

To: Workforce Innovation Opportunity Board
From: Kauai Community College/OCET
Subject: Request to delete/change and add new classes to the WIOA Matrix
Date: November 30, 2015

Non-Credit Course Changes (Pink):

ABCs of Business Writing; from \$118 to \$225

Bartending and Cocktail Prep; from \$240 to \$299

Introduction to GIS & GPS Part 1; from \$163 to \$405

Introduction to GIS & GPS Part 2; from \$163 to \$405

American Sign Language, Level 1A Change Title to American Sign Language, Level 1 and tuition from \$105 to \$168

American Sign Language, Level 1B Change Title to American Sign Language, Level 2 and tuition from \$105 to \$168

A Jump Start to Using your Windows Computer Tuition from \$85 to \$95

A Jump Start to Using your Macintosh Computer Tuition from \$85 to \$95

Access Levels 1, 2, & 3 Tuition from \$175 to \$269

Word Levels 1, 2, & 3 Tuition from \$175 to \$269

Excel Levels 1, 2, & 3 Tuition from \$175 to \$269

Powerpoint Level 1 Tuition from \$175 to \$269

Non-Credit New Courses (Green):

Introduction to Japanese for Busy People, Level 2 (18 hrs) (\$229-includes book)

At the end of the course the student will:

- Respond appropriately, after much repetition, to simple questions and statements
- Answer questions based on the topic upon listening to a simplified passage
- Converse in Japanese well enough to be intelligible to the instructor

Apiary Program: Queen Rearing, \$240 (16 hours)

This course will cover the basics of queen rearing for the purposes of expanding your apiary. Topics covered will include queen selection for traits and qualities; equipment needed; apiary considerations and techniques for queen cell development. Must have beekeeping experience or have taken "Introduction to Beekeeping".

Learner Outcomes

After completing the course, the students shall be able to do the following:

- Select queen for specific traits and qualities
- Consider the techniques for queen cell development

Photography: Learn How to Love People with Your Camera \$80 + \$10 lab/supply fee (3.5 hours)

Do you use visuals in your social media marketing? Are you wondering how you can use images to take your marketing to a whole new level? Want to maximize the effectiveness of your photography in social media? Learn how to capture the essence of people in your photographs and take a dynamic selfie.

Learner Outcomes

After completing the course, the students shall be able to capture the essence of people in photographs and take a dynamic selfie

Photography: Secrets of Travel Photography \$80 + \$10 lab/supply fee (3.5 hours)

Do you use visuals in your social media marketing? Are you wondering how you can use images to take your marketing to a whole new level? Want to maximize the effectiveness of your photography in social media? There are secrets to capturing the best photos. This class will show you how to be fast and get the shot.

Learner Outcomes

After completing the course, the students shall be able to photograph people, nature, and wild rhinos.

Photography: Fun with Flowers \$80 + \$10 lab/supply fee (3.5 hours)

Do you use visuals in your social media marketing? Are you wondering how you can use images to take your marketing to a whole new level? Want to maximize the effectiveness of your photography in social media? Have you ever wanted to capture a flower just like a bee sees it?

Learner Outcomes

After completing the course, the students shall be able to photograph delicate orchids, butterflies, or anything tiny.

Online Classes:

Advanced Microsoft Excel 2016 \$129 (24 Hours)

Wouldn't it be great to learn how to effectively use all the advanced Excel features? In this practical and information-packed course, you'll see how to maximize this program's functions and capabilities.

Learner Outcomes

After completing the course, the students shall be able to work with the additional analysis tools provided by Excel add-ins and become skilled in using validation to protect the integrity of worksheets from less experienced users. Students will discover ways to work with databases and advanced techniques for PivotTables, like creating Timelines, calculated fields, and calculated items. Students will learn how to use Excel's consolidation function to efficiently summarize data from multiple sources, become adept at importing external data using Excel's built-in Power Query tool, and master the art of conditional formatting to highlight duplicate entries and other common worksheet problems.

Creating Web Pages \$129 (24 Hours)

Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, you'll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, and tables. You'll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

Creating Wordpress Websites \$129 (24 hours)

Want to build an attractive, sophisticated blog or website—without having to learn any special coding? WordPress.com is the answer! WordPress.com is one of the world's most popular Web design tools. It's free and easy to use, and it produces professional results.

Learner Outcomes

After completing the course, the students shall be able to have hands-on experience with this powerful tool as students create your own WordPress.com site and blog. As students walk through the process from start to finish, they'll find out how to use WordPress to create pages and posts, add images and videos, change a site's look and feel, and include user-friendly features. Students will discover the ease of using WordPress design themes to express creativity, and see how much fun it is to be part of the vibrant WordPress online community. In addition to mastering the technical elements of WordPress, students will learn how to organize a blog or website, create appealing content, and achieve better positions on search engine results pages. By the end of this course, Students will be able to confidently use WordPress to create a blog or a personal, business, or organizational website.

Designing Effective Websites \$129 (24 hours)

These days, creating a website is so easy almost anyone can do it. But with all the competition on the Web, creating a site that's effective is more challenging than ever. To do that, you need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you'll master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level!

Learner Outcomes

After completing the course, the students shall be able to explore the six major states of the website development process, and learn the basics of user-centered design. Students will also cover the five basic steps to organizing information, find out how site design themes can be used for information delivery, and review Web page design considerations. Students will also learn effective type and graphics and explore the idea of Web 2.0.

Introduction to Microsoft Excel 2016 \$129 (24 hours)

Do you work with numbers? Then you need to master Microsoft Excel 2016 (now available through Office 365)—and this is the place to do it. Even "non-techie" beginners will find it easy to learn Excel in this fun, step-by-step online course.

Learner Outcomes

After completing the course, the students shall be able to master dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently, secrets behind writing powerful

mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more.

In addition, students should be able to sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. This informative course covers Quick Analysis, Flash Fill, and powerful charting capabilities available in Excel 2016.

Intermediate Microsoft Excel 2016 \$129 (24 hours)

Take your Excel skills to the next level! Master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2016, and discover how this powerful MS Office program can boost your productivity.

Learner Outcomes

After completing the course, the students shall be able to create informative, eye-catching charts and graphs, and harness the power of Excel's data analysis tools and AutoFilter commands. In addition, students will find out how easy it is to create macros that allow manipulation of data with the push of a button. Students will also discover how to use Goal Seek and Solver and apply them to real-world problems. And, students will adding VLOOKUP, INDEX & MATCH, and Excel's other time-saving functions.

Introduction to QuickBooks 2015 \$129 (24 hours)

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small- to mid-sized-business owner who needs a fully functional accounting system that's also easy to use.

Learner Outcomes

After completing the course, the students shall be able to gain hands-on experience with tools needed to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track payables, inventory, and receivables; create estimates; and generate reports.

Whether students are new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower students to take control of the financial accounting for your business.

Intermediate QuickBooks 2015 \$129 (24 hours)

Learning how to use QuickBooks to its full potential goes beyond learning the program's basic features. Even experienced QuickBooks users struggle when applying certain business situations to QuickBooks. In this course, we'll go beyond the basics as you master QuickBooks' more advanced features and applications.

Learner Outcomes

After completing the course, the students shall be able to master managing multiple company files, export and import list data from one file to another, and make journal entries. If the business handles inventory, students will learn how to enter price levels and track discounts and credits. Students will even learn how to track mileage on vehicles you use in your business.

This course also covers many other common topics that small business owners encounter, including how to create customer statements and assess finance charges on overdue balances, as well as how to write off past due balances when the customer won't pay.

Finally, students will learn how to enter common transactions between the owner and the business, including when the owner takes money out of the business or invests new capital. The course concludes with a discussion of how to track loans and use the budgeting feature to better plan and control your business.

Intermediate Wordpress Websites \$129 (24 hours)

Discover how to build content management websites and blogs with WordPress.org, the world's most popular Web page publisher.

Content management lets you control your own site by providing an easy-to-use online administrative area that makes creating and updating content as simple as sending an email—no coding required! Your online visitors will be able to comment on your articles, fill out forms and applications, buy your products, and even make appointments.

Learner Outcomes

After completing the course, the students shall be able to master each step, from:

- Selecting a domain name and a hosting company to installing WordPress and creating pages.
- Discover how to add images and multimedia,
- Create a user-friendly navigation system, and take advantage of the dynamic add-on feature known as plugins
- Explore how to turn your website into an ecommerce powerhouse and improve search engine page results.
- Learn some HTML and CSS coding to customize your site's look and feel.

Introduction to PC Security \$129 (24 hours)

What you don't know about PC security really can hurt you! Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security.

Learner Outcomes

After completing the course, the students shall be able to understand and explore the many vulnerabilities of operating systems, software, and networks. Then, you'll get into the minds of hackers and crackers, developing an understanding of the exploits they use to access your computer without your knowledge. You'll find out why, where, and how viruses, worms, and blended threats are created. You'll be able to identify and work to prevent DoS, SYN flooding, and other network attacks. You'll learn a safe way to share files and data across the Internet through a virtual private network. And you'll be able to install and configure a firewall to build an impenetrable moat around your computer or network.

Prepare for the GED® Math Test \$129 (24 hours)

Master the skills required to pass the Mathematical Reasoning module in the GED® test series. You'll start off with a review of math basics and begin building the foundation you'll need to solve the types of math problems commonly found on the test. In the process, you'll develop hands-on experience with percentages, proportions, statistics, algebra, geometry, and more.

Learner Outcomes

After completing the course, the students shall be able to understand the Test, Fractions, Decimals, and Percentages, Aunt Sally and the Rules of Math, Algebra Expressions, Equations and Inequalities, Quadratic Equations, Using a Coordinate Grid, Plane Figures and Angles, Solid Geometry: The Third Dimension, Statistics: What Are the Odds?, Word Problems, Graphs and Testing Tips

Quickbooks for Contractors \$129 (4 hours)

Contractors have many unique bookkeeping needs, so we've designed this course from the ground up specifically for the construction industry.