

BUSINESS & COMPUTER SKILLS



UNIVERSITY of HAWAII®
LEEWARD
COMMUNITY COLLEGE

Office of Continuing Education & Workforce Development

96-045 Ala Ika, Bldg. CE 101 | Pearl City, HI 96782
Phone 808.455.0477 Fax 808.453.6730

www.ocewd.org

An Equal Opportunity/Affirmative Action Institution
Auxiliary aides available upon request



OCEWD

OFFICE of CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

BUSINESS & COMPUTER SKILLS

Choose from self-paced or instructor led courses.

The computer skills courses are designed for both the novice and experienced user needing a refresher and new skills. Course work includes problem-based learning with real-world projects that one may face in a general office setting. Students completing the courses will be well prepared for tasks they may encounter as an office assistant or administrative assistant.

The “self paced” classes will allow you to learn and progress at your own speed as an instructor guides you through the lessons. This format is ideal for the students needing more time or wants to learn in their own individual style. Weekly registration dates in the self-paced courses will fit anyone’s schedules. Students enrolling in the “instructor-led” courses will receive the same material in a shorter 14 hour class taught in the traditional manner by the instructor.

OFFICE ADMINISTRATION & TECHNOLOGY

This series of classes is specifically designed to prepare office workers with the technology skills needed to function as an office clerk or administrative assistant. Course includes instruction in keyboarding, file management, MS Word, MS Excel, & MS Powerpoint.

COURSE HOURS	TUITION
Instructor led - 70	\$950

INDIVIDUAL COURSES

KEYBOARDING

COURSE HOURS	TUITION
Self-paced - 36	\$485
Instructor led N/A	

INTRODUCTION TO COMPUTERS

COURSE HOURS	TUITION
Self-paced - 24	\$375
Instructor led N/A	

MICROSOFT WORD, INTRODUCTION

COURSE HOURS	TUITION
Self-paced - 36	\$485
Instructor led - 14	\$190

MICROSOFT WORD, INTERMEDIATE

COURSE HOURS	TUITION
Self-paced - 36	\$485
Instructor led - 14	\$190

MICROSOFT EXCEL, INTRODUCTION

COURSE HOURS	TUITION
Self-paced - 36	\$485
Instructor led - 14	\$190

MICROSOFT EXCEL, INTERMEDIATE

COURSE HOURS	TUITION
Self-paced - 36	\$485
Instructor led - 14	\$190

MICROSOFT POWERPOINT

COURSE HOURS	TUITION
Self-paced - 36	\$485
Instructor led - 14	\$190

QUICKBOOKS PRO

COURSE HOURS	TUITION
Self-paced - 36	\$485
Instructor led - 14	\$190

ACCESS

COURSE HOURS	TUITION
Self-paced - 36	\$485
Instructor led - 14	\$190

CUSTOM COURSES AVAILABLE

CERTIFICATE EARNED

Certificate of Professional Development

REQUIREMENTS

16 years or older, no prior experience necessary



- Daytime, evening and weekend class times available
- Tuition assistance available
- Lifelong job placement assistance
- Internship opportunities

Call us at 808-455-0477 for any questions, or visit our web site at www.ocewd.org for more information.