ANNUAL CATALOG

JANUARY-DECEMBER 2020
As part of Leeward Community College, the Office of Continuing Education & Workforce Development (OCEWD) is committed to the mission and strategic initiatives of both the campus and the University of Hawai‘i Community Colleges and System.

We do this by positioning ourselves as a leader in local workforce training and certification, providing high-quality courses and programs in an inclusive, accessible, environment.

Our flexibility and willingness to partner enable us to build strong relationships with educators, community programs, and businesses. We provide creative, innovative solutions to address specific needs within local industries and our community.
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INTRODUCTION

This catalog lists the vocational, occupational, and technical programs with goals specifically for entry level employment and the required industry certification. The OCEWD Catalog is published annually as the non-credit supplement to the Leeward Community College Academic Catalog. In addition to the OCEWD Catalog, quarterly course schedules are printed for general public distribution. OCEWD catalog and the quarterly course schedules are also posted on our website, ocewd.org.

Disclaimer

This catalog provides general information about Leeward Community College – Office of Continuing Education and Workforce Development (OCEWD), its programs and services, and summarizes those major policies and procedures of relevance to the student. The information contained in this catalog is not necessarily complete. For further information, students should consult with the OCEWD office. This catalog was prepared to provide information and does not constitute a contract. The College reserves the right to, without prior notice, change or delete, supplement or otherwise amend at any time the information, requirements, and policies contained in this catalog or other documents. Please consult the website for the most current information.

The University of Hawai‘i is an Equal Opportunity/Affirmative Action Employer.
All course prerequisites, pricing, and details, are subject to change without prior notice.
Description of Licensure and Accreditation

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. OCEWD is identified as a non-credit instructional unit in the Leeward Community College annual catalog. All campus services, support, and facilities are available to both credit and non-credit students officially enrolled and in good standing.
Facility, Equipment, Available Space

The unit facilities and resources include a 2,000 square feet nurse aide training clinic and medical receptionist lab, 1 acre of commercial vehicle driving range, 1 acre of motorcycle training range, 6 classrooms, 4 industrial labs, and an administration building.

In addition, there is coordination of services within our campus that are available to all registered students in both for credit and non-credit education. OCEWD students may access counseling, career coaching and planning, ADA services, cafeteria service, health center, dual enrollment, prior learning assessment, and other student related needs.

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).

All of the facilities are compliant with the University of Hawaii (UH) Risk Management Policies, University of Hawaii Community Colleges’ (UHCC) Policies, State and Federal Regulations, Accrediting entities, and ADA. Training equipment is state of the arts, quality, and program industry compliant respectively.

OCEWD is equipped with software for visually impaired students in the computer lab that is available to students in other programs. OCEWD works collaboratively with Ho’opono Program for special accommodations and recommendations.

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) Anyone less than 18 years of age needs the signature of parent or guardian to enroll in course work. (3) A valid photo ID.

Refer to specific programs for individual course and program entrance requirements. See “enrollment eligibility” section of individual courses for addition requirements. These requirements are established to reasonably ensure that a person who enrolls in the course or program is capable of completing and benefiting from it.

Tuition, Registration Fees, Books, Equipment, and Other Charges

All tuition and fee charges at the University of Hawaii campuses are subject to change in accordance with requirements of State law, or actions by the University of Hawaii Board of Regents or Administratively.

The tuition for Leeward Community College Non-Credit courses includes registration, course, texts, lab, personal safety wares, and the industry certification exam 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
OCEWD is revenue based. All programs, courses, and services are dependent of the revenue collected from out-of-pocket payments by students, agencies, or by sponsors. A withdrawal or 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 OCEWD, and received in office 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. Eligible 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.

Cancellation Policy
If the class is canceled, OCEWD shall refund to the student all the money the payer has paid. A voucher in lieu of refund may be issued for a future class at the request by the payer in writing. 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 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 prior to the end of the initial course. Note: Fees for extensions vary with each program and must be paid prior to extending.

Financial Liability Policy
Students who have not met their financial obligations at any college in the University of Hawai‘i System (such as nonpayment of tuition and fees, traffic fines, library fines, loans, etc.) to the satisfaction of the University of Hawai‘i may be denied letters of verification or certification, registration, withdrawal, grades, transcript requests, graduation, diplomas, and other university services.

Enrollment at the University of Hawai‘i signifies consent to, and acceptance of, all policies and procedures governing enrollment including financial liability. Students who fail to clear all financial obligations in a timely manner may result in their account being sent to a collection agency. Students agree to pay the University of Hawai‘i all reasonable costs for collection, to include but not limited to collection agency, attorney’s and court fees. The University of Hawai‘i also has the ability to submit an account to garnish state income tax refunds to offset financial obligations.
At OCEWD, we observe all state and federal holidays listed below. Our classes run year-round and registration is open up until the day of class. For more details about registration please visit ocewd.org/registration.

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<th>Month</th>
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Prior Learning Assessment (PLA) Program
Leeward’s Prior Learning Assessment (PLA) Program (also known as College Credit Equivalency Program) provides alternate opportunities to obtain credits. Detailed guidelines and procedures are outlined in College’s Manual of Policies and Procedures of the Prior Learning Assessment (PLA) Program, revised February 2017, at Leeward Community College, available for reference use through counselors, the Dean of Arts & Sciences, the Dean of Career & Technical Education, Dean of Student Services or Division Chairs. Leeward Community College believes there are many ways to demonstrate the learning outcomes and competencies found in traditional classroom course offerings; therefore, the college provides a number of options to earn college credit through previous college and non-college courses, equivalency and standardized exam scores, and skills gained from life experiences. This allows students to spend their time and money on the new subjects they need and want to take.

Course Challenge-by-Institutional Exam
With instructor approval, currently enrolled students may take instructor-made examinations covering the material in a specific Leeward CC non-course if the student feels he/she has learned the concepts and skills elsewhere. Students may contact instructors teaching the specific course they wish to challenge.

A student must successfully pass the challenge examination at the “C” grade level or higher. A grade of “CE” is recorded on the student’s transcript to indicate award earned through challenge-by-institutional exam. Students will be assessed tuition in accordance with the College’s tuition schedule.

Credits Earned at Foreign Colleges and Universities
Credits earned in institutions of higher education in foreign countries may be transferred to Leeward CC in some cases. Official transcripts of all post-secondary work completed at foreign, non-U.S. institutions must be sent by each institution attended directly to the Leeward CC-OCEWD Admissions and Records Office for evaluation. If such transcripts and related documents are written in a foreign language, certified English translations must be attached. It is highly recommended that you request course descriptions along with the request for your academic transcript.

College Transfer Credit
Courses completed at other accredited colleges and universities with a grade of “D” or better may be transferable toward a Leeward CC non-degree. Some programs may require a grade of “C” or better. Equivalency exams, non-collegiate sponsored education credit, and back-language credit with a “CR” grade may be applicable to Leeward degrees or certificates. Upper division courses (numbered 300 or higher under the UH System’s course numbering system) may be applied to not more than 20% of the Leeward CC’s non-credit certificate. The transcript evaluation is applicable only to the designated Leeward certificate. It is not necessarily binding on other colleges to which the student may subsequently transfer.

Students are responsible for:
1. Requesting that colleges previously attended send official transcripts directly to the OCEWD Registration Office at Leeward CC; and
2. Completing a Transcript Evaluation Request Form at the OCEWD Admissions and Records Office. This form must be completed and returned to the OCEWD Registration Office. The student must be enrolled in at least one credit in the UH system and Leeward CC must be the home campus before transcripts will be evaluated.

For other policies on the awarding of transfer credits, see the earlier section under Admissions Information relating to students transferring to Leeward CC from colleges or universities not part of the UH System.
Portfolio-Based Assessment
Other learning experiences (such as unique kinds of employment or projects) may be granted toward completion of Leeward CC non-credit program if the learning can be verified and documented at college level, and the competency can be documented. The determination will be made by select faculty. A class is required to learn how to provide college-level evidence in a portfolio. There is also a fee, which must be paid at the time of registering for the class, for the portfolio to be assessed by a Review Committee.

Tuition, Registration fees, Books, Equipment, and Other Charges
All tuition and fee charges at the University of Hawaii campuses are subject to change in accordance with requirements of State law, University of Hawaii Community College Policy 8.200, or actions by the University of Hawaii Board of Regents or Administratively.

The tuition for Leeward Community College Non-Credit courses includes registration, course, texts, lab, and the industry certification exam fees. Students who do not pass the industry certification exam may retake at their own expense. Tuition rates posted in the annual catalog are subject to change. For current tuition rates, visit the OCEWD website. Students with an outstanding balance prior to the first day of class will not be allowed to attend.

STUDENT CODE OF CONDUCT

As a student at Leeward Community College, you are expected to conduct yourself appropriately on-campus. You may not engage in behavior that violates the rights of others or disrupts the activities of the college. The Student Conduct Code delineates various categories of impermissible behavior and explains the sanctions that may be applied to students who violate one of the rules of the Code.

The categories of impermissible behavior include, but are not limited to:

- Personal misconduct, such as fighting, hazing, harassing, stealing, unauthorized entering, using or possessing
- Weapons, failing to comply with the directions of a campus official, being disorderly, etc.
- Demonstrations or interference with campus operations
- Furnishing false or fraudulent information
- Stealing or mutilating college property
- Abuse of controlled substances
- Academic dishonesty (cheating or plagiarizing)
- For violations of these rules, the following sanctions may be imposed:
  Warning, Probation, Restitution, Temporary suspension, Suspension, Expulsion, Rescission of grades or degree

Leeward CC’s Student Conduct Code and its approved procedures are available on the College’s website: www.leeward.hawaii.edu/policies.
STANDARDS OF PROGRESS

All training courses and programs are monitored and supervised by their respective program coordinators. Evaluation are established, conducted and reviewed at the completion of each course and program; and again reviewed and assessed annually for quality assurance concerning curriculum, student and program learning outcomes, relevancy, instructor performance, and related quality performing factors. Attendance, assignments, quizzes, and exams, and satisfactory performance of all skills and tasks contribute to the overall grade.

Letter Grading System
Letter grading is a system used to evaluate the overall scholastic performance of OCEWD students. The possible grades are: A, B, C, D, or F. Industry certification exams are not factored into the overall letter grade.

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

Unsatisfactory Academic Progress (UAP) Policy
The UAP policy is to establish standards of satisfactory academic progress; to establish procedures for identifying students who are not making satisfactory academic progress; and to encourage such students to take appropriate action to improve their academic performance.

Related Policies
There are no related BOR, UH System, or UH Community Colleges policies. Each campus has its own Academic Actions, Unsatisfactory Academic Progress, or Academic Probation policy.

Policy Objectives
• To establish standards of satisfactory academic progress.
• To establish procedures for identifying students who are not making satisfactory academic progress
• To encourage such students to take appropriate action to improve their academic performance.
• To have a procedure that is clear and understandable to students that provides campus offices with guidelines on implementation of the policy.

Procedures
Students who do not achieve satisfactory progress at the midday point of any program will be encouraged to access academic and student support services made available to them. The program coordinator, in collaboration with the academic counselor and instructor, will coordinate resources.
The tuition for Leeward Community College Non-Credit courses includes registration, course, texts, lab, and the industry certification exam fees. Students who do not pass the industry exam may retake at their own expense. Tuition rates posted in the annual catalog are subject to change. For current tuition rates, visit the OCEWD website. Students with an outstanding balance prior to the first day of class will not be allowed to attend.

All tuition and fee charges at the University of Hawaii campuses are subject to change in accordance with requirements of State law, University of Hawaii Community College Policy 8.200, or actions by the University of Hawaii Board of Regents or Administratively.
HEALTHCARE AND CAREGIVER SERVICES

Nurse Aide Training Program
Course Number: HLTH5100 / Fee: $2500 / Contact Hours: 150.0

The Nurse Aide Training Program focuses on the 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 develop knowledge and skills through theory and practice in the classroom and nursing lab settings. Participants are given multiple opportunities to practice their skills during their clinical experience at a designated medical facility. Upon successful completion of the course and the state examination, participants are credentialed as a Certified Nurse Aide (CNA) and a member of the Hawaii Nurse Aide Registry. Graduates of the Nurse Aide program are also eligible to enroll in Nurse Aide II: Patient Care Technician.

Prerequisite(s): No high school diploma required. *Minimum 9th grade reading level required. Complete and turn in Nurse Aide Application Form, Non-credit Registration Form, Physical Examination Clearance Form, and current criminal abstract. Call 808-455-0477 for assistance.

*Placement test can be taken Monday - Thursday from 8am - 2pm. Please call the office at 455-0477 two business days in advance.

Adult Residential Care Home (ARCH) Modules
Course Number: HLTH5110 / Fee: $775 / Contact Hours: 52.0

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. The ARCH operator program concludes with a one-day workshop on “Start Your Business.” Learn the process to start a business in Hawaii and important considerations for insurance, employees, and financial assistance.

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.

Adult Residential Care Home Module 14 ONLY
Course Number: HLTH5114 / Fee: $320 / Contact Hours: 7.0

Prepare the adult residential care home operator to implement specified regulations of the Hawaii Administrative Rules, Title 11, Chapter 100.1 ARCH (Rules and Regulations). Module 14 covers regulations, accounting records, and community resources for resident operators. A copy can be obtained by calling 808.692.7404 for $15, or downloading the Hawaii Administrative Rules, Title 11, Chapter 100.1.

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
Pharmacy Technician
Course Number: HLTH5600 / Fee: $1800 / Contact Hours: 150.0

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.

To successfully complete the program, students must complete at least 100 externship hours (at Walgreens or CVS Health/Longs Drugs) in addition to the class coursework. Students will learn and observe from the pharmacy technician on site, including customer service skills.

Prerequisite(s): High school diploma or GED, basic computer and typing skills (35+ wpm), pass the math assessment test with 9th grade or higher, and a criminal abstract no older than 30 days.

Medical Receptionist and Patient Services
Course Number: HLTH5700 / Fee: $1700 / Contact Hours: 80.0

The Medical Receptionist and Patient Services program provides participants with a foundational understanding of the healthcare delivery system, the role of the Patient Services Representative (PSR) and the tools needed to be a front line customer-service agent in a medical office or hospital setting. Responsibilities include (but are not limited to): written and verbal correspondence with patients, scheduling, collecting co-payments, maintaining patient charts, verifying insurance coverage, and ensuring overall patient satisfaction. This course consists of five modules tailored to those with little or no experience, looking to begin a career in healthcare.

Prerequisite(s): High school diploma or GED equivalent. 9th grade reading level and intermediate computer skills required. Placement test can be taken Mon - Thu from 8am - 2pm, photo ID is required for testing.
Medical Assisting Program
Course Number: HLTH5800 / Fee: $9750 / Contact Hours: 930.0

Finding employment in healthcare can be difficult if you don’t have training or experience. Leeward CC now offers a Medical Assisting Program designed to get you started, and features preparation/ testing fees for multiple credentials to give you a well-rounded skillset. Our standards are aligned with national certifications and our evening/weekend schedule is made to accommodate those who may be working or going to school during the day.

As a Medical Assistant you may pursue a rewarding career in a number of settings, including: family and internal medicine clinics, hospitals, pain centers, and a variety of specialty areas.

If you are interested in this class, contact Coordinator, Glenn Mendoza at mendozag@hawaii.edu or call (808) 455-0477 to schedule an interview and information session. This is free of charge and you will be given detailed information about the program.

EARN NATIONAL CERTIFICATIONS FROM THESE ORGANIZATIONS:

If you are interested in this class, contact Coordinator, Glenn Mendoza at mendozag@hawaii.edu or call (808) 455-0477 to schedule an interview and information session. This is free of charge and you will be given detailed information about the program.
Introduction to Medical Terminology
Course Number: HLTH5405 / Fee: $125 / Contact Hours: 12.0
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.

Prerequisite(s): There are no prerequisites for this course.

Advanced Medical Terminology
Course Number: HLTH5410 / Fee: $485 / Contact Hours: 36.0
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.

Prerequisite(s): Successful completion of Introduction to Medical Terminology (HLTH5405) or instructor approval.

Anatomy and Physiology
Course Number: HLTH5420 / Fee: $695 / Contact Hours: 45.0
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 (HLTH5410)

Medical Reimbursement Specialist (Billing)
Course Number: HLTH5500 / Fee: $1,800 / Contact Hours: 85.0
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.

Prerequisite(s): There are no prerequisites for this course.
Complete Commercial Motor Vehicle (CMV) Training Series
Course Number: TRAN5500 / Fee: $3300 / Contact Hours: 110.0
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, Hawaii Driver History Record. A Medical Examiners Report Form and A Medical Examiner’s Certificate conducted by a licensed medical examiner. Complete Student Participant Information Sheet (in office).

Commercial Motor Vehicle (CMV) Training Series without Permit Prep
Course Number: TRAN5510 / Fee: $3005 / Contact Hours: 95.0
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.

Prerequisite(s): Participants interested in the Commercial Motor Vehicle (CMV) Training Program without permit prep must submit to the office the following items: a valid State of Hawaii Class 3 Vehicle Drivers License, a valid State of Hawaii CDL Type A License Permit, Hawaii Driver History Record, a Medical Examiners Report Form and a Medical Examiner’s Certificate conducted by a licensed medical examiner, completed Student Participant Information Sheet (in office). For more information, please contact the office at 455-0477.
CONTINUING EDUCATION COURSES

The tuition for Leeward Community College Non-Credit courses includes registration, course, texts, lab, and the certification exam fees. Tuition rates posted in the annual catalog are subject to change. For current tuition rates, visit the OCEWD website. Students with an outstanding balance prior to the first day of class will not be allowed to attend.

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Moving Up To Supervisor  
**Course Number:** BUS5500 / **Fee:** $199 / **Contact Hours:** 6.0  
The goal of the Moving Up To Supervisor training series is to provide line employees with an understanding and competency in supervision, organizational structures, group process and interpersonal communication. Participants develop individual awareness, competency in critical thinking skills, and resource management.

Teamwork: Building Better Teams  
**Course Number:** BUS5506 / **Fee:** $199 / **Contact Hours:** 6.0  
Working together is a characteristic of all successful organizations, but some are much better at this skill than others. Building Better Teams is for supervisors and members who want to increase their team's effectiveness in production, performance, and team satisfaction. Gain the knowledge and confidence to be an effective team player and create value within your organization.

Resolving Conflicts in the Workplace  
**Course Number:** BUS55086 / **Fee:** $199 / **Contact Hours:** 6.0  
A positive work environment makes employees feel good about coming to work. It is especially important to maintain a positive workplace because it reduces workplace stress and conflicts. In this workshop, you'll gain the skills and strategies to predict, prevent, and resolve conflicts that commonly happen when people work together. Learn techniques to maintain composure and respond confidently as the mediator or negotiator.

Basics of Business Process Mapping  
**Course Number:** BUS5650 / **Fee:** $199 / **Contact Hours:** 6.0  
We often perform recurring tasks, yet we often 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 representation. This workshop provides a hands-on opportunity to learn basic fundamentals of processes and basic components and skills for process mapping.

Analyzing Processes to Map Better Outcomes  
**Course Number:** BUS5651 / **Fee:** $199 / **Contact Hours:** 6.0  
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 workshop provides a hands-on opportunity to learn basic process mapping analysis, which leverages basic process mapping concepts and introduces new skills in detailed process mapping, and new components in process analysis.

*Recommend completing Basics to Business Process Mapping prior to taking this course.

Project Management Basics  
**Course Number:** BUS5655 / **Fee:** $199 / **Contact Hours:** 6.0  
This course will introduce project management terminology and concepts. Organizations use projects for temporary requirements aimed to achieve key deliverables, optimize limited resources and budget, or perform initiatives outside of normal operations. Participants will be prepared with a basic 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.

Leading Effective Meetings  
**Course Number:** BUS5660 / **Fee:** $199 / **Contact Hours:** 6.0  
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.

Communication for Professionals  
**Course Number:** BUS5675 / **Fee:** $199 / **Contact Hours:** 6.0  
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.
COMPUTERS AND TECHNOLOGY

Essential Computing Skills
Course Number: COM5100 / Fee: $125 / Contact Hours: 7.5
This course provides a broad foundation for students to gain a greater awareness and confidence in using personal computers. Students will gain practical information and skills, such as what a computer is, how to manage personal files and folders that they create, and how to use many of the programs that come with Windows.

Microsoft Word 2016 for the Business World Level 1
Course Number: COM8111 / Fee: $125 / Contact Hours: 7.5
This course will introduce you to the basics of Microsoft Word 2016. Topics covered include working with text, using proofreading tools, using formatting tools, creating bulleted and numbered lists, creating and using tables, using forms and more.

Microsoft Word Advanced Skills: Using Mail Merge in Word
Course Number: COM5118 / Fee: $125 / Contact Hours: 7.5
This one-day course will focus on intermediate/advanced Microsoft Word 2016 skill sets. Topics covered include: creating a standard mail merge, creating and modifying information in a data source, using the mail merge Wizard, and merging to labels and envelopes.

Microsoft Word Advanced Skills: Work with Graphics and Objects in Word
Course Number: COM5119 / Fee: $125 / Contact Hours: 7.5
This course one-day will focus on intermediate/advanced Microsoft Word 2016 skill sets. Topics covered include: working with Clip Art, working with SmartArt, inserting Tables, inserting and adjusting Images, using Shapes, and using Text Boxes.

Microsoft Word I: Fundamentals of Word FastCourse
Course Number: COM5181 / Fee: $125 / Contact Hours: 7.5
Participants will learn to navigate the basic features of Microsoft Word 2016 by creating and editing documents through practice and common office projects. Participants will work with paragraphs, set tabs, compose letters, adjust page margins and more. First-time and experienced users will benefit from this introductory course.

Microsoft Word II: Mail Merge FastCourse
Course Number: COM5182 / Fee: $125 / Contact Hours: 7.5
The Microsoft Word 2016 Intermediate course is ideal for experienced users interested in creating manuals, flyers, office documents. Topics include mail-merge, form letters, templates, objects and images, envelopes, watermarks and background fills. Participants will also create and manage tables and data.

Microsoft Word III: Reviewing and Sharing FastCourse
Course Number: COM5183 / Fee: $125 / Contact Hours: 7.5
This course is for intermediate users wanting to improve their skills and techniques using Microsoft Word 2016. Topics include features used for organizing long documents including table of contents, indices, page numbering and cross referencing. Other skills include integrating multiple users and reviewers for a document as well as personalizing your Word settings and macros.

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. Call our office at 808-455-0477 for more information.
Business Applications Using Microsoft Excel 2016 Level 1
Course Number: COM8121 / Fee: $125 / Contact Hours: 7.5
This course will cover key introductory Microsoft Excel 2016 skillset. Introductory topics include entering and editing entries, selecting cells and ranges, creating and modifying basic formulas and more.

Microsoft Excel Advanced Skills: Working with Tables in Excel
Course Number: COM5123 / Fee: $125 / Contact Hours: 7.5
This one-day course will focus on intermediate/advanced Microsoft Excel 2016 skill sets. Topics covered include: creating a table, inserting and deleting table rows and columns, sorting and filtering, calculated columns, and using special table features.

Microsoft Excel Advanced Skills: Pivot Tables and Pivot Charts
Course Number: COM5124 / Fee: $125 / Contact Hours: 7.5
This one-day course will focus on advanced Microsoft Excel 2016 skill sets. Topics covered include: creating a PivotTable, formatting a PivotTable, filtering a PivotTable, creating Calculated Fields, and creating and filtering PivotCharts.

Microsoft Excel Advanced Skills: LOOKUP Functions and Outlines
Course Number: COM5128 / Fee: $125 / Contact Hours: 7.5
This one-day course will focus on intermediate/advanced Microsoft Excel 2016 skill sets. Topics covered include: VLOOKUP and, creating with Auto Outline, and creating Subtotals.

Microsoft Excel Advanced Skills: Excel Macros
Course Number: COM5129 / Fee: $125 / Contact Hours: 7.5
This one-day course will focus on advanced Microsoft Excel 2016 skill sets. Topics covered include: creating a PivotTable, formatting a PivotTable, filtering a PivotTable, creating Calculated Fields, and creating and filtering PivotCharts.

Microsoft Excel II: Budgets FastCourse
Course Number: COM5184 / Fee: $125 / Contact Hours: 7.5
Participants who have completed the Excel Introductory level will be well prepared for this course. Instruction will begin with a review of formulas and continue with financial formulas, Vlookup, IF functions, and introduce pivot tables. Participants will also learn to manage large worksheets and managing multiple sheet workbooks.

Microsoft Excel III: Data Analysis FastCourse
Course Number: COM5185 / Fee: $125 / Contact Hours: 7.5
This course is for intermediate users wanting to improve their skills and techniques using Microsoft Excel 2016. Topics include features used for data analysis and auditing via financial functions and advanced functions. Participants will also learn how to create pivot tables and work with macros.

Microsoft PowerPoint 2016 FastCourse
Course Number: COM5131 / Fee: $125 / Contact Hours: 7.5
Want to create a memorable presentation or a creative flyer? This introductory course will give first-timers enough skills to feel confident with PowerPoint. The course begins with navigating the PowerPoint ribbon, then moves on to selecting themes and templates, creating slides, adding bullets, selecting layouts, copying objects, editing slides, formatting text, adding sounds, transitions, clipart and delivering the slideshow including printing handout.

Microsoft Access 2016 FastCourse Level 1
Course Number: COM5143 / Fee: $125 / Contact Hours: 7.5
This course is ideal for the first-time Access users or novices wanting to learn the basic mechanics of creating and building a database. Participants will gain a foundational knowledge of maintaining an existing database through an introduction of the uses and functionality of tables, queries and report.

Office Administration and Technology (OAT)
Course Number: COM5900 / Fee: $950 / Contact Hours: 70.0
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.
EDUCATION AND CAREER PLANNING

THRIVE (Teaching Habits to Reach Independence and Viable Employability)
Course Number: EDU5450 / Fee: $980 / Contact Hours: 77.5

THRIVE stands for “Teaching Habits to Reach Independence and Viable Employability.” THRIVE is a program that offers students an opportunity to gain valuable workforce knowledge and apply soft skills in real-world settings. The program also provides opportunities to interact with Leeward Community College’s faculty and employer partners to obtain vital information about how to find a job and be successful in the workplace. Service learning and volunteerism will be introduced to students as a pathway to gain work experience. THRIVE is a post-secondary education and employment experience for job seekers.

HEALTHCARE AND CAREGIVER SERVICES

American Heart Association
First Aid w/CPR & AED
Course Number: HLTH5000 / Fee: $199 / Contact Hours: 8.0

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).

American Red Cross Adult and Pediatric First Aid/CPR/AED
Course Number: HLTH5011 / Fee: $95 / Contact Hours: 5.5

Get certified through our American Red Cross training course and be ready to respond when there’s an emergency. This OSHA compliant and affordable class provides expert training for participants, teaching the skills needed to respond appropriately to cardiac, breathing, and first aid emergencies. This course is made up of three modules: First Aid, CPR, and AED. The CPR and AED modules cover adult, child, and infant emergencies.

All of our training is in-person and hands-on, but we also offer off-site customized training which is ideal for office staff or community groups. The three modules (First Aid, CPR, AED) can be taught together or separately. The following modules can also be taught separately or added to any course: Asthma Inhaler, Epinephrine Auto Injector, and Tourniquet Application. Work with us to find a time, location, and price that is best for your group.

To inquire about our customized training, contact our program coordinator.

American Red Cross Adult and Pediatric First Aid/CPR/AED (Hybrid)
Course Number: HLTH5012 / Fee: $95 / Contact Hours: 5.5

Get certified through our American Red Cross training course and be ready to respond when there’s an emergency. This OSHA compliant and affordable class provides expert training for participants, teaching the skills needed to respond appropriately to cardiac, breathing, and first aid emergencies. This course is made up of three modules: First Aid, CPR, and AED. The CPR and AED modules cover adult, child, and infant emergencies. The course is implemented using a combination of the online American Red Cross curriculum and face to face assessment.
TRANSPORTATION

Forklift Certification  
Course Number: TRAD8300 / Fee: $135 /  
Contact Hours: 7.0

Hawaii Occupational Safety & 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 and Current Driver License.

Forklift New Operator and Certification  
Course Number: TRAD8350 / Fee: $195 /  
Contact Hours: 16.0

Hawaii Occupational Safety 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. Certification is for Class 1, 4, and 5 vehicles only.

Prerequisite(s): 18 years old and Current Driver License.
Are you getting the results you want out of your employees? OCEWD recognizes that employers and organizations often require employees to have specific skill sets, and when these skills are lacking it can directly affect your bottom line. Sometimes training is needed to increase performance or keep up with changes in the industry. Quite often, this training is not available locally and it is expensive. OCEWD has developed and delivered many successful short-term, industry specific, training at a much more affordable rate. 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**
Schedule your training during a time that works best for your group. We can hold classes during the daytime or evening, 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 standards of your choice.

**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 handle registration, payment, and other logistics, so you don’t have to.

ocewd.org/custom

All customized training course schedules, curriculum, instructors, and other details are subject to various restrictions. Please contact our office at 455-0477 with any questions regarding our policies and procedures for custom training.
**ACCREDITATIONS/AFFILIATIONS**

**American Health Information Management Association®**  
The Certified Coding Series is recognized as a Professional Certificate Approval Program (PCAP).

**American Medical Billing Association (AMBA)**  
The Certified Reimbursement Specialist program prepares participants for the AMBA Certified Medical Reimbursement Specialist examination.

**American Heart Association®**  
The First Aid, CPR with AED course is provided through the American Heart Association.

**American Red Cross**  
The Adult and Pediatric First Aid/CPR/AED course enables participants to earn an American Red Cross certification.

**American Medical Technologists**  
American Medical Technologists (AMT) is a nationally and internationally recognized certification agency and membership society for allied health professionals. AMT is accredited by the National Commission of Certifying Agencies (NCCA) for all its competency-based examinations.  
Visit [www.americanmedtech.org/about-us](http://www.americanmedtech.org/about-us) for list of specific certifications.

**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 Hawai‘i Department of Health.

**CertTEC® Basic Electricity and Electronics**  
The CertTEC® BEE certifications consist of 4 individual certifications focusing on basic electricity and electronics fundamentals in the following four subject areas: AC, DC, Analog, and Digital, and 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, and 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**  
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.
ATTENDANCE STANDARDS

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 withdraw 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.

Repetition of Courses
No student may attempt the same course more than two times without special approval. The third or any subsequent attempt of the same course requires the approval of the Unit Head. Withdrawal from a course after the grace period will count as an attempt of the course.

REQUIREMENTS FOR GRADUATION

The Office of Continuing Education and Workforce Development (OCEWD) is authorized to award certificates. In addition, an industry certification is also awarded upon successful completion of program requirements and after passing the respective industry examination (tuition includes the fee for the industry certification exam). The Workforce Development programs listed in the OCEWD catalog are recognized and/or accredited by national industry accrediting bodies respectively. OCEWD is an approved and eligible training provider to various federally funded tuition assistance programs.

GRADE REPORTS

Grades are posted in each student's UHCC Destiny One account upon the completion of each course. Students are responsible for reporting errors to the Registration Office within seven days.

RECORD KEEPING SYSTEM

The University of Hawai‘i Community Colleges have adopted Destiny One as the official registration system for all non-credit operations. Every registered student is issued a unique student number. Within this system, students may register for courses, access course schedules and completions, and request withdrawals. Beginning in 2020, industry credentials will also be documented.
FINANCIAL ASSISTANCE

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

Employment & Training Fund (ETF) for Employers
Since 1991, the Employment & Training Fund (ETF) has provided assistance for employees to gain new skills for their jobs. Through professional development, they are able to seek out increased pay or promotions.

There are currently two types of ETF funding sources:

ETF MACRO
Provides grants for industry specific training where there are critical skill shortages in high growth occupational or industry areas. These funds are used as "seed" money to develop "cutting edge" education and training curricula and program design and activities where none exist in the state.
ETF Macro grants are made available on availability of funds. If your business/organization/consortium/employer group is interested in applying for an ETF grant, please call the Workforce Development Division, State Department of Labor and Industrial Relations, at 586-8877.

ETF MICRO
Is most popular among individual businesses that need to upgrade the job skills of their employees. Training courses that are available include, but not limited to: computer, business, management, health, medical training, or soft skills training.
Employers are eligible to receive up to 50% (maximum $400 tuition cap) of tuition costs provided by approved vendors.
To learn more about the ETF Micro program, visit: http://labor.hawaii.gov/wdd/home/employers/etf/micro/.

American Job Center Hawaii (Formerly Oahu WorkLinks)
The American Job Center Hawaii (formerly O’ahu WorkLinks) is a one-stop center that provides free employment training services to job seekers and assists employers who are looking to hire or train employees. The AJC is operated by the City and County of Honolulu and overseen by the O‘ahu Workforce Development Board. For more information, call 808-768-5701 or visit http://www.honolulu.gov/dcs/workforce.html.

AJC Hawaii Comprehensive Job Center is located at Dillingham Plaza, 1505 Dillingham Blvd., Room 110, Honolulu, Hawaii 96817.

AJC Services for Job Seekers:
Computer Resource Center
• Free computer and internet access
• Search online and apply directly for hundreds of jobs on https://www.hirenethawaii.com

• Create or update your resume
• File an unemployment insurance claim

General and Individualized Career Services
• Assistance with job searching and resume building
• Referrals to community resources for support services such as financial assistance, medical benefits, child care, therapeutic counseling and credit counseling
• Intensive case management which includes skills assessments, career planning, and one-on-one job counseling
• Work-based training opportunities and financial assistance for employment-related skills training for in-demand occupations to eligible participants
• Learn and earn through pre-apprenticeship/apprenticeship programs

Services for Employers
Employer and Industry Partnerships
• The AJC provides free business services: Recruiting, retaining, and developing highly skilled workers
• Employer and industry benefits: Subsidized training for existing and potential employees, customized hiring, and training strategies

Alu Like, Inc.
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.

The Hana Lima Scholarship Program is a need-based award with preference given to non-traditional students: Single parents, disabled (meets ADA definition), houseless, sole-income providers, previously incarcerated and wards of the court. Special funding is also available for WEST HAWAI’I ISLAND applicants. Students pursuing a major in Liberal Arts are not eligible for this scholarship as the Hana Lima Scholarship Program supports students who have declared and are committed to a specific program of study.

For information, and eligibility requirements, contact us at 808-535-6700, HanaLima@alulike.org, or visit https://www.alulike.org/hlsp/.
HINET: College and Workforce Training
Funding and Support

Leeward Community College offers a program in partnership with the State of Hawaii and other service providers to deliver assistance and support for college and workforce training. HINET (Hawaii Nutrition, Education, and Training) program is a federally funded program designed to help remove barriers and provide students with access to education and skills training opportunities so they can earn a living wage and achieve financial independence.

HINET website: http://hinethawaii.org/

Students can save OVER $4,700 a year!

• Eligible students who qualify may receive:
  • Tuition assistance
  • Assistance with books and mandatory fees (funds pending)
  • Service Learning
  • Workforce Training
  • Educational advising, academic coaching and personal support
  • Support services (transportation, tutoring, books, uniforms, job search assistance, resume writing, and more)

For information, eligibility, and applications, please contact
JoAnn Cagasan, Program Officer: 808-455-0563 or
HINET2@hawaii.edu

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 Kāʻeo, 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, call 808-594-1835, or visit http://www.oha.org/scholarships.

For a current listing of resources please visit our website: ocewd.org/registration