planning & Entrepreneurial Courses:** Discover new small or home-based business opportunities or learn how to plan, finance, and grow your existing business.

**Sales & Marketing:** Today, there are no shortages of opportunities for skilled sales and marketing professionals. Make sure you have what it takes to help any business meet its financial goals.

**Accounting:** Demand for accounting professionals currently exceeds supply. Increase your financial awareness and accountability while also gaining marketable new skills.

#### **Business Administration & Management:**

Improve your job skills by mastering the fundamentals of supervision and management, human resources, employment law, project management, business analysis, customer service, and more.

**Test Prep:** Don't take the GRE, SAT, ACT, LSAT, GMAT, or GED exam until you've had an opportunity to work with our instructors.

**Personal & Career Development:** Improve your career prospects by becoming more assertive, increasing your leadership potential, communicating better, defeating stress, getting organized, writing a better resume, developing better job interview skills, and more.

**Personal Finance & Wealth Building:** Learn to save money on major purchases, eliminate all of your credit card debt, increase your wealth, protect your assets, make wise investment decisions, and more.

**Law & Legal Careers:** Gain expertise in criminal law, evidence law, or employment law, or prepare for an exciting career in the legal field.

#### **Continuing Education for Health Care**

**Professionals:** Enjoy our fast-growing selection of unique accredited continuing education courses and certificate programs for nurses and other health care professionals.

**What is an ACT Center?**

The nationwide network of ACT Centers delivers state-of-the-art computerized training and testing services to individuals, employers, and professional organizations using computer-based technologies, the Internet, and other cutting-edge processes. It is a comprehensive and dynamic resource for developing a community's workforce and economy.

**What services are offered by the ACT Centers?**

Planned ACT Center services include: Skill-specific training; Continuing education courses in a broad array of disciplines; Workplace skills assessment; Computer-delivered certification and licensure tests for the trades and professions.

**Benefits for businesses and organizations:**

Enables you to deliver training locally or remotely with appropriate technology; Provides on-demand learning opportunities for individuals or groups; Allows convenient assessment of job applicant skills through ACT's WorkKeys® system; Provides a facility with support staff and technology for training sessions; Provides training and assessment in one location; Saves time and money since employees using individualized, self-paced courseware don't waste time on material they already know.

**For individuals, using an ACT Center will:**

Give you convenient access to programs to enhance your skills and career; Provide a broader range and higher quality training than has been available before; Enable you to keep your skills on the cutting edge at a reasonable cost.

## YOUTH WORKER CERTIFICATION

**Youth Development Practitioner Apprenticeship Program (YDPA)  
YDPA Certificate Program Overview**

To improve the quality of youth services and upgrade the field of youth work through accreditation, training opportunities and certification, the US Department of Labor has recognized the occupation of "Youth Development Practitioner" (YDP). Maui Community College is the Related Instruction Provider for the 288-hour Youth Development Practitioner Apprenticeship (YDPA) program. Tuition-only scholarships may be available. For information, contact VITEC YDPA Coordinator Lynn Britton at 984-3678.

**Youth Worker Certification****(Foundation for Youth Development Practitioner Apprenticeship Program)**

This 45-hour course is designed to help improve the quality of care for youth by strengthening the skills of staff responsible for their daily nurturing, care and discipline. This program will contribute to the professional growth and development of youth worker staff in any youth-serving agency. Specifically, this program will: Strengthen the skills of youth worker staff in the essential areas of building relationships, understanding youth development, learning crisis intervention techniques, improving communication skills, and creating a positive environment for youth; Use group learning to enhance team building to improve partnerships and strengthen confidence; Create a continuing education opportunity for youth worker staff to enhance their job competency and promote a positive work attitude as a critical component of job satisfaction and retention; and Provide a basic background in Evidence Based Practices. **Vangie Jones** holds a Masters in Clinical Psychology and a Secondary School Teacher Certification. She is currently in private practice as a psychotherapist with contracts with the Departments of Education and Health and other private non-profit and for-profit agencies. **Sarah Mater** is Program Coordinator for Hawai'i Behavioral Health. She has served as Substance Abuse Technician for Maui Youth & Family Service and Counselor for Juvenile Offenders and Crisis Intervention Instructor for Utah Juvenile Corrections staff. • *400W04 Jan 23 - Feb 27 (6 Fri) 8:30 am - 5:30 pm, Lualima 225 • Cost: \$299*

The following classes are designed for everyone interested in developing their own personal style of cooking. Learn new and innovative culinary techniques that will save you time and expense in the kitchen. Demonstrations by guest chefs will enhance your experience. You will be able to ask questions, receive recipes and sample the chef's creations! **Ben Marquez** is a graduate of the MCC Culinary Arts Program and the Western Culinary Institute in Portland, Oregon. He is a Chef Instructor at Maui Community College and the president of the American Culinary Federation's local chapter.

### Savory Healthy Cooking

Great cooking doesn't have to mean an expanding waistline. Learn the principles of light cooking and you'll give up calorie counting forever. Discover how to adapt traditional recipes to make light, lean and marvelously satisfying dishes. • 452W04 April 10 (Sat) 10:00 am - 1:00 pm • Cost: \$54

### Quick and Easy Sushi

Learn the basics of making beautiful, delicious sushi and maki rolls. Techniques covered include how to properly cook sushi rice, easy fillings, the art of rolling, "inside-out" presentations and cutting techniques. • 453W04 April 17 (Sat), 10:00 am - 1:00 pm • Cost: \$54

### A Taste of Italy

Italy boasts a range of regional cooking styles, but all of them rely on certain basic ingredients and techniques. Learn the basics of Italian cooking that lends itself to hurried weeknight meals, or impromptu dinner with friends. • 451W04 April 3 (Sat), 10:00 am - 1:00 pm • Cost: \$54

### Wine and Wine Service

Travel the world through an in-depth study and appreciation of 48 expensive wines, brandies, and ports. Over the span of six weeks taste \$2,000 worth of wines! Learn to make suggestions of food and wine pairings for guests in any restaurant or at home. Learn about the wide array of aromas and flavors of wines along with the geography of the wine world and how to decipher labels. Create an exemplary wine list suited to your establishment. A fun, at times irreverent class, guaranteed to build your confidence and remove the fear or snobbery sometimes associated with wine. This course offers practical knowledge that will increase your expertise and earnings selling fine wine. A Saturday tour of Tedeschi Vineyards offers firsthand experience of vineyard and winery operations. **Alan Jahns** is a partner and General Manager of JMD Beverages, a locally owned fine wine distributorship. He is an active member of the Society of Wine Educators, Chaine des Rotisseurs, and the exclusive L'Ordre Mondial. • 440W04 Apr 27 - Jun 1 (6 Tue) 7:00 - 9:00 pm, Laulima 106, (A Saturday tour of Tedeschi Winery) • Cost: \$139

### Spice up your Kitchen

Learn to add exotic and local flavoring to your own cooking style. In this class you will explore and learn how to incorporate spices into your family meals. Discover what every home chef must have in order to make your cooking unforgettable. • 449W04 March 20 (Sat) 10:00 am - 1:00 pm, • Cost: \$54

### Secrets to Soups and Sauces

Did you know that a good stock is the essential ingredient to every meal? Learn culinary secrets of preparing rich stocks, the perfect soup, and classic sauces. • 450W04 March 27 (Sat) 10:00 am - 1:00 pm • Cost: \$54

*All classes held at Maui Community College Paina bldg.*

### TIPS Trainer Certification

This 16-hour program is designed for managers and supervisors of restaurants, bars and hotels (classes with five or fewer students will be 8 hrs.) Learn to teach the TIPS server program in your operation. TIPS is an effective server training program for avoiding alcohol related problems in establishments that sell or serve alcohol. Prevent alcohol abuse, drunk driving, and underage drinking by enhancing the fundamental people skills of servers, sellers, and consumers of alcohol. Managers will receive certification, which allows them to train and certify their employees in this program. Call Dawn Freels at 984-3461 if you or your company are interested in having this training.

The Center for Entrepreneurship is a resource center for entrepreneurs that offers cutting-edge information through education, services, and outreach programs. The Center believes a strong community of entrepreneurs supports the long-term vibrancy of Maui's economy. Alexander & Baldwin Inc. generously supports the Center for Entrepreneurship.

### Business Plan Workshop Series

This series of classes will help you develop and write your business plan. Learn to define your market, steps to think through the operations of daily business and lead you to financing options. . has over 20 years of business experience with 5 years entrepreneurial education and director of the microloan program with MEO. Berry is currently with Maui Rural Development Project. **Anna K. Ribucan** has worked in numerous business settings as an employee, manager, and owner. She has specialized in management and has experience in the areas of retail, medical and human resources. She is the Program Coordinator of the Center for Entrepreneurship, Maui Community College. Five class series. • *901W04 Feb 4: Overview of Business Start-up* • *902W04 Feb 18: Developing Your Marketing Plan* • *903W04 Mar 3: Determining Feasibility & Financial projections* • *904W04 Mar 17: Developing Your Operations Plan* • *905W04 Mar 31: Your Financial Strategy and Obtaining Finance* • *930W04 All classes are on Wednesday 6:00 - 9:00 pm, Kahului, Laulima 107* • *Cost: \$200; Individual classes: \$45 (no discounts)*

### Strategic Planning for Small Businesses

Designed to be taken in teams of two or more people from a company to learn about and create a business strategy. The end result will be a guiding document for the short-and long-term direction of your company. Apr 13: Introduction to Strategic Planning; Apr 15: Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis/ Vision, Mission & Goals - Private facilitation for your team; Apr 20: Implementation and Action Plan; Apr 22: Final Plan & Class Presentations. **Barry Gay** • *906W04 Apr 13,15,20,22. 6:00 - 9:00 pm (2Tue, 2Thu) Kahului, Laulima 107* • *Cost: \$199 (per company team, including a private facilitation session)*

### Fraud in the Workplace

This timely class will teach you the basics of keeping your company safe from white collar crime. What makes up fraud; How to be a fraud detective; How to protect your company from fraudsters now and in the future; What to do when you find fraud in your company; Fraud scams, overt and covert methods; Moving from fraud to healthy business practices and your public image. Protect your business from fraud in the workplace by learning to read the financial statement. Put checks and balances in place and get the skills to find discrepancies. **Sharon Coirter**, a Certified Fraud Examiner and CPA, has worked on cases for the State of Hawai'i, as well as Washington State. She was co-investigator on a landmark case that resulted in the discovery of misuse of \$20 million of both state and federal funds. She holds a BA in Business Administration from the University of Hawai'i. Co-Sponsored by the Maui Chamber of Commerce • *907W04 Mar 25 (Thu) 1:00 - 4:00 pm, Kahului, Laulima 107* • *Cost: \$59 (10% discount for Chamber members)*

### Landlord Tenant Law

Learn your rights and responsibilities as a landlord and be familiar with the Landlord Tenant Code. Understand lease agreements and learn the procedures for evicting a tenant. **Lynn A.S. Araki-Regan** is an attorney appointed by Mayor Alan Arakawa to serve as economic development coordinator for the County of Maui. She is a member of the International Fellowship of Certified Collectors Executives, and past president of the Hawaiian Collectors Association. • *908W04 Mar 10 (Wed) 6:30 - 8:30 pm, Kahului, Laulima 107* • *Cost: \$49*

### Cashier Academy Cashier Training

This 12-hour class will offer hands-on practice with electronic cash registers, and discuss cash-handling techniques and security issues, including detecting counterfeit money and rules for accepting and handling checks. Grocery, restaurant and retail vocabulary will be covered, as well as essential customer services skills. Register early: class size is limited to 10. **Anna K. Ribucan** is President of Maui Retail Services and Program Coordinator for the Center for Entrepreneurship, Maui Community College. • *909W04 Apr 6 - 27, (4Tue) 9:00 am - 12:00 pm Kahului, Laulima 107* • *Cost: \$129*

The Hawai'i Small Business Development Center Network announces its new Triad of Management Development Programs targeted to established business starting with NxLevel Entrepreneurial Planning to help identify opportunities and strategies, Measurable Management focusing on the execution of strategy, and Baldrige Quality focusing on creating cultures of continuous improvement and excellence. Visit the SBDC web site <http://www.hawaii-sbdc.org> or call 875-2402. **David B. Fisher**, Director the Hawai'i Small Business Development Center on Maui, has more than 20 years of small business experience including 13 years on Maui. He has a BA from Yale and an MBA from New York University. To register call VITEC at 984-3231.

### **NxLevel™ Entrepreneurial Planning**

This is a nationally recognized certificate program endorsed by banks and universities. It is designed to help entrepreneurs who want to expand an existing business and need the skills to make it grow. Participants learn how to evaluate opportunities and prepare action plans that can be used to obtain financing and guide implementation efforts. Website: [www.nxlevel.org/pages/entrep/html](http://www.nxlevel.org/pages/entrep/html)  
• 910W04 Jan 27 - Apr 13, (12 Tue) 5:30 - 8:30 pm. All classes held at Kihei, MRTC • Cost: \$499 (no discounts)

### **Starting a Venture in Hawai'i**

Gain an overview of the issues involved in starting a business in Hawai'i. Learn the resources available on Maui and the key to marketing, finance, and operations issues you may face. Have your questions answered in this session with a video, lecture, and Q&A format. Handouts include a sample business plan. • 912W04 Jan 22 (Thu) 9:00 am - 12:00 pm • 913W04 Feb 12 (Thu) 6:00 - 9:00 pm • 914W04 Mar 11 (Thu) 9:00 am - 12:00 pm • 915W04 Apr. 8 (Thu) 6:00 - 9:00 pm • 916W04 May 13 (Thu) 9:00 am - 12:00 pm All classes at MCC, Lahilima 107 • Cost: \$19 per session (no discounts)

### **Measurable Management**

Designed for frontline managers and others who should be working "on the business" rather than "in the business". During the course of this six-month program you will create a problem solving environment and set of practices that brings out everyone's best. Participants document the improvements made in their business while participating in the class and typically experience a ten-time return on investment. At a minimum, we guarantee that you will recoup the cost of the class or we will return your fee. The program meets every two weeks for the first seven sessions and monthly for the last three. <http://www.measurable-management.org>. • 911W04 Jan 29 - Apr 22, (Alternating Thu) Monthly sessions May 6, Jun 3 & Jul 8, 9:30am - 12:30pm. All classes held at Kihei, MRTC, • Cost: \$2200 (no discounts) Scholarships up to \$750 may be available through SBDC

### **Business Counseling**

Services include business counseling, education, and resources. The SBDC works with medium to small businesses, including those still in the idea stage. There are no fees for counseling, and small fees, if any, for other services.

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### **How to Start, Operate and Market a Home-Based Business**

If you would like to start and operate a small business from your home, this seminar is for you! Topics include: Overview of today's home-based business industry; Advantages and disadvantages of a home-based business; Examples of successful home-based businesses; How to select the right home-based business for you; How to organize your home-based business; Legal aspects of operating a home-based business; How to develop a business plan for your home-based business; Record keeping and special tax law requirements affecting home-based business; and Techniques for creating a professional and positive image. **Ron Jones** Ph.D, CMC, is a college professor, author, Certified Management Consultant, and partner with the accounting and management consulting firm of Jones, Cheng and Company in Richmond, California, where his firm provides accounting and management consulting services to small and growing businesses. • 446W04, Feb 14 (Sat) 9:00 am - 12:30 pm, Lahilima 225 • Cost: \$59

Gain the knowledge and skills needed to become a Certified Administrative Assistant (CAA). Classes commence each fall and continue through summer. Fall 2003 classes give a basic overview and understanding of the office environment. Spring 2004 will include MS Word, Excel, Business Writing and other office skills. Ending in Summer 2004 which will include intermediate MS Word, Excel and Business Math. Some CAA classes will be offered each semester. Pre-requisite for entry to the Certified Administrative Assistant program is: MCC Compass Placement of English 19. Classes may be taken individually to obtain specific skills. All classes must be successfully completed in order to receive the Certified Administrative Assistant Certificate. (Some equivalency testing may be available. Call Anna Ribucan at 984-3462.)

**Level I - Fall 2003** Office Etiquette, Receptionist Training, Introduction to Office Machines, Winning Telephone Techniques, Workplace Communication Skills Training, Keyboarding or placement test

**Level II - Spring 2004** See Comptech for computer classes. Front Line Essentials: Unforgettable First Impressions, Business Writing, Filing Basics, Computers for Absolute Beginners, Introduction to Windows, Word Processing for Beginners, Microsoft Word Essentials

**Level III - Summer 2004** See Comptech for computer classes, Introduction to Spreadsheets, Excel Essential, Quick Books I, Quick Books II, Grammar Review, Business Math, Critical Thinking in the Workplace

### Office Etiquette

Office etiquette addresses common courtesies often ignored in the "business of business." You will learn how to: Use courtesies common to a business office setting; Identify the ways professionals expect to be treated; Use polite telephone etiquette; Become familiar with island demography and how it affects the way you treat people. This course provides a valuable foundation for the Receptionist Training Course. **Lynne Woods** has served as the President of the Maui Chamber of Commerce since 1994. She has been on over 20 Boards and Commissions in Hawai'i. Her private business experience crosses a number of industries. • *923W04 Apr 1 (Thu) 6:30 - 8:30 pm Laulima 225 • Cost: \$39*

### Receptionist Training

Receptionists are critical to the success of every business. First impressions count immensely! You will learn to: Recognize the key responsibilities for becoming an efficient and productive Receptionist; Represent your company professionally; Know your organization's mission, goals, and objectives; Develop your product knowledge; Prioritize assignments and organize your physical space for effectiveness. Office Etiquette highly recommended. **Anna K. Ribucan** • *924W04 May 18 & 20 (Tue, Thu) 6:30 - 8:30 pm, Laulima 225 • Cost: \$59*

### Front Line Essentials: Unforgettable First Impressions

You never get a second chance to make a first impression. Use your personal influence to create positive relationships in the workplace. Learn the skills to enhance your professionalism effectively. Gain confidence when speaking on the phone one-on-one and in front of others. **Natalie Forsyth**, is a Professional Speaker for National Seminars Group and partner of I-Beam Esteem, educating people in Self-esteem skills. • *920W04 Feb 10 & 17 (2 Tue) 6:30 - 9:30 pm, Kahului, Laulima 107 • Cost: \$79*

### Filing Basics

Being able to find documents fast, organizing the filing system and being productive through good file management skills makes the office assistant invaluable. Learn to file and apply indexing rules in filing cards and correspondence in alphabetical, subject, geographic, and numeric systems. This course is hands-on, computer-based training that will enhance your computer skills while teaching you the filing basics. **Susan Luk** holds a Dr. of Philosophy in Education, Masters of Education. Susan is a MCC ESL instructor and has years of experience working with students in a variety of office related subjects. • *921W04 March 2 - 25, (4Tue, 4Thu), 1:00 - 4:00 pm, Kahului, Laulima 226 • Cost: \$279*

### Business Writing Clinic

Learn to organize your thoughts and get positive results from your memos, letters, reports, and proposals by writing persuasively, clearly, and powerfully. Break down the writing process into a few straight forward steps that will help you communicate your thoughts with clarity and ease! Learn appropriate formats and practical approaches to spelling, punctuation, paragraphing, proofreading and editing. **Debby Takahishi** holds a Masters in Reading. She has 34 years teaching at Baldwin High School in Language Arts, Academy of Travel and Tourism. Mentor for Rural Development Project. • *922W4 Feb 24 & 26 (Tue, Thu) 1 pm - 5 pm, Kahului, Laulima, Room 226 • Cost: \$89*

\*Approved for state employees by the Hawai'i State Department of Human Resources



# PACE

## Personal and Community Enrichment Program

PACE's purpose is to provide classes that "enrich" people personally and offer the community opportunities for growth and development.

### Life Drawing

Don't tell yourself you can't draw people—take up this challenge right now! One of the most daunting tasks an artist faces is rendering the human figure accurately. Now you'll have that chance. With live nude models, you will learn about the human anatomy, skeletal/muscular, shading and composition. Most importantly, you will get to practice, practice, and practice! **Frances Ku** was trained at Parsons School of Design in New York City. She has studied oils and acrylics but grew to love watercolors and has since sold original paintings throughout Maui and Oahu. • 100W04 Jan 29 - Feb 26 (5 Th) 5:30 - 8:30 pm, Kahului, Art PEI • *Cost: \$129 (Student supply list. One time modeling fee \$25 payable to trainer)*

### Portrait Drawing

Ever wish you knew how to draw portraits? The secret lies in capturing the unique features of the person! You will start by training the mind to see the uniqueness of a face, and do quick sketches of different faces. You will also learn how to draw facial structures and features. Then you will take turns drawing portraits of each other and also do a self-portrait. **Frances Ku** See bio above • 101W04 March 11 - Apr 8 (5 Thu) 5:30 - 8:30 pm, Kahului, ArtPEI • *Cost: \$129 (Student supply list)*

### Watercolor I

Watercolor has the reputation for being a difficult medium, but it doesn't have to be. Watercolor is simply paying attention to how you use that most elusive and changing element - water. In this class the student will be introduced to the basic tools with which to make exciting watercolor paintings. The emphasis will be on exploring and experimenting with these basic tools so that a solid foundation in watercolor techniques will be established. **Connie J. Adams** has a BFA from the California College of Arts & Crafts and a Masters of Fine Arts in Painting from the Maryland Institute of Art. She is a member of the National Watercolor Society and has exhibited her watercolors nationally and garnered many awards for her paintings. • 102W04 Feb 23 - Mar 29 (6 Mon) 6 - 9 pm, Kahului, Art PEI • *Cost: \$159 (Student supply list)*

### Watercolor II

This class is designed for those who already have some experience in watercolor. The goal of this class is to transport you beyond the basics of watercolor and teach you how you can make your paintings better. How do you make paintings more dramatic or fresher or how do you tackle new subject matter? We will be answering these questions along with studying composition and in-depth color explorations. We will be exploring new techniques such as glazing, pouring, texture-making or even collage. **Connie J. Adams** (see bio across) • 103W04 Apr 5 - May 10 (6 Mon) 6 - 9 pm, Kahului, ArtPEI • *Cost: \$145 (Student supply list)*

### Painting from the Heart

Art based on intuition, without having to live up to an expectation; to paint for the joy of doing rather than the product. This course is based on the principle that creativity is a given birth, without a right or wrong. Let the images or shapes appear from the inner well. We will use nontoxic professional tempera colors and handmade brushes. Participants will be supported in their natural creation. This course is appropriate for all levels of painting experience. **Francesca La Rue** is passionate about painting. She has studied with the creator of this method, Michele Cassou. She is owner/instructor at Haiku Painting Studio and has been teaching on Maui for 5 years. • 104W04 Feb 7 - Mar 27 (8 Sat) 9am - 12pm, Kahului Art PEI • *Cost: \$179*

### Travel Sketching

Take a sketchbook with you when you travel and take a few minutes to make some fine quick sketches. Sketching while traveling is fun, and it opens doors to interesting adventures and new friendships. Learn how to: be comfortable and relaxed sketching in public -simplify your material -capture essence quickly -draw people, architecture, trees, and landscape. **Robert Regis Dvorák** has travel sketched in 55 countries. He has authored four books on drawing: Drawing Without Fear, The Pocket Drawing Book, The Magic of Drawing and Experiential Drawing. • 105W04 Jan 22, (1Th) 6 - 9:30 pm, Kahului, Laulima 108 • *Cost: \$29 (plus \$12 supply fee payable to trainer)*

## The Art of Selling Art

Selling art, your own or other artists' is easy when you know how. This workshop will cover: prospecting for clients, referrals, developing rapport, pre-planning sales meetings and phone calls, telephone techniques, emotions - how to use them, what not to say or do, closing secrets, what questions to ask, what words to use, portfolios, slides, artist's statements, presentations, pricing, goal setting and gallery selling. This is a comprehensive sales program oriented to the individual artist and art dealer. Be prepared for an exciting, fun-filled evening of lively lecture and in-class games. **Robert Regis Dvorák** is an artist and speaker on subjects of creativity and sales in business and education. He has been teaching The Art of Selling Art to artists, art representatives and art gallery sales people for 15 years. • *106W04 Jan 21 (1 Wed) 6 - 9:30 pm, Kahului, Laulima 107* • *Cost: \$36 (Can bring own art to display or sell)*

## Throwing on the Potter's Wheel

This course will introduce the student to the fundamentals of creating pottery on the wheel. Basic terminology describing clay and its firing will also be covered. Students with previous throwing experience can practice new techniques such as throwing off the hump, donuts and upside-down pots. Students will glaze their work and the instructor will high-fire them into permanent stoneware pieces. Purchase clay and tools from the MCC Bookstore prior to first class. **Steve Hersh** has worked as a ceramic artist in Wisconsin and on Maui for over 10 years. Interested in both the functional and sculptural, he specializes in the technical aspects of the medium. His work has been featured in Art Maui and at various stores around the island. • *109W04 Jan 14 - Mar 3 (8 Wed) 6 - 9 pm Kahului, Ceramics PEII* • *Cost: \$174 (Glaze & fire fee included)*

## Ceramics Simplified

Beginners will be shown hand building methods to create their own projects or to work on directed projects. Students with previous throwing experience are encouraged to join this class with the option of throwing on the potter's wheel. Projects include functional and decorative objects. Students will glaze their work and the instructor will high-fire them into permanent stoneware pieces. Purchase clay and tools from the MCC Bookstore prior to first class. **Steve Hersh** (see bio above) • *110W04 Jan 15 - Mar 4 (8 Thu) 6 - 9 pm, Kahului, Ceramics PEII* • *Cost: \$174 (Glaze and fire fee included)*

## Beginning Stained Glass I

This fun class will teach you the basics of stained glass as well as providing you with a piece created with your own hands and imagination. Students will learn to construct a stained glass panel using the copper foil method of construction. **Suzi Whipple** has been doing stained glass work for 12 years, including gallery and architectural items. She has taught stained glass and mosaic art glass for six years. • *107W04 Mar 29 - May 3 (6 Mon) 6 - 8 pm, Kahului, Carpentry Shop* • *Cost: \$125 (Student supply list)*

## Mosaic Art Glass Class

This class will demonstrate the principles of how to make a design on a variety of materials using glass tiles and grout. This will enable you to make: mosaic framed mirrors, picture frames, flower pots, clay saucers and whatever else is up to your creative imagination. We will make at least one project, hopefully more, time permitting. **Suzi Whipple** (see bio above) • *108W04 Feb 2 - Mar 15 (6 Mon) 6 - 8 pm, Kahului, Carpentry Shop* • *Cost: \$125 (Student Supply List)*

## Beading Project: Fluffy Bracelet

Learn to design and make a playful or stunningly elegant bracelet for any occasion. Create a fluffy collage of Czech glass and freshwater pearls using the basic wire wrap technique and jumprings. Knowledge of the basic wire wrap technique is helpful. Please bring required tools: chain nose pliers, round nose pliers, flush cutters and a flat nose or bent nose pliers. Trainer will have tools available for purchase. (\$30 supply fee payable to trainer) **Annette Masutani** a native Mauian, taught at Wai'ālae School in the Kaimuki area of Honolulu for many years. Beads caught her interest about five years ago and she hasn't stopped beading since. • *111W04 Mar 25 (1 Thu) 5:30 - 8 pm, Kahului, Laulima 106* • *Cost: \$30*

## Beading Project: Ulumahiehie

The students will use a combination of stringing and seed beading to create a colorful flower garden bracelet. Accent your garden with assorted seed beads, flowers and leaves to attractively adorn your wrist. Bring a bead mat or hand towel to work on and a chain nose plier or crimping tool if you have one. Instructor will have tools available for purchase. \$20 supply cost payable to trainer. **Annette Masutani** see bio above. • *112W04 Mar 27 (Sat) 8:30 - 10:30 am, Kahului, Laulima 106* • *Cost: \$30. Prerequisite: Basic wire beading skills*

## Instant Piano (For Hopelessly Busy People)

If you yearn to experience the joy of playing piano, but you don't want years of weekly lessons, this short course is for you. In just a few hours you can learn enough secrets of the trade to make piano playing a part of your life. Typical piano lessons teach you note reading, but piano professionals use chords. You will learn all the chords needed to play any pop song in this one session: any song, any style, any key. You'll get a healthy dose of insider secrets. If you already know your way around a keyboard a little, you know enough to enroll in this workshop.

Website: [www.pianofun.com](http://www.pianofun.com). **Robert Laughlin** has played piano professionally since the 70's and has taught his workshops to tens of thousands over a 20 year period. He's the author of more than a dozen method books, and several of his programs have been translated into German. His unique system is used by over 300 piano teachers nation wide. The public television series, How to Play Piano in a Flash is based on Robert's highly effective method. • *119W04 Jan 17 (1 Sat) 9 am - 12:30 pm, Kahului, Maulima 107 • Cost: \$39 (Robert's technique book and CD will be available for \$25 payable directly to the trainer. These optional materials can assist in the continued joy of playing the piano)*

## How to Play Piano by Ear: What All Pro Musicians Know but Won't Tell You

Contrary to popular belief, anyone can learn to play by ear. This workshop shows you the inside secrets professional piano players use (but never reveal). You'll learn how to pick tunes right out of your head. You'll even learn how to transpose. You'll be picking out tunes by ear—with both hands—from the very first day. Open to all musicians (not just piano players) who have a basic understanding of chord theory. Beginners should take Instant Piano as a prerequisite. **Robert Laughlin** (see bio above) • *120W04 Jan 17 (1 Sat) 2 - 5:30 pm, Kahului, Maulima 107 • Cost: \$39 (An optional \$25 materials fee payable to trainer)*

## Slack Key Guitar

A beginning look at slack key guitar playing. You will learn and play at least six basic slack key tunes. You will learn picking, trills, Gabby style, harmonic use of 3rd and 6th commonly found in Hawaiian music and of course strumming and plenty of songs and smiling. **Robert Keller** has played and taught music for over 24 years. A studio musician, he holds degrees in Music Education and Audio Engineering. • *114W04 Jan 29 - Feb 26, (5 Thu) 5 - 6 pm, Kahului, Kupaa 104 • Cost: \$59 (Need guitar)*

## Ukulele I

Beginning and almost-beginning ukulele students will get an excellent introduction to the basics, or add some new styles to their playing. You'll learn the history of ukulele, the parts of the instrument, choosing the right ukulele for you, tuning, strumming, chord progressions, rhythms, styles of playing and how the ukulele is used as a solo instrument and to back vocals. **Robert Keller** (see bio below) • *115W04 Jan 29 - Feb 26 (5 Th) 6 - 7:30 pm, Kahului, Kupaa 104 Cost: \$79 • 116W04 Jan 28 - Feb 25 (5 Wed) 11 am - 12 pm, Kihei, Azeka Market I - Lower level • Cost: \$64 (Need Ukulele)*

## Beginning Guitar

Beginning guitar, for the total complete and absolute beginner. The easiest class to learn to play the guitar. You will learn to tune and play rhythm, finger picking, strumming, and plenty of songs of all styles plus much more! **Robert Keller** (see bio below) • *117W04 Jan 29 - Feb 26 (5 Th) 7:30 - 9 pm, Kahului, Kupaa 104 Cost: \$79 • 118W04 Jan 28 - Feb 25 (5 Wed) 12 - 1 pm, Kihei, Azeka Market I - Lower level • Cost: \$64 (Need Guitar)*

## The Art of Singing: Sing from your Heart!!!

Whether we are speaking, chanting, praying, or singing, our voice is a powerful vehicle. It establishes who we are and gives voice to our souls. In the workshops created by Lani Star we overcome the blocks that silence us. Whether you think you can sing or not, Lani is confident that you can use your voice as an instrument of the soul. This class will lead you on a journey through the soul and you will emerge with the song of your life. **Lani Star** is a gifted teacher and performing artist who has 20 years experience in voice training. She has lectured and offered workshops in colleges, conservatories and international venues. Many of her private clients included numerous well known personalities and recording artists. • *121W04 Feb 23 - Mar 22 (5 Mon) 6 - 7 pm, Kahului, Kupaa 104 • Cost: \$69*

We are always looking for new course ideas and trainers. If you have an idea for a PACE course, please call 984-3273 to request an application, or download the application at: [www.ocet.org](http://www.ocet.org).

## Argentine Tango - A Close Embrace

Students will be welcomed to Argentine Tango, the basic walk, musicality, the fundamentals of rhythm, music and improvisation, the embrace, lead follow techniques, floor navigation, ochos and pivots, and the close embrace. Come and enjoy this style of Argentine dance. Each class will start with a review of what we learned a week before and additional musicality. This will take from fifteen to twenty minutes depending on the pace and size of the class. **Laura Van Wagner** has devoted herself to studying Argentine Tango for the last four years and is the founder of Tango Maui. She has trained and assisted teaching with many internationally known instructors and has been teaching introductory classes for the last year. • *185W04 Feb 6 - Mar 12 (6 Fri) 6:30 - 8 pm, Kahului, Student Lounge • Cost: \$79 (free dance 8 - 9:30 pm)*

## Ballroom Dancing Practice Parties

"Everyone is welcome!" Join your dancing friends for a lovely evening of ballroom dancing, Latin, rock-and-roll, country, swing and Argentine Tango. Bring your dance shoes, pupus if you like, and be prepared to dance the night away! **Nora and Victor Bantilan Jr.**, were trained by Michael and Donna Andry, as well as Percell St. Thomas, certified judge and national examiner. They have also participated in exhibition routines with the Hawai'i Ballroom Dance Association. • *186W04 Jan 24 • 187W04 Feb 7 • 188W04 Feb 21 • 189W04 Mar 6 • 190W04 Mar 20 • 191W04 Apr 3 • 192W04 Apr 17 • 193W04 May 1 • All parties are held on Saturday nights from 6:30 - 9:30 pm in the MCC Student Lounge. • Costs \$10 per class. Early registration is encouraged.*

## Tahitian Dance Basics

Learn the hypnotic and beautiful dance of Tahiti. We will be focusing on basic technique, emphasizing the articulation of the hips and proper body framework. This dance style is known throughout the pacific region for its beauty and vigorous movements. Come join us for fun, develop a new skill, and get some great exercise. Bring a pareo (sarong). **Iola Balubar** has been a kumu for Hawaiian kahiko and awana and Polynesian dance in the islands for over 30 years. Her hula halau is called "Hale Ke Ali'i O Ke Kai and her polynesian studio "Ari'i Hau Moana". She has been described as very committed to her art, very loving of her students, and open to new ideas, while respecting tradition. • *194W04 Jan 28 - Feb 25 (5 Wed) 6 - 7 pm, Kahului, Old Cafeteria Dance Room • Cost: \$49*

## Beginning / Intermediate West Coast Swing

We will be learning new variations of the basics of side passes, whips, tucks, and turns, as well as a continuing focus on the fundamental technique of West Coast Swing. Music is blues and country western. **Gigi Diekman** has been dancing for 25 years and has a BA in Dance from UC Irvine. She danced professionally off-Broadway in New York City with the Light Opera of Manhattan. She also studied ballroom at the Washington Dance Club in Seattle. • *195W04 Jan 19 - Feb 23 (6 Mon) 6:30 - 7:30 pm, Kahului, Student Lounge • Cost: \$65 (Class will meet 1/19 & 2/16)*

## Foxtrot

The students will be learning the fundamentals of this social dance - footwork, body positioning, leading, and following. Learn to dance light as a feather just like Ginger Rogers and Fred Astaire! Romance from the past! **Gigi Diekman** (see bio above) • *196W04 Jan 19 - Feb 23 (6 Mon) 7:30 - 8:30 pm, Kahului, Student Lounge • Cost: \$59 (Class will meet 1/19 & 2/16)*

## East Coast Swing

This course equates to fun for everyone! Learn the basics of timing, footwork, and styling as well as some really fun variations. Rock 'n' Roll music from the 50's on up, is used to charge your spirit and move your feet. Grab a partner and go for it! **Gigi Diekman** (see bio above) • *197W04 Apr 19 - May 24 (6 Mon) 6:30 - 7:30 pm, Kahului, Student Lounge • Cost: \$65*

## Cha Cha - Learn Latin

Learn body movement, footwork, timing, styling and fun variations on this style of dance. Latin and Contemporary dance music is used. Tie up those shoes or slip on your favorite dancing shoes and learn some Latin moves! **Gigi Diekman** (see bio above) • *198W04 Apr 19 - May 24 (6 Mon) 7:30 - 8:30 pm, Kahului, Student Lounge • Cost: \$59*

SAVE 10%  
BY REGISTERING &  
PAYING BY  
JANUARY 14<sup>th</sup>



Be a part of JUDY'S GANG and have fun while making new friends and learning to dance. New dancers are invited to join beginning with the February session, as returning dancers are rehearsing for their big February 7th dance show YOU ARE WHAT YOU EAT, at Castle Theater. New dancers and those with two left feet are welcome beginning in Feb! **Judy Ridolfino** has been at MCC for 16 years and is currently teaching 15 dance classes a week. She believes the first priority in her classes is to have fun. Judy's gang dances in performances all across the island along with their annual dance revue. Judy also produces & writes plays such as the Marathon Café series, A Day In The Life of Mrs. Santa Claus and Halloween at the Wolfman's. (Any questions, call Judy 879-8742) *Classes with \* need Judy's approval to join • Classes meet on Martin Luther King Day (Jan. 19) • and Presidents Day (Feb. 16) • No classes during Spring Break (March 22 - 27) • All classes held in Laulima 105 • Cost: \$22 per four-week session*

### Monday Intermediate Adult Tap\*

Sec. 1 • 123W04 Jan 12 - Feb 2 (4 Mon )  
 Sec. 2 • 124W04 Feb 16 - Mar 8 (4 Mon )  
 Sec. 3 • 125W04 Mar 15 - Apr 12 (4 Mon )  
 Sec. 4 • 126W04 Apr 19 - May 10 (4 Mon )  
 1:30 - 2:30 pm, Kahului, Laulima 105 • Cost: \$22

### Children's Tap/Jazz Level I (Ages 3-8)

Sec. 1 • 127W04 Jan 12 - Feb 2 (4 Mon )  
 Sec. 2 • 128W04 Feb 16 - Mar 8 (4 Mon )  
 Sec. 3 • 129W04 Mar 15 - Apr 12 (4 Mon )  
 Sec. 4 • 130W04 Apr 19 - May 10 (4 Mon )  
 3:30 - 4:15 pm, Kahului, Laulima 105 • Cost: \$22

### Children's Tap/Jazz Level III (Ages 9-12)

Sec. 1 • 131W04 Jan 12 - Feb 2 (4 Mon )  
 Sec. 2 • 132W04 Feb 16 - Mar 8 (4 Mon )  
 Sec. 3 • 133W04 Mar 15 - Apr 12 (4 Mon )  
 Sec. 4 • 134W04 Apr 19 - May 10 (4 Mon )  
 4:15 - 5:00 pm, Kahului, Laulima 105 • Cost: \$22

### Monday Adult Beginning Jazz

Sec. 1 • 135W04 Jan 12 - Feb 2 (4 Mon )  
 Sec. 2 • 136W04 Feb 16 - Mar 8 (4 Mon )  
 Sec. 3 • 137W04 Mar 15 - Apr 12 (4 Mon )  
 Sec. 4 • 138W04 Apr 19 - May 10 (4 Mon )  
 5:00 - 6:00 pm, Kahului, Laulima 105 • Cost: \$22

### Monday Adult Beginning Tap

Sec. 1 • 139W04 Jan 12 - Feb 2 (4 Mon )  
 Sec. 2 • 140W04 Feb 16 - Mar 8 (4 Mon )  
 Sec. 3 • 141W04 Mar 15 - Apr 12 (4 Mon )  
 Sec. 4 • 142W04 Apr 19 - May 10 (4 Mon )  
 6:00 - 7:00 pm, Kahului, Laulima 105 • Cost: \$22

### Adult Advanced Tap\*

Sec. 1 • 143W04 Jan 12 - Feb 2 (4 Mon )  
 Sec. 2 • 144W04 Feb 16 - Mar 8 (4 Mon )  
 Sec. 3 • 145W04 Mar 15 - Apr 12 (4 Mon )  
 Sec. 4 • 142W04 Apr 19 - May 10 (4 Mon )  
 7:00 - 8:00 pm, Kahului, Laulima 105 • Cost: \$22

### Children's Tap/Jazz Level III

(For those in Supertappers)

Sec. 1 • 147W04 Jan 14 - Feb 4 (4 Wed )  
 Sec. 2 • 148W04 Feb 18 - Mar 10 (4 Wed )  
 Sec. 3 • 149W04 Mar 17 - Apr 14 (4 Wed )  
 Sec. 4 • 150W04 Apr 21 - May 12 (4 Wed )  
 3:00 - 3:45 pm, Kahului, Laulima 105 • Cost: \$22

### Children's Supertappers\*

Sec. 1 • 151W04 Jan 14 - Feb 4 (4 Wed )  
 Sec. 2 • 152W04 Feb 18 - Mar 10 (4 Wed )  
 Sec. 3 • 153W04 Mar 17 - Apr 14 (4 Wed )  
 Sec. 4 • 154W04 Apr 21 - May 12 (4 Wed )  
 3:45 - 4:30 pm, Kahului, Laulima 105 • Cost: \$22

### Wednesday Adult Beginning Jazz

- Sec. 1 • 155W04 Jan 14 - Feb 4 (4 Wed)
  - Sec. 2 • 156W04 Feb 18 - Mar 10 (4 Wed)
  - Sec. 3 • 157W04 Mar 17 - Apr 14 (4 Wed)
  - Sec. 4 • 158W04 Apr 21 - May 12 (4 Wed)
- 5:00 - 6:00 pm, Kahului, Lualima 105 • Cost: \$22

### Wednesday Adult Intermediate Tap \*

- Sec. 1 • 159W04 Jan 14 - Feb 4 (4 Wed)
  - Sec. 2 • 160W04 Feb 18 - Mar 10 (4 Wed)
  - Sec. 3 • 161W04 Mar 17 - Apr 14 (4 Wed)
  - Sec. 4 • 162W04 Apr 21 - May 12 (4 Wed)
- 6:00 - 7:00 pm, Kahului, Lualima 105 • Cost: \$22

### Adult Intermediate Jazz \*

- Sec. 1 • 163W04 Jan 14 - Feb 4 (4 Wed)
  - Sec. 2 • 164W04 Feb 18 - Mar 10 (4 Wed)
  - Sec. 3 • 165W04 Mar 17 - Apr 14 (4 Wed)
  - Sec. 4 • 166W04 Apr 21 - May 12 (4 Wed)
- 7:00 - 8:00 pm, Kahului, Lualima 105 • Cost: \$22

### Adult Beginning Tap

- Sec. 1 • 167W04 Jan 17 - Feb 7 (4 Sat)
  - Sec. 2 • 168W04 Feb 21 - Mar 13 (4 Sat)
  - Sec. 3 • 169W04 Mar 20 - Apr 17 (4 Sat)
  - Sec. 4 • 170W04 Apr 24 - May 15 (4 Sat)
- 9:30 - 10:30 am, Kahului, Lualima 105 • Cost: \$22

### Adult Intermediate Jazz \*

- Sec. 1 • 171W04 Jan 17 - Feb 7 (4 Sat)
  - Sec. 2 • 172W04 Feb 21 - Mar 13 (4 Sat)
  - Sec. 3 • 173W04 Mar 20 - Apr 17 (4 Sat)
  - Sec. 4 • 174W04 Apr 24 - May 15 (4 Sat)
- 10:30 - 11:30 am, Kahului, Lualima 105 • Cost: \$22

### Tap Technique

(Any Adult or Advanced Child Tapper)

- Sec. 1 • 175W04 Jan 17 - Feb 7 (4 Sat)
  - Sec. 2 • 176W04 Feb 21 - Mar 13 (4 Sat)
  - Sec. 3 • 177W04 Mar 20 - Apr 17 (4 Sat)
  - Sec. 4 • 178W04 Apr 24 - May 15 (4 Sat)
- 11:45 - 12:30 pm, Kahului, Lualima 105 • Cost: \$22

### Children's Tap/Jazz Level II (Ages 6- 12)

- Sec. 1 • 179W04 Jan 17 - Feb 7 (4 Sat)
  - Sec. 2 • 180W04 Feb 21 - Mar 13 (4 Sat)
  - Sec. 3 • 181W04 Mar 20 - Apr 17 (4 Sat)
  - Sec. 4 • 182W04 Apr 24 - May 15 (4 Sat)
- 1:00 - 1:45 pm, Kahului, Lualima 105 • Cost: \$22

## PREPARATION FOR DANCE & EXERCISE

### Full Body Weight Training

Candice Crews will conduct a Weight Resistance full body training course emphasizing correct breathing, proper form and spinal alignment using free weights and flex bands, two evenings a week. Make your workout fun, safe and effective. Training skills learned during this course will benefit in home training programs and gym workouts. (Bring weights, mat, towel, and water). **Candice Crews** began teaching P.E., including weight training at St. Anthony High School in 1980. She opened with 24 Hour Fitness Maui and was a personal trainer for five years on site. Candice also lectured at Humboldt State University, CA, on physical fitness. She does personal training daily at various Maui resorts and at the Strong, Stretched and Centered personal training gym. She is a certified ASCM, AFAA personal trainer • 250W04 Jan 21 - Mar 10 (7 Mon & 7 Wed) 5:30 - 6:30pm, Kahului, Library 101 – Lower Level • Cost: \$135

### Full Body Stretching

This complete Full Body Stretch Course will use techniques from other exercise methods. This course will meet two evenings a week emphasizing correct breathing during stretches and proper alignment for maximum flexibility gains. Specific body “hot spots” will be addressed to include the low back, neck and hips. Sports specific stretches for golf, tennis and surfing will be learned. (Bring mat, towel, and water) **Candice Crews** (see bio across) • 251W04 Jan 21 - Mar 10 (7 Mon & 7 Wed) 6:30 - 7:30pm, Kahului, Library 101 – Lower Level • Cost: \$135

## Keiki Soap Making

Making your own soap for special gifts can be fun for all ages. Give young children an opportunity to learn and to create glycerin soaps—many colors, scents and design molds to choose from. Come join us for this special day activity! Ages 5 and up! **Ko'onohi Miller**, formerly with VITEC, attends classes for her advanced degree, and is actively involved with volunteer work. She teaches Hawaiian Culture and language, and enjoys sharing her arts and crafts skills with the adults and keiki of our community. • 200W04 Feb 7 (1 Sat) 11:30 am - 1:30 pm, Kahului, Laulima 106 • Cost: \$22

## Keiki Candle Making

Homemade candles make beautiful gifts. Even if you are all thumbs you will have fun learning several techniques for making several different types of candles. This class is designed for keiki ages 5 and up and is sure to be fun and creative. No experience is necessary! This ancient craft will be taught using the original material of bees wax. **Ko'onohi Miller** (see bio across) • 201W04 Mar 20 (1 Sat) 11:30 am - 1:30 pm, Kahului, Laulima 106 • Cost: \$22

## Keiki Computer Classes

See computer classes for keiki on page 5

## KIHEI COURSES

### Viniyoga Practice

Viniyoga is a sophisticated approach to yoga practice that includes yoga postures, breath exercises and meditation techniques. It combines these practices in an elegant manner to serve the needs of the individual student. These classes are designed to engage and inspire all levels of the practitioner. Wear comfortable clothing that you can move in and bring a mat and towel. **Paul Entwistle** has been practicing yoga, meditation and movement as therapy for over a decade. His classes are centered on his students' needs and are taught in a respectful and compassionate manner. • 204W04 Feb 3 - Mar 23 (8 Tue) 6 - 7:15 pm, Kihei, Azeka Market 1, Lower Level • Cost: \$ 79

### Beginning/Intermediate Pilates

Pilates's beginner/intermediate course teaches the basic fitness concepts and exercises of the Pilates Method of conditioning the body. Students learn low impact exercises like the Hundred, Single Leg Stretch, Roll Up & Roll like a Ball. Practicing Pilates will benefit students by toning the stomach, protecting the back, and stretching and strengthening the muscles. Class is open to all fitness levels. Bring a mat, comfortable clothing and bottled water. **Eva Bonder** is a Pilate's teacher with the County of Maui Community Service Program. She is also the founder of The Women's Health & Activity Center; a community-based health and wellness organization, which creates classes, workshops and retreats. Eva has a dance and fitness background, and is certified through the APAA. (Classes at Kahului as well) • 226W04 Feb 23 - Mar 31 (6 Mon, 6 Wed) 5 - 6 pm, Kihei, Azeka Market I - Lower Level • Cost: \$109

### Healing Day for Women

Come and rejoice in your (special) energy! We will focus on movement, hormonal balance, facial rejuvenation, meditation, and relaxation. This is a day to let go of stress, revive yourself and come in touch with your own innate healing. (Bring mat, towel, & water) **Victoria Mogilner** is a Certified Acupuncturist, Esthetician, and Tai Chi instructor specializing in self help and rejuvenation. • 202W04 Apr 24 (1 Sat) 10 am - 3 pm, Kihei, Azeka Market 1, Lower Level • Cost: \$39

### Acupressure Self Help & Energy Healing

This class will empower you to learn about your own body through pressure points for hormonal balance, facial rejuvenation, immune system, and the neck and back. (Bring mat, towel, & water) **Victoria Mogilner** (see bio above) • 203W04 Apr 7 - Apr 28 (4 Wed) 6:30 - 8pm, Kihei - Azeka Market 1 - Lower Level • Cost: \$59

### Beginning Guitar & Ukulele I

See page 36

### Kihei Computer Classes

• Introduction to Adobe Photoshop pg. 10 • Photoshop - Intermediate pg. 10 • Digital Camera pg. 5 • Computers for 55+ pg. 6 • Computer for Absolute Beginners pg. 3 • Introduction to Windows pg. 4 • Word Processing for Beginners pg 6 • Located at Kihei, MRTC.

## Making Friends with the Night Sky

Stretch out on your back and let the stars show you where you are on Earth, where you are in Earth's orbit and where you are in our Galaxy. Look through a telescope at lava flows on our moon, Saturn's rings, Jupiter's moons, and stars being born. Find out what the zodiac is, why a month is a "moonth" and learn how to tell time by the stars. Explore contemporary Western and ancient Hawaiian approaches to finding our place in the cosmos. The first class will be on campus, the others in Maalaea. Bring a flashlight, pencil, paper and a towel to lie on. **Harriet Witt** is a two-time international award-winning science writer, an associate member of the National Honorary Science Research Society, Sigma Xi, and is with the National Astronomical League Speakers' Bureau. She regularly presents astronomy-as-entertainment at Maui's resort hotels. • 206W04 Jan 29 - Feb 19 (4 Th) 6:30 - 8:30 pm, Kahului, Hale 217 • Cost: \$69

## Natural Fiber Weaving

Students will join the instructor on a field trip to learn about the culture of natural fiber weaving and the plants to be used to produce a number of different fiber products. This fun and informative class is always popular due to the hands on production of various products and for the awareness gained about the aina and culture of this art. Learn how to harvest, prepare, and store the leaf for weaving and produce a beautiful bracelet, star, and wreath ornament. The students will also learn to weave three styles of baskets: lauhala, coil and twining style. All materials are provided. Students must bring their own scissors, an appetite for learning, and a willingness to learn an art form that is thousands of years old. **Susan Jensen** has taught basket weaving at Maui Community College for five years. She has also taught at the statewide Girls Conference, Hui No'eau Art summer camp, and at various sites around Maui with the Lahaina Arts Society Children's Program. Her professional work can be seen at Maui Hands, Lahaina Arts Society, and the Hana Coast Gallery. • 208W04 Feb 23 - Mar 29 (6 Mon) 6 - 9 pm, Kahului, Hale 219 • Cost: \$119

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## Women and the Moon: The Science and Spirit of Being "Wahine"

The cycle of the moon is the cycle of the human womb, and the Hawaiian word for the moon—"mahina"—gives us the word for woman—"wahine". In this class you will learn the simple pattern behind the moon's changing shape and position, so you can always tell where it is—and you are—in this vital cycle; and make your own personal moon calendar—while learning how our first calendars were invented by women whose legacy lives on in the lunar phases still appearing on our calendars. Bring a flashlight, pencil, paper, and a towel to lie on. **Harriet Witt** (see bio across) • 207W04 Feb 24 - Mar 9 (3 Tue), 6:30 - 8:30 pm, Kahului, Hale 217 • Cost: \$59

## Basic Hawaiian Healing

When Europeans first arrived in Hawai'i they found the Hawai'ians, not only among the healthiest in the known world, but also experts in their healing profession. This class presents an overview on Hawaiian healing practices, concepts and protocol. One of the three sessions will be dedicated specifically to la'au lapaau (Hawaiian herbal healing) and one to Ho'oponopono (conflict resolution). **Lyons Kapi'iohookalani Naone** is a noted Hawaiian practitioner of cultural healing arts who is known throughout the State of Hawai'i, as well as nationally and abroad for his knowledge and expertise in traditional Hawaiian healing and culture. Kahu Naone has been a healing practitioner and teacher for most of his life. He has lectured throughout the world on various indigenous subjects and is the publisher of "Mai Iluna Mai", a pamphlet on native Hawaiian healing. • 209W04 Feb 4 - Feb 18 (3 Wed), 6:30 - 8:30 pm, Kahului, Laulima 108 • Cost: \$74

## Ancient Hawaiian Calendars

Ancient Hawaiians, like all other indigenous people, depended on three basic calendars for their direction in daily life and their future. They are: the Moon Calendar which dictated their day-to-day lives and emotions, the Sun Calendar which dictated the seasons and feast or famine and the Star Calendar which dictated their place in the universe and on earth (migration). This class will present an overview of these intriguing calendars and the effects they had on the lives of ancient and modern Hawaiians. Join us for this fascinating subject with **Lyons Kapi'iohookalani Naone** (see bio above) • 210W04 Feb 25 - Mar 10 (3 Wed), 6:30 - 8:30 pm, Kahului, Laulima 108 • Cost: \$74

## Yoga for Health

A regular yoga practice creates more flexibility, strength, and balance in your life. Experience how yoga helps us improve physical fitness, quiet our mind, and calm our emotions. Come and spend time in a quiet healthful space. **Lahar Goldberg** began her study of yoga in 1976 while living in India. She is a certified Viniyoga instructor who has studied with Gary Kraftsow. She is also a professional massage therapist. Lahar has taught at Maui Community College for the past few years. (Bring a mat, towel, & water) • 219W04 Feb 3 - Feb 24 (4 Tue) 5:30 - 7 pm, Kahului, Laulima 105 • 220W04 Mar 2 - March 23 (4 Tue) 5:30 - 7 pm, Kahului, Laulima 105 • 221W04 April 6 - Apr 27 (4 Tue) 5:30 - 7 pm, Kahului - Laulima 105 • Cost: \$69 per section

## Qigong - Self Healing Regimen

Start the new year with extraordinary wellness, a focused, quiet mind, by learning a set of movements that promote strength and awareness. Traditional Chinese Qigong exercise practice embraces profound yet simple methods (movement, stillness, sound and breath), for increasing vitality and longevity. It encourages the achievement of optimal health and fitness, as well as nurturing our spirit. Wear loose and comfortable clothing. **Malik Cotter** has studied in medical schools throughout China, Hawai'i and on the mainland since the mid 70's. He is a Doctor of Acupuncture, Diplomate of Chinese Medicine, Certified Herbalist, and National Qigong Assoc. Standards Committee member. He is Co-owner of the Dragon's Den Herb Shoppe, Makawao, and a practitioner in the field for over 25 years. • 222W04 Jan 22 - Feb 17 (4 Tue, 4 Thu) 5:30 - 7 pm, Kahului, Student Lounge • Cost: \$99

## Chinese Tonic Herbs

Chinese herbalism has been practiced for thousands of years with success. Within this ancient herbal art and science there are the "tonics". Tonic herbs enhance life force and promote health and longevity. They build energy, blood, body fluids and metabolic heat. They nourish the mind, strengthen the body and regulate life functions. Herb tonics can influence all body systems including the nerves, metabolism, immunity and hormones. In this class we will study individual herbs and traditional tonic formulas, discuss patent formulas, learn to correctly assemble and prepare a formula and know when and why to use what and how. **Malik Cotter** (see bio above) • 223W04 Feb 19 Mar 9 (3 Tue, 3 Th) 6 - 8 pm, Kahului, Student Lounge • Cost: \$99

## Qigong: Tendon Changing Set/Cleanse the Liver

Spring is the time of the liver and its correspondences. Tendons connect muscle to bone and are of extreme importance for body movement and the blood/nerve/energy circulation. The liver rules the tendons. This class will focus on the traditional exercise set that stretches and nourish the tendons, and the internal exercises that heal and cleanse the liver. Herbs, nutritional supplements and cleansing programs will also be discussed. **Malik Cotter** (see bio below) • 224W04 Apr 20 - May 13 (4 Tue, 4 Thu) 5:30 - 7 pm, Kahului, Student Lounge • Cost: \$99

## Beginning/Intermediate Pilates

Pilate's beginner/intermediate course teaches the basic fitness concepts and exercises of the Pilates Method of conditioning the body. Students learn low impact exercises like the Hundred, Single Leg Stretch, Roll Up & Roll like a Ball. Practicing Pilates will benefit students by toning the stomach, protecting the back, and stretching and strengthening the muscles. Class is open to all fitness levels. Bring a mat, comfortable clothing and bottled water. **Eva Bonder** is a Pilate's teacher with the County of Maui Community Service Program. She is also the founder of The Women's Health & Activity Center; a community based health and wellness organization, which creates classes, workshops, and retreats. Eva has a dance and fitness background, and is certified through the APAA. • 225W04 Feb 23 - March 31 (6 Mon, 6 Wed) 6:30 - 7:30 pm, Kahului, TBA • 226W04 Feb 23 - Mar 31 (6 Mon, 6 Wed) 5 - 6 pm, Azeka Market I - Lower Level • Cost: \$109 per section

## Tai Chi Chuan

This course is an introduction to an ancient Chinese system of rejuvenation and longevity. This short form consists of only 16 movements, which works the entire body. During these six weeks we will explore the physical mechanics, body alignments, theories and principles contained within the form. Benefits of the practice of tai chi include better balance and flexibility, increased energy and vitality, greater focus and concentration, and a sense of ease and well being. The emphasis of this class is on health and healing. **Kurt Miyajima** is a certified instructor of Tai Chi and Chi Gung with over 27 years of study in the Taoist Internal Arts. He has taught publicly on Maui since 1991 for various groups and private organizations ranging from luxury resorts to state-funded organizations • 227W04 Feb 7 - Mar 13 (6 Sat) 8 - 9 am, Kahului, TBA • Cost: \$65

## Taoist Longevity Breathing

During this course you will learn the basic Taoist breathing process. This process forms the foundation that all other practices (Chi Gung, Tai Chi) build upon. You will learn how to use the breath to literally move everything inside the abdominal cavity to massage all the internal organs. You will also learn to relax the nervous system to release stress and tension. No experience is required to participate in this course. **Kurt Miyajima** (see bio previous page) • 228W04 Mar 20 - Apr 24 (6 Sat) 8 - 9 am, Kahului, TBA • Cost: \$59

## Women's Health & Hormones

This is an interactive, stimulating and informative class for women of all ages. You will learn how your health, vitality, weight, mood and memory are linked to blood sugar fluctuation, stress hormones and female hormones. This class will address symptoms and natural approaches to PMS, peri and post menopause and common conditions in women's health. Hormone replacement will be discussed, including when and how to use natural bio-identical hormones and other forms of natural supplementation used in women's health. **David Kern**, N.D., Ac. has practiced as a Naturopathic Physician for 25 years, the last 17 on Maui. He is also a licensed acupuncturist. Dr. Kern is the Medical Director of Grace Health Center in Makawao and Kihei and a member of the Allied Health Staff at Maui Memorial Medical Center. • 230W04 Apr 1 - 15 (3 Thu) 6:30 - 8:30 pm, Kahului, Kalama 108 • Cost: \$39

## Feng Shui for Health and Home

Discover how to enhance your home for optimum health through the application of Feng Shui principles. You will learn how to apply the basic concepts of Feng Shui: Yin and Yang, The Five Elements, and the Eight Trigrams, in such a way as to create harmony and well being in your own personal environment. (Students may bring their own personal floor plans to class. They may view a suggested reading list prior to class on my website at [www.hawaiiifengshui.com](http://www.hawaiiifengshui.com)) **Diane Alba Means** is owner of Hawai'i Feng Shui & Redecorating and is a professional Feng Shui Practitioner and Decorator. She is a graduate of Lillian Too's Feng Shui Institute, The Western School of Feng Shui, and Bauder College of Fashion and Interior Design. • 231W04 Mar 2 - 16 (3 Tue) 6 - 8 pm, Kahului, Laulima 101 • Cost: \$71

## Awareness through Movement, The Feldenkrais © Method

Imagine a class where you are encouraged to go at your own pace, rest when you need to, feel lighter and taller and breathe easier. People of all ages have found significant improvement with Awareness through Movement lessons. Students explore different variations of everyday activities. Please wear loose comfortable clothes and bring a mat. **Helen Barrow** CFP LMT is a certified Feldenkrais practitioner and licensed massage therapist. She has taught Awareness through Movement at MCC, Beyond Heaven Day Spa, and in Kihei. • 229W04 Feb 5 - March 18 (7 Th) 6 - 7 pm, Kahului, Library 101 - Lower Level • Cost: \$69

## Golf for Beginners: Playing in Paradise

This class, designed for the novice or golfers with very modest experience, will introduce the fundamentals of this fast growing sport: stance, grip, posture, and awareness of the swing as well as the full swing. You will also explore the skills of chipping, putting, and pitching. Please call the registration desk to determine which clubs to bring. Join the fun! **Dodd Hessey** is an instructor/coach at the Dunes at Maui Lani Golf College. For the past three seasons he served as head coach for both boys and girls varsity golf squads at Seabury Hall. Dodd has taught for the MCC - PACE program over the past few cycles. Involved in golf for 46 years, he promises to empower his students to be self-coaching. • 212W04 Jan 28 - Feb 18 (4 Wed) 6 - 8 pm, Kahului, Dunes at Maui Lani • 213 W04 Mar 31 - Apr 21 (4 Wed) 6 - 8 pm, Kahului, Dunes at Maui Lani • Cost: \$129 (\$20 fee payable to trainer for each section)

## Beyond Beginning Golf: Developing Your Skills

Played golf for a while, but still struggling? This class is for anyone who has taken up this great sport and wants to improve. Focusing on the full swing as well as the short game, you will also gain the awareness needed to enjoy yourself more, to play more effectively, and to develop your golfing skills while lowering your score. Call the registration desk to determine which clubs to bring. **Dodd Hessay** (see bio above) • 214W04 Jan 29 - Feb 19 (4 Th) 6 - 8 pm, Kahului, Dunes at Maui Lani • 215W04 Apr 1 - Apr 22 (4 Th) 6 - 8 pm, Kahului, Dunes at Maui Lani • Cost \$129 (\$20 fee payable to trainer for each section)

## Kayaking 1A

Kayaking 1A is an introduction to the sport of sea kayaking. It will cover boat designs, paddle strokes and techniques, basic seamanship, safety and rescue, and launches and landings. Weather patterns specific to Maui will be discussed. All training will be hands-on and experiential. Upon completion of the course, the student will be able to launch his kayak in a safe manner, paddle coastal in moderate weather and return safely home. Alternate days will be arranged during rough weather. Limit 6 students per section. Instructor will call to confirm your skills and needs. Alternate days will be arranged during rough weather. (A release form will be required of all participants for both 1A and 1B.) **Ron Bass** owns Maui Sea Kayaking and has been teaching the sport to persons of all abilities. Ron has been involved in numerous community and education programs throughout the island of Maui. His focus on safety and the specific skills needed to participate in the sport safely are critical in his teaching style. • *216W04 Jan 10 - Jan 31 (4 Sat) 7:30 am - 12:30 pm, Location TBA* • *217W04 Feb 7 - Feb 28 (4 Sat) 7:30 am - 12:30 pm, Location TBA* • *Cost: \$119 (Bring your own kayak or get one for a \$15 fee per meeting).*

## Kayaking 1B

Kayaking 1B provides more in-depth coverage of the techniques learned in 1A. It will give the student an opportunity to explore and challenge himself more fully in the open ocean. Wind, waves, surf and other challenging situations will be sought out rather than avoided, but in a controlled setting. Upon completion of Kayaking 1B the student should have the skills to handle most of the situations that make Maui such an exceptional place to kayak. The prerequisite for Kayaking 1B is Kayaking 1A or permission from the instructor. Limit 6 Students. Instructor will call to confirm your skills and needs. Alternate days will be arranged during rough weather. (A release form will be required of all participants for both 1A and 1B) **Ron Bass** (see bio above) • *218W04 Mar 6 - Mar 27 (4 Sat) 7:30 am - 12:30 pm, Location TBA* • *Cost: \$119 (Bring your own kayak or get one for a \$15 fee per meeting).*

## Natural Healing Through Macrobiotics

See page 47

## Macrobiotic Cooking

See page 47

## Dinners Made Easy

This three-week course will take you through the basics of delicious and easy dinner choices that will have your friends and family begging for more. Week one covers family-style dinners that are so yummy your family will never suspect it is nutritious and quick and simple to prepare. Week two will give you basics on dinners for entertaining friends and family that will positively blow their minds. The meals you will learn to prepare will be simple to create with a combination of quick and not as quick delicious foods. Week three will explain foods prepared in regions such as Europe, the Middle East, and Asian cuisines. These will allow you to expand your recipe index and the palate of those you care about. **Tracey Edelhertz**, owner of Triptop Productions and Catering, is a culinary graduate of Johnson and Wales University in Providence, RI. She is a private chef and caterer on Maui and writes a food column in Hype Magazine on Oahu. Her cookbook is due out next year. E-mail: [triptopproductions@yahoo.com](mailto:triptopproductions@yahoo.com). • *234W04 Mar 4 - Mar 18 (3 Th) 6 - 8 pm, Kahului, Laulima 106* • *Cost: \$64 (\$20 food fee payable to trainer)*

## Interior Design: Beginning & Advanced

Learn the essentials of good interior design from space planning to good lighting and material selection. We will cover the importance of scale, harmony, texture and comfort as well as color theory. Students are encouraged to bring plans of their own homes or offices to work on in class. Students who have taken previous classes will work on an advanced level with the instructor. **Milly Boren** has been teaching interior design for five years and practicing for 25 years. Her ability to create functional and beautiful spaces has served Maui and many mainland communities. She has written numerous articles on interior design. • *232W04 Feb 3 - Feb 24 (4 Tue) 6 - 8 pm, Kahului, Laulima 101* • *Cost: \$79*

## Color – Love it and Use it

Pure color is all the rage in interior design. Learn how to use color properly, the effects of certain colors and how light effects each color. Learn how much color is enough and how to complement furniture and special art work with proper accent colors. You'll learn to blend, tint, and shade all colors as well, and what colors are best for you. **Milly Boren** (see bio above) • *233W04 Feb 6 - 27 (4 Fri) 6 - 8 pm, Kahului, Laulima 101* • *Cost: \$79*

## Beginning French

A course designed to introduce conversational French through a series of interactive exercises. Learn basic greetings, vocabulary, and an introduction to grammar necessary to developing conversational skills. **Amy Steenberg** is a certified teacher with many years of teaching experience. She is currently teaching for the MCC Maui Language Institute. Amy's skills and enthusiasm for teaching are expressed through these courses. Her aim is to provide the skills and love necessary to understand the nuances of the French language. • 238W04 Jan 29 - Mar 4 (6 Th) 6:15 - 8:15 pm, Kahului, Laulima 108 • Cost: \$89

## Beyond Beginning French

For students continuing from Beginning French or those who have had a previous introductory course. This will include a continuation of vocabulary, expressions and grammar essential for conversational skills. **Amy Steenberg** (see bio above) • 239W04 Mar 18 - Apr 29 (6 Thu, no class April 15) 6:15 - 8:15 pm, Kahului, Laulima 108 • Cost: \$89

## Conversational Spanish I

Learn conversational Spanish for everyday situations. This course offers introductory skills in pronunciation, using the alphabet, vowels, numbers, days of the week, months and telling time. Participants will learn basic words and phrases in the context of sharing and gathering information when traveling in Latin America or communicating with Spanish speakers. For ages 13 and up. No prerequisites. Spanish dictionary needed. **Ana Liesy Diaz** is a native Spanish speaker. Over the past 20 years, she has been an educator from pre-school to adult levels. Ana has a BA in Human Relations in Organizations from the University of Hawai'i-Manoa, and has extensive experience working with multi-cultural audiences. • 240W04 Jan 14 - Feb 18 (6 Wed) 6 - 7:30 pm, Kahului, KaLama 107 • Cost: \$85

## Conversational Spanish II

This section is for continuing students who have already had an introduction to Spanish. Participants will build vocabulary and learn basic Spanish grammar, compose phrases, use cognates and increase communication skills. **Ana Liesy Diaz** (see bio above) • 241W04 Feb 25 - March 31 (6 Wed) 6 - 7:30 pm, Kahului, KaLama 107 • Cost: \$85

## Second Thoughts for New Writers

Do yourself a favor and attend these two Saturdays of writing workshops offered by one of the most multi-talented writers, actresses, and general arts presenters on Maui. Sessions include discussions for short story, novel, and non-fiction revisions. You can bring manuscripts to this workshop to discuss story line credibility, character development and voice. Also bring an 8 x 11 notebook and good writing tools for the writing exercise. This workshop is also ideal for new writers who have a near or completed manuscript. **Jackie Pias Carlin** is in her final year at Breadloaf School of English to complete her master's degree. She has published in Succeed Magazine and the Maui News. Her memoir, Spirit of the Village, is up for publication and she is currently working on Septimo, a novel about Paia. • 235W04 Feb 21 & Feb 28 (2 Sat) 9 am - 2 pm, Kahului, Kalama 107 • Cost: \$99

## Western Novelist – Asian Settings

This course will use novels by Western authors using Asian settings, in this case India and Japan, in which both Western and Asian protagonists figure, to assess issues in cross-cultural understanding and misunderstanding. We will examine the perception the authors used in presenting the cultural, social and historical milieus in which the characters live. The novels are also set in different historical eras. The course will also consider such literary issues as characterization, plotting, pacing, and point of view. Professor **Joyce Libra** has trained in both Japanese and Indian history at Harvard; she has lived in Japan for some 10 years and in India for over three years, much of the time in family settings; she has done research in both countries and has published several volumes on history on both. She has also taught both Indian and Japanese history for 30 years. • 236W04 Jan 26 - March 8 (6 Mon, no class Feb 16) 6 - 8 pm, Kahului, KaLama 104B • Cost: \$99

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## The “Davinci Code”: A Closer Look at the book!

If the Da Vinci Code by Dan Brown, #1 best-selling book for months, peaked your curiosity for conspiracy and secret societies, why not join us as we continue the conversation? Through further exploration, discussion, and evaluation of the DaVinci Code as well as other books and articles, class participants will gain a greater understanding of the following topics: Does DaVinci’s “Last Supper” contain a secret code? Were his ideas supported by the texts called the Gnostic Gospels? When and where did the Grail legends originate and why are they so compelling? Come and share in additional mysteries posed in the book as alluded to in art and printed documents located throughout Europe. A true mystery! Have Fun!!!

**Marjorie St. Clair**, M.A., a Phd student in Womens Studies, has been researching and studying for over 15 years the mysteries of Mary Magdelene, The Black Madonnas, The Knights Templars and Kathars of the Crusades and the relationship of all to the Grand Sion, a secret society in France today who claim a direct bloodline to Jesus. • 237W04 Apr 6 - Apr 27 (4Tues) 6-8 pm, Kahului, KaLama 104B  
• Cost: \$55

## Basics of Handwriting Analysis

Learn how to identify personality traits and character from handwriting. This four-week class will give you insight into yourself and others, with a high degree of accuracy. Besides the business, medical, and legal uses of this accepted social science, it’s a skill that will bring knowledge and FUN into your life. You can become the life of the party by being able to ‘key in’ on personalities of your friends as well as strangers. **Shirley Stoler** has been certified as a Graphoanalyst for more than 30 years. She has taught the basics of handwriting analysis in classes with Kent State University - Continuing Education Program. • 242W04 Jan 26 - Feb 23 (4 Mon, no class Feb 16) 6 - 8 pm, Kahului, Laulima 108 • Cost: \$69

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JANUARY 14<sup>th</sup>

## Beginning Knitting

The craft of knitting is over 10,000 years old and one of the few crafts you can do by candlelight! Learn how to cast (make) stitches, to increase and decrease stitches, plus other basic stitches, and how to create patterns. The stitches covered will include; cable, honeycomb, seed, and purl stitch patterns. Create a “skinny” fashion scarf for under \$10. The instructor will be available for one-on-one help before and after the class. **Seija Nordling** has been knitting for nearly half a century, having learned it as a child in her native Finland. She has received acclaim for her designs and is the owner of PEY LING LTD. Seija received her BA from the University of Hawai’i. • 247W04 Feb 7 - Mar 6 (5 Sat) 10 - 11:30 am, Kahului, Laulima 107  
• Cost: \$49 (Student Supply List)

## Basic Photography

So, you think your automatic point & shoot camera is supposed to take great pictures - but you aren’t getting the photos you want? Then this is the class for you! Avoid common mistakes and make the most of your camera in this dynamic, fun-packed class. You will easily and joyfully learn professional secrets of fine photography using unique hands-on methods. The Basics - Principles of photography; consciously using the view finder, focus, lens, and flash settings; practice using your camera’s features; tips for family and vacation photos. **Carol Pratt**, Images from the heart photographer and originator of the popular point & shoot photography classes, has been teaching for over 10 years. Her enthusiasm and intention for people to learn in a fun environment has resulted in hundreds of happy, satisfied students who have gone on to take great photos. She has been named Teacher of the Month at California’s College of Marin. • 243W04 Mar 13 & 20 (2 Sat) 9 am - 12 pm, Kahului, Laulima 107 • Cost: \$72

## Creative Photography

Creative photography is the art of using light, color, texture and form to create a mood. Tips for weddings, portraits, travel, nature, special events, children and animals. Spend a few fun-filled hours to improve your point and shoot photography and achieve dramatic results. Enjoy a lifetime of memories. Bring your camera, camera manual and a roll of film. All ages welcome! Prerequisite: Basics class or trainers permission. **Carol Pratt** (see bio above) • 244W04 Mar 27 & Apr 3 (2 Sat) 9 am - 12 pm, Kahului, Laulima 107 • Cost: \$72

## The Language of Astrology

Learn the deeper meaning of your own personal symbols, enabling you to interpret them for yourself and apply them in your life. From Carl Jung to Issac Newton, astrological symbols have captivated the imagination of many renowned individuals. This course is designed to give a basic understanding in simple terms of the archetypes, symbols and patterns used in astrological interpretation. It goes way beyond the horoscopes found in the newspapers. For this class you may wish to purchase *Astrology for Dummies* by Rae Orion. **Alda St. James** received her Masters Degree in Education from the University of Idaho. She later obtained an astrological certificate from the Mayo School of Astrology in England. She teaches Behavioral Science at the University of Phoenix and has offered her Astrology course previously at MCC. • 245W04 Feb 5 - Mar 11 (6 Thurs) 6 - 7:30 pm, Kahului, Laulima 105 • Cost: \$79

## Do it Yourself Portfolio Management

Learn how to manage your stock portfolio or work with your paid advisor. The course will cover finance basics: income, savings, assets, liabilities, compound interest, and investment options. Additional topics cover risk vs reward, time horizon, and professionals' incentives. Learn how to measure results and what results you should reasonably expect. A range of stock market strategies, from quick and easy to complex, will be presented. Learn how the free-door problem shows the need for strategy and discipline. Learn how do it yourself investors can quickly set up a portfolio strategy that matches market return. Learn beating the market takes a little more time and effort. **Lyle Wilkinson** has a UH Bachelors in Business Administration and an MBA which led him to managing the USA's largest coffee farm. Lyle now spends his time studying system approaches to the stock market. His book *DIY Portfolio Management* grew from wanting to help others manage their stock investments. Lyle has applied his technical knowledge to a very complicated field and developed approaches to help each and every individual secure the future. • 246W04 Feb 23 - Mar 8 (3 Mon), 6:30 - 8:30 pm, Kahului, Laulima 107 • Cost: \$55

## Natural Healing Through Macrobiotics

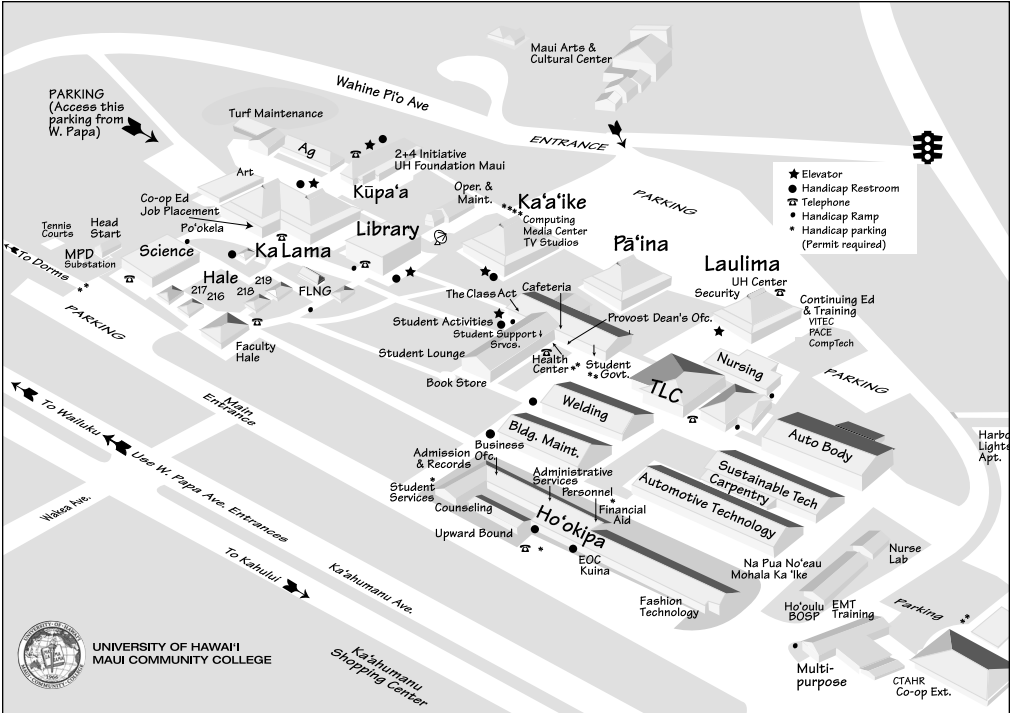
Using the principles of this ancient oriental system of energy, this class will help you determine the causes of discomfort and stagnation in your life. You will learn about George Ohsawa, the founder of modern macrobiotics, and his theories of sickness and health. You will explore food and emotions and learn how to identify your own condition, the effect of life-style choices on your health, and how macrobiotics regards and works with spiritual energy. **Rosemary Stark** studied at the Macrobiotic Center in New York for two years. She founded macrobiotic centers on Maui and other areas. Her counselor, Shizuku Yamamoto tells the story of Rosemary's recovery from a life-threatening illness through macrobiotics in her book "Whole Shiatsu". • 249W04 Feb 3 - Feb 24 (4 Tue) 6 - 8 pm, Kahului, Laulima 106 • Cost: \$65

## Macrobiotic Cooking

Each night of this introductory class, you will learn to create a balanced meal in one hour, using specific organic foods that have been known to help heal specific conditions. Learn to use sea vegetables, whole grains, beans and vegetables to create appetizing, satisfying dishes without dairy, animal foods or sugar— dishes that could improve your overall well-being. **Rosemary Stark** (see bio above) • 248W04 Mar 9 - 30 (4 Tue) 6 - 8 pm, Kahului, Laulima 106 • Cost: \$ 65 (+ \$10 food supply fee payable to trainer)

We are always looking for new course ideas and trainers. If you have an idea for a PACE course, please call 984-3273 to request an application, or download the application at: [www.ocet.org](http://www.ocet.org).

## MAPS & DIRECTIONS



### Directions to Kihei

#### Maui Research and Technology Center (MRTC)

Take Pi'ilani Hwy. to Lipoa Parkway and turn East or Mauka (Right if coming from Wailea; Left if coming from North Kihei or Kahului). Drive until just before the road dead ends and turn into the last driveway on the right. Take an immediate left in the parking lot and park near the one-story building. Enter the building from the courtyard between the first and second building. Follow hallway straight and then to the right. Classroom is second door on left.

#### Azeka Plaza I

From Pi'ilani Hwy. traveling South: Exit right at Lipoa Parkway towards the ocean, turn right on South Kihei Road. Next stoplight turn left into Azeka – Makai parking lot. Classroom is located (lower level) a few doors past the Radio Shack storefront.

### Directions to Lahaina

#### Westin Maui Hotel

From Lahaina town drive North on Honoapi'ilani Hwy. Turn left on Ka'anapali Parkway. Drive to the Westin Maui (second hotel on the left) and turn in. The Molokai Room is on the first floor close to the pool. Ask the hotel staff for directions. Parking is free to training participants. Have your ticket validated at the front desk when you depart.