Cadets from the Hawaii Youth Challenge Academy participate in a customized program, featuring basic workplace skills and an introduction to the hospitality industry.
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.
## general information

Facilities, Equipment, and Space
University of Hawai‘i
Board of Regents
and Executive Management

### OCEWD holiday schedule, faculty, and staff

### career coach

**workforce development**

- 05 Business and Professional Studies
- 06 Computers and Technology

**08 Learning to THRIVE**

- 10 Education and Career Planning

**11 Vision for the Future**

- 12 Healthcare and Caregiver Services
- 14 Healthcare Technology
- 15 Industrial Technology

**17 Integrated Industrial Technology**

- 18 Transportation

### customized training

### financial assistance

### ETF for employers

### additional resources

### job prep services

Lifetime employment assistance for all Leeward CC students, and online portal for job postings (Job Center Online)

### accreditations/affiliations

**information and policies**

- 26 Accreditation
- 26 Academic Information
- 26 ADA Access
- 26 Attendance Policy
- 26 Awarding of Certificates
- 26 Campus Security
- 26 Cancellation Policy
- 26 Course Extensions
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- 27 Description of Practical Training
- 27 EEO Policy
- 27 Entrance Requirements
- 27 Financial Liability
- 27 Medical Emergencies
- 27 Open Door Policy
- 27 Payment
- 27 Privacy
- 27 Refund Policy (for non-credit courses)
- 27 Standards of Progress
- 28 Student Code of Conduct
- 28 Student Records Policy
- 28 Tuition and Fees
- 28 Withdrawal/Refund Policy
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.

UNIVERSITY OF HAWAI‘I

board of regents

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UNIVERSITY OF HAWAI‘I

executive management

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Vassilis Syromos  
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Computers and Technology  
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Jennifer Cabjuan  
Liezl Chan  
Jonathan Domingo  
Mona Gregory  
Leah Javier  
Alyssa-Marie Pang  
Dodie Rivera

Industrial Technology  
Katherine Baldwin  
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Lisa Daclison  
Non-Credit Registration Clerk

Tiffany Kasoga  
Non-Credit Registration Clerk

Marissa Mier  
Non-Credit Registration Clerk

JOIN OUR TEAM

PART-TIME WORK

If you are interested in teaching one of our courses, or starting a new one, please call our office at 808-455-0477.
Looking for info on local JOBS?

Need help translating your MOC into a civilian career?

Need help deciding on a CAREER?

Free and available online 24/7 | Simple and easy to use, get all the info you need

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.

Powering by EMSI, Career Coach gives you local data covering all the information you need:
- Career Descriptions
- Salary and Growth
- Career Outlook
- Current Job Postings

Learn more at www.economicmodeling.com

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.
basics and professional studies

COORDINATOR
Joy Mahiko
For a customized training solution, contact jmahiko@hawaii.edu

Basics of Business Process Mapping
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.

BUS5650 / Fee: $199 / Contact Hours: 6.0
SEC. DATE DAY TIME
0713 Jul 13 W 9:00am - 4:00pm
0810 Aug 10 F 9:00am - 4:00pm

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 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.

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

BUS5651 / Fee: $199 / Contact Hours: 6.0
SEC. DATE DAY TIME
0720 Jul 20 F 9:00am - 4:00pm
0817 Aug 17 F 9:00am - 4:00pm

Leading Effective Meetings
This course provides strategies and skills to help leaders plan and facilitate meetings. 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 / Fee: $199 / Contact Hours: 6.0
SEC. DATE DAY TIME
0622 Jun 22 F 9:00am - 4:00pm
0716 Jul 16 F 9:00am - 4:00pm
0813 Aug 13 F 9:00am - 4:00pm

Project Management Basics
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.

BUS5655 / Fee: $199 / Contact Hours: 6.0
SEC. DATE DAY TIME
0511 May 11 F 9:00am - 4:00pm
0726 Jul 26 F 9:00am - 4:00pm
0824 Aug 24 F 9:00am - 4:00pm

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 / Fee: $199 / Contact Hours: 6.0
SEC. DATE DAY TIME
0615 Jun 15 F 9:00am - 4:00pm
0723 Jul 23 F 9:00am - 4:00pm
0820 Aug 20 F 9:00am - 4:00pm

All course schedules, pricing, and details are subject to change without prior notice.
Microsoft Word 2016 for the Business World Lvl - 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 bulleted and numbered lists, creating and using tables, using forms and more.
COM8111 / Fee: $210 / Contact Hours: 14.0
SEC. DATE DAY TIME
0706 Jul 6-13 F 9:00am - 4:30pm

Microsoft Word 2016 for the Business World Lvl - 3
This course will focus on the advance Microsoft Word 2016 skill sets. 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 2016 certification exam.
COM8113 / Fee: $210 / Contact Hours: 14.0
SEC. DATE DAY TIME
0504 May 4-11 F 9:00am - 4:30pm

Microsoft Word Advanced Skills: Using Mail Merge in Word
This one-day course will focus on intermediate and 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, merging to labels and envelopes.
Prerequisite(s): A working knowledge of MS Word fundamentals or completion of our Microsoft Word Level 1 course.
COM5118 / Fee: $125 / Contact Hours: 7.5
SEC. DATE DAY TIME
0720 Jul 20 F 9:00am - 4:30pm

Microsoft Word Advanced Skills: Work with Graphics and Objects in Word
This one-day course will focus on intermediate and advanced Microsoft Word 2016 skill sets. Topics covered include: working with clip art, working with SmartArt, inserting tables, inserting and adjusting Images, using shapes, using text boxes.
Prerequisite(s): A working knowledge of MS Word fundamentals or completion of our Microsoft Word Level 1 course.
COM5119 / Fee: $125 / Contact Hours: 7.5
SEC. DATE DAY TIME
0727 Jul 27 F 9:00am - 4:30pm

Business Applications Using Microsoft Excel 2016 Lvl 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 or equivalent.
COM8111 / Fee: $210 / Contact Hours: 14.0
SEC. DATE DAY TIME
0608 Jun 8-15 F 9:00am - 4:30pm

Microsoft Excel Advanced Skills: Working with Tables in Excel
This one-day course will focus on intermediate and advanced Microsoft Excel 2016 skill sets. Topics covered include: creating a table, inserting and deleting table rows and columns, sorting and filtering, calculated columns, using special table features.
Prerequisite(s): A working knowledge of Microsoft Excel fundamentals or completion of our MS Excel Level 1 course.
COM5123 / Fee: $125 / Contact Hours: 7.5
SEC. DATE DAY TIME
0622 Jun 22 F 9:00am - 4:30pm
Microsoft Excel Advanced Skills: LOOKUP Functions and Outlines
This one-day course will focus on intermediate and advanced Microsoft Excel 2016 skill sets. Topics covered include: VLOOKUP and HLOOKUP functions, using the Outline feature, creating with Auto Outline, creating subtotals.
Prerequisite(s): A working knowledge of Microsoft Excel fundamentals or completion of our MS Excel Level 1 course.
COMS128 / Fee: $125 / Contact Hours: 7.5
SEC. DATE DAY TIME
0803 Aug 3 F 9:00am - 4:30pm

Microsoft Excel Advanced Skills: Pivot Tables and Pivot Charts
This one-day course will focus on intermediate and advanced Microsoft Excel 2016 skill sets. Topics covered include: creating a PivotTable, formatting a PivotTable, filtering a PivotTable, creating Calculated Fields, creating and filtering PivotCharts
Prerequisite(s): A working knowledge of Microsoft Excel fundamentals or completion of our MS Excel Level 1 course.
COMS124 / Fee: $125 / Contact Hours: 7.5
SEC. DATE DAY TIME
0629 Jun 29 F 9:00am - 4:30pm

Microsoft Excel Advanced Skills: Excel Macros
This one-day course will focus on intermediate and advanced Microsoft Excel 2016 skill sets. Topics covered include: recording a Macro, running a Macro, assigning Macros to Objects, saving Macros, understanding Macros security.
Prerequisite(s): A working knowledge of Microsoft Excel fundamentals or completion of our MS Excel Level 1 course.
COMS129 / Fee: $125 / Contact Hours: 7.5
SEC. DATE DAY TIME
0810 Aug 10 F 9:00am - 4:30pm

Business Presentations Using PowerPoint 2016 Lvl 1
This course will introduce you to Microsoft PowerPoint 2016 skill sets. 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 wkcastil@hawaii.edu.
Prerequisite(s): Completion of Introduction to Computers and Windows or equivalent.
COMS1841 / Fee: $210 / Contact Hours: 14.0
SEC. DATE DAY TIME
0525 May 25 - Jun 1 F 9:00am - 4:30pm

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.
Prerequisite(s): 18 years or older, 8th grade reading level, and type minimum 25 wpm.
COMS900 / Fee: $950 / Contact Hours: 70.0
PLEASE CHECK OUR WEBSITE OCEWD.ORG/OAT, OR CALL OUR OFFICE AT 455-0477 FOR UPCOMING CLASSES.

“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 Mon-Thu, 8:00am-10:00am, 10:00am-12:00pm, 8:00am-12:00pm or from 12:30pm-2:30pm. Participants may start their courses on any given Monday, depending on seat availability. A 36-hour course typically takes 5 weeks to complete, based on a 2-hour session.

Call our office at 808-455-0477 for information and registration.

ALL COMPUTER COURSES ARE ELIGIBLE FOR INSTRUCTOR COACHED VERSION
Including these previously offered courses:
• COMS090 Keyboarding Basics
• COMS095 10-Key Basics
• COMS100 Introduction to Computers and Windows
Learning to THRIVE

There are many local groups and organizations dedicated to serving the youth of Hawaii. Some offer assistance with physical or mental disabilities, while others help those who come from families in financial crisis. For teenagers who struggle with life challenges, and drop out of high school, the Hawaii Youth Challenge Academy offers a life-changing experience.

Youth Challenge’s mission is to build values through an Eight Core Component framework, training cadets to become successful, productive citizens. One vital component is education. The coordinators at Youth Challenge searched for opportunities to prepare cadets for transition back into the community through workforce training. That led them to Leeward Community College’s Workforce Development Office (OCEWD), which provides a variety of training programs.

OCEWD offered a customized program for Youth Challenge, incorporating THRIVE (Teaching Habits to Reach Independence and Viable Employability) and hospitality training. THRIVE is a unique program designed to develop soft skills expose cadets to industry partners and resources. Building a foundation of good habits in the workplace enables them to excel in any occupation. The hospitality component of this class also prepared them for service-oriented jobs in the tourism industry.

The Youth Challenge cadets were able to develop skills through hands-on activities requiring creativity, critical thinking, and teamwork. They also took a trip to the Waikiki Sheraton and Hyatt Centric Waikiki Beach hotels to see the inner workings and operations firsthand. Hawai‘i Lodging & Tourism Association Vice President, Dean Nakasone, spoke to the cadets and expressed his pleasure with the program, “You have given the young people a good foundation and it’s up to them now. Whether they pursue a work opportunity, the military, or higher education, they’ll be fine if they continue and give it their best”, he said.

A winner takes the hard road, goes through obstacles and hard situations to get where they need to be.

Cadet Tynelle Machado
Robin Graf, Vice President of Operations for Castle Resorts & Hotels also spoke to the cadets and his personal story left a lasting impression. Cadet Jamaica Torres said, “Thank you Mr. Graf for sharing your life experience with all of us. How you motivated yourself to work so hard to get to where you are right now really inspires me.”

By the end of the program, the cadets were eager to pursue their career and life goals. All cadets passed the class and received a Certificate of Professional Development from Leeward Community College, a Certificate of Recognition (City & County of Honolulu), and a Certified Guest Service Professional Certificate (American Hotel & Lodging Educational Institute). District 8 City Councilman, Brandon Elefante, made a special appearance to congratulate the cadets on their last day. He was impressed with the class, and said, “The THRIVE program is an amazing program that empowers students to strive for a positive attitude by setting a course for their dreams and goals. I’ve noticed that the students gain more confidence in themselves and their academic achievements.”

The Youth Challenge cadets proved that obstacles and challenges can be overcome with the right mindset and training. THRIVE helps by laying the foundation for workplace skills, while OCEWD’s industry specific components build a path toward career goals.

For information about THRIVE and industry training, email Joy Mahiko at jmahiko@hawaii.edu, or call OCEWD at 455-0477.

A special Mahalo to our partners: Youth Challenge Academy Hawaii, Job Prep Services, Halau ‘Ike O Pu’uloa, Leeward CC Culinary Program, Hawaii Lodging and Tourism Authority, Waikiki Sheraton, Hyatt Centric Waikiki Beach, Castle Resorts and Hotels, Ka Mana’o Magazine, ‘Olelo Community Media, City & County of Honolulu.

With THRIVE, students are given the freedom to express themselves through hands-on activities. One exercise which really brings out their creativity is to create a “coat of arms” with stars, banners, and streamers, highlighting their goals and achievements. The Youth Challenge cadets showcased some impressive artwork.
In partnership with University of Hawai‘i at Mānoa Center on Disability Studies, the Comprehensive Service Center (CSC) will offer Beginning Sign Language at OCEWD. Students will acquire the skills needed to communicate comfortably in a wide variety of situations in the deaf community. Cultural information is taught throughout the class that allows students to interact with the deaf community in a way that is respectful and aware.

For information and registration, visit: www.csc-hawaii.org/oahu-registration.html

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

THRIVE (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 volunteer-ism will be introduced to students as a pathway to gain work experience. THRIVE is a post-secondary education and employment experience for job seekers.

EDUS450 / Fee: $655 / Contact Hours: 40.0
0713 Jul 13 - Sep 14 F 9:00am - 1:00pm

OCEWD on PDE3
Select OCEWD courses are now available for education professionals in Hawaii’s Department of Education. Teachers and education support professionals can quickly access professional learning opportunities on PDE3 by searching for courses under the title of “OCEWD”.

Courses from our Business and Professional Studies, or Education and Career Planning, can also be brought to you and customized for your staff. Contact Joy Mahiko at jmahiko@hawaii.edu for details.

Beginning Sign Language course at OCEWD

In partnership with University of Hawai‘i at Mānoa Center on Disability Studies, the Comprehensive Service Center (CSC) will offer Beginning Sign Language at OCEWD. Students will acquire the skills needed to communicate comfortably in a wide variety of situations in the deaf community. Cultural information is taught throughout the class that allows students to interact with the deaf community in a way that is respectful and aware.

For information and registration, visit: www.csc-hawaii.org/oahu-registration.html

education and career planning
Vision for the Future
preparing Leeward Coast residents for job opportunities in hospitality

A partnership between the Hawaii Department of Education, Ko Olina Partners, and Leeward Community College, will soon provide job training and workforce development opportunities to youth and adults on the Leeward Coast.

This “Vision for the Future”, seeks to take advantage of upcoming development on the Ko Olina Resort which will bring an increase in tourists from Asia. Hawaii job forecasts indicate a need for skilled and experienced workers who understand the history and culture of hospitality in Hawaii while being responsive to the cultural norms of Asian countries.

This job training program will introduce the foundational skills required to work in the service and hospitality industry. Upon successful completion, participants will earn the AHLEI Certified Guest Service Professional credential and a Certificate of Professional Development from Leeward Community College. Participants will have the opportunity to work with job coaches to begin a career in hospitality.

Next session begins fall 2018

Please attend one of our FREE information sessions to learn more about the training program and how you can apply for full tuition assistance.* Enrollment is limited, and only qualified applicants (residents of Leeward Coast) are eligible for tuition assistance. Email Joy Mahiko, jmahiko@hawaii.edu for information about the next session.

*Funding made possible through Searider Productions Foundation, a grantee of the Hawaii GIA grant.
American Heart Association First Aid w/CPR & 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, and 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  /  Fee: $125  /  Contact Hours: 8.0

SEC.  DATE  DAY  TIME
0521  May 21  M  8:30am - 4:30pm
0618  Jun 18  M  8:30am - 4:30pm
0716  Jul 16  M  8:30am - 4:30pm
0813  Aug 13  M  8:30am - 4:30pm

Nurse Aide Training Program

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.

HLTH5100  /  Fee: $2200  /  Contact Hours: 150.0

SEC.  DATE  DAY  TIME
0714  Jul 14 - Sep 9  Sa, Su  8:30am - 4:30pm

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.

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.

HLTH5110  /  Fee: $775  /  Contact Hours: 52.0

SEC.  DATE  DAY  TIME
0505  May 5-26  Sa, Su  8:30am - 4:30pm
0507  May 7-29  M, Tu, W, Th  4:30pm - 8:30pm
0602  Jun 2-23  Sa, Su  8:30am - 4:30pm
0707  Jul 7-28  Sa, Su  4:30pm - 8:30pm
0804  Aug 4-25  Sa, Su  4:30pm - 8:30pm
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.

Course fees include textbooks, practice tests, the PTCE exam, and an externship opportunity.

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.

HLTH5600  /  Fee: $1800  /  Contact Hours: 150.0
SEC.  DATE  DAY  TIME
0709 Jul 9 - Aug 30 M, Th 9:00am - 12:00pm

coming fall 2018
medical assistant

After a long break our Medical Assistant program is back. This unique one-year program features stackable credentials, designed to give you the flexibility to work part-time in other frontline positions in the healthcare system.

Learn on-the-job from professionals and mentors through a 200 hour internship. Credit-by-Exam available to help shorten your path to the workforce and reduce cost.

BECOME CERTIFIED:
Registered Medical Assistant (RMA)
Basic Life Support-Heart Code (BLS)
Heartsaver First Aid (HS)
Certified Medical Reimbursement Specialist (CMRS)
Certified Healthcare Access Associate (CHAA)
Certified EKG Technician (CET)
Registered Phlebotomy Technician (RPT) or Certified Phlebotomy Technology (CPT)

NATIONALLY RECOGNIZED
AND ACCREDITED THROUGH:

Email William Castillo
wkcastil@hawaii.edu
for more information.
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 Coding Series includes the following courses:

- **Introduction to Medical Terminology**
- **Advanced Medical Terminology**
- **HIT and Healthcare Delivery**
- **Anatomy and Physiology**
- **Introduction to Diagnosis Coding**
- **Disease Pathology and Pharmacology**
- **Advanced Coding I**
- **Introduction to Procedure Coding**
- **Reimbursement Methodologies**
- **Advanced Coding II**
- **Certified Coding Specialist Exam Prep**

**HLTH5400** / Fee: $7865 / Contact Hours: 552.0

**NEXT COHORT, SECTION HLTH5400-0618 SCHEDULES**
**JUNE 18, 2018 - JUNE 20, 2019. INDIVIDUAL CLASS SCHEDULES ARE LISTED BELOW.**

**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.

**HLTH5405** / Fee: $125 / Contact Hours: 12.0

**SEC. DATE DAY TIME**
0618 Jun 18-27 M, W 5:45pm - 8:45pm

**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.**

**HLTH5410** / Fee: $485 / Contact Hours: 36.0

**SEC. DATE DAY TIME**
0702 Jul 2 - Aug 13 M, W 5:45pm - 8:45pm

**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** / Fee: $1800 / Contact Hours: 80.0

**SEC. DATE DAY TIME**
0623 Jun 23 - Aug 25 Sa 8:00am - 4:00pm

**MEDICAL RECORDS AND HEALTH INFORMATION TECHNICIANS**
In the last six months the top companies posting jobs were:

- Hawai‘i Pacific Health
- Kaiser Permanente
- Navigant Consulting, Inc.
- HMSA

*Source: EMSI 2017.3*
We have redesigned our Industrial Technology course and program offerings to align with industry needs. By greatly expanding our course offerings, and decreasing the length of the courses, employers are able to provide incumbent workers with professional development training and certifications without having to attend classes after normal working hours.

Our new pathways allow employers to send workers to a series of courses that lead to certification or skill competency that is relevant to their position and duties on the job.

For information on the pathways, course descriptions, and schedule of courses visit our website: www.ocewd.org/industrial-technology

electronic and electrical systems

- **Basic Electronic Technician Program**
  TRAD5700 / Fee: $3595 / Contact Hours: 260

- **DC Theory**
  TRAD5711 / Fee: $800 / Contact Hours: 40

- **AC Theory**
  TRAD5712 / Fee: $800 / Contact Hours: 40

- **Analog Theory**
  TRAD5713 / Fee: $800 / Contact Hours: 40

- **Digital Theory**
  TRAD5714 / Fee: $800 / Contact Hours: 40

- **Motor & Motor Control Systems**
  TRAD5715 / Fee: $1200 / Contact Hours: 60

- **Telecommunications Systems**
  TRAD5716 / Fee: $1200 / Contact Hours: 60

- **Basic Electricity and Electrical Safety**
  TRAD5721 / Fee: $320 / Contact Hours: 8

- **Batteries and DC Circuits**
  TRAD5722 / Fee: $320 / Contact Hours: 8

- **Transformers and AC Circuits**
  TRAD5723 / Fee: $320 / Contact Hours: 8

- **Electrical Measuring Instruments**
  TRAD5724 / Fee: $320 / Contact Hours: 8

- **Single Phase Motors**
  TRAD5725 / Fee: $320 / Contact Hours: 8

- **Three Phase Motors**
  TRAD5726 / Fee: $320 / Contact Hours: 8

- **Motor Control**
  TRAD5727 / Fee: $320 / Contact Hours: 8

- **Basic Soldering**
  TRAD5731 / Fee: $320 / Contact Hours: 8
industrial facilities maintenance

**Basic Reading Electrical Systems Diagrams**  
TRAD5801 / Fee: $320 / Contact Hours: 8

**Advanced Reading Electrical Systems Diagrams**  
TRAD5807 / Fee: $320 / Contact Hours: 8

**Basic Reading Mechanical Systems Diagrams**  
TRAD5802 / Fee: $320 / Contact Hours: 8

**Advanced Reading Mechanical Systems Diagrams**  
TRAD5808 / Fee: $320 / Contact Hours: 8

**Basic Reading Structural Systems Diagrams**  
TRAD5803 / Fee: $320 / Contact Hours: 8

**Advanced Reading Structural Systems Diagrams**  
TRAD5809 / Fee: $320 / Contact Hours: 8

**Basic Reading Plumbing Systems Diagrams**  
TRAD5804 / Fee: $320 / Contact Hours: 8

**Reading Motor Control Systems Diagrams**  
TRAD5805 / Fee: $320 / Contact Hours: 8

**Reading Welding Systems Diagrams**  
TRAD5806 / Fee: $320 / Contact Hours: 8

**Preventative Maintenance Program Implementation**  
TRAD5811 / Fee: $320 / Contact Hours: 8

**Mechanical Systems Maintenance Applications**  
TRAD5812 / Fee: $320 / Contact Hours: 8

**Conveyor Systems**  
TRAD5821 / Fee: $320 / Contact Hours: 8

**Basic Packaging Machinery Maintenance**  
TRAD5822 / Fee: $320 / Contact Hours: 8

**Intermediate Packaging Machinery Maintenance**  
TRAD5823 / Fee: $320 / Contact Hours: 8

**Basic Rigging**  
TRAD5831 / Fee: $320 / Contact Hours: 8

**Advanced Rigging**  
TRAD5832 / Fee: $320 / Contact Hours: 8

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**Electrical Technology Journeyworker Electrician**  
TRAD8910 / Fee: $3595 / Contact Hours: 240

**Electrical Technology Industrial Journeyworker Electrician**  
TRAD8920 / Fee: $2989 / Contact Hours: 220

**Electrical Technology Specialty Journeyworker Electrician**  
TRAD8930 / Fee: $2249 / Contact Hours: 120

**Electrical Technology Maintenance Journeyworker Electrician**  
TRAD8940 / Fee: $2050 / Contact Hours: 80
The Associate in Science in Integrated Industrial Technology is a two-year degree program designed to prepare individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing, installing, calibrating, modifying and maintaining automated systems. Includes instruction in computer systems; electronics and instrumentation; programmable logic controllers (PLCs); electric, hydraulic and pneumatic control systems; actuator and sensor systems; process control; robotics; applications to specific industrial tasks; and report preparation.

www.leeward.hawaii.edu/iit

Contact Coordinators William Labby (wlabby@hawaii.edu), or Heather Takamatsu (455-0443/haihara@hawaii.edu) for more information.

Electro-Mechanical Technicians $55k
Mechanical Engineering Technicians $54k
Manufacturing Production Technicians $62k

* Occupation and salary information from The Bureau of Labor Statistics, Growth Rate from EMSI.
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. 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). For more information, please contact the office at 808-455-0477.

TRAN5500 / Fee: $3300  /  Contact Hours: 110

SEC.  DATE (WEEK)  DAY  TIME
0618  Jun 18-22 (1)  M-F  6:00pm - 9:00pm
  Jul 9-13 (2)  M-F  7:00pm - 4:00pm
Opt 1  Jul 16 - Aug 10 (3-6)  M-F  7:00am - 11:00am
Opt 2  Jul 16 - Aug 10 (3-6)  M-F  11:00am - 3:00pm
Test  Aug 13-20  M-F  7:00am - 3:30pm

TRAN5510  /  Fee: $3005  /  Contact Hours: 95

SEC.  DATE (WEEK)  DAY  TIME
0521  May 21 - Jun 26 (1-5)  M-F  7:00am - 11:00am
Opt 2  May 21 - Jun 26 (1-5)  M-F  11:00am - 3:00pm
Test  Jun 27 - Jul 6  M-F  7:00am - 3:30pm
0709  Jul 9 - Aug 10 (1-5)  M-F  7:00am - 11:00am
Opt 2  Jul 9 - Aug 10 (1-5)  M-F  11:00am - 3:00pm
Test  Aug 13-20  M-F  7:00am - 3:30pm

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.

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 808-455-0477.

TRAN5510  /  Fee: $3005  /  Contact Hours: 95

SEC.  DATE (WEEK)  DAY  TIME
0521  May 21 - Jun 26 (1-5)  M-F  7:00am - 11:00am
Opt 2  May 21 - Jun 26 (1-5)  M-F  11:00am - 3:00pm
Test  Jun 27 - Jul 6  M-F  7:00am - 3:30pm
0709  Jul 9 - Aug 10 (1-5)  M-F  7:00am - 11:00am
Opt 2  Jul 9 - Aug 10 (1-5)  M-F  11:00am - 3:00pm
Test  Aug 13-20  M-F  7:00am - 3:30pm
Forklift Certification
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.
TRAD8300 / Fee: $135 / Contact Hours: 7.0
SEC.  DATE  DAY  TIME
0516  May 16  W  8:00am - 3:30pm
0530  May 30  W  8:00am - 3:30pm
0620  Jun 20  W  8:00am - 3:30pm
0711  Jul 11  W  8:00am - 3:30pm

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 and Current Driver License.
TRAD8350 / Fee: $195 / Contact Hours: 14.0
SEC.  DATE  DAY  TIME
0515  May 15-16  Tu, W  8:00am - 3:30pm
0529  May 29-30  Tu, W  8:00am - 3:30pm
0619  Jun 19-20  Tu, W  8:00am - 3:30pm
0710  Jul 10-11  Tu, W  8:00am - 3:30pm
0731  Jul 31-Aug 1  Tu, W  8:00am - 3:30pm

OCEWD’s cdl simulator

One of our more popular classes, the Commercial Motor Vehicle (CMV) Series, got a recent upgrade which improves the safety and efficiency of our training.

Our state-of-the-art driving simulator can input various scenarios and environments, based on research studies and consultation with industry experts. These challenging exercises are helping participants with preparation and confidence, before operating a real truck.

HEAVY AND TRACTOR-TRAILER TRUCK DRIVER
Median annual salary $44k

LIGHT TRUCK OR DELIVERY SERVICES DRIVER
Median annual salary $31k

Source: EMSI 2017.3

www.ocewd.org/CMVseries
Are you getting the results you want from your employees? We recognize that employers and organizations often require employees to have specific skill sets. 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 | On-Site Training | Customized Curriculum
Industry Experienced Instructors | Registration

www.ocewd.org/custom

“The training has been excellent, and we feel our outcomes are being met.”

Bernie Coleman
President, Pacific Allied Products

customized training
elevating Hawaii’s workforce through partnerships
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

AMERICAN JOB CENTER HAWAII (FORMERLY O’AHU 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 a 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.

Services for Job Seekers
Computer Resource Center
- Free computer and internet access
- Search online and apply directly for hundreds of jobs at 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

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

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.
ETF for employers
employment & training fund

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**

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**

The ETF Micro program 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/

labor.hawaii.gov/wdd/home/employers/etf/

For general inquiries, contact Workforce Development Division, State Department of Labor and Industrial Relations, at 586-8877.
**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.

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, visit: https://www.alulike.org/hlsp/

808-535-6700   HanaLima@alulike.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

**HINET: COLLEGE AND WORKFORCE TRAINING FUNDING AND SUPPORT**

Leeard 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, Employment, 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.

**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 Lisa Kitahara, Program Officer:

808-455-0563 or HINET2@hawaii.edu

If you would like to be listed as a resource on this list, please contact us at 455-0477 or ocewd@hawaii.edu.
Looking for a job? Let Job Prep Services help.

Need help with your...
Resume or Cover Letter? Interview Skills? Other Questions?

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

Come visit us at our office on the main campus at Room AD222, Monday - Friday, 7:45am - 4:30pm

Contact us at jobprep@hawaii.edu

A free web portal for all UH students to search for local jobs. Simply click on “Sign Up” under “Off-campus Jobs” to register. leeward.hawaii.edu/jobs-students

leeward.hawaii.edu/jobs

Job postings for employers

Employers may post job listings on Job Center Online, FREE, just by registering in a few easy steps: leeward.hawaii.edu/jobs-employers
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.

American Medical Technologists
Founded in 1939, 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. *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 Hawaii 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.

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, 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.
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.

CAMPU SECURIT Y, 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 canceled, 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. 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 Hawaii 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 Hawai‘i campuses are subject to change in accordance with requirements of State law and/or actions by the University of Hawai‘i 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.

These policies 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.
Get fully trained and licensed to experience the thrill of riding a motorcycle, learn how to prepare for retirement, or reach your health and fitness goals through personal training. Our course offerings change throughout the year so be sure to call us or visit our website for current listings.

Advanced Raku
Driver Education NEW!
Motorcycle Safety Training
Retirement Planning Workshops
Personal Training NEW!

808-455-0477
ocewd.org/personal-enrichment
OFFICE OF CONTINUING EDUCATION
& WORKFORCE DEVELOPMENT
96-045 Ala‘ike, Room CE-101
Pearl City, HI 96782

808-455-0477
WWW.OCEWD.ORG