HOW TO ENROLL:

When paying with your VISA or MasterCard:

• Register Online: Go to www.outreach.hawaii.edu/ibpd, find course, then click on the "Register Now" link. For more than one course, add to cart until ready to check out.

• Register by Phone: Call 956-8400, Mon–Fri, from 8:00am–5:30pm. Please have the course number and your VISA or MasterCard information ready.

• Register by Fax: Fax your registration to 956-3752 at any time. Please print and sign legibly to ensure that your information can be read.

When paying by check or money order:

• Register by Mail: Mail the completed form below with full payment or business purchase order to Outreach College, 2440 Campus Road, Box 447, Honolulu, HI 96822. Payments are accepted by the bank, in an amount of $35.

Disability Access: For Disability Access Information, call (808) 956-7511 (V/TTY) or (808) 956-7612 (TDD/TTY). Visit http://www.outreach.hawaii.edu/ibpd. The University of Hawaii is an equal opportunity/affirmative action institution.

Withdrawal/Refund

Unless otherwise noted, a 100% refund is given if requests are received 1 1/2 days before the first class meeting. Requests made in person, by mail (postmarked by the refund deadline), or by calling the Outreach Student Services Office at 956-8400. Refunds are subject to class or notifying your instructor of intent to withdraw does not constitute an official withdrawal from the course. Students withdrawing after the refund deadline must notify their instructor of intent to withdraw; failure to do so will result in an unofficial withdrawal from the course. Students withdrawing with a course and instructor need to notify the instructor of their intention to withdraw, but the deadline will vary from class to class. Instructors may later than the refund deadline. A refund request should be made in writing to the Outreach Student Services Office. Failure to do so may result in a lower refund; please contact the Outreach Student Services Office for more information.

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Withdrawals/Refunds

Unless otherwise specified, a full refund is given if requests are received by 12:00 noon two working days before the first class meeting. Requests are made in person, by mail (postmarked by the refund deadline), or by calling the Outreach Student Services Office at 956-8400. Refunds are subject to class or notifying your instructor of intent to withdraw does not constitute an official withdrawal from the course. Students withdrawing with a course and instructor need to notify the instructor of their intention to withdraw, but the deadline will vary from class to class. Instructors may later than the refund deadline. A refund request should be made in writing to the Outreach Student Services Office. Failure to do so may result in a lower refund; please contact the Outreach Student Services Office for more information.

Cancellation Policy

Outreach College reserves the right to cancel a course with insufficient enrollment.

The University of Hawaii and Outreach College are not responsible for any cancellation/change charges assessed by airlines and/or travel agencies. Information, including statement of fees, course offerings, schedules, etc., are subject to change without notice or obligation.

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RETURN SERVICE REQUESTED
BUSINESS AND PROFESSIONAL SKILLS

BONA Hawai'i Sustainability Week Seminar Series
Sustainable Buildings: Basics for Property Managers and Tenants (P10792) • May 30 • Mon • 8:30-11:30am • 1 mtg • $40 (General), $80 (BOMA), includes priority admission to BOMA Lunch & Learn 11:30am-1:30pm • Galil Suzuki-Jones, others
Sustainable Buildings: Policy Development and Implementation (P10793) • May 21 • Wed • 8:30-11:30am • 1 mtg • $40 (General), $80 (BOMA), includes priority admission to BOMA Lunch & Learn 11:30am-1:30pm • BOMA Hawai'i
Capital Programming for Sustainable Buildings (P10794) • May 13 • Thu • 8:30-11:30am • 1 mtg • $40 (General), $80 (BOMA), includes priority admission to BOMA Lunch & Learn 11:30am-1:30pm • George Benda, others
Food and Beverage Studies Fine Wine Series
The following classes are LIMITED AND RESTRICTED TO PERSONS 21 YEARS OF AGE OR OLDER; held at JNO Educational Center, 99-1269 Waiawa Rd, Aiea
Wines on the Cutting Edge (P10919) • Jun 3 • Thu • 7:00-9:00pm • 1 mtg • $55 • Alan Jahns
Wines of the Pacific Northwest (Washington and Oregon) (P10920) • Jun 10 • Thu • 7:00-9:00pm • 1 mtg • $55 • Alan Jahns

HUMAN RESOURCE MANAGEMENT

Essentials of Human Resource Management (P10644) • Jun 1-26 • Sat • 8:30am-4:00pm • 2 mtgs • $395 (General), $375 (SHRM Member); includes materials • Deadline to register or withdraw: Jun 9 • Sweater and brown bag lunch suggested • Danny Ishii and certified HR Professionals
Human Resource Management Certification Review I (P10923) • Aug 28 • Sat • 9:00am-12:00pm (mandatory orientation meeting) • and Sep 11, 25 and Oct 9 • Sat • 9:00am-3:30pm • 4 mtgs • must be taken with HR Certification Review II • $475 (General), $425 (SHRM Member); includes materials and practice test questions • Must be taken with HR Certification Review II • Deadline to register or withdraw: Aug 20 • Sweater and brown bag lunch suggested • Danny Ishii and certified HR Professionals
Human Resource Management Certification Review II (P10924) • Oct 23, Nov 6, 20 • Sat • 9:00am-3:30pm • 3 mtgs • must be taken with HR Certification Review I • $475 (General), $425 (SHRM Member); includes materials and practice test questions • Prerequisite: HR Certification Review I • Deadline to register or withdraw: Aug 20 • Danny Ishii and certified HR Professionals

LANGUAGE FOR THE SERVICE INDUSTRY

Conversational Japanese Elementary I (P10817) • May 28-Jul 24 • Sat • 9:00-11:45am • 9 mtgs • $120, plus textbook • Natsuko Tatsutani
Conversational Japanese Elementary II (P10956) • May 8-31 • Sat • 9:00-11:45am • 9 mtgs • $120, plus textbook • Miekko White
Beginning Hawaiian Language (P10917) • May 21-Jul 23 • Fri • 6:00-7:15pm • 9 mtgs • No class Jun 11 • $55 • Carol Silva
Continuing Hawaiian Language (P10918) • May 21-Jul 23 • Fri • 7:15-8:30pm • 9 mtgs • No class Jun 11 • $55 • Carol Silva

PERSONAL FINANCE

Retirement Planning Today
Includes 25-page book • Speaker or partner welcome to attend and share book with registered student • Classes meet in UH Manoa Pacific Ocean Science & Technology 127
Section A (P10821) • May 13-20 • Thu • 6:30-9:30pm • 2 mtgs • $69 • Michelle Tucker
Section B (P10822) • May 28-18 • Tue • 6:30-9:30pm • 2 mtgs • $69 • Michelle Tucker
Socially Responsible Investing (P10819) • May 22-Jun 5 • Sat • 10:00am-12:00pm • 2 mtgs • No class May 29 • $40, includes materials • Spouse or partner welcome to attend and share book with registered student • Kirk Barth and Jobie Summer
Personal Financial Money Management (P10832) • Jun 22-Aug 2 • Tue • 6:00-9:00pm • 3 mtgs • $60 (Individual), $15 (Spouse/partner registered with individual) • includes 150-page workbook with each full fee registration • Brian Chan

PROJECT MANAGEMENT

Take alone or with the Fundamentals of Project Management (a 3-day program, May 5-6-7) and Improving Service Processes, planned for Fall 2010, to complete the UH Process Management Certificate program.
Process Mapping, Modeling & Analysis: How to Streamline & Reengineer Business Processes (P10769) • May 12-19 • Wed/Thu • 8:30am-5:00pm • 2 mtgs • $120, plus textbook • Mineko White (with Managing Project Teams) • $795 (with Fundamentals of Project Management and Managing Project Teams) • (12 PDU) • Amanda Dietz

PROFESSIONAL DEVELOPMENT

Real Estate Salesperson’s Pre-licensing (P10921) • Sep 14-Nov 23 • Thu/ Fri • 6:00-9:30pm • 19 mtgs • No class Nov 2, 11 • $525, (includes textbook) • Carol M. Egan

TEST PREP

Preparing for the GRE®-Graduate Record Exam (P10929) • Sat • Sep 4 • 8:00am-12:00pm • Sep 11 • 8:00am-12:00pm • and Sep 18-Nov 20 • 9:00am-11:00am • 11 Mts • No class Oct 18 • $240, plus books • provide email address with registration • Vicky Chiu Irion and Greg Nakai
Preparing for the GMAT®-Graduate Management Admission Test (P10930) • Sep 4-Oct 31 • Sat • 8:00am-12:00pm • Sat • 8:00-11:30am • 9 mtgs • $215, plus book • provide email address with registration • Vicky Chiu Irion and Greg Nakai

Mānoa Classes
Due to variable room temperatures, we suggest bringing a sweater; for classes meeting longer than 4 hours, we recommend bringing a brownbag lunch. If the classroom assignment does not appear on your registration confirmation, please check online or call (808) 956-8244.

Workplace Customized Solutions
Bring the University of Hawai‘i to your workplace as your corporate training partner. If you have 10 or more staff members who would benefit from any of our programs, we can bring these or other custom solutions directly to your employees at your place of business. Contact PAUL rET FENST on 956-8244, or nocned@hawaii.edu, for information and assistance.

REDUCE + REUSE + RECYCLE

This brochure was printed on paper with Forest Stewardship Council (FSC) certification that the mill sustains forests from which the pulp is obtained.

WEB-BASED TRAINING

Access links and further details at www.outreach.hawaii.edu/ibpd.
Ed2Go Online Training
Begin May 19, Jun 16, Jul 21, or Aug 18 $55 per 6-week instructor-led course. Except where noted, all day-9-hour instructor-led courses and certificate programs. Accounting, Business, Computer, Grant Writing, Test Prep, and more
Gatlin Online Career Training
Highly interactive Web-based certificate programs in Business, Computer, Healthcare, Hospitality Industry, Skilled Trades, and Sustainability • Time commitment and fees vary by program

Coming in Fall!
The Fall dates for a few of our most requested courses are listed here. Please check our web site over the next weeks, as these and other programs will be added.

ART OF LEADERSHIP CERTIFICATE PROGRAM
Sep 10, 24, Oct 8, 22, Nov 5 • 10 Mts • times vary, but ten 3.5 to 4 hours sessions begin at 8:00am and 12:30 or 1:00 pm • $54 (General), $75 (Certificate participant: attendance in a minimum of eight classes is required) • Robb Brown, Kathy Novak, Al Nishimoto

ART OF LEADERSHIP CERTIFICATE PROGRAM
May 1 | May 8-22 • Tue • 6:00-9:00pm • 1 mtg • $185 • includes materials with each full fee registration • Rachel Rommel
May 12-20 • Thu • 6:00-9:00pm • 3 mtgs • $485 • includes materials and each full fee registration • Rachel Rommel
May 19-20 • Wed/Thu • 8:00am-3:00pm • 2 mtgs • $485 (General), $375 (SHRM Member); includes materials • Natsuko Tateishi (with Fundamentals of Project Management and Managing Project Teams) • (12 PDU) • Amanda Dietz

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www.outreach.hawaii.edu/ibpd

For detailed descriptions, certificate information, instructor biographies, mail-in form, and secure online registration, go to: