



LEEWARD COMMUNITY COLLEGE

OCEWD

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

COURSE CATALOG

2016 SEPTEMBER - DECEMBER

OCEWD EXAM PREP COURSES

2016 Marks the launch
of exam prep classes in
various industries

PAGE 05

FEATURED INSTRUCTOR

Joslyn Sato , PMP
(pictured on cover)
Business and Prof. Studies

PAGE 07

WAI'ANAHE HEALTH ACADEMY

OCEWD's healthcare
training partner on the
Leeward Coast

PAGE 18

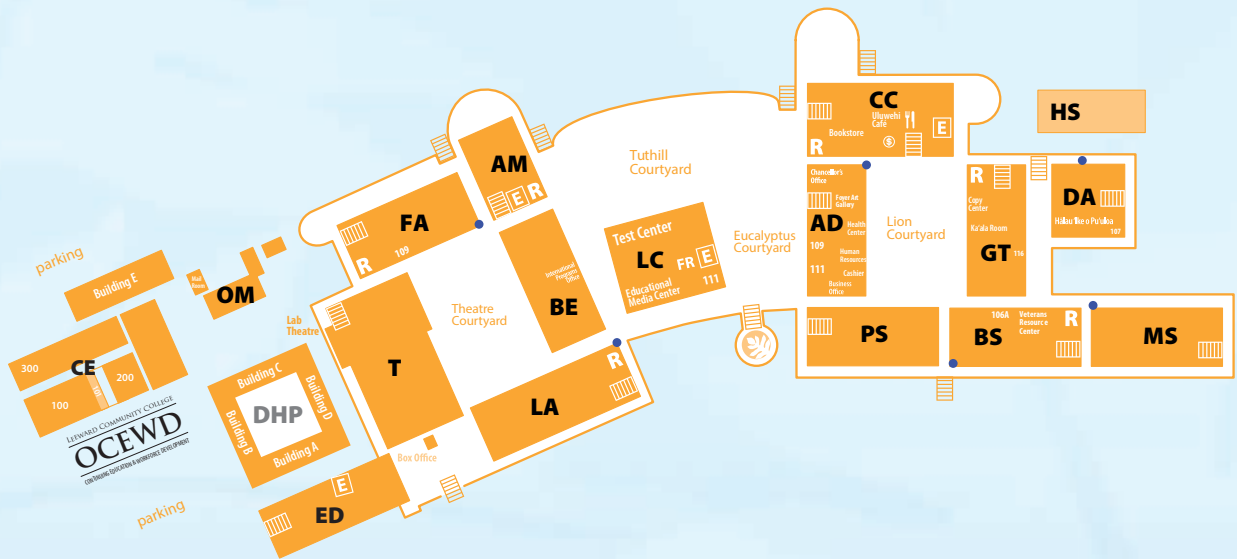




UNIVERSITY of HAWAII®
LEEWARD
 COMMUNITY COLLEGE

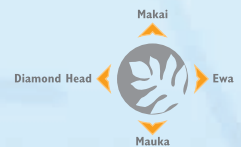
At Leeward Community College, we work together to nurture and inspire all students. We help them attain their goals through high-quality liberal arts and career and technical education. We foster students to become responsible global citizens locally, nationally, and internationally. We advance the educational goals of all students with a special commitment to Native Hawaiians.

CAMPUS MAP) LEEWARD COMMUNITY COLLEGE



BUILDING ABBREVIATIONS

- | | | |
|------------------------------|------------------------------|----------------------------|
| AD Administration | CC Campus Center | LA Language Arts |
| AM Art/Music | DA DA Building | LC Learning Commons |
| BE Business Education | ED Education | MS Math Science |
| BS Biological Science | FA Fine Arts | PS Physical Science |
| CE OCEWD | GT General Technology | T Theater |



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GENERAL INFORMATION

The Office of Continuing Education & Workforce Development (OCEWD) is the non-credit division of Leeward Community College. OCEWD provides a variety of community education programs, workforce development courses and cultural enrichment. Our programs support human resources and economic development, and offer employment training for job seekers, businesses and aspiring entrepreneurs.

Our office and classrooms, industry equipped lab, and simulated clinics are located at the Leeward Community College campus, in Pearl City, with ample free parking. We are on the city bus line, which makes it convenient to commute from anywhere on the island.

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Tracie Ann Tjapkes
Derrick Vaughns

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Sheila Vierra

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OFFICE HOURS

M-TH 9:00am - 4:00pm
FRI 8:00am - 12:00pm
Saturday, Sunday, Holidays - CLOSED

2016 HOLIDAYS (OBSERVED)

JAN 1 New Year's Day
JAN 18 Martin Luther King, Jr.
FEB 15 President's Day

MAR 25 Prince Jonah Kuhio
Kalaniana'ole Day
MAR 25 Good Friday
MAY 30 Memorial Day
JUN 10 King Kamehameha I Day
JUL 4 Independence Day
AUG 19 Statehood Day
SEP 5 Labor Day
NOV 8 General Election Day
NOV 11 Veteran's Day
NOV 24 Thanksgiving
DEC 26 Christmas

YOUR PERSONAL CAREER COACH

free and online - available 24/7

Simple and easy to use, get all the info you need

TUTORIAL

If you're visiting Career Coach for the first time, this short video will show you how to use Career Coach, and describe its main features.

SEARCH

Looking for local jobs or deciding on a career? Search by Careers, Degrees, or take a quick survey to help identify jobs that might interest you. You can even browse **"hot jobs"** in local industries.

If you have a military background, and a MOC (military occupation code), use Career Coach to identify related civilian careers.

CAREER INFO

Powered by EMSI, Career Coach gives you local data covering all the information you need:

Career Descriptions

Salary and Growth

Career Outlook

Current Job Postings

GET STARTED AT LEEWARD CC

Career Coach is tied in to every degree and non-credit program at Leeward Community College. From Culinary to CDL, you'll find a program or course for your career.

LEEWARD COMMUNITY COLLEGE
CAREER COACH FIND YOUR PERFECT JOB

Home Careers Degrees Career Assessment Resume Builder

WELCOME TO CAREER COACH! Tutorial Video ▶

Career Coach is designed to help you find a good career by providing the most current local data on wages, employment, job postings, and associated education and training.

Q Search careers or browse all careers

Search for a career or job title and Career Coach will give you relevant data on wages, employment, and training.

What kind of job do you want? Search

Enter your degree or browse all degrees

Enter a degree you're interested in and Career Coach will show you careers that you are well suited for.

What degree interests you? Search

Have a military background?

You can enter your MOC (military occupation code) and Career Coach will match it to similar civilian careers.

What is your MOC?

Not sure where to start?

Take a quick, 6 question test and Career Coach will give you career suggestions based on your interests.

Get started here >

See the H

Take a look at what's happening in your region right now!

Look for
CAREER COACH
examples in
this catalog

EMSI data, which is collected from over 90 sources, gives you LOCAL data on wages, industry trends, available job listings, and more. The data is also updated on a quarterly basis so you know you're getting current information. No more leads from the mainland, and no outdated job postings. To learn more about EMSI, visit www.economicmodeling.com.

emsi

OCEWD EXAM PREP COURSES

Being Prepared Ensures Success

If you're a working professional and seek career advancement or other benefits, like higher wages, you'll probably have to gain credentials. Starting in the summer of 2016, OCEWD will begin offering exam prep classes for industry-recognized certifications in business, healthcare and healthcare technology, education, trades and more. **Our prep classes will help take the anxiety out of test taking and give you the confidence you need before you even reach your testing site.**

Our exam prep courses are listed throughout this catalog and featured with one of these icons below. If you have questions about an exam prep, contact the coordinator listed for that course.

EXAM PREP COURSE ICONS



BUSINESS AND
PROFESSIONAL STUDIES



COMPUTERS
AND TECHNOLOGY



EDUCATION AND
CAREER PLANNING



HEALTHCARE AND
CAREGIVER SERVICES



HEALTHCARE
TECHNOLOGY



INDUSTRIAL
TECHNOLOGY



TRANSPORTATION

BUSINESS AND PROFESSIONAL STUDIES

COORDINATOR
Joy Mahiko
808-455-0500
jmahiko@hawaii.edu

BUS5411

Japanese Business Protocol for the Hotel Industry

This workshop is for employees in the hospitality industry who are not familiar with the Japanese style of business practices, communication and manners. The workshop information and exercises are customized to improve communication and guest relationship management skills. Key concepts include Japanese-style customer service, safe topics and dangerous topics to discuss with Japanese guests, and how to effectively resolve client complaints..

BUS5411-1007	OCT 7	F	10:00AM-12:00PM
BUS5411-1118	NOV 18	F	10:00AM-12:00PM

FEE: \$50.00 CONTACT HOURS: 2.0

BUS5503

Communicating Effectively

Improve your interactions with people in your workplace and at home. Multiple Ways to Communicate and Connect are for those who often struggle to find that middle ground between being too aggressive and too passive. Participants will learn how to counter manipulative tactics of difficult people and learn the critical skills of listening, asking questions, and being aware of nonverbal messages. Recognizing the elements of communication can reveal information about ourselves, and how to get a handle on managing ourselves for a professional image.

BUS5503-0912	SEP 12	M	9:00AM-4:00PM
BUS5503-1219	DEC 19	M	9:00AM-4:00PM

FEE: \$199.00 CONTACT HOURS: 6.0

BUS5505

Business Writing That Works

Capture your thoughts on paper to produce a strong and persuasive piece that is also clear, concise, complete, and correct. This interactive, skills-based workshop provides participants with the process and strategies to organize their ideas in a variety of ways. Participants will review how to incorporate writing style and format for business emails, letters, memos, and reports to fit the audience and purpose.

BUS5505-0916	SEP 16	F	9:00AM-4:00PM
BUS5505-1121	NOV 21	M	9:00AM-4:00PM

FEE: \$199.00 CONTACT HOURS: 6.0

BUS5508

Conflict Resolution in the Workplace

Conflict Resolution is a skills-based workshop that explores common conflicts in the workplace. Gain the skills and strategies to move beyond the conflict and resolve business disputes. Learn techniques to maintain composure and confidence as the mediator or negotiator.

BUS5508-1014	OCT 14	F	9:00AM-4:00PM
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FEE: \$199.00 CONTACT HOURS: 6.0

BUS5603

Motivating Your Workplace

Motivating your Workplace provides managers and supervisors the knowledge and skills to create a more dynamic, loyal, and energized staff of employees. Participants will identify the individual needs of staff and identify focus areas to boost motivation and morale in the workplace.

BUS5603-0926	SEP 26	M	9:00AM-4:00PM
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FEE: \$199.00 CONTACT HOURS: 6.0

BUS5604

Advanced Business Writing

This is a one-day workshop for those who already are good writers. Class time will be devoted to writing letters of recommendation, persuasion, and refusal or action that include keywords or phrases and up-to-date formats. You can also become more skilled at writing business cases, proposals and reports, and learn a bit more about e-mail etiquette.

BUS5604-0923	SEP 23	F	9:00AM-4:00PM
BUS5604-1205	DEC 5	M	9:00AM-4:00PM

FEE: \$199.00 CONTACT HOURS: 6.0

FEATURED INSTRUCTOR

Joslyn Sato, PMP

BUSINESS AND PROFESSIONAL STUDIES

Impacting the workforce through professional development is part of OCEWD's main goals. One of our newest instructors, Joslyn Sato, leads and develops courses that cover essential skills for all working professionals.

Joslyn brings extensive knowledge and experience, currently working as the Sr. Operational Excellence Consultant at Hawaiian Electric, and is an active member of the Project Management Institute (PMI) Honolulu, as the Director of Academic Outreach and Liaison to Project Management Institute Educational Foundation.



She recently passed her doctoral defense in a Doctor of Management in Organizational Leadership program, and holds certifications as a PROSCI Change Practitioner and a Project Management Professional, trained in Lean Six Sigma Black Belt. She puts her credentials to use as a regular guest speaker for PMI and business workshops, and as a PMP Exam Prep instructor. At a recent Continuing Education Leadership Institute, attended by

representatives from the 7 University of Hawai'i Community College campuses, Joslyn received great reviews for her session on process mapping strategies. Participants learned how to assess and document the work they do to formalize a common understanding of actions performed, which allows for consistency, measurement, and improvement.

Joslyn's passion for leadership development, project management, and lifelong learning motivates her to inspire others. Sharing her knowledge and helping others extends beyond her professional reach as she is an active volunteer in her Wahiawa Community. Wherever she goes, she encourages others to "Lead to Empower, Learn for a Lifetime, Believe to Achieve the Unthinkable."

Joslyn Sato was extremely informative and approachable. She definitely made the KFS integration with Destiny less intimidating than it sounded before. She taught a great organizational leadership and management seminar and I'm looking forward to seeing her again. I loved how she used such simple examples such as "making toast" to show how business strategy and project management can be implemented into our everyday work procedures.

Sylvia Lee, Kapi'olani Community College

Joslyn taught us about Process Mapping. She made it very easy to understand and how to create them for our own operations. The next day at work, I made a Process Mapping for my Online program. She was so helpful! I had a great time in her class.

Alexandra Hamann, Windward Community College

BUS5650

Basics of Business Process Mapping

We often perform recurring tasks, yet we fail to document the entire process from beginning to end. Process mapping allows individuals and organizations to understand what the organization does and who performs each action in a visual way. This hands-on workshop teaches basic fundamentals of processes, and basic components and skills for process mapping.

BUS5650-1021 OCT 21 F 9:00AM-4:00PM
FEE: \$199.00 CONTACT HOURS: 6.0

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BUS5651

Analyzing Processes to Map Better Outcomes

Leaders often face challenging environments, which require budget reduction, increased efficiencies, streamlining of work, and increasing production. Using process maps, leaders can analyze the process to make effective decisions and identify opportunities for improvement. This hands-on workshop teaches basic process mapping analysis, which leverages basic process mapping concepts and introduces new skills in detailed process mapping, and new components in process analysis.

BUS5651-1028 OCT 28 F 9:00AM-4:00PM
FEE: \$199.00 CONTACT HOURS: 6.0

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BUS5655

Project Management Basics

This course introduces project management terminology and concepts, focusing on achieving key deliverables, optimizing limited resources and budget, or performing initiatives outside of normal operations. Participants will develop an understanding of the project life cycle, project roles, and importance of the project triple constraints - scope, time, cost. In addition, participants will gain skills to build simple project management tools such as a Project Charter and Work Breakdown Structure.

BUS5655-1104 NOV 4 F 9:00AM-4:00PM
FEE: \$199.00 CONTACT HOURS: 6.0

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BUS5660

Leading Effective Meetings

This course provides strategies and skills to help leaders plan and facilitate meetings. Organizations use meetings as

a means for communicating or collaborating with other people. Achieving meeting objectives and active participation become critical for leaders to ensure success. Participants will be prepared with an understanding of effective meeting components, develop skills to facilitate brainstorming and participation strategies, and develop meeting collateral such as Agendas and Minutes which can be applied in their organizations.

BUS5660-1114 NOV 14 M 9:00AM-4:00PM
FEE: \$199.00 CONTACT HOURS: 6.0

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BUS5661

A Process to Think Critically and Make Decisions

This course proposes critical thinking as a cognitive approach to performing daily tasks. Furthermore, how this mode of thinking relates to gathering relevant data and information for problem solving. With the endless amount of options today, acknowledging the decision making process is also vital to survival. These processes are useful and applied in personal and business environments.

BUS5661-1202 DEC 2 F 9:00AM-4:00PM
FEE: \$199.00 CONTACT HOURS: 6.0

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BUS5665

How to Facilitate and Manage Organizational Change

This course focuses on models and theories of Change Management. From inception, implementation, to conclusion, various processes will be offered. Strategies for leading and managing changes are presented for analysis. Most important is recognizing symptoms of resistance, ethics and challenges in facilitating change, and determining evidence of success. As technology and globalization drive accelerated change, preparing yourself is the key to managing complex change.

BUS5665-0919 SEP 19 M 9:00AM-4:00PM
FEE: \$199.00 CONTACT HOURS: 6.0

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BUS5670

Business Sustainability

This course covers the interconnectedness of people, environment, and processes. Systems Theory is discussed as a paradigm to evaluating causes and conditions external to organizations. Internally, the Theory of Constraints is discussed as a model for evaluating causes and conditions

of bottlenecks affecting organizational health. These paradigms will be helpful in analyzing our natural and man made systems to increase overall quality.

BUS5670-1017 OCT 17 M 9:00AM-4:00PM
 FEE: \$199.00 CONTACT HOURS: 6.0

BUS5675
Communication for Professionals

This course affords individuals to develop all aspects of communication. Knowing these critical components can generate healthy verbal dialogue, while understanding non-verbal communication cues. Determining what is an effective presentation along with practical techniques for research based writing. These practical skills will prepare each participant for productive professional interactions.

BUS5675-1010 OCT 10 M 9:00AM-4:00PM
 FEE: \$199.00 CONTACT HOURS: 6.0

BUS5680
Leadership Development

This course reviews various leadership models, styles, and theories. Leadership morals and ethics will also be discussed as to where these are derived from and how they play out in the organization. While leaders address external intricacies, Emotional Intelligence will be presented as an internal compass for navigating diverse situations. An overview of leadership will assist in building new insights and personal development.

BUS5680-1024 OCT 24 M 9:00AM-4:00PM
 FEE: \$199.00 CONTACT HOURS: 6.0

BUS5685
Talent Management

This course offers insight as to why organizations are training for competencies rather than just skills. In addition, how performance management can be an effective tool in managing an innovative workforce. As talent experience progresses, Coaching and Mentorship become necessary components of a Succession Plan. Cultivating talent from the first day to the end of one's career can stabilize the organization and ensure continuity.

BUS5685-1212 DEC 12 M 9:00AM-4:00PM
 FEE: \$199.00 CONTACT HOURS: 6.0

BUS5690
Diversity Awareness for Organizational Effectiveness

This course provides knowledge about the various areas of diversity affecting all organizations. With four distinct generations in the work place, it is vital that stakeholders appreciate unique contributions. Multicultural strengths awareness will help with facilitating meaningful conversations, and assessing ways to manage conflict. Managing diversity has the potential to increase individual and organizational effectiveness.

BUS5690-0902 SEP 2 F 9:00AM-4:00PM
BUS5690-1209 DEC 9 F 9:00AM-4:00PM
 FEE: \$199.00 CONTACT HOURS: 6.0

BUS5696
Organizational Behavior

This course involves an integrative and multi-disciplinary approach to behavior. Individuals are motivated by a variety of factors however there are core elements at the heart of everyone. Group Dynamics and Team Development will also be discussed as to their similarities, differences, and the varying responsibilities. Understanding behavior is crucial in the globalized 21st century to increase overall performance.

BUS5696-0909 SEP 9 F 9:00AM-4:00PM
BUS5696-1128 NOV 28 M 9:00AM-4:00PM
 FEE: \$199.00 CONTACT HOURS: 6.0

BUS5850
Occupational Safety Training

This series of courses will inform employers and employees of best practices in work zone safety. Participants will learn their role and responsibility in maintaining safe work practices and procedures in a variety of work environments.

Training can also be tailored specific to the employer. Contact our office at 455-0477 for special requests relating to occupational safety and health.

BUS5850-0919 SEP 19-20 M/TU 8:30AM-1:30PM
BUS5850-1017 OCT 17-18 M/TU 8:30AM-1:30PM
BUS5850-1115 NOV 15-16 TU/W 8:30AM-1:30PM
BUS5850-1206 DEC 6-7 TU/W 8:30AM-1:30PM
 FEE: \$250.00 CONTACT HOURS: 11.0

COMPUTERS AND TECHNOLOGY

COORDINATOR
William Castillo
808-455-0501
wkcastil@hawaii.edu

COM5900

Office Administration and Technology (OAT)

The Office Administration and Technology program offers professional preparation for entry-level business and office positions. Participants develop hard and soft skills for today's workplace, including keyboarding and word processing, file management, language and interpersonal skills.

Recommended: Must be 18 years or older, 8th grade reading level, and type minimum 25 wpm.

COM5900-0912 SEP 12 - OCT 18 M/TU/TH 9:00AM-1:30PM
FEE: \$950.00 CONTACT HOURS: 70.0



COM8111

Microsoft Word 2013 for the Business World Level 1

This course will introduce you to the basics of Microsoft Word 2013. Topics covered include working with text, using proofreading tools, using formatting tools, creating bullet and numbered lists, creating and using tables, using forms and more.

COM8111-0914 SEP 14-21 W 9:00AM-4:30PM
FEE: \$210.00 CONTACT HOURS: 14.0

COM8112

Microsoft Word 2013 for the Business World Level 2

This course will focus on the intermediate Microsoft Word 2013 skillsets. Topics include newsletter columns, WordArt and clip art, basic mail merge, document themes, styles, picture editing, footnotes and endnotes, templates and more.

Prerequisites: Completion of Basic Microsoft Word or equivalent.

COM8112-0928 SEP 28 - OCT 5 W 9:00AM-4:30PM
FEE: \$210.00 CONTACT HOURS: 14.0

What are "Instructor Coached" courses?

Our instructor coached style of instruction allows you to progress at your own speed while receiving individualized attention and assistance from the instructor. This approach is ideal for adult learners who need more time and assistance. Instruction ends when you have accomplished your course competencies, or by the course end date, whichever comes first.

Instructor Coached courses are held Monday - Thursday, from 8:00am-10:00am, or from 10:30am-12:30pm. Participants may start their courses on any given Monday, depending upon seat availability. A 36-hour course typically takes 5 weeks to complete.

All computer courses are eligible for Instructor Coached, including:

COM5090 Keyboarding Basics

COM5095 10-Key Basics

COM5100 Introduction to Computers and Windows

Call our office at 455-0477 for information and registration.

COM8113**Microsoft Word 2013 for the Business World Level 3**

This course will focus on the advance Microsoft Word 2013 skillsets. Topics include features used for organizing long documents including table of contents, indices, page numbering and cross referencing, integrating multiple users and reviewers for a document, and personalizing your Word settings and macros. Individuals who successfully complete the suite of Microsoft Word modules will be prepared for the Microsoft Office Specialist Word 2013 certification exam.

COM8113-1012 OCT12-19 W 9:00AM-4:30PM
 FEE: \$210.00 CONTACT HOURS: 14.0

COM8121**Business Applications Using Microsoft Excel 2013 Level 1**

This course will cover key introductory Microsoft Excel 2013 skillset. Introductory topics include entering and editing entries, selecting cells and ranges, creating and modifying basic formulas and more.

Prerequisites: Completion of Introduction to Computers and Windows.

COM8121-0902 SEP2-9 F 9:00AM-4:30PM
COM8121-1028 OCT 28 - NOV 4 F 9:00AM-4:30PM
 FEE: \$210.00 CONTACT HOURS: 14.0

COM8122**Business Applications Using Microsoft Excel 2013 Level 2**

This course will cover intermediate Microsoft Excel 2013 skillsets. Intermediate topics include advanced formatting of worksheets, creating tables, sorting worksheet rows, freezing headings, using templates, adding graphics and more.

Prerequisites: Completion of Introduction to Excel or equivalent.

COM8122-0906 SEP 16-23 F 9:00AM-4:30PM
COM8122-1109 NOV 9-16 W 9:00AM-4:30PM
 FEE: \$210.00 CONTACT HOURS: 14.0

COM8123**Business Applications Using Microsoft Excel 2013 Level 3**

This course will cover advance Microsoft Excel 2013 skillsets. Topics include features used for data analysis and auditing via financial functions and advanced functions, and macros. Individuals who successfully complete the suite of Microsoft Excel modules will be prepared for the Microsoft Office Specialist Excel 2013 certification exam.

COM8123-1207 DEC 7-14 W 9:00AM-4:30PM
 FEE: \$210.00 CONTACT HOURS: 14.0

COM8131**Business Applications Using Microsoft Access 2013 Level 1**

This course is ideal for first-time Access users or novices wanting to learn the basic mechanics of creating and building a database. The course will provide participants with a foundational knowledge of maintaining an existing database. Topics include uses and functionality of tables, queries and reports.

COM8131-0909 SEP 9-16 F 9:00AM-4:30PM
COM8131-1209 DEC 9-16 F 9:00AM-4:30PM
 FEE: \$210.00 CONTACT HOURS: 14.0

COM8141**Business Presentations Using PowerPoint 2013 Level 1**

This course will introduce you to Microsoft PowerPoint 2013 skillsets. Topics covered include themes, bulleted lists, and outlines, formatting text, delivering a slide show and more.

On-site training is available for groups of participants. Please contact William Castillo at wkcastil@hawaii.edu.

COM8141-1007 OCT 7-14 F 9:00AM-4:30PM
 FEE: \$210.00 CONTACT HOURS: 14.0

EDUCATION AND CAREER PLANNING

COORDINATOR
Joy Mahiko
808-455-0500
jmahiko@hawaii.edu

EDU5400 **Core Academic Skills for Educators**



This course is for individuals who have had challenges in passing the Praxis exam (5751, 5732, 5712, 5722). This is a self-paced online course that includes readings, online discussions, assignments, test-taking strategies, and practice questions to prepare for the Praxis exam. Private online meetings with the instructor are available. Participants will have access to the course materials for up to one year.

EDU5400-1003 OCT 3-24 M 5:00PM-7:00PM
FEE: \$200.00 CONTACT HOURS: 8.0

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EDU5401 **Elementary Education: Multiple Subjects**



This course is for individuals who have had challenges in passing the Praxis exam (5001, 5002, 5003, 5004, 5005). This self-paced, online course includes readings, online discussions, assignments, test-taking strategies, and questions to prepare for the Praxis exam. Private online meetings with the instructor are available. Participants will have access to the course materials for up to one year.

EDU5401-1003 OCT 3-24 M 5:00PM-7:00PM
FEE: \$200.00 CONTACT HOURS: 8.0

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EDU5403 **Special Education: Core Knowledge and Applications**



This course is for individuals who are having challenges passing the Praxis exam (5354, 5543). This is a self-paced online course that includes readings, online discussions, assignments, test-taking strategies, and practice questions to prepare for the Praxis exam. Private online meetings with the instructor are available. Participants will have access to the course materials for up to one year.

EDU5403-1003 OCT 3-24 M 5:00PM-7:00PM
FEE: \$200.00 CONTACT HOURS: 8.0

EDU5600 **Behavior Technician Program**



The Registered Behavior Technician (RBT) program is for behavior technicians seeking the 40-hour training requirement for the RBT credential. The program consists of both online and face-to-face training. Upon successful completion of the Competency Assessment, students will receive clearance to sit for the RBT Exam, administered by Pearson.

Course fee includes: online access, RBT Competency Assessment, and the RBT Exam (Pearson).

Minimum Eligibility Requirements: Copy of criminal history record (eCrim), 18 years old, Copy of HSD/GED transcript or diploma.

EDU5600-1003 OCT 3-21 F 4:00PM-9:00PM
FEE: \$650.00 CONTACT HOURS: 55.0

OCEWD Courses Now on PDE3

Learn more at ocewd.org/Education

EDU5610 **Registered Behavior Technician (RBT) Competency Assessment**

The Competency Assessment fulfills the requirement for the RBT credential. Participants who have already successfully completed a 40-hour RBT training are eligible to enroll in this Competency Assessment. The assessment is administered in-person and may require testing longer than one day, depending upon the participant's performance. Upon completion of the competency assessment, participants will receive clearance to sit for the RBT Exam, administered by Pearson.

Minimum Requirements: Verification of completion of a 40-hr RBT training program.

EDU5610-1012 OCT 12-19 W 4:00PM-8:00PM
FEE: \$120.00 CONTACT HOURS: 8.0

HEALTHCARE AND CAREGIVER SERVICES

COORDINATOR

Joy Mahiko

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HLTH5000

American Heart Association First Aid w/CPR and AED

This first aid course, with CPR and AED, certification and re-certification course prepares participants to respond to medical emergent situations in the workforce, hospital, schools or in public settings. The participant will practice health and safety solutions for adult first aid, environmental emergencies, adult/child cardiopulmonary resuscitation (CPR) with a mask and operation and placement of an automated external defibrillator (AED).

HLTH5000-0912	SEP 12	M	8:30AM-4:30PM
HLTH5000-1010	OCT 10	M	8:30AM-4:30PM
HLTH5000-1114	NOV 14	M	8:30AM-4:30PM
HLTH5000-1212	DEC 12	M	8:30AM-4:30PM
FEE: \$125.00	CONTACT HOURS: 8.0		

designated medical facility. Upon successful completion of the course and the state examination, the participant will be credentialed as a Certified Nurse Aide (CNA) and a member of the Hawaii Nurse Aide Registry.

Enrollment Requirements: No high school diploma required. *Minimum 9th grade reading level required. Complete and turn in Nurse Aide Application Form (PDF), Non-credit Registration Form (PDF), Physical Examination Clearance Form (PDF), and current criminal abstract.

**Placement test can be taken Monday–Thursday from 9am–2pm. Please call the office at 455-0477 two business days in advance. Photo ID is required.*

HLTH5100-1103	NOV 3 - JAN 5	M/TH	8:30AM-4:30PM
TESTING	JAN 5	TH	8:30AM-4:30PM
FEE: \$2,200.00	CONTACT HOURS: 150.0		

Home Health Aide Employment Outlook

According to Career Coach data, This career has grown by 10% over the last 2 years, and is expected to grow by 29% over the next 10 years.*

**Source: EMSI 2016.2*

HLTH5100

Nurse Aide Training Program

The Nurse Aide Training Program focuses on fundamentals of nursing and care giving techniques. The 150-hour course consists of five modules. Instructors deliver an intensive hands-on approach to prepare participants with the vocational skills to be a skilled healthcare provider. Participants will develop knowledge and skills through theory and practice in the classroom and nursing lab settings. Participants will transfer their skills from the classroom to their supervised clinical experience at a

HLTH5110

Adult Residential Care Home (ARCH) Modules

Adult Residential Care Home (ARCH) operators program provides participants basic knowledge about geriatric diseases, preparation of special diets, fulfillment of existing orders and therapies, and behavior management. Participants also acquire simple accounting skills, an understanding of the Department of Health rules and regulations governing ARCH. The program consists of three in a single track of courses that include ARCH Module 12-14.

Prerequisite(s): Documentation of completion in a Hawaii State 100+ hours of a NATP (Nurse Aide Training Program) or a copy of your CURRENT CNA (Certified Nurse Aide) card administered by the American Red Cross or Prometric.

HLTH5110-0910	SEP 10 - OCT 1	SA/SU	8:30AM-4:30PM
HLTH5110-1008	OCT 8-29	SA/SU	8:30AM-4:30PM
HLTH5110-1105	NOV 5-26	SA/SU	8:30AM-4:30PM
HLTH5110-1127	NOV 27 - DEC 18	SA/SU	8:30AM-4:30PM
FEE: \$775.00	CONTACT HOURS: 52.0		

HLTH5114
ARCH Module 14 ONLY

Prepare the adult residential care home operator to implement specified regulations of the Hawaii Administrative Rules, Title 11, Chapter 11.1 ARCH. Module 14 covers regulations, accounting records, and community resources for resident operators.

Prerequisite(s): Adult Residential Care Home Modules 12 and 13 or referral from Hawaii Department of Health.

**Regulations are found in the Hawaii Administrative Rules (HAR) Title 11 Chapter 11.1 ARCH (Rules and Regulations). A copy can be obtained by calling 808.692.7404 for \$15, or by downloading the document from:
<http://health.hawaii.gov/opppd/files/2015/06/11-100.1.pdf>*

HLTH5114-0924	SEP 24-25	SA/SU	8:30AM-4:30PM
HLTH5114-1022	OCT 22-23	SA/SU	8:30AM-4:30PM
HLTH5114-1119	NOV 19-20	SA/SU	8:30AM-4:30PM
HLTH5114-1211	DEC 11-17	SA/SU	8:30AM-4:30PM
FEE: \$295.00	CONTACT HOURS: 14.0		



HLTH5120
Nurse Aide II: Patient Care Technician

This course is designed to educate and train nursing assistants to support licensed nursing staff in long term care facilities. Participants will, through lecture, laboratory practice and evaluation, specialize in skills to include sterile gloving, wound care, oral suctioning, diabetes care, enteral nutrition, catheterization, colostomy care, specimen collection and tracheostomy care. Completion of a DHS approved nurse aide training program is required.

HLTH5120-1015	OCT 15 - NOV 16	SA/SU	8:30AM-4:30PM
FEE: \$995.00	CONTACT HOURS: 60.0		

HLTH5200
NCLEX-RN Prep



Prepare yourself for the NCLEX-RN exam by participating in online and face-to-face sessions. Access practice questions, engage in group discussions, and receive feedback from a qualified instructor who has knowledge and experience in successfully passing the NCLEX. Online format provides freedom to explore and work at your own pace. Classroom sessions provides opportunity to discuss challenges and clarify understanding of major subject areas.

HLTH5200-0912	SEP 12 - NOV 14	M	6:00PM-8:00PM
FEE: \$260.00	CONTACT HOURS: 20.0		

HLTH5600
Pharmacy Technician

There's a growing demand for pharmacy technicians in Hawaii as a result of our rapidly growing healthcare industry. Separate yourself from the competition through our course which provides the skills and knowledge necessary to receive national certification, and build the foundation for a pharmaceutical career. Employers will recognize that you're more qualified to offer effective patient care and service. Besides learning the history of pharmaceutical medicine, you'll develop skills in calculations, drug classification, processing, inventory and billing - various roles of a Pharmacy Technician in retail and hospital settings.

Enrollment Requirements: High school diploma or GED, pass the math assessment test with 9th grade or higher, and a criminal abstract no older than 30 days.

HLTH5600-0920	SEP 20 - NOV 26	TU/SA	9:00AM-2:00PM
FEE: \$1,800.00	CONTACT HOURS: 80.0		

Pharmacy Technician Employment Outlook

According to Career Coach data, normal pay for this job is 36k per year. Highly experienced workers can earn as much as 48k per year.*

*Source: EMSI 2016.2

WANT TO WORK IN A PHARMACY

GET CERTIFIED AT LEEWARD CC

You don't have to be a Pharmacist to work in a pharmacy. With a projected **9% job growth*** in the next 10 years there is ample opportunity for work in retail and healthcare pharmacies.

Our revised Pharmacy Technician course prepares you for the **Certified Pharmacy Technician (CPhT) certification**—the gold standard for Pharmacy Techs. Although certification isn't required for employment, it will lead to higher pay in retail settings, and make you more employable in hospitals.

Visit our website or see **page 14** for class schedule and information.

ocewd.org/PharmacyTech



Pharmacy Technician Certification Board (PTCB)

The Pharmacy Technician Certification Board, established in 1995, is responsible for creating standards for pharmacy technicians nationwide. Gaining credentials as a CPhT (Certified Pharmacy Technician), represents the gold standard for pharmacy techs, and has become a requirement for some employers. With an increasing demand for Pharmacy Technicians, there is a need for skilled workers who play a large role in patient care.



Walgreens Externship for Pharmacy Tech Students

Walgreens, the nation's largest drug retailer, is offering Pharmacy Technician students an externship at one of several local stores. Although participants will not receive any compensation, they will have the opportunity to learn and observe from the pharmacy tech on site. They will also learn customer service skills, process insurance, and work within the Walgreens system.

Email jmahiko@hawaii.edu or visit ocewd.org/pharmacy_tech for details about the Walgreens externship.

HEALTHCARE TECHNOLOGY

COORDINATOR
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HLTH5400 **Certified Coding Series**

This series is based on the model curriculum of the American Health Information Management Association (AHIMA) designed to provide students with a solid working knowledge of coding as an AHIMA Certified Coding Specialist. Previous education experience will be taken into consideration if classes have been completed and participants can provide transcripts.

**The Cohort schedules listed represent the start and end date for the full track of courses in this series. Individual courses may be taken separately. Course schedules are labeled to reflect cohorts (COH):*

COHORT 6 FEB 23, 2016 - MAR 16, 2017
COHORT 7 OCT 11, 2016 - OCT 30, 2017
FEE: \$7,865.00 CONTACT HOURS: 645.0



HLTH5405 **Introduction to Medical Terminology**

This course introduces the basic rules of medical word building. Learn to identify prefixes, suffixes, and word roots commonly used in medical terminology. Participants will become oriented to the different systems of the human body and learn medical abbreviations and symbols.

COH 7 (2016)
HLTH5405-1011 OCT 11-20 TU/TH 5:45PM-8:45PM
FEE: \$125.00 CONTACT HOURS: 12.0

HLTH5410 **Advanced Medical Terminology**

This course focuses on the pronunciation, spelling, and definition of medical terms. Participants will understand the scientific and technological language of anatomy, physiology, and special medical procedures.

Prerequisite(s): Successful completion of Introduction to Medical Terminology or instructor approval.

COH 7 (2016)
HLTH5410-1025 OCT 25 - DEC 8 TU/TH 5:45PM-8:45PM
FEE: \$485.00 CONTACT HOURS: 36.0

HLTH5420 **Anatomy and Physiology**

Anatomy and Physiology is the study of the structure and function of the human body. In this course, participants will explore the many complexities of the human organism and how it is put together. The course will cover all major systems, organs, tissues and cells. Participants will also be introduced to disease (pathophysiology) and how it manifests itself inside humans.

Prerequisite(s): Successful completion of Advanced Medical Terminology or instructor approval.

COH 7 (2016-2017)
HLTH5420-1213 DEC 12 - JAN 19 M-TH 5:45PM-8:45PM
FEE: \$695.00 CONTACT HOURS: 45.0

HLTH5430 **Disease Pathology and Pharmacology**

This course focuses on the definition, cause, signs and symptoms, diagnosis, and treatment of specific diseases. Alternative treatments and pharmacotherapy including the action of drugs, the absorption, distribution, metabolism and excretion of drugs by the body are covered.

Prerequisite(s): Successful completion of Anatomy and Physiology or instructor approval.

COH 7 (2017)

HLTH5430-0123 JAN 23 - FEB 15 TU/TH 5:45PM-8:45PM
 FEE: \$695.00 CONTACT HOURS: 45.0

HLTH5445**Advanced Coding I**

Participants continue their study of diagnostic and procedural coding. The purpose and use of Healthcare Common Procedure Coding System (HCPCS) and Resource-Based Relative Value Scale (RBRVS) are covered. Participants practice coding using advanced scenarios, patient records, and computerized coding systems.

Prerequisite(s): Successful completion of Introduction to Diagnosis Coding

COH 6

HLTH5445-0822 AUG 22 - OCT 12 M/W 5:45PM-8:45PM

COH 7 (2017)

HLTH5445-0425 APR 25 - JUN 13 M/W 5:45PM-8:45PM
 FEE: \$895.00 CONTACT HOURS: 45.0

HLTH5455**Advanced Coding II**

Participants continue their study of the skills needed for correct coding and billing in hospitals, outpatient clinic, and physician office settings. Topics include the proper use of the CMS 1500 form, the UB-04 form, and coding guidelines. Emphasis is placed on diagnostic and procedure coding, HCPCS, use of V codes and E codes, medical necessity, and the use of computer software to complete insurance claims.

Prerequisite(s): Successful completion of Introduction to Procedure Coding

COH 6

HLTH5455-1018 OCT 18 - DEC 13 TU/TH 5:45PM-8:45PM

COH 7 (2017)

HLTH5455-0627 JUN 27 - AUG 17 TU/TH 5:45PM-8:45PM
 FEE: \$895.00 CONTACT HOURS: 45.0

HLTH5450**Introduction to Procedure Coding**

Participants learn the basics of procedural coding (CPT) and Ambulatory Patient Classifications (APCs). Topics

related to fraud and abuse, coding compliance, and compliance programs are also emphasized.

Prerequisite(s): Successful completion of Anatomy and Physiology or instructor approval.

COH 6

HLTH5450-0823 AUG 23 - OCT 11 TU/TH 5:45PM-8:45PM

COH 7 (2017)

HLTH5450-0228 FEB 28 - APR 18 TU/TH 5:45PM-8:45PM
 FEE: \$895.00 CONTACT HOURS: 45.0

HLTH5460**Reimbursement Methodologies**

Participants become familiar with health insurance terminology and the processing cycle of health insurance claims. The billing systems for various healthcare organizations including federal, Veterans Affairs, state, private, and managed care health insurance plans are introduced. Legal issues and regulations related to reimbursement are covered.

Prerequisite(s): Successful completion of Advanced Diagnosis Coding or instructor approval.

COH 6

HLTH5460-1017 OCT 17 - DEC 5 M/W 5:45PM-8:45PM

COH 7 (2017)

HLTH5460-0424 APR 24 - JUN 19 M/W 5:45PM-8:45PM
 FEE: \$745.00 CONTACT HOURS: 45.0

Medical Records and Health Information Technician

Career Coach shows the top 5 businesses for job listings in the last 12 months.*

Hawaii Pacific Health
 Kaiser Permanente
 National Rehabilitation Hospital, Inc.
 Interpro Solutions LLC
 Hawaiian Airlines, Inc.

*Source: EMSI 2016.2

WAI'ANAE HEALTH ACADEMY

OUR PARTNERS ON THE LEEWARD COAST

Founded by the Wai'anae Coast Comprehensive Health Center (WCCHC), the **Wai'anae Health Academy (WHA)** works with OCEWD to provide training opportunities for those interested in healthcare careers. Since 2009, WHA cohorts in **Nurse Aide, Medical Coding and Billing, Pharmacy Technician, Adult Residential Care, and Patient Service Representative**, are offered to those who qualify for funding* which was developed to enable Native Hawaiian students to enter and complete post-secondary education programs.

OCEWD is grateful for the opportunity to partner with WHA, and we look forward to providing future training for those on the Leeward Coast.

If you would like to apply or learn more about the Wai'anae Health Academy, contact Julie or Lorna at 697-3215.



Wai'anae Health Academy

**Made possible through funding from the Native Hawaiian Education Program (NHEP), an agency of the U.S. Department of Education, and the Health Resources and Services Administration (HRSA), an agency of the U.S. Department of Health and Human Services*

HLTH5470 Health Information Technology and Healthcare Delivery

This course will teach participants about the design, development, and handling of health information data. Learn how information is stored, retained, and retrieved in accordance with ethical, legal and voluntary rules, regulations and standards, numbering and filing systems, documentation and form requirements, screen designs and content, use and structure of health data sets, and how these components relate to primary and secondary record systems are covered.

Prerequisite(s): Successful completion of Anatomy and Physiology or instructor approval.

COH 7 (2017)
HLTH5470-0626 JUN 26 - AUG 14 M/W 5:45PM-8:45PM
FEE: \$645.00 CONTACT HOURS: 45.0

HLTH5500 Medical Reimbursement Specialist

Participants will acquire skills in the management of patient medical accounts standard healthcare billing methodologies. Through the use of required books, participants will use the terms and practical knowledge of: coding, insurances, acronyms, compliance, fraud, abuse and managed care. Participants may bring their own copy of the following books (older versions allowed) CPT (Professional or standard) and ICD-10, and HCPCS books.

HLTH5500-0906 SEP 6 - NOV 15 TU/TH 5:00PM-9:00PM
FEE: \$1,800.00 CONTACT HOURS: 80.0

INDUSTRIAL TECHNOLOGY

COORDINATOR
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Industrial Technology Program Module Descriptions

ADVANCED SCADA CONTROL SYSTEMS (90 HOURS)

Advanced SCADA control systems introduces participants to concepts in Supervisory Control and Data Acquisition Systems, including design, architecture and programming.

APPLIED GENERAL CHEMISTRY (45 HOURS)

Applied General Chemistry addresses specific applications of general chemistry. Participants learn chemical theories including atomic and molecular structure, nomenclature, chemical reactivity, gas laws, acids and bases, and solutions. Labs emphasize industry-related laboratory skills and competencies including laboratory safety and report writing.

APPLIED MATHEMATICS (90 HOURS)

Applied Mathematics is a comprehensive study of mathematical skills used in a variety of technical occupations. Participants gain a strong mathematical foundation in the principles and applications of decimals, fractions, percentages, ratio/proportion, order of operations, geometry, elements of algebra, and statistics. Performing basic computations and solving relevant, multi-step mathematical problems using industry relevant examples and technology.

ELECTRICAL SAFETY (20 HOURS)

The Electrical Safety course emphasizes the development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. It highlights the importance of regulatory compliance, proper use of PPE, and understanding procedures. Topics are reinforced with performance exercises and demonstrations.

FLUID POWER SYSTEMS (45 HOURS)

Fluid Power Systems provides participants with the fundamental concepts of fluid power theory. It introduces the function and purpose of various fluid power components and circuits used in a variety of industrial and manufacturing processes. The course provides practical exercises in troubleshooting hydraulic systems.

FUNDAMENTALS OF AC (40 HOURS)

Fundamentals of AC introduces participants to alternating current theory. The course includes circuit configurations, source and load types, as well as the wiring configurations of common AC electrical devices. Practical exercises reinforce theory, incorporate experiential learning, and emphasize basic circuit analysis and troubleshooting. The course contextualizes the proper use of electrical tools and test equipment.

FUNDAMENTALS OF DC (40 HOURS)

The Fundamentals of DC introduces participants to direct current theory and the laws that represent electrical concepts. The course includes circuit and wiring configurations of common DC electrical devices. Practical exercises reinforce theory, incorporate experiential learning, and emphasize basic circuit analysis and troubleshooting. The course contextualizes the proper use of electrical tools and test equipment.

FUNDAMENTALS OF ELECTRICITY AND ELECTRONICS (120 HOURS)

This is a comprehensive introduction to electricity and electronics covering DC and AC theory, digital and analog theory with practical applications to industrial controls as well as the use of measuring and test equipment and basic soldering. The module covers both component and system level troubleshooting.

FUNDAMENTALS OF GROUNDING AND BONDING (40 HOURS)

The Fundamentals of Grounding and Bonding is an overview of the basic principles of grounding and bonding as defined by the NEC. The course will familiarize the student with the proper use of industry accepted terminology applicable to the electrical trade as it relates to grounding and bonding. Course work emphasizes the NFPA NEC 2011 as the standard for grounding and bonding requirements.

FUNDAMENTALS OF MECHANICAL DRIVE SYSTEMS (45 HOURS)

Participants gain a practical understanding of mechanical transmission systems used in transportation, industrial, agricultural, and manufacturing applications. The course combines theory with industry-relevant skills including installation, operation, and performance analysis of mechanical transmission systems incorporating practical exercises on basic mechanical transmission systems using chains, v-belts, spur gears, bearings, and couplings.

FUNDAMENTALS OF THE NATIONAL ELECTRIC CODE (40 HOURS)

The Fundamentals of National Electrical Code is an interpretive study of the various codes that apply to the electrical construction industry, including the National Electrical Code (NFPA 70 NEC 2011). The course familiarizes the participant with the proper use of industry accepted terminology applicable to the electrical trade introducing a systematic approach to using the National Electrical Code Book, related safety organizations and their guidelines.

MANUFACTURING OPERATIONS AND TROUBLESHOOTING (63 HOURS)

This course combines the operations of multiple manufacturing and industrial systems into operational processes. Participants operate actual and simulated manufacturing processes, and

incorporate troubleshooting techniques and methods to solve problems. Topics include application of data collection and analysis, cause-effect relationships and reasoning. Laboratory instruction involves troubleshooting problems initiated by the instructor on a variety of industrial and manufacturing processes.

MOTORS AND MOTOR CONTROL FOR INTEGRATED SYSTEMS (60 HOURS)

The Fundamentals of Motors and Motor Control Systems is an introduction to the basic principles, components and logic programs that integrate motors to systems. Course work emphasizes an overall understanding of the systems, engineering, equipment, and operations of a typical motor system.

PRIMARY POWER SYSTEMS-COMMERCIAL WIRING (45 HOURS)

This course provides students with an understanding of the more complex wiring requirements of commercial installations. Substation, branch circuit and feeders, and emergency power systems installations as well as wiring methods transformers and operations in hazardous locations. The course provides practical exercises in fault detection and isolation.

PRINCIPLES OF QUALITY (45 HOURS)

The Principles of Quality is a study of the background and application of quality concepts for the process industry. Participants learn and apply practices in process sampling and analysis of variance for process products and instruments.

PROCESS EQUIPMENT (60 HOURS)

The process equipment course introduces tools and equipment common to the process industries. Participants study the theory and operation of heat exchangers, compressors, valves, pumps and other equipment. This course includes alternative energy process equipment such as, wind turbines, environmental monitoring systems, hydrogen fuel cell, bioethanol, and biodiesel equipment.

PROCESS INSTRUMENTATION I (45 HOURS)

Process instrumentation is a study of the instruments and instrument systems used in a variety of processing industries, including instrumentation unique to alternative energy production and processing. Participants learn instrument terminology, primary variables, symbology, and control loops, as well as temperature, pressure and flow formulas.

PROCESS OPERATIONS (60 HOURS)

Process Operations combines multiple systems into operational processes. Participants operate actual and simulated distillation, extraction, demineralization, reactors, power generation, waste treatment, ethanol, biodiesel, and LNG processes.

PROCESS SYSTEMS (60 HOURS)

Process Systems introduces participants to a variety of common operational systems typically found in the industry and their related scientific principles. Systems include: distillation, extraction, demineralization, reactors, power generation, and waste treatment as well as photovoltaic, environmental monitoring, fuel cells, Liquefied Natural Gas (LNG), and bio-fuel production.

PROCESS TECHNOLOGY CAPSTONE EXTERNSHIP (45 HOURS)

Participants work at a capstone externship project providing experience working with process technicians on-site at local companies. This capstone provides experience in team building, interpersonal, social skills, and communications as they apply to an industrial environment. The participants take employment entrance examinations and experience a series of mock employment interviews.

PROGRAMMABLE LOGIC CONTROL SYSTEMS (90 HOURS)

Programmable Logic Control Systems introduces participants to ladder-logic design and integration of programmable logic control equipment used in industry and manufacturing. The course incorporates PLC and SCADA systems with an emphasis on practical uses.

SAFETY, HEALTH & ENVIRONMENT (45 HOURS)

The Safety Health and Environment course teaches personal protective equipment, hazardous materials, electrical and arc-flash safety as well as a comprehensive review of current state and federal regulations. Course topics are reinforced through scenarios performed at the campus as well as industrial sites.

TRANSFORMER PRINCIPLES AND APPLICATIONS (30 HOURS)

Transformer Principles and Applications is a comprehensive study of the function and application of transformers as applied to the electrical construction industry. The course familiarizes participants with the proper selection, installation configuration, maintenance and troubleshooting methodology of transformers applicable to the electrical trade.

TRANSIT PLANNING AND OPERATIONS (45 HOURS)

This course provides participants with a basic understanding of transit operations. The course covers the fundamental theory of transit service planning including; timetable development, headway and frequency determination, as well as vehicle and crew scheduling. Service reliability and control are discussed, and participants use modeling methods to analyze reliability in an operational environment.

TRANSIT SIGNALING SYSTEMS (63 HOURS)

This course provides participants with a fundamental understanding of rail signal systems operations and maintenance, including fail safe principles of signals, track circuits signal system operations, and safe train system operations. The course is based on the recommended practices on the American Public Transit Association (APTA).

TROUBLESHOOTING FOR THE PROCESS INDUSTRY (90 HOURS)

Troubleshooting instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships and reasoning. Laboratory instruction involves troubleshooting problems initiated by the instructor in a process simulator.

TRANSPORTATION

COORDINATOR

William Castillo

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TRAN5200 **Defensive Driving**

This National Safety Council DDC - 6/8 certified course is a comprehensive driver improvement program offering practical knowledge to avoid crashes with defensive driving techniques. Emphasis is placed on the application of safe, responsible and lawful driving behaviors. This course satisfies the mandatory traffic class for participants with traffic violations.

TRAN5200-0911	SEP 11	SU	8:00AM-2:00PM
TRAN5200-1009	OCT 9	SU	8:00AM-2:00PM
TRAN5200-1113	NOV 13	SU	8:00AM-2:00PM
TRAN5200-1211	DEC 11	SU	8:00AM-2:00PM
FEE: \$105.00	CONTACT HOURS: 6.0		

TRAN5500 **Complete Commercial Motor Vehicle (CMV) Training Series**

Upon completion of this series the participant will gain valuable knowledge of and experience with a class A and B Commercial Motor Vehicle (CMV). The participant will also be prepared to obtain a Commercial Driver License (CDL) Class A. This series ensures participants complete the entire training in a single track of courses.

Prerequisite(s): Participants interested in the Commercial Motor Vehicle (CMV) Training Program must pass the Gates-MacGinitie Reading Test with an 11th grade level or higher prior to enrollment. You must be at least 21 years old at the start of the training program. A valid State of Hawaii Passenger Vehicle Drivers License and Hawaii Driver History Record is required. Must have a Medical Examiner's Certificate by having a Medical Examination Report for Commercial Driver Fitness Determination or "DOT physical exam" conducted by a licensed medical examiner.

Course structure (choose one option for each section):

TRAN5500-1017			
WEEK 1 (ONLY)	OCT 17-21	M-F	6:00PM-9:00PM
WEEKS 2-6 (OPT1)	NOV 7 - DEC 23	M-F	7:00AM-11:00AM
WEEKS 2-6 (OPT2)	NOV 7 - DEC 23	M-F	11:00AM-3:00PM
WEEK 7	DEC 27-30	M-F	7:00AM-3:30PM

TRAN5500-1219 (2016-2017)

WEEK 1 (ONLY)	DEC 19-23	M-F	6:00PM-9:00PM
WEEKS 2-6 (OPT1)	JAN 9 - FEB 21	M-F	7:00AM-11:00AM
WEEKS 2-6 (OPT2)	JAN 9 - FEB 21	M-F	11:00AM-3:00PM
WEEK 7	FEB 22-28	M-F	7:00AM-3:30PM
FEE: \$3,300.00	CONTACT HOURS: 110.0		



TRAN5510 **Commercial Motor Vehicle (CMV) Training Series without Permit Prep**

This series provides participants who have already obtained a Commercial Driver License (CDL) Permit Class A, the opportunity to be prepared to obtain a Commercial Driver License (CDL) Class A and/or B. This series also ensures participants complete the entire training in a single track of courses.

**Results from drug test done at any CLINICAL LABORATORY location MUST received in our office before the start of the course.*

Course structure (choose one option for each section):

TRAN5510-1107			
WEEKS 1-5 (OPT1)	NOV 7 - DEC 16	M-F	7:00AM-11:00AM
WEEKS 1-5 (OPT2)	NOV 7 - DEC 16	M-F	11:00AM-3:00PM
WEEK 6	DEC 19-23	M-F	7:00AM-3:30PM
TRAN5510-0109 (2017)			
WEEKS 1-5 (OPT1)	JAN 9 - FEB 17	M-F	7:00AM-11:00AM
WEEKS 1-5 (OPT2)	JAN 9 - FEB 17	M-F	11:00AM-3:00PM
WEEK 6	FEB 22-28	M-F	7:00AM-3:30PM
FEE: \$3,005.00	CONTACT HOURS: 95.0		

**TRAD8300
Forklift Certification**

Hawaii Occupational Safety and Health in conjunction with OSHA, established certification requirements for forklift operators. Regulations require employers to provide the training. Leeward Community College has established a certification training that meets industry standards. Participant must wear long pants and covered shoes. Certification is for Class 1, 4, and 5 vehicles only.

Prerequisite(s): 18 years old or older and a current Driver License.

TRAD8300-0907	SEP 7	W	8:00AM-3:30PM
TRAD8300-0928	SEP 28	W	8:00AM-3:30PM
TRAD8300-1019	OCT 19	W	8:00AM-3:30PM
TRAD8300-1116	NOV 16	W	8:00AM-3:30PM
TRAD8300-1214	DEC 14	W	8:00AM-3:30PM
FEE: \$135.00	CONTACT HOURS: 7.0		

**TRAD8350
Forklift New Operator and Certification**

Forklift training for those who have never operated a forklift. Training includes classroom and hands-on training. Participant must wear long pants and covered shoes. Certification is for Class 1, 4, and 5 vehicles only.

Prerequisite(s): 18 years old or older and Current Driver License.

TRAD8350-0906	SEP 6-7	TU/W	8:00AM-3:30PM
TRAD8350-0927	SEP 27-28	TU/W	8:00AM-3:30PM
TRAD8350-1018	OCT 18-19	TU/W	8:00AM-3:30PM
TRAD8350-1115	NOV 15-16	TU/W	8:00AM-3:30PM
TRAD8350-1213	DEC 13-14	TU/W	8:00AM-3:30 PM
FEE: \$195.00	CONTACT HOURS: 14.0		



Jobs for drivers

If you're interested in driving a commercial motor vehicle or forklift, you can start here in Career Coach:

HEAVY AND TRACTOR-TRAILER TRUCK DRIVER

Avg. salary \$42k per year*

LIGHT TRUCK OR DELIVERY SERVICES DRIVER

Avg. salary \$29k per year*

**Source: EMSI 2016.2*

COURSES ON-DEMAND

OCEWD's course offerings change frequently in response to community and employer needs. We are continuously developing courses based on current and new exciting technologies in an effort to develop a skilled workforce. We can offer ANY previously offered course if there is enough enrollment to fill a class. If you are interested in one of these "on-demand" courses, please contact the industry program coordinators for more information.

BUSINESS AND PROFESSIONAL STUDIES

- › Building an Online Business
- › Entrepreneurship Boot Camp
- › Introduction to Social Media for Business
- › Project Management Essentials
- › Safety in the Workplace
- › Small Business Accounting
- › Workplace Ergonomics

COMPUTERS AND TECHNOLOGY

- › Microsoft Word 2010, 2013, 2016
- › Microsoft Excel 2010, 2013, 2016
- › Microsoft Powerpoint 2010, 2013
- › Microsoft Access 2010, 2013
- › Quickbooks

HEALTHCARE TECHNOLOGY

- › Professional Review RHIA/RHIT Exam
- › Professional Review CHPS (Certified in Healthcare Privacy and Security)

INDUSTRIAL TECHNOLOGY

- › AC and DC MOTORS
- › AC Theory I
- › Advanced Telecommunications Theory
- › Analog Electronic Theory
- › Basic Soldering
- › Basic Technical Skills, Alternative/Renewable Energy
- › Basic Telecommunications Theory
- › Batch Process Control HMI Operations
- › Continuous Process Control HMI Operations
- › DC Theory
- › Digital Electronic Theory
- › Facilities Maintenance I
- › Facilities Maintenance II

- › Facilities Maintenance III
- › Fluid Power Systems I, Hydraulics and Pneumatics
- › Fluid Power Systems II, Hydraulics and Pneumatics
- › Fundamentals of CNC control for machining
- › Fundamentals of Power Generation Transmission and Distribution
- › Fundamentals of Robotics
- › Fundamentals of the NEC 2011
- › Grounding and Bonding I
- › Intelligent Energy Systems Architecture
- › Intelligent Energy Systems Fundamentals
- › Intelligent Energy Systems Interoperability
- › Introduction to Programmable Logic Controllers (PLC)
- › Introduction to SCADA Control
- › Introduction to Test Instruments
- › Mechatronics: Transit Operations
- › Motor Control Systems
- › Motors and Motor Control Maintenance
- › Principles of Quality: Lean Manufacturing
- › Process Control Operations Troubleshooting Methodology
- › Process Quality Strategies
- › Process Technology
- › Programmable Logic Controller Applications and Programming I
- › Programmable Logic Controller Applications and Programming II
- › Pumps and Pumping Systems
- › Rigging and Lifting Principles
- › Solidworks II
- › Solidworks Applications and Rapid Prototyping
- › Solidworks I
- › Transformers
- › Workplace Safety Fundamentals

SUSTAINABILITY

- › Advanced Solar Photovoltaic Training
- › Basic Training in Landscape Maintenance and Installation
- › Custodial and Housekeeping Greenline Training
- › Fundamentals, Solar Photovoltaic
- › Green Awareness Certificate
- › Introduction To Green Building and Energy Management
- › Introduction to Solar Photovoltaic Design and Installation
- › Organic Pest Control
- › Solar Technical Sales

CUSTOMIZED TRAINING

Are you getting the results you want from your employees? We recognize that employers and organizations often require employees to have specific skillsets. When these skills are lacking it can directly affect the bottom line. Training increases performance. In the past, this training was not available locally and it was expensive.

OCEWD has developed and delivered many successful short-term, industry specific, training courses at affordable rates. We can work with you to develop training right here at home, from the ground up, to meet your needs.

Benefits of Customized Training

FLEXIBLE SCHEDULES

Daytime or evening, we can deliver classes on weekdays or weekends.

ON-SITE TRAINING

Get your training delivered at your location or at the Leeward Community College campus.

CUSTOMIZED CURRICULUM

Focus on the skills your group needs, and build your training to match industry recognized standards.

INDUSTRY EXPERIENCED INSTRUCTORS

We have a network of instructors with a wide range of certifications who can deliver the curriculum with practical, working knowledge of the subject matter.

REGISTRATION

OCEWD will coordinate registration, payment, and other logistics, so you don't have to.

**All customized training course schedules, curriculum, instructors, and other details are subject to various restrictions.*

Don't take our word for it – hear what customers say

COMMERCIAL MOTOR VEHICLE (CMV) SERIES

“We chose to partner with Leeward Community College for our CDL Driving program because of the ease in working with them. After discussing our needs, we came up with a mutually beneficial schedule which would allow our employees to work while receiving training. Because of the year-round class schedule, we were able to begin our program earlier than we anticipated. This training will impact our organization greatly. There is a shortage of CDL drivers nationwide and by upgrading the skills of our employees, it allows them to have a career path within our organization.

Joy Tamura - Director of Human Resources
Y. Hata & Co., Limited

COMPUTERS, INDUSTRY, AND HOSPITALITY TRAINING

Our partners at the Office of Continuing Education & Workforce Development - Leeward Community College, are a key asset in our mission to expand economic opportunity to our members through education and training programs. Their contributions in assisting us in upskilling our members is a great benefit to not only our members, but also to our signatory employers in Hawaii's hospitality industry.

James P. Hardway - Executive Director
Hotel And Restaurant Industry Employment & Training Trust (HARIETT)

Learn more at

ocewd.org/custom

FINANCIAL ASSISTANCE

LIFETIME LEARNING CREDIT

The Taxpayer Relief Act of 1997 provides for Lifetime Learning Credits for qualified tuition and related expenses for eligible individuals seeking to acquire or improve job skills.

Learn more at the Internal Revenue Service (IRS) Website:
<https://www.irs.gov/Individuals/LLC>

SALLIE MAE CONTINUING EDUCATION LOAN

The Sallie Mae Continuing Education Loan is a private, credit-based loan that is specifically designed to provide financing for postsecondary students not seeking degrees and for part-time students seeking degrees.

For more information visit:
<https://www.salliemae.com/student-loans/>

EMPLOYMENT TRAINING FUND

For eligible employers that are interested in utilizing ETF funding for their employees, please check out Department of Labor & Industrial Relations Workforce Development Division (DLIR-WDD) website at:

<http://labor.hawaii.gov/wdd/home/employers/etf/>

UNEMPLOYED, LAID OFF, OR UNDEREMPLOYED?

If you meet any of these three categories you may be eligible for employment services, education, and training tuition assistance through the Oahu Workforce Investment Board. For information and eligibility requirements, contact the Oahu WorkLinks office nearest you: <http://www.owib.org>

For a list of training courses:
<http://www.dlir.state.hi.us/labor/etp/programs.cfm>

MILITARY - TA

Active duty military personnel may be eligible for Tuition Assistance, depending on the branch of the military and the courses you select. Check with your Education Office on base for information.

MY CAREER ADVANCEMENT ACCOUNT (MyCAA)

My Career Advancement Account (MyCAA) Scholarship Program is a workforce development program that provides up to \$4,000 of financial assistance to eligible military spouses who are pursuing a license, certification or Associate's degree in a portable career field and occupation.

Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 who have received approval for coursework while their military sponsor is on Title 10 military orders are eligible. Spouses married to members of the National Guard and Reserve Components in these same pay grades are eligible.

Spouses can visit the My Career Advancement Account Scholarship Spouse Portal online at <https://aiportal.acc.af.mil/mycaa> and provide the required Spouse Profile information. Call a certified MyCAA Career Counselor at 800-342-9647.

U.S. VETS UNITED STATES VETERANS INITIATIVE

U.S.VETS is a private non-profit organization providing housing, employment and counseling services to our nation's veterans, the men and women from all branches of the armed forces who have served their country from World War II to the current conflict in Afghanistan.

For more information visit:
<http://www.usvetsinc.org/barberspoint/>
808-672-2977

THE POST-9/11 GI BILL

Good news for eligible veterans: Effective October 1, 2011, post-9/11 veterans may qualify for non-college degree (NCD) programs such as those offered by OCEWD. This funding source pays for "actual net costs for in-state tuition and fees or \$17,500, whichever is less." There is also an allocation for books and supplies. Flight programs and correspondence training are also included.

We have seen several active duty individuals and veterans benefit from OCEWD training fully funded through the Post-9/11 GI Bill. Particular programs are VA approved.

For more information and how to apply for your benefits, visit:
<http://www.gibill.va.gov/apply-for-benefits/road-map/>

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Visit <http://www.ocewd.org/financial-assistance> for updated information and resources. For questions, or if you would like to be listed as a resource on this list, please contact us at 455-0477 or ocewd@hawaii.edu.

ADDITIONAL RESOURCES

ALU LIKE, INC.

Hana Lima Scholarship

The Hana Lima Scholarship provides financial assistance to students participating in a vocational or technical education program for occupations that can provide a "living wage." This scholarship is available to students in vocational programs that lead to a specific segment of employment. This \$1,500 scholarship gives financial assistance toward tuition and fees, books and other required tools or uniforms for a vocational program

For more information, and eligibility requirements, visit:
http://www.alulike.org/services/kaipu_hana.html

808-535-6700 HanaLima@alulike.org

KEIKI O KA 'ĀINA

Keiki O Ka 'Āina Family Learning Centers (KOKA-FLC) is a Non Profit 501(c)(3) Corporation established in 1996 to serve the educational needs of Hawaii's families within the context of culturally competent educational and family strengthening programs.

For more information visit:
<http://www.koka.org/resources>

808-843-2502

GOODWILL HAWAII

Job connections

It can be difficult to support yourself and your family if you do not have the right training and employment resources. Employment Core Services can teach you skills to help you find a job. Services are free of charge to eligible low-income families.

For more information, and list of services, visit:
<http://www.higoodwill.org/goodwill-programs/job-help/employment-services/>

808-836-0313 info@higoodwill.org

EMPLOYMENT READINESS PROGRAM (ERP) WHERE CAREER SUCCESS BEGINS...

The Employment Readiness Program offers information and referral services and assistance to military spouses; active duty military; retired military; active Guard and Reserve; DoD civilians; and all immediate family members in the areas of employment, training and volunteer opportunities. The services are designed to give you the competitive edge necessary to secure employment and advance your career. Services include hiring events, career counseling and training, employment and education information, volunteer opportunities, internet job search and assistance in resume writing and goal setting.

Visit: <http://www.himwr.com/work-a-career-centers>

OFFICE OF HAWAIIAN AFFAIRS (OHA)

A higher education opens up a world of possibilities. OHA is committed to ensuring Native Hawaiians and their 'ohana are aware of existing resources to assist them in pursuing their education and training goals. Each year OHA provides funding for scholarships through its Higher Education Scholarship Programs. In addition, OHA has created He Ipu Kā'eo, a resource booklet created for Native Hawaiian students seeking post-secondary education; both college and career training programs. It includes information on scholarships, financial aid resources, and student support services.

For information and a list of OHA Scholarships, visit:
<http://www.oha.org/scholarships>

808-594-1835

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If you would like to be listed as a resource on this list, please contact us at 455-0477 or ocewd@hawaii.edu.

JOB PREP SERVICES

Looking for a Job? Come to Job Prep Services!

Our office provides lifetime employment assistance to all Leeward Community College credit and non-credit students.

Need help with Your...

Resume or cover letter?

Interview skills?

Other questions?



Contact Us

Give us a call or come to our office on the main Leeward CC Campus at **RM AD-222**

Monday-Friday, 7:45am-4:30pm

jobprep@hawaii.edu



Want to start searching for jobs?

LOG ON TO JOB CENTER ONLINE

www.leeward.hawaii.edu/jobs-students

A free web portal for all UH students to search for local jobs.

Simply click on "Sign Up" under Off-campus Jobs to register.

ACCREDITATIONS/AFFILIATIONS

Accreditation, and affiliations with industry organizations, ensure that our training is held to the highest standards. Our courses prepare you for local and nationally recognized certification exams.



American Health Information Management Association®

The Certified Coding Series is recognized as a Professional Certificate Approval Program (PCAP).



American Medical Billing Association

The Certified Reimbursement Specialist program prepares participants for the American Medical Billing Association's Certified Medical Reimbursement Specialist examination.



American Heart Association®

The First Aid CPR/AED course is provided through the American Heart Association.



Certified Nurse Aide and ARCH

The Nurse Aide Training program has been approved by the Department of Human Services and Community Ties of America (CTA). The Adult Residential Care Home operator program is approved and recognized by the State of Hawaii Department of Health.



CertTEC® Basic Electricity and Electronics

The CertTEC® BEE certifications are performance-based online exams. The BEE consists of 4 individual certifications focusing on basic electricity and electronics fundamentals in the following four subject areas: AC, DC, Analog, and Digital.



CertTEC® BEE certifications are accredited by the International Certification Accreditation Council (ICAC) to meet ISO 17024 guidelines.



Electronics Technicians Association, International (ETA® International)

ETA® International represents the electronics industry, from the technician and educator to the corporate institution. ETA currently offers Stand-Alone Certifications and Journeyman Certifications, and is accredited by the International Certification Accreditation Council (ICAC). OCEWD is a Certification Administrator for all ETA-International exams.



ESCO

ESCO Institute is the largest provider of the EPA Section 608 Certification.

Section 608 of the US Federal Clean Air Act requires all persons who work with regulated refrigerants to be certified. The EPA regulates the certification process and administration of the exam. ESCO Institute is the largest provider of the EPA Section 608 Certification.



National Association of Healthcare Access Management™

The Patient Service Representative program is accredited by the National Association of Healthcare Access Management.



Pharmacy Technician Certification Board®

The Pharmacy Technician program is a member of the PTCB® advocate educator network.

INFORMATION AND POLICIES

Policies below are general program policies. Individual courses may have their own specific policies that would be found on the course syllabus provided by the instructor on the first day of class.

ACCREDITATION

Leeward Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC), an institutional accrediting body recognized by the Council for Higher Education Accreditation, and the United States Department of Education.

ACADEMIC INFORMATION

Letter grades are given in all courses. Grades signify the various levels of achievement in carrying out the performance objectives of the course.

ADA ACCESS

Deaf and Hard of Hearing individuals desiring information may contact the College by calling the TTY (Text Telephones) number at 1711 or (808) 643-8833. A TTY pay phone is located at the west side, ground floor, of the Administration Building.

Information about the programs, services, activities, and facilities which are available to persons with disabilities, can be obtained by contacting the Kako'o 'Ike Program (455-0421, TTY number at 455-0532 or 643-8835).

ATTENDANCE POLICY

Participants are expected to attend all class sessions. Sign-in sheets are completed at every class session. Participants must attend all classes in order to satisfactorily complete the course. For every fifteen (15) hours of instruction, one hour of instruction can be missed. Arriving more than 15 minutes late at the start of a class will be documented as a tardy or leaving more than 15 minutes early at the end of a class will be documented as an early departure.

Instructors reserve the right to drop a student from class if student is absent more than 3 days without notifying the school. Refer to the course syllabus for specific course policies.

AWARDING OF CERTIFICATES

Certificates of Professional Development will be issued to students successfully completing workforce development classes. Certificates of Participation will be issued to students who successfully complete personal enrichment classes.

CAMPUS SECURITY, LA 238, 455-0611

Campus Security provides around-the-clock assistance to students, faculty, and staff and maintains a "lost and found" service. Incidents and concerns relating to security should be reported directly to Campus Security. Campus Security offers an Escort Service on request from anyone on campus by calling 455-0611.

CANCELLATION POLICY

Courses are subject to cancellation if minimum enrollment is not met. If a class is cancelled, you will be notified by telephone and/or email. Your registration fee and tuition will be fully refunded, or you can transfer to another class.

COURSE EXTENSIONS

An extension may be recommended and allowed for students needing additional time to meet course competencies and requirements. Extensions must be approved by the program coordinator and payer (ie. Agencies) prior to the end of the initial course. Note: Fees for extensions vary with each program and must be paid prior to extending.

"CREDIT" BY REVIEW

OCEWD's Course Equivalency Program provides alternate opportunities to obtain recognition for prior learning. Leeward Community College believes there are many ways to become "educated" besides traditional course offerings. The College provides options which allow students to demonstrate competency gained through non-classroom experiences and to earn college credits for them. This allows students to spend their time and money on the new subjects they need and want to take. Requests for "credit" must be approved by OCEWD administration and the instructor. Methods for earning such credits include:

- › Independent Study
- › Credit-by-Exam
- › Credits Earned at Foreign Colleges and Universities
- › Equivalency Examinations
- › College-Level Examination Program (CLEP)
- › Credit for Prior Learning
- › Non-collegiate-Sponsored Education Credit

DESCRIPTION OF PRACTICAL TRAINING

Practicum and clinical experiences include placement and completion of required hours at an industry recognized facility. at an industry recognized facility These experiences provide participants multiple opportunities to transfer their

knowledge and skills learned in the classroom in a professional environment. The performance of participants are monitored and evaluated by program instructors to meet the high standards for certification or licensure. Programs that include practicum or clinical experiences are a program requirement and participation is mandatory for graduation.

EEO POLICY

Leeward Community College is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, and veteran status. This policy covers admission and access to, and participation, treatment, and employment in the College's programs, activities, and services.

ENTRANCE REQUIREMENTS

Any person interested in enrolling must meet the following entrance requirements to ensure eligibility and course progression.

(1) Participant must be at least 18 years old at the start of the program. (2) Persons less than 18 years of age need the signature of parent or guardian to enroll in course work. (3) A valid photo ID. Refer to specific programs for individual course/program entrance requirements. See "enrollment eligibility" section of individual courses for addition requirements.

FINANCIAL LIABILITY POLICY

Enrollment/Registration at OCEWD signifies consent to, and acceptance of all policies and procedures governing enrollment/registration, including financial liability. Participants who fail to remit payment when due, agree to pay the University of Hawai'i all reasonable cost for collection, to include collection agency, attorney's and court fees. Participant is responsible for any unpaid balance.

MEDICAL EMERGENCIES

In case of emergency please notify the Security Office at 611. If you are disabled by sickness or injury, you can contact the Campus Health Center by dialing 515 on any office telephone on campus. Please call 911 in case of emergency (if calling from on campus, you must first dial '9' then 911).

OPEN DOOR POLICY

Leeward is proud of its "open door" policy and is dedicated to providing educational opportunities for all its community members. All programs require reading, comprehension, and mathematics at 9th grade minimum to ensure successful completion. It is the policy of the University of Hawai'i to comply with Federal and State laws, which prohibit discrimination in University programs and activities.

PAYMENT

Make checks payable to Leeward Community College. Checks returned due to insufficient funds are subject to a \$25 service fee. Credit/Debit Cards are accepted (MasterCard, VISA, JCB or Discover only).

PRIVACY

The following information may be disclosed by the institution for any purpose, at its discretion: student's name, student's address or phone number, dates of attendance, certificate awarded, and status (course or full program), and email address. Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1947, as amended. To withhold disclosure, written notification must be received, not later than the first day of class, in the Office of Continuing Education and Workforce Development (OCEWD). OCEWD assumes that failure on the part of any student to specifically request the withholding of categories of Directory Information indicates approval for disclosure.

STANDARDS OF PROGRESS

Attendance, completion of assignments, quiz/exam scores, and satisfactory performance of all skills/tasks contribute to the overall grade. Possible grades include:

(CR) is used to indicate passing with a "C" or higher for non-credit courses. All assignments completed with a score of 70% or higher, a score of 70% or higher on each quiz/exam, and all skills performed satisfactorily.

(NC) is used to indicate not passing with a "C" or higher for non-credit courses. Participants earning a grade of "NC" may repeat a course once. Additional repeats may be allowed after discussion with a Program Coordinator, and participants may be required to repeat the entire course at an additional expense. Participants may not progress to the next higher level course until a "CR" grade is earned.

(I) is used to indicate that the participant has yet to complete one or more requirements by the scheduled end date of a course. Participants will be given an additional opportunity to successfully complete the requirements after instructors provide counseling/remediation. An additional fee may be required for remedial instruction beyond two (2) attempts. Participants that are unsuccessful after four (4) attempts shall be assigned a grade of "NC". Completion of course requirements must be accomplished during the next offering of the program/course or the grade will be converted as "NC".

Enrollment in some courses may require satisfactory completion of prerequisite coursework, meeting health and/or safety requirements. Students successfully completing course and academic performance requirements will receive a certificate for their records.

STUDENT CODE OF CONDUCT

Participants enrolled in course(s) are expected to abide by the Leeward Community College University of Hawai'i rules, regulations, and student code of conduct. For more information, visit the Leeward Community College Policies web page at: <http://www.leeward.hawaii.edu/policies>

STUDENT RECORDS POLICY

Student records are kept in secured archival files for seven (7) years as mandated by the State of Hawai'i. All student information is protected under the Family Educational Rights and Privacy. Non-credit transcripts are available upon request for a fee of \$10.

TUITION & FEES

All tuition and fee charges at the University of Hawaii campuses are subject to change in accordance with requirements of State law and/or actions by the University of Hawaii board of Regents or Administration. The tuition for Leeward Community College Non-Credit courses includes all applicable fees. Tuition rates are posted for each course in the catalog. Students with an outstanding balance prior to the first day of class will not be allowed to attend.

WITHDRAWAL/REFUND POLICY

A withdrawal/refund will be permitted if the request is made at least five (5) business days (Monday-Friday, excluding holidays) prior to the start of the event, program, or course during regular office hours. Refund requests must be made in person or by writing to the OCEWD (postmarked by the refund deadline). Faxed or mailed withdrawal requests must include the student's signature. Failure to attend class or notifying your instructor of your intent to withdraw does not constitute an official withdrawal from the course. Agencies submitting purchase orders for student registration fees will be billed regardless of attendance, unless notification of withdrawal is made by the specified refund deadline.

Refunds for check and cash payments are processed within eight (8) to ten (10) weeks. Refunds for charge payments are credited to the account originally charged.

COURSE INDEX

- 08** A Process to Think Critically and Make Decisions
- 13** Adult Residential Care Home (ARCH) Modules
- 06** Advanced Business Writing
- 17** Advanced Diagnosis Coding
- 16** Advanced Medical Terminology
- 13** American Heart Association First Aid w/CPR and AED
- 16** Anatomy and Physiology
- 14** ARCH Module 14 ONLY
- 12** Behavior Technician Program
- 12** Registered Behavior Technician (RBT) Competency Assessment
- 11** Business Applications Using Microsoft Access 2013 Level 1
- 11** Business Applications Using Microsoft Excel 2013 Level 1
- 11** Business Applications Using Microsoft Excel 2013 Level 2
- 11** Business Applications Using Microsoft Excel 2013 Level 3
- 11** Business Applications Using PowerPoint 2013 Level 1
- 08** Business Sustainability
- 06** Business Writing That Works
- 16** Certified Coding Series
- 21** Commercial Motor Vehicle (CMV) Training Series
- 21** Commercial Motor Vehicle (CMV) Training Series without Permit Prep
- 06** Communicating Effectively
- 08** Communication for Professionals
- 06** Conflict Resolution in the Workplace
- 12** Core Academic Skills for Educators
- 21** Defensive Driving
- 16** Disease Pathology and Pharmacology
- 09** Diversity Awareness for Organizational Effectiveness
- 12** Elementary Education: Multiple Subjects
- 22** Forklift Certification
- 22** Forklift New Operator and Certification
- 18** Health Information Technology and Healthcare Delivery
- 08** How to Facilitate and Manage Organizational Change
- 16** Introduction to Medical Terminology
- 17** Introduction to Procedure Coding
- 08** Leadership Development
- 08** Leading Effective Meetings
- 18** Medical Reimbursement Specialist
- 10** Microsoft Word 2013 for the Business World Level 1
- 10** Microsoft Word 2013 for the Business World Level 2
- 11** Microsoft Word 2013 for the Business World Level 3
- 06** Motivating Your Workplace
- 14** NCLEX-RN Prep
- 13** Nurse Aide Training Program
- 14** Nurse Aide II: Patient Care Technician
- 09** Occupational Safety Training
- 10** Office Administration and Technology (OAT)
- 09** Organizational Behavior
- 14** Pharmacy Technician
- 06** Project Management Basics
- 17** Reimbursement Methodologies
- 12** Special Education: Core Knowledge and Applications
- 09** Talent Management



Personal Enrichment

Learn a foreign language, experiment in arts and crafts, or get fully trained and licensed to experience the thrill of riding a motorcycle. Our course offerings change throughout the year so be sure to call us or visit our website for current listings.



Advanced Raku

Motorcycle Safety Training

Retirement Planning Workshops

Exploring Korea
Through its Language

808-455-0477

www.ocewd.org/personalenrichment

LEEWARD COMMUNITY COLLEGE

OCEWD

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT



UNIVERSITY of HAWAII®
LEEWARD
COMMUNITY COLLEGE

**OFFICE OF CONTINUING EDUCATION
& WORKFORCE DEVELOPMENT**

96-045 Ala 'Ike, Room CE-101
Pearl City, HI 96782

808-455-0477

WWW.OCEWD.ORG