ETC is committed to providing counseling services, hands-on employment, and basic skills training in individually responsive programs. ETC’s approach is particularly well adapted to serve students with special needs, including individuals who are economically disadvantaged, unemployed, underemployed, academically underprepared, persons with disabilities, and alienated high school youth.

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Aloha,

On behalf of the faculty, students and staff at Windward Community College, I am pleased that you have chosen to explore the Employment Training Center. You and your student clients are certain to find that our non-credit instructional programs and services offer many opportunities for intellectual growth and personal development. Our programs can train your student clients to develop the academic and technical skills necessary for entry-level employment in Hawai‘i’s businesses and government agencies. Through classroom instruction and internships we can help prepare them for a career.

We are a responsive unit; we provide services where they’re needed, when they’re needed. The Employment Training Center offers programs at the Windward Community College campus in Kāne‘ohe, at the Honolulu Community College campus on Dillingham Boulevard in Honolulu, and operates a satellite campus in Kalaeloa at Barbers Point.

At Windward Community College’s Employment Training Center, students will find a qualified and very dedicated faculty and staff to help plan their studies. We have a helping attitude that makes Windward Community College a very special place to continue an education.

Angela Meixell
Chancellor
ADMINISTRATION
235-7362
235-7434 FAX
Angela Meixell, Chancellor ................................................235-7402
Bernadette Howard, Director of Vocational and
Community Education...................................................235-7361
Valerie Pedro, Secretary.................................................235-7362
Steven Nakasone, Director of Admin Svcs ..........235-7403
James Johnson, Computer Specialist .....................386-3008
Kevin Ishida, Fiscal Officer .........................................235-7409
Ida Hokama, Account Clerk ...........................................235-7417

STUDENT SERVICES
844-2365
844-2342 FAX
Letitia Oshiro, Coordinator & Counselor, ES .................844-2363
Thomas Doi, Counselor, ICA-HonCC ..........368-7414 or 845-9284
April Sandobal, Counselor, FAMCO .......................235-7358 or
ICA-WinCC, Health Careers ........................................386-5886
Heipua Kaopua, Counselor, BT ....................................832-3880
Ryan Perreira, Counselor, ABRF, ICO ...............832-5940
Diane Goo, Interim Registrar ....................................844-2360
Dolly Malla, Clerk Typist .............................................844-2362

CAREER & WORKFORCE DEVELOPMENT
Hon CC, Bldg. 71D–Room 3
844-2357
844-2342 FAX
Michael Moser, Instructor/Coordinator ................235-7365
Zenaida Niro, Education Assistant .........................844-2357

BUSINESS TECHNOLOGY
832-3880
844-2304 FAX
Evelyn Sugihara, Instructor/Coordinator ... 844-2316 or 844-2315
Kay Beach, Instructor, OAT and OS ....................844-2319
Ellen Nagaue, Instructor, OAT .................................845-9471
Wendy Yamamoto, Clerk Typist ............................844-2364

CONTINUING & COMMUNITY EDUCATION
235-7433
235-7434 FAX
Gerri Kabei, Coordinator .........................................235-7428
Jane Uyetake, Program Coordinator ....................235-7363
Karen Quimoyog, Instructor ..................................235-7377
Dhalia Young, Cashier-Clerk ..................................235-7433
Jedd Ramos, Cashier-Clerk ....................................235-7433
Jared Wong, Cashier-Clerk ....................................235-7433

HEALTH CAREERS
235-7384
235-7434 FAX
Jamie Boyd, Instructor/Coordinator ...............235-7384
Mary Segura, IA Instructor .............................368-7413 or 285-7364
April Sandobal, Counselor ..............................235-7358 or 386-5886

CULINARY ARTS
844-2301
844-2306 FAX
Diane Nazarro, Instructor/Coordinator ................844-2301
Loretta Monroy, Instructor ................................235-7356
Lee Shinsato, Instructor .....................................845-9427
Jaelynn Hanohano, Educ. Asst. .........................845-9427
Kanoe Leanio, Educ. Asst. .................................845-9427
Leah Kinney, Educ. Asst. .................................845-9427
Brandon Yonahara, Educ. Asst. .......................845-9427
Colleen Watanabe, Clerk Steno .........................844-2320

THE LEARNING CENTER
844-2314
844-2305 FAX
Leslie Lyum, Coordinator/Instructor ES, IA ..........847-9832
Mari Nakamura, Instructor, LC .........................844-2313
Mary Segura, Instructor, IA ..........................368-7413
Wendy Yamamoto, Clerk Typist .......................844-2364

TRADES
844-2320
844-2306 FAX
Pat Tamaye, Acting Coordinator ......................235-7367
Donald Frost, Instructor, ABRF ......................844-2331
Dennis Pajela, Ed Specialist, ABRF ..................847-9842
Clayton Nueva, Instructor, FAMCO ..................235-7360
Joseph O’Brien, Instructor, ICO .......................682-6429
Colleen Watanabe, Clerk Steno .......................844-2320
GENERAL INFORMATION

HISTORY
The Employment Training Center (ETC) was established in 1964 within the State of Hawai‘i Department of Education (DOE) under an agreement between the U.S. Department of Health, Education, and Welfare and the State of Hawai‘i. ETC was initially called the Manpower Training Office (MTO) to reflect the national initiative set by the Manpower Development and Training Act (MDTA).

MTO was transferred to the University of Hawai‘i Community Colleges in 1968 under Act 71 of the Hawai‘i State Legislature. In 1980, the University of Hawai‘i Board of Regents approved the name change to the Employment Training Office. The name was later modified to Employment Training Center in 1991. Then in January 2002, ETC merged with Windward Community College, Vocational and Community Education.

MISSION
The mission of Windward Community College, Employment Training Center (ETC) is to serve the community by providing short-term, career-focused education and training in a flexible, learner-centered and supportive environment.

ETC is committed to providing counseling services, hands-on employment, and basic skills training in individually responsive programs. ETC’s approach is particularly well adapted to serve students with special needs including individuals who are economically disadvantaged, unemployed, underemployed, academically under-prepared, persons with disabilities, and alienated high school youth.

ACCREDITATION
Windward Community College is accredited through the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

STUDENT LEARNING OUTCOMES
Students who successfully complete ETC programs will:

• Demonstrate career and employment readiness
• Broaden and enhance their workforce capabilities
• Pursue further education and training opportunities
• Continue pursuits that enrich their lives
Campus Locations

Through cooperative agreements with other campuses in the community college system and the Department of Education, ETC occupational training programs share facilities at Honolulu Community College and DOE Leeward District schools. ETC locations include:

Windward Community College
45-720 Kea‘ahala Rd.
Kāne‘ohe, HI 96744
Administration
Continuing & Community Education
Culinary Arts
Facilities Maintenance/Construction
Health Careers
ETC at Kalaeloa (Barbers Point Naval Air Station)
Introduction to Construction Occupations

ETC at Honolulu Community College Campus
874 Dillingham Blvd.
Honolulu, HI 96817
Student Services
Career & Workforce Development
Auto Body Repair and Finishing
Culinary Arts
Essential Skills
Office Administration and Technology
Office Skills
ETC offers a wide range of services designed to assist all students throughout their educational experience. These services include admissions counseling; assessment; career, academic, and personal counseling; self-development workshops and seminars; and internships and job placement services.

Admissions 844-2365
Student Services Coordinator 844-2363
Career and Job Assistance 844-2357
TABE Test Scheduling 844-2365
Disability Accommodation 844-2363
Text Telephone Relay Service 742-8833
Open House Tour 844-2363
Voice/TTY 844-2365
Records 844-2362

Guided tours are available for all ETC programs, offering students and agencies an opportunity to learn more about a particular training program. The tours are informative and may help to facilitate program placement.

ETC welcomes any person 18 years or older, or a student at least 16-years old and referred by the high school outreach counselor or other service agency. International students (student visa) are not eligible for enrollment at ETC.

In compliance with public health regulations, prior to enrollment, students must submit proof of health clearances for measles and tuberculosis. Students will not be registered without proof of TB clearance dated within 12 months of the date of enrollment and documentation of MMR immunization. Students born prior to 1957 need not provide documentation for MMR.

Referring/sponsoring agencies must submit an Agency Authorization Referral Form to Student Services before enrollment.

High school students or persons under the age of 18 must have completed a Student and Parent/Guardian Agreement Form.

Each ETC program has a minimum recommended Test of Adult Basic Education (TABE) score which is used to assess an individual’s readiness to enter a particular training program. While TABE level is used as a standard guide to predict student success, a student’s motivation, past experience, and other circumstances may also be taken into consideration. TABE placement scores are valid for one year.

All test participants must bring a picture ID. A calculator is recommended. The testing is about two hours in length.

Counseling is an active and positive part of each student’s program. Counselors establish regular and frequent schedules to meet with all students throughout their training programs. Personal and academic counseling assists students to overcome barriers and to succeed in their programs. Career counseling and job placement services help students to clearly define and reach their employment and/or other training goals.

Support services including workshops and seminars on such topics as professional imaging, time management, study skills, budgeting, career and vocational interest assessment, and goal setting are provided throughout the program training period. Activities are coordinated with instruction to bring the world of work to the students.

Counseling and transition support services are available to special populations such as single parents, displaced homemakers, limited English speakers, persons with disabilities, and disadvantages students.

In accordance with Section 84.4 of the federal rules and regulations governing Section 504 of the Rehabilitation Act of 1973, no qualified individual with a disability shall, on the basis of their disability, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

Students with physical, sensory, health, cognitive, or a mental health disability that could limit their ability to fully participate in the program, are encouraged to contact the Student Services Coordinator as early as possible to discuss reasonable accommodations that will help them succeed in class.

Hearing impaired individuals desiring information may contact the Employment Training Center by calling 844-2365 (voice/TTY) or by using the text telephone relay service at 742-8833.
RECORDS

All students meeting the minimum standard of competency (passing 80% of program competencies with a rating of 3 or higher) will be issued a Certificate of Professional Development or a Certificate of Competence (for articulated programs). Students are rated based on the following competency levels:

- 5 = Exceeds
- 3 = Meets
- 1 = Approaches
- 0 = Did not attempt

Students receive a Record of Training that lists their competencies and ratings.

Students with financial obligation to the University of Hawai‘i (e.g. unreturned books or tools, dishonored check) will not receive a Certificate and/or Record of Training until all obligations have been cleared.

There is a $5 fee for a duplicate request for a Record of Training.

ATTENDANCE

Regular and prompt attendance is expected of all students. In the event of an anticipated or unavoidable absence, students are responsible for informing their instructor(s). Students are also responsible for making up missed work as a result of the absence.

The first week of class is a critical period when the instructor reviews program policies, procedures, rules, and regulations. Absences during the first week of class may result in the student’s being dropped from the program or registering for a later start date.

PROGRAM POLICIES AND PROCEDURES

In addition, each program has developed its own policies and procedures unique to the course of study. Program policies and procedures are provided and reviewed with each student. This includes program dress code, safety apparel, use of state equipment and facilities, and other health and safety requirements.

CANCELLATION OF CLASSES

ETC will make every effort to adhere to the proposed class schedule; however, classes may be canceled due to the unavailability of an instructor, funding change, low enrollment, and/or the unavailability of a facility.

PROGRAM EXTENSION

Through consultation with instructor, counselor, student, and agency, an extension to complete course competencies may be recommended. The length of the extension will depend upon the competencies yet to be attained, the student’s past performance, and faculty recommendations. An Extension Form and an Agency Authorization Referral Form must be initiated prior to the original program end date. The non-refundable fee for an extension will be prorated based upon the course fee.

Non-instructional periods such as Spring and Winter breaks are not counted in determining program duration and elapsed time. Leaves of absence are likewise not counted.

REFUNDS

For programs one to five weeks in length, a 100% refund may be available if a request for complete withdrawal is made on or before the first day of class. Thereafter, no refund is available.

For programs six weeks or longer, a 100% refund may be available if a request for complete withdrawal is made by the Friday of the first week of class instruction. Thereafter, no refund is available.

DEPARTMENT OF EDUCATION CREDIT

ETC works in partnership with the Department of Education to allow high school students to transfer program participation hours into high school credits through the Comprehensive Student Alienation Program (CSAP). These students may be able to earn make-up credits. The respective high schools determine which credit and whether or not any high school credit will be granted to the student.
POLICY STATEMENTS
NONDISCRIMINATION
AFFIRMATIVE ACTION

The University of Hawai‘i is an Equal Opportunity/
Affirmative Action Employer.

It is the policy of the University of Hawai‘i to comply
with federal and state laws which prohibit discrimination
in University programs and activities, including but not
necessarily limited to the following laws which cover
students and applicants for admission to the University:
Title VI of the Civil Rights Act of 1964 as amended
(race, color, national origin); Age Discrimination Act
of 1975 (age); Titles VII and VIII of the Public Health
Service Act as amended (sex); Title IX of the Education
Amendments of 1972 (sex, blindness, severely impaired
vision); Section 504 of the Rehabilitation Act of 1973
(disability) and to comply with federal and state laws which
mandate affirmative action and/or prohibit discrimination
in employment (including, but not limited to, hiring,
firing, upgrading), salaries, benefits, training, and other
terms, conditions, and privileges of employment: Title
VII of the Civil Rights Act of 1964 as amended (race,
color, national origin, religion, sex, pregnancy); Executive
Order 11246 as amended (race, color, national origin,
religion, sex); Equal Pay Act of 1963 as amended by Title
IX of the Education Amendments of 1972 (sex); Age
 Discrimination in Employment Act of 1967 (ages 40‐70); Section 402 of the Vietnam Era Veteran’s Readjustment
Assistance Act of 1974 (veteran’s status); Section 503 and 504 of the Rehabilitation Act of 1973 (disability);
and Hawai‘i Revised Statutes, Chapter 76, 78, 378 (race,
sex, sexual orientation, age, religion, color, ancestry,
political affiliation, disability, marital status, arrest and
court record).

The University strives to promote full realization of
equal opportunity through a positive, continuing program
including Titles I‐IV of the Americans with Disabilities Act
(ADA) P.L. 101‐336. Accordingly, vocational education
opportunities will be offered without regard to race, color,
national origin, sex or disability. American citizens or
immigrants with limited English proficiency skills will not
be denied admission to vocational education programs. In
addition, employees and applicants for employment are
protected under Title IX and Section 504.

As an integral part of its policy on Nondiscrimination
and Affirmative Action, the Office of the President,
University of Hawai‘i, hereby declares and reaffirms its
commitment to the University’s pursuit of equal education
and employment opportunity and further declares that
any harassment of students or employees on the basis of
sex is prohibited and will not be tolerated. Complaints of
this nature will be handled by the Windward Community
College EEO/AA Coordinator.

Individuals designated to coordinate the University of
Hawai‘i’s nondiscrimination and affirmative action
programs are:

Mary Perreira - EEO/AA
Office of VP for Administration/Chief Financial Officer
2327 Dole Street
Honolulu, HI 96822
Phone: 956‐4650

Karen Cho - EEO/AA Director and Title IX
Coordinator
Windward Community College
45‐720 Ke‘ahala Road
Kāne‘ohe, HI 96744
Phone: 235‐7404

Steve Nakasone - Section 504 Coordinator
Windward Community College
45‐720 Ke‘ahala Road
Kāne‘ohe, HI 96744
Phone: 235‐7403

DISCRIMINATION
COMPLAINTS

Students, employees, or applicants for admission or
employment who believe that they have been discriminated
against on the basis of race, sex, age, religion, color,
ancestry, sexual orientation, national origin, disability,
marital status, veteran’s status or arrest and court record
may file a complaint with the Windward Community
College EEO/AA Coordinator. The EEO/AA Coordinator
will explain the available avenues of recourse and direct
the person to the appropriate person or office. The process
of addressing allegations of misconduct are described in
the CCCM No. 2210 UH Community College Procedure and
Guidelines, Relating to Complaints of Discrimination and
in campus Section 504/ADA Grievance Procedure.

Students may also file complaints of discrimination
with:

The Office of Civil Rights
915 Second Avenue, Room 3310
Seattle, WA 98174‐1099
Phone: (206) 220‐7920
FAX: (206) 220‐7887
SEXUAL ASSAULT AND HARASSMENT

It is the policy of ETC to provide a safe and comfortable learning and working environment for students and employees. Sexual harassment is a form of discrimination that can undermine the foundation of trust and mutual respect that must prevail if the University is to fulfill its educational mission. Sexual harassment will not be tolerated in any part of the University’s programs and activities. Sanctions will be imposed on members of the University community who violate this policy. Disciplinary actions against employees will be subject to the collective bargaining agreements. For more information, contact the ETC Student Services Office or the Windward Community College EEO/AA Coordinator.

As required by the Higher Education Amendments of 1992, the College has a Sexual Assault Policy which explains the college’s Sexual Assault Prevention Program presented to promote awareness of rape, acquaintance rape, other sex offenses, and the procedures for reporting offenses. Copies of the Sexual Assault Policy and the procedure for Sexual Assault Prevention Program are available at the ETC Student Services Office.

STUDENT REGULATIONS

STUDENT MISCONDUCT GRIEVANCES

The process for addressing allegations of misconduct is described in the procedure for Handling Impermissible Behavior and the Academic Grievance Procedures. Students are provided copies at registration.

ACADEMIC DISHONESTY

Academic dishonesty cannot be condoned by the Employment Training Center. Such dishonesty includes cheating and plagiarism (examples of which are given below) which violate the Student Conduct Code and may result in expulsion from the Employment Training Center.

Cheating includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements. Plagiarism includes but is not limited to submitting any document, to satisfy an academic requirement, that has been copied in whole or part from another individual’s work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student’s language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more that one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

FINANCIAL OBLIGATION TO THE UNIVERSITY

Students who have not satisfactorily adjusted their financial obligations (such as tuition and fees, traffic violations, parking tickets, unreturned library books, library fines, other fines, etc.) may be denied grades, transcripts, diplomas, and registration.

A copy of the “Rules and Regulations Governing Delinquent Financial Obligations Owed the University of Hawai‘i,” promulgated by the Board of Regents, is available at the ETC Student Services Office.

LETHAL WEAPONS

Lethal weapons (e.g., firearms, spear guns, and bows and arrows) are prohibited on campus except with specific prior permission of the chancellor.

UH TOBACCO PRODUCTS

In accordance with the State’s No Smoking Act, Act 108, SLH 1976 and Act 245, SLH 198, Federal Drug-free Schools and Communities Act of 1989 and Drug Free Workplace Act of 1988, and University smoking policy (effective January 2003), smoking is prohibited in the following areas:

(a) All interior spaces, including courtyards, terraces, stairways, ramps, patios, and lanais.
(b) Within 20 feet of building entrances/exits, air intake vents, and windows not air-conditioned.
(c) Within 50 feet of designated pick-up and drop-off points
(d) Any other area designated as a non-smoking area by the College’s administration.

ILlicit DRUGS AND ALCOHOL

This Official Notice, by the University of Hawai‘i Office of the President, is issued pursuant to the requirements of the Federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.
In conformance with existing law, the Employment Training Center faculty, staff, and students are not permitted to be under the influence of, possess, manufacture, distribute, use, or dispense illicit drugs and/or alcohol as prohibited by state and federal law at ETC-sponsored or approved events or ETC property or in buildings used by the ETC for education, research, or recreational programs. Consistent with its mission, ETC will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Students found in violation of this part shall be subject to the provisions of the student conduct code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable state laws and rules.

The University recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. The Employment Training Center will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

The purchase, possession, or consumption of alcoholic beverages is regulated by state law. Students are expected to know and abide by state law and by University rules and regulations governing the use and consumption of alcoholic beverages on campus. Students are referred to Board of Regents policy, executive policies, and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by state law, at University-sponsored or approved events on University property or in buildings used by the University for its educational or recreational programs. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the students involved to an investigation.

Sanctions which may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warning, probation, suspension, expulsion, or rescission of Certificates and/or Records of Training. A copy of the full text of the Student Conduct Code is available in the ETC Student Services Office.

Campus-sponsored activities on campus that involve either the serving or selling of alcoholic beverages must be in compliance with applicable College/University policies and state law. Copies of policies governing the possession, consumption, serving, and sale of alcoholic beverages on the University of Hawai’i WCC campus are available at the ETC Student Services Office.

**STUDENT CONDUCT**

Windward Community College Employment Training Center has a Code of Conduct which defines expected conduct for students and specifies those acts subject to University sanctions.

Students should familiarize themselves with the Code of Student Conduct, since upon enrollment at the Employment Training Center, the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Student Conduct Committee. The Committee has developed procedures for hearing allegations of misconduct. A copy of the Student Conduct Code is available at the ETC Student Services Office.

**EDUCATIONAL RIGHTS AND PRIVACY OF STUDENTS**

Pursuant to Section 99.6 of the rules and regulations governing the Family Educational Rights and Privacy Act of 1974 (hereinafter the Act), students in attendance at the University of Hawai’i Windward Community College Employment Training Center are hereby notified of the following:

1. It is the policy of the Employment Training Center to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.

2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:

   a. The right to inspect and review education records
   b. The right to request to amend education records
   c. The right of protection from disclosure by ETC of personally identifiable information contained in education records without permission of the student involved.
   d. The right to file complaints concerning alleged failure by ETC to comply with the Act.

3. Students are advised that institutional policy and procedures required under the Act have been published as Administrative Procedure A7.022,
Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of AP A7.022 may be obtained at the ETC Student Services Office.

4. Directory Information: Students are advised that certain personally identifiable information listed below is considered by the ETC to be Directory Information and, in response to public inquiry, may be disclosed in conformance with state law, at ETC discretion, without prior consent of the student unless the student otherwise so informs ETC not to disclose such information.

   a. Name of student
   b. Local address and zip code
   c. Local telephone number
   d. Major field of study
   e. Educational level (e.g., freshman)
   f. Participation in officially recognized activities and sports
   g. Weight and height of members of athletic teams
   h. Dates of attendance
   i. Degrees and awards received
   j. E-mail address
   k. Enrollment status (e.g. full-time)

A student has the right to request that any or all of the above items not be designated Directory Information with respect to that student. Should a student wish to exercise this right, he or she must in person and in writing, not earlier than the first day of instruction nor later than 14 calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform the ETC Student Services Office which of the above items are not to be disclosed without prior consent of that student.

5. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be Directory Information, will not be disclosed to him/her without the prior written consent of the son, daughter, or spouse.

The Career & Workforce Development (CWD) Department is dedicated to assisting every ETC student and graduate in creating and attaining their employment goals. ETC students can benefit from work experience opportunities including internships and mentoring; and courses in career planning and soft skills development. Students can also receive career counseling and job placement services in our new Career Connections Center.

**CAREER & WORKFORCE DEVELOPMENT DEPARTMENT**

The Career Connections Center is located in Room 3 of ETC’s Honolulu Community College site in building 71D located on the corner of Kokea and Dillingham streets. The Center’s staff can be reached at 808-844-2357.

**Career Connections Center Services**

The Center is supplied with helpful staff, career advisors, and many resources designed to assist all ETC students and graduates in setting and attaining their employment goals. The Center’s staff is dedicated to the holistic approach of helping students identify their interests, skills, and preferences leading to an employment plan with specific goals and job search strategies. Research based tools and resources will help increase ETC students’ probability of finding the right job. Workshops, individualized counseling, and lifelong job assistance services are offered to students who are actively looking for a job.

**Courses offered by the Career & Workforce Development team:**

- Work Experience course to learn and practice job skills (see course description)
- Career planning course; a 2-week course in mapping and designing a career plan (see course description)
- Work-Skills Success course; a 1-week course on attitudes and work behaviors every employer seeks (see course description)

**Other services available from the Career Connections Center**

- Résumé writing
- Mock interviews
- E-mail notification of job announcements
- A comprehensive Web site that includes job listings and career information
- Access to job resources materials
- Annual Job and Career Fairs
- Work-based learning opportunities and partnerships
- Community service referrals
- Job matching
- Job placement assistance with referrals to employers’ job listings

**Mission**

- To provide high quality and relevant career preparation services leading to job placement, retention, and satisfaction.

**Goals**

- Assist in the student learning of career readiness, employment processes, and job retention.
- Promote campus-wide workforce development activities.
- Facilitate connections for students and faculty with employers and community members, including disseminating information regarding employment opportunities.
EMPLOYMENT TRAINING CENTER PROGRAMS
2007 – 2008

Student Services
Phone: 844-2365
FAX: 844-2342
• Time Management
• Stress Management
• True Colors
• Team Building
• Decision Making
• Sexual Harassment Awareness
• Dress for Success
• Self-Esteem Enhancement

Career & Workforce Development
Phone: 844-2357
FAX: 844-2342
• Career Connections Center at HonCC Campus
• Career Planning
• Internship / Work Experience
• Work Skills for Success
• Job Search Skills

Business Technology
Phone: 832-3880
FAX: 844-2304
• Office Administration & Technology 1
• Office Administration & Technology 2
• Office Skills
  Keyboarding I
  Keyboarding II
  Electronic Calculator
  Introduction to Windows XP
  Introduction to Word 2003
  Introduction to Excel 2003
  Introduction to PowerPoint 2003
  Introduction to Access 2003
  Introduction to Navigating the Internet & E-mail

Continuing and Community Education
Phone: 235-7433
FAX: 235-7434
• Computer
• Communication Skills
• Customized Training
  Customer Service
  Leadership Building
  Notetaking

Health Careers
Phone: 235-7384
FAX: 235-7434
• Certified Nurse Assistant
• Personal Care Aide

Culinary Arts
Phone: 844-2320
FAX: 844-2306
• Introduction to Culinary Arts at HonCC Campus
• Introduction to Culinary Arts at WinCC Campus

The Learning Center
Phone: 844-2314
FAX: 844-2305
Essential Skills for Workplace Success
• Essential Skills – Communication
• Essential Skills – Math
• Vocational ESL

Trades
Phone: 844-2320
FAX: 844-2306
• Auto Body Repair and Finishing
• Introduction to Construction Occupations
• Facilities Maintenance/Construction
AUTOMOBILE REPAIR & FINISHING

Length: 7 weeks per module
Recommended TABE Reading Scores: 6th grade or higher
Location: HonCC Campus, Bldg. 3 Auto Body Shop
Days and Times: M T Th F 7 a.m. – 2:30 p.m.
W 7 a.m. – 1 p.m.
Staff: Pat Tamaye, Acting Trades Coordinator 235-7367
Donald Frost, Instructor 844-2331
Leslie Lyum, Instructor, IA 847-9832
Dennis Pajela, Educational Specialist 847-9842
Ryan Perreira, Counselor 832-5940

Additional Requirement: Respirator clearance from medical doctor
Tuition: $457
Books/Supplies: $100
Total: $557

The Auto Body Repair and Finishing program focuses on the fundamentals of body work, shop practices, and shop safety. Students are instructed in the safe and proper use of auto body repair tools, equipment, and materials. They are taught how to remove, repair, and replace fenders, panels and other parts; straighten and strengthen metals; and perform gas and electric welding. Students reinforce their repair and refinishing skills by participating in “live projects” throughout the modules.

Integrated Academics (IA) complements ETC’s Trades programs by offering students academic support to function effectively in their training program. Instructors provide classroom instruction and directed lab activities in math and language skills to enhance students’ success and employment potential. After successfully completing Integrated Academics, students will be able to use vocabulary, perform math calculations, and apply Math and language strategies to solve problems relevant to their trade.

Successful student completers who wish to continue into Honolulu Community College’s Auto Body Repair and Painting (ABRP) program may articulate up to 24 credit hours by applying for admission into HCC’s program. The number of credits will be determined by a review of each student’s attendance.

Students successfully completing this course may apply for the internship program for work experience. Please see the Internship course description for more information.
**Auto Body Repair I — Minor Dent Repair Competencies**
- Demonstrates proper use of basic hand tools
- Demonstrates proper use of basic power tools
- Demonstrates proper use of jack stands and lifts
- Removes paint from damaged area of body panel
- Locates and reduces surface irregularities on damaged body panels
- Demonstrates hammer and dolly technique
- Mixes body filler
- Applies body filler and cheese-grates during curing
- Rough sands cured body filler to contour and finish sands
- Performs proper OSHA reg. 1910.134 & states maintenance on NIOSH respirator
- Washes vehicle w/soap & water; removes contaminants w/appropriate cleaner
- Protects panels and parts adjacent to repair area
- Straightens & roughs-out contours of damaged panel
- Inspects, removes, replaces body panels that may interfere with repair
- Inspects, removes, replaces, aligns hood, hood hinges, and hood latch
- Tags and bags parts removed from auto
- Determines extent of direct/indirect damage & direction of impact
- Prepares metal to be welded, grinds, clamps, assures good metal fit-up
- Denibs, buffs, polishes finish where necessary
- Identifies, determines, corrects cause of dirt in the paint surface
- Identifies and corrects buffing imperfections (swirl marks, wheel burns)
- Buffs and polishes finish to remove defects as required
- Cleans interior, exterior, and glass
- Cleans body openings (door jambs & edges, etc)
- Removes overspray

**Auto Body Repair II — Rust Repair Competencies**
- Demonstrates usage of MIG welder
- Identifies weldable & non-weldable materials used in collision
- Sets up welding equipment
- Adjusts welder for proper electrode stickout, voltage, polarity, flow rate
- Adjusts welder for proper wire-feed speed required for materials welded
- Stores, handles, and installs high-pressure gas cylinders
- Determines work clamp (ground) location and attaches
- Uses proper angle/direction of gun for the type & position of weld
- Welds and cuts high-strength
- Determines correct welder & wire type, electrode, diameter & gas to use

**Auto Body Repair III — Major Dent and Rust Repair Competencies**
- Restores corrosion protection
- Determines type of weld (to manufacturer’s/industry specifications)
- Determines joint type weld (to manufacturer’s/industry specifications)
- Performs weld: continuous/stitch/tack/plug/spot/reinforced-butt/lap joints
- Identifies causes: spits & sputters, burn through, lack of penetration
- Identifies causes: porosity, incomplete fusion, excessive spatter
- Identifies causes: contact tip burn-back, failure of wire to feed, corrects
- Performs destructive tests on each weld type
- Cuts damaged sections of sheet steel body panels & welds in replacements
- Inspects, removes, replaces bolted, bonded, welded steel panel or assembly
- Dry sands area to which two-component finishing filler has been applied
- Inspects, cleans, determines condition of spray guns & related equipment
- Checks & adjusts spray gun operation for HVLP or LVLP guns
- Sets up, tests, adjusts spray gun using fluid air & pattern control valves
- Determines paint type & color on vehicle by manufacturer’s label
- Shakes, stirs, reduces catalyze/activate, & strains paint per procedures
- Scuff sands to remove ribs or imperfections from sealer

**Auto Finishing I - Detailing and Paint Preparation Competencies**
- Applies primer onto surface of repaired area
- Inspects, removes, stores, replaces exterior trim and moldings
- Inspects & identifies substrate, type of finish & surface condition
- Develops a plan for refinishing using a total product system
- Dry or wet sands area to be refinished
- Featheredges broken areas to be refinished
- Applies suitable metal treatment or primer
- Masks trim & protects areas not to be refinished
- Mixes primer, primer-surface, or primer sealer
- Applies two-component finishing filler to minor surface imperfections
- Dry or wet sands area to which primer surface has been applied
- Removes dust from area to be refinished, including cracks or moldings
- Cleans area to be refinished using a final cleaning solution
Auto Finishing II - Paint Prep/Partial Refinishing Competencies

- Demonstrates proper use of spray equipment
- Restores corrosion protection
- Removes, w/tacky rag, dust or lint particles from refinished area
- Applies suitable sealer to refinished area as needed or desired
- Applies finish using appropriate spray
- Applies selected product on test & let-down panel by factory recommendation
- Inspects, removes, stores, replaces exterior trim

Auto Finishing III - Complete Refinishing Competencies

- Applies single-stage topcoat for refinishing
- Applies base coat/clear coat for spot & panel blending or overall refinishing
- Prepares adjacent panels for bending
- Measures mil thickness
- Replaces & repairs rigid, semi-rigid, and flexible plastic panels
- Identifies types of rigid or flexible plastic parts to be refinished
- Identifies types of plastics; determines reparability
- Identifies types of plastic repair procedures; cleans & prepares surface
- Repairs plastic parts with urethane/epoxy adhesives; uses reinforcements
- Repairs holes/cuts in rigid and flexible parts using backing materials

Integrated Academics Competencies

- Follows verbal/oral directions and written instructions
- Participates in class by observing established classroom procedures
- Uses available community resources to increase workplace skills
- Initiates communication with instructor
**INTERNSHIP / WORK EXPERIENCE**

**Career & Workforce Development**

Length: 8 weeks with possibility for extension to maximum of 16 weeks (upon employer and ETC program approval)

Start Date: Anytime following completion of prerequisites listed below.

Recommended TABE Reading Scores: No minimum score requirement; TABE test is recommended

Prerequisites: Recommendation by counselor, instructor, or sponsor agency
Availability of suitable internship site
Ability to work at least 20 hrs/wk
Completion of internship application and forms

Location: Career Connections Center - HonCC Campus, Bldg. 71D-3
Worksite varies with employer location

Days and Times: 20 hrs/wk – 30 hrs/wk – days/times to be determined by employer
Students must complete minimum of 160 hrs. Integrated Academics (IA):
M T Th F 7:30 a.m. – 9 a.m.

Staff: Career Connections Center 844-2357
Michael Moser, Instructor 235-7365
Zeny Niro, Education Asst. 844-2357

Unpaid Internship Tuition: $220
Books/Supplies: $40
**TOTAL:** $260

Paid* Internship Tuition: $720
Books/Supplies: $40
**TOTAL:** $760

*Paid interns will receive a $600 stipend upon completion of 240 hrs of work experience (30 hrs/wk. X 8 wks.) Smaller stipends will be pro rated for fewer hrs.
For early withdrawal, refer to Refunds section.

Internship and work experience students will gain “real world” understanding of their chosen career field by working in an off-campus internship site. This course will apply active learning and on-the-job training methods to improve students’ job hunting skills, knowledge of working conditions, and career planning strategies. Together, course instructors and workplace supervisors will provide resources, feedback, and support that prepare students for workplace and career success. Internships may be paid or unpaid.

**Student Learning Outcomes include:**

- Identifies and lists personal values, interests, knowledge, skills, and abilities
- Understands employment policies, laws, and responsibilities
- Produces an individualized employment plan with goals and action plans
- Uses work equipment in a safe and effective manner
- Exhibits employability skills, work habits, and ethics as demonstrated by favorable evaluations
- Demonstrates appropriate oral and written communication skills
- Knows and utilizes various job search resources and tools
- Establishes a personal budget
- Understands the role of performance evaluations
CAREER PLANNING
Career & Workforce Development

Length: 2 weeks (45 hrs.)
Recommended TABE Reading Scores: No minimum score requirement; TABE test is recommended
Location: Career Connections Center - HonCC Campus, Bldg. 71D-3
Days and Times: M T W Th F 8 a.m. – 12:30 p.m.
Staff:
Career Connections Center 844-2357
Michael Moser, Instructor 235-7365
Zeny Niro, Education Asst. 844-2357
Tuition: $250
Books/Supplies: $20
TOTAL: $270

For early withdrawal, refer to Refunds Section. Note: Course Planning course alternates with Work Skills for Success course.
Note: Students who have completed inventories with their agencies may start the course on day 2.

Career planning students will develop comprehensive and individualized career plans and portfolios in preparation for employment. Career plans will begin with creating personal profiles by taking and analyzing a battery of inventories in 1) values, 2) interests, 3) personal skills, 4) career interests, and 5) personality types. Students who have current assessment results with their agencies may start the course on day 2. Holland’s RAISEC theory and career pathways will be the foundation of the course with emphasis on developing realistic career goals and individualized employment plans. Students will learn how to create a portfolio, design a resume, identify short-term and long-term employment goals, conduct mock interviews, research career outlooks and training requirements, narrow their career interests, utilize effective job search resources, and model transferable soft skills sought by employers. Students will learn skills in technology and be engaged by hands-on learning and instruction with IPods and Palm handheld organizers.

Student Learning Outcomes include:

- Identifies and lists personal values, interests, knowledge, skills, and abilities.
- Produces an individualized employment plan with goals and action plans.
- Identifies and exhibits favorable employability skills, work habits, and ethics.
- Demonstrates appropriate oral and written communication skills.
- Knows and utilizes various job search resources and tools.
- Establishes a personal budget.
- Develops various types of résumés and cover letters.
- Practices interview skills – common interview questions, adequate responses.
- Effectively uses various career research tools.
- Practices skills needed for job retention and promotion.
WORK SKILLS FOR SUCCESS
Career & Workforce Development

Length: 1 week (20 hrs.)
TABE scores: No minimum scores required, TABE test recommended
Location: Career Connections Center – HonCC Campus, Bldg. 71D-3
Days and Times: M T W Th F 8:30 a.m. – 12:30 p.m.
Office/Staff: Career Connections Center 844-2357
Michael Moser, Instructor 235-7365
Zeny Niro, Education Asst. 844-2357

Tuition: $125
Books/Supplies: $25
TOTAL: $150

For early withdrawal, refer to Refunds Section.

Work Skills for Success students will receive training and evaluation in all the employable soft skills valued by employers and businesses. This one-week course will equip job seekers with training in vital employability skills such as: teamwork, loyalty, responsibility, timeliness, attitude, reliability, sociability, customer service, judgment, workplace professionalism, workplace hostility, task completion, time management, and more. The course will be interactive and engaging with real-work activities and simulations. Students will learn and be engaged with instructional technology including Ipods, Palm handheld organizers and interactive work simulations. Students will receive a written summary of their strengths and weaknesses to supplement their resumes. The course will be designed for completers to be ready and prepared for taking the test for the National Work Readiness Credential.

Student Learning Outcomes include:

- Practices employability skills (soft skills) including: positive work attitude, self-management, responsibility, quality performance, timeliness, initiative, etc.
- Recognizes and identifies proper customer service skills
- Identifies work priorities and demonstrates ability to follow instructions
- Recognizes indicators of quality work performance including: following instructions, completeness of tasks, teamwork, quality control, efficiency, etc.

START DATE | END DATE
7/16/07 | 7/20/07
8/6/07 | 8/10/07
8/27/07 | 8/31/07
9/17/07 | 9/21/07
10/8/07 | 10/12/07
10/29/07 | 11/2/07
11/26/07 | 11/30/07
1/7/08 | 1/11/08
1/28/08 | 2/1/08
2/18/08 | 2/22/08
3/10/08 | 3/14/08
3/31/08 | 4/4/08
4/21/08 | 4/25/08
5/12/08 | 5/16/08
6/2/08 | 6/6/08
6/23/08 | 6/27/08

Note: Work Skills for Success course alternates with Career Planning course
Sections may be added to schedule below with sufficient enrollment
ESSENTIAL SKILLS
for Workplace Success Communication / Math

Length: 13 weeks
Recommended TABE scores: 2.5 grade or higher
Location: HonCC Campus, Bldg. 71D-2
Days and Times:
Communication: M T W Th F 8 – 11 a.m.
Math: T Th 8 – 11 a.m.
F 9 – 11 a.m.
Staff: Leslie Lyum, TLC Coordinator/Instructor 847-9832
Tish Oshiro, Counselor 844-2363
Tuition:
ES – Communication: $410
Books/Supplies: $50
TOTAL: $460
Tuition:
ES – Math: $410
Books/Supplies: $50
TOTAL: $460

Essential Skills for Workplace Success addresses all students’ ultimate goal—employment. Students learn to learn and work to improve skills needed to succeed in further education, job training, and employment. Students enroll in a Communication and/or a Math class and engage in directed lab activities that include computer-assisted instruction.

Instructors guide students to understand how academics relate to their career choices. Activities including field trips, special speakers, and workshops help students apply their knowledge to real-life situations such as prepare personal data for resumes, practice oral communication and listening skills for job readiness and interviews, and use test-taking strategies for employment exams.

Each week, students attend five hours of class instruction and three hours of directed lab for each subject area. Students’ schedules are determined by instructors’ assessment of their needs. ES-Communication also accommodates ESL students, progressively articulating them into the mainstream Communication class.

Whether students need a basic review or if English is not their native language, this Essential Skills program can help in their transition. Students may re-register or extend their enrollment if they require further training.
Essential Skills for Workplace Success Competencies

**Mathematics Competencies**

Skills for Entry-Level Jobs
- Calculates effectively “by hand” and/or using a calculator
- Recognizes, uses standard and/or metric measurement tools & units
- Reads, uses, creates, interprets tables, charts and graphs
- Collects, analyzes numerical data
- Works collaboratively to solve problems
- Takes a stand orally and/or in writing
- Practices test-taking strategies and skills
- Provides, accepts, responds appropriately to constructive criticism

Skills for Life
- Comparison shops by calculating unit price
- Monitors and manages time resources
- Practices strategies for setting and attaining goals
- Monitors and manages budget and finances
- Uses computer to access financial information (amortization tables)

Skills for Continuing Math Education
- Creates personal math reference manual
- Determines “reasonableness” of solutions and processes used
- Applies language strategies to solve problems

**Communication Competencies**

Skills for Entry-Level Jobs
- Practices standard American English
- Learns and uses vocabulary relevant to career choices
- Follows oral and written directions
- Responds appropriately to verbal cues
- Writes effective notes, memos, reports
- Engages in active listening and effective note taking

Skills for Life
- Engages in critical reflection and self-evaluation
- Practices strategies for setting and attaining goals

Skills for Continuing Communication Education
- Creates personal Communication reference manual
- Accesses information from a variety of sources
ESSENTIAL SKILLS
For Workplace Success Vocational ESL

Length: 13 weeks
TABE scores: none; literate in native language
Location: HonCC campus, Bldg. 71-D2
Days and Times: M T Th F 11 a.m. – 12:00 p.m.
Staff: Leslie Lyum, Coordinator/Instructor 847-9832
Tish Oshiro, Counselor 844-2363

Tuition: $260
Books/Supplies: $25
TOTAL: $285

Vocational ESL offers students intensive practice in oral communication within the context of their training goals. Students will learn and use appropriate terminology and expressions for their chosen field; they will practice pronunciation, phraseology, and basic conversation skills to ensure accurate communication in the workplace.

Vocational ESL will use math topics for discussion such as measurements used in work, money issues such as making change, and language skills to determine and explain simple math operations.

Vocational ESL Competencies
• Practices standard American English
• Learns and uses vocabulary relevant to career choice
• Practices accurate, active listening skills
• Responds appropriately to verbal cues
• Follows oral and written directions

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7/23/07     10/26/07
8/06/07     11/02/07
8/27/07     11/21/07
9/17/07     12/14/07
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10/15/07    1/25/08
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11/26/07    3/07/08
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5/12/08     8/08/08
6/09/08     9/12/08
6/23/07     9/26/08
FACILITIES MAINTENANCE/CONSTRUCTION

Length: 8 weeks: Carpentry (4 weeks); Electricity, Plumbing, (4 weeks)
Recommended TABE scores: 6th grade or higher
Location: WinCC Campus, ‘Iolani Building
Days and Times: M T Th F  7:30 a.m. – 2:30 p.m.
   W  7:30 a.m. – 12:30 p.m.
Staff: Pat Tamaye, Acting Trades Coordinator 235-7367
       Clayton Nueva, Instructor 235-7360
       Mary Segura, IA Instructor 368-7413 or 235-7364
       April Sandobal, Counselor 235-7358 or 386-5886
Tuition: $583
Books/Supplies: $165
TOTAL: $748

The Facilities Maintenance/Construction program consists of basic construction and facilities maintenance training designed to prepare students for careers in the construction trades/facilities maintenance industry. The program provides classroom instruction, hands-on training, and an understanding of the basic construction principles needed to complete basic building and repair functions. Students will receive instruction in carpentry skills; removing and installing electrical devices such as light fixtures, switches, and receptacles; removing, installing, and repairing plumbing fixtures such as toilets, sinks, and taps; installing and repairing drywall; and painting. Instructor may add other skills useful in the facilities maintenance industry such as glazing, servicing of air conditioning units, welding. Instruction involves lecture, demonstration, hands-on practical application, “live” jobs, group discussions, and group dynamics in the shop.

Integrated Academics (IA) complements ETC’s Trades programs by offering students academic support to function effectively in their training programs. Instructors provide classroom instruction and directed lab activities in math and language skills to enhance students’ success and employment potential. After successfully completing Integrated Academics, students will be able to use vocabulary, perform math calculations, and apply math and language strategies to solve problems relevant to their trade.

Students successfully completing this course may apply for the internship program for work experience. Please see the Internship course description for more information.

START DATE
8/20/07
10/22/07
1/7/08
3/10/08
5/19/08
END DATE
10/12/07
12/14/07
2/29/08
5/9/08
7/11/08

For early withdrawal, refer to Refunds Section.
Safety glasses and books included (books loaned to DOE student);
student must provide own steel-toe shoes, navy blue t-shirt with pocket, and heavy, solid, dark, long pants or jeans; tools are loaned.

All instruction emphasizes workplace safety, accident prevention at a work site, and the safe use of hand and power tools required for such building and maintenance jobs. Students will learn how to function in teams, how to work productively with a supervisor, how to demonstrate responsibility and safety mindedness, and will practice work habits and communication skills necessary for good job performance.
Facilities Maintenance/Construction Competencies

Rough Carpentry
- Demonstrates safe practices of rough carpentry
- Uses hand and power tools
- Understands lumber and nail sizes
- Understands framing fundamentals
- Understands simple, basic floor planning drawings
- Is familiar with applicable building codes used in construction industry
- Completes framed wall project

Drywall
- Demonstrates safe practices of drywall
- Prepares walls, applies tape and joint compound, finishes walls
- Finishes inside and outside corners and trim
- Locates, removes, replaces defective drywall nails and screws
- Cuts out and patches blisters

Electricity
- Demonstrates safe practices of electricity
- Performs preventive maintenance and proper use of test equipment
- Measures line voltage
- Inspects fixtures to ensure code compliance, checks outlets for polarity
- Identifies circuit breakers in a distribution panel
- Measures, strips, aligns, and secures wires to terminals
- Demonstrates ability to wire a single pole, 3-way, and 4-way switch

Plumbing
- Demonstrates safe practices of plumbing and Drain Waste Vent (DWV) system
- Identifies proper tools and supplies
- Performs preventive maintenance and cleaning of drains
- Detects, repairs, & replaces leaking fixtures, water closets, heater
- Performs test for defective elements
- Sweats cooper pipes and tests for sound connections

Integrated Academics

Language Development
- Uses variety of strategies to analyze and acquire vocabulary
- Writes sentences to support vocabulary comprehension
- Reads variety of texts, fiction, and non-fiction
- Writes to communicate ideas and information
- Participates in class and group discussions

Math Skills
- Uses addition, subtraction, multiplication, and division to solve problems
- Calculates fractions, decimals, and percents
- Calculates ratios of proportional relationships
- Applies geometric formulas in problem solving
INTRODUCTION TO CONSTRUCTION OCCUPATIONS

Length: 10 weeks
Recommended TABE scores: 8th grade or higher
Location: Kalaeloa (Barbers Point Naval Station)
Days and Times: M T W Th 8 a.m. – 3 p.m. (Start dates to be announced.)
Staff: Pat Tamaye, Acting Trades Coordinator 235-7367
       Joseph O’Brien, Instructor 682-6429
       Mary Segura, IA Instructor 368-7413 or 235-7364
       Ryan Perreira, Counselor 832-5940

Tuition: $815
Books/Supplies: $150
TOTAL: $965

For early withdrawal, refer to Refunds Section.
Safety glasses and books included (books loaned to DOE student); student must provide
own covered shoes, white t-shirt, and heavy, solid, dark, long, pants or jeans; tools are loaned.

Introduction to Construction Occupations consists of two modules of basic construction trades designed to prepare
students for careers in various areas of the construction industry. The program provides classroom instruction,
hands-on training, and an understanding of the basic construction principles needed to complete basic building
and repair functions. All modules emphasize safety and accident prevention on a work site and proper use of
appropriate hand and power tools.

Students will learn how to function in teams; work productively with a supervisor; demonstrate responsibility
and safety mindedness; and practice work habits and communication skills necessary for workplace
performance. Students complete projects, which call upon applied academic skills, and have regular basic skills
instruction each week. Students also participate in “live” work projects with cooperating non-profit agencies.

Integrated Academics (IA) complements ETC’s Trades programs by offering students academic support to
function effectively in their training programs. Instructors provide classroom instruction and directed lab activities
in Math and language skills to enhance students’ success and employment potential. After successfully completing
Integrated Academics, students will be able to use vocabulary, perform Math calculations, and apply Math
and language strategies to solve problems relevant to their trade.

Students successfully completing this course may apply for the internship program for work experience. Please see
the Internship course description for more information.

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Students successfully completing this course may apply for the internship program for work experience. Please see
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**Intro to Construction Occupations Competencies**

**Rough Carpentry**
- Demonstrates safe practices of rough carpentry
- Uses hand and power tools
- Understands lumber and nail sizes
- Understands framing fundamentals
- Completes stair project

**Drywall**
- Demonstrates safe practices of drywall
- Prepares walls, applies tape and joint compound, finishes walls
- Finishes inside and outside corners and trim
- Locates, removes and replaces defective drywall nails and screws
- Cuts out and patches blisters

**Finish Carpentry**
- Demonstrates safe practices of finish carpentry
- Installs exterior paneling and trim
- Installs case exterior window and door openings
- Hangs doors, sets cabinets, and installs hardware

**Painting**
- Demonstrates safe practices of painting (brush and rollers)
- Fills cracks and defects using spackling
- Applies paint using brush and roller techniques

**Electricity**
- Demonstrates safe practices of electricity
- Understands how electrical system works in a home
- Inspects fixtures to ensure code compliance, checks outlets for polarity
- Identifies circuit breakers in distribution panel
- Measures, strips, aligns and secures wires to terminals
- Inspects and replaces fluorescent bulbs and ballast

**Masonry**
- Demonstrates safe practices of masonry (forms and slabs)

**Plumbing**
- Demonstrates safe practices plumbing & Drain Waste Vent (DWV) system
- Identifies proper tools & supplies & their proper applications
- Performs preventive maintenance & cleans drains
- Understands how to make basic repairs relating to faucets and toilets
- Sweats copper pipes & tests for sound connections

**Integrated Academics**

**Language Development Skills**
- Uses variety of strategies to analyze and acquire vocabulary
- Writes sentences to support vocabulary comprehension
- Reads variety of texts, fiction and non-fiction
- Writes to communicate ideas and information
- Participates in class and group discussions

**Math Skills**
- Uses addition, subtraction, multiplication, and division to solve problems
- Calculates fractions, decimals, and percents
- Calculates ratios of proportional relationships
- Applies geometric formulas in problem solving
INTRODUCTION TO CULINARY ARTS

Length: 17 weeks
Recommended TABE scores: 6th grade or higher
Days and Times: HonCC Campus, Bldg. 4, Cafeteria

HonCC Campus, Building 4, Cafeteria
1st - 2nd week M T W Th F 8 a.m. – 3:30 p.m.
3rd – 8th week M T W Th Sat 12 p.m. – 7:30 p.m. 6:30 a.m. – 2 p.m.
From 9th week M T W Th F 8 a.m. – 3:30 p.m. 7 a.m. – 2:30 p.m.
Summer only M T W Th F 8 a.m. – 3:30 p.m.

Staff
Diane Nazarro, Coordinator/Instructor 844-2301
Lee Shinsato, Instructor 845-9427
Leslie Lyum, IA Instructor 847-9832
Thomas Doi, Counselor 368-7414

WinCC Campus, Hale ‘Akoakoa, Ko‘olau Kafe
1st - 2nd week (report to HonCC Campus, Bldg. 4, Cafeteria) M T W Th F 8 a.m. – 3:30 p.m.
From 3rd week, report to WinCC Campus M T W Th F 8 a.m. – 3:30 p.m.

Staff
Diane Nazarro, Coordinator/Instructor 844-2301
Loretta Monroy, Instructor 235-7356
Mary Segura, IA Instructor 368-7413 or 235-7364
April Sandobal, Counselor 235-7358 or 386-5886

Tuition: $1050
Books/Supplies: $150
TOTAL: $1200

START DATE  END DATE
8/6/07  11/30/07
9/17/07  2/1/08
10/29/07  3/14/07
1/28/08  5/30/08
2/25/08  6/27/08
4/16/08  8/8/08
6/16/08  10/10/08

For early withdrawal, refer to Refunds Section.

One uniform tunic, pants, apron, chef hat, and books included (books loaned to DOE student); student must provide own covered shoes; knives are loaned.
Introduction to Culinary Arts offers students the opportunity to learn and work in the excellent facilities at Honolulu Community College and Windward Community College. The program covers the fundamentals of cooking including safety, sanitation, and basic knife handling skills. Introduction to Culinary Arts (ICA) covers the theory and principles of bulk cookery, short order cooking, pantry/salad making, sandwich making, baking, catering, and customer service. Students in this program have the opportunity to simulate actual working conditions by preparing and training in the two college cafeterias.

Students practice job readiness skills and workplace expectations such as punctuality, initiative, and problem solving. The program covers the basic training and functions of workstations including prep work, deli sandwiches, short order, stewarding, and cashiering.

Integrated Academics (IA) complements ETC’s Trades programs by offering students academic support to function effectively in their training programs. Instructors provide classroom instruction and directed lab activities in math and language skills to enhance students’ success and employment potential. After successfully completing Integrated Academics, students will be able to use vocabulary, perform math calculations, and apply math and language strategies to solve problems relevant to their trade.

Students successfully completing this course may apply for the internship program for work experience. Please see the Internship course description for more information.

**Into to Culinary Arts Competencies**

**FUNDAMENTALS**
- Demonstrates safe and sanitary practices in food preparation
- Understands and demonstrates high work ethics and standards
- Practices standards of professionalism by adhering to established dress code
- Understands cause of food spoilage and food-borne illness
- Demonstrates proper use of pot and ware washing in a 3-compartment sink
- Organizes, demonstrates proper drying/storage of pots and kitchen wares
- Demonstrates use, maintenance, and sharpening of knives
- Practices organizational and mise en place techniques
- Uses variety of small equipment, measuring devices, & hand tools safely
- Identifies and describes use of tilt skillet, robot coup’ e
- Uses range, ovens, fryer, steam kettle, griddle, toaster safely
- Uses compartment steam cooker, mixer, refrigerators, and freezers safely
- Uses proper kitchen terms for safety reasons, such as: “coming through”
- Defines, comprehends, and uses culinary terms
- Works collaboratively with others

**SPEED, ACCURACY, TIMING**
- Prepares basic vegetable cuts
- Describes ways heat is transferred in order to thoroughly cook food
- Describes & demonstrates basic cooking methods used in commercial kitchen
- Identifies basic stocks
- Identifies mother sauces
- Identifies the preparation of the basic categories of soups
- Serves various types of dressing
- Identifies types of vegetables and fruits and their handling and cleaning
- Prepares and serves variety of basic salads
- Identifies and prepares types of fish used in cafeteria
- Identifies, handles, and serves dairy products

**FINER CULINARY SKILLS**
- Understands importance of attractive hot/cold food preparation and garnish
- Understands menu development by including balance to menu
- ICA Field Experience Work Hours: _____

**INTEGRATED ACADEMICS**

**LANGUAGE DEVELOPMENT SKILLS**
- Uses variety of strategies to analyze and acquire vocabulary
- Writes sentences to support vocabulary comprehension
- Reads variety of texts, fiction and non-fiction
- Writes to communicate ideas and information
- Participates in class and group discussions

**MATH SKILLS**
- Uses addition, subtraction, multiplication, and division to solve problems
- Calculates fractions, decimals, and percents
- Converts recipes
- Converts liquid measurements
- Converts dry measurements
- Calculates unit rates
- Calculates ratios of proportional relationships
CERTIFIED NURSE AIDE

Length: 150 hours with clinical practice

Recommended TABE: 6th grade at admission, 9th grade upon completion

Location: WinCC Campus, Hale Kuhina, Room 107

Clinical Site: Ann Pearl Nursing Facility in Kāneʻohe

Days and Times: M, T, Th, Fri 8:30 a.m. – 3 p.m.
                Wed 8:30 a.m. – 12 p.m.

Staff: Jamie Boyd, Instructor, Program Coordinator 235-7384
       Mary Segura, IA Instructor 368-7413 or 235-7364
       April Sandobal, Health Programs Counselor 235-7358 or 386-5886

Additional Requirement: Physician’s statement verifying good health
                        TB clearance prior to clinical site placement

Tuition: $750
Books/Supplies: $N/A
TOTAL: $750

START DATE 7/30/07
END DATE 8/31/07

This State of Hawai‘i approved Nurse Aide program provides classroom and supervised clinical training in the basic fundamentals of safe and knowledgeable care giving. Nursing procedures such as taking vital signs, positioning, bathing, dressing and other personal care and when/what to report to the nurse will be covered in the classroom. Application of these procedures and skills will be practiced in the clinical setting. Adult CPR training and job assistance services are included in the course. Integrated academics sessions are an integral part of the training, incorporating basic skills in medical vocabulary and math relevant to the nurse assistant field.

This program is focused on preparing students for the Hawai‘i State Nurse Assistant Competency Evaluation Testing Program (testing fee not included in course) as well as providing job skills and developing attitudes and behaviors necessary for competent caregivers. After successful completion of the state examination, the graduate is a Certified Nurse Aide (CNA) as defined by state and federal laws under OBRA 1987. Certified Nurse Aides may obtain employment in hospitals, long-term care facilities (nursing homes), care homes, private homes, adult day care and clinics.

Program not under DOE contract.
For early withdrawal, refer to Refunds section.
Student must provide own closed, non-skid, white shoes, scrubs, and watch with secondhand.
Certified Nurse Aide Competencies

SAFETY MEASURES

Universal Precautions
• Demonstrates understanding and proper technique in:
  • hand washing procedures
  • use of gown, mask and gloves

BASIC SKILLS

Taking and Recording Vital Signs
• Takes oral temperature using digital thermometer
• Measures pulse, respirations and blood pressure
• Measures weight and height using scale

Taking Care of Environment
• Places to the side of bed
• Places in supine position
• Places in fowler’s position
• Places in side lying (lateral) position
• Moves from bed to chair w/safety belt
• Makes occupied/ unoccupied bed

Taking Care of Grooming Needs
• Brushes/combs hair and shaves
• Dresses and undresses

Taking Care of Bathing and Hygiene Needs
• Brushes teeth or dentures
• Demonstrates proper oral care
• Provides bed bath and back rub
• Provides perineal care

Assisting With Feeding and Hydration
• Assists with eating

Assisting With Toileting
• Assists with bedpan / urinal

TRANSFER AND AMBULATION

Maintenance of Range of Motion
• Performs passive range of motion – upper and lower body
• Assists with active range of motion – upper and lower body
• Demonstrates proper use of assistive devices in transferring and ambulation
• Demonstrates proper use of assistive devices in dressing and eating
• Assists with walking using safety belt

EMERGENCY CARE
• Successfully complete CPR class
• Demonstrates first aid for obstructed airway (conscious resident)
• Performs care-giving skills in clinical setting

PROFESSIONAL DEVELOPMENT
• Passes final exam at 80% minimum
• Completes homework assignments
• Demonstrates professional behavior and positive attitude

INTEGRATED ACADEMICS
• Knows Red Cross medical terminology
• Defines basic medical terms in own words
• Communicates symptoms of illness in own words
• Reads and utilizes thermometers
• Reads and utilizes sphygmomanometers
• Calculates time, weights and other basic measures
• Demonstrates knowledge of written exam techniques (multiple choice questions)
PERSONAL CARE AIDE

Length: 15 days
Recommended TABE: 6th grade or higher
Location: WinCC Campus, Hale Kuhina, Room 107
Days and Times: TBA
Staff: Jamie Boyd, Instructor, Program Coordinator 235-7384
       Mary Segura, IA Instructor 368-7413 or 235-7364
       April Sandobal, Health Programs Counselor 235-7358 or 386-5886
Additional Requirement: Physician's statement verifying good health

Tuition: $600
Books/Supplies: $N/A
TOTAL: $600
START DATE TBA
END DATE TBA

Program not under DOE/COP contract.
For early withdrawal, refer to Refunds Section.

This program is designed for adult learning through classroom instruction and home study as well as agency and community practicums. The focus of the program is to provide students with the necessary bedside skills, technical knowledge and specific training experience to secure entry-level employment as a Personal Care Aide (PCA). The occupation of Personal Care Aide is best suited for people who enjoy helping others with personal care and activity needs. A PCA provides assistance with care needs for clients in their homes and agencies. Students who successfully complete the course will be able to work with clients who may require either short-term recovery care or long-term care due to a disability or long-term illness. Training is divided into personal care and household services such as personal care, meal planning and preparation, routine housekeeping duties and shopping. Additionally, a PCA may provide assistance with assistive devices limited to wheelchairs and walking devices.

Students successfully completing this course may apply for the internship program for work experience. Please see the internship course description for more information.

Additional activities may be required at scheduled times other than class times. Practicum hours may be fulfilled during non-class times.
**Personal Care Aide Competencies**

**SAFETY MEASURES**

**Universal Precautions**
- Demonstrates understanding and proper technique in hand washing procedures
- Demonstrates understanding and proper technique in use of gown, mask and gloves

**BASIC SKILLS**

**Taking and Recording Vital Signs**
- Takes oral temperature using digital thermometer
- Measures pulse, respirations and blood pressure
- Measures weight and height of resident using scale

**Taking Care of Environment**
- Places to the side of bed
- Places in supine position
- Places in fowler’s position
- Places in side lying (lateral) position
- Moves from bed to chair w/safety belt
- Makes occupied/ unoccupied bed

**Taking Care of Grooming Needs**
- Brushes/combs hair and shaves
- Dresses and undresses

**Taking Care of Bathing and Hygiene Needs**
- Brushes teeth or dentures
- Demonstrates proper oral care for an unconscious resident
- Provides bed bath and back rub
- Provides perineal care

**Assisting With Feeding and Hydration**
- Assists with eating

**Assisting With Toileting**
- Assists with bedpan / urinal

**TRANSFER AND AMBULATION**

**Maintenance of Range of Motion**
- Performs passive range of motion - upper and lower body
- Assists with active range of motion – upper and lower body
- Demonstrates proper use of assistive devices in transferring and ambulation
- Demonstrates proper use of assistive devices in dressing and eating

**EMERGENCY CARE**
- Successfully complete CPR class
- Demonstrates first aid for obstructed airway (conscious resident)

**PROFESSIONAL DEVELOPMENT**
- Passes final exam at 80% minimum
- Completes homework assignments
- Demonstrates professional behavior and positive attitude

**INTEGRATED ACADEMICS**
- Knows Red Cross medical terminology
- Defines basic medical terms in own words
- Communicates symptoms of illness in own words
- Reads and utilizes thermometers
- Reads and utilizes sphygmomanometers
- Calculates time, weights and other basic measures
- Demonstrates knowledge of written exam techniques (multiple choice questions)
OFFICE ADMINISTRATION AND TECHNOLOGY

Length: 15 weeks
Recommended TABE scores: 8th grade or higher
Location: HonCC Campus, Bldg. 71B-4 and C-5
Days and Times: M T Th F 8 a.m. – 3 p.m.
W 4 hours of Service Learning
Staff: Evelyn Sugihara, Business Technology Coordinator 844-2315
Kay Beach, OAT 1 & 2 Instructor 844-2319
Ellen Nagaue, OAT 1 Instructor 845-9471
Heipua Kaopua, Counselor 832-3880

OAT 1 Tuition: $950
Books/Supplies: $130
TOTAL: $1080

OAT 2 Tuition: $950
Books/Supplies: $60
TOTAL: $1010

Extension (five week): $275
Books/Supplies: $0
TOTAL: $275

For early withdrawal, refer to Refunds Section.
One reference book is included (book loaned to DOE student).

Office Administration and Technology 1 (OAT 1) offers a flexible 15-week curriculum, with industry-validated competencies and a learning how-to-learn training foundation. The course provides awareness and/or development of basic job skills, professional behaviors, self-esteem enhancement, and ethical expectations of the business environment through on-campus orientation, off-campus Service Learning, and comprehensive sequentially based competency acquisition. Integrated foundation competencies include keyboarding, filing, electronic calculator, computer literacy, and numeric keypad by touch, introduction to word processing and spreadsheets, and job search skills.

Office Administration and Technology 2 (OAT 2) provides 15-weeks of training to master foundation competencies, solve problems using business math, acquire advanced computer applications (e.g. Word, Excel, PowerPoint, Access, Publisher, desktop publishing, PDF files), learn integration of computer programs, perform Internet research, work on “live” projects, enhance job preparation skills, and gain experience in an office through field experience or an internship (optional). OAT 2 prerequisite is completion of OAT 1 or demonstrated minimum 8th grade proficiency in reading and business math; keyboarding (minimum 25 wpm); numeric keypad by touch; and beginning levels in filing, word processing, and spreadsheet concepts.

Students successfully completing this course may apply for the internship program for work experience. Please see the Internship course description for more information.

Extensions, in five-week blocks, are available in OAT 1 and OAT 2, as needed to complete the competencies.
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### OAT 1 Competencies

**Workplace Competencies**
- Prioritizes assignments, makes decisions
- Teaches others, leads
- Thinks creatively, solves problems
- Demonstrates sociability & active listening skills

**Culture Of Work**
- Is prompt and establishes good attendance record
- Demonstrates positive demeanor
- Follows oral and written instructions
- Demonstrates responsible work ethics and business etiquette
- Assumes responsibility for quality and timeliness of work performed
- Applies principles of grooming and dress attire
- Fulfills service learning responsibilities
- Fulfills attitude journal responsibilities
- Maintains employment portfolio (résumé & employment letters)

**General Office Skills**
- Uses reference materials to solve problems
- Files correspondence - alphabetic, numeric, subject
- Demonstrates basic knowledge of MS Windows operating system
- Proofreads copy
- Produces mail able memos with letterhead
- Produces mail able letters with letterhead
- Demonstrates proper keyboarding techniques-alpha, 10-key pad
- Operates electronic calculator using touch method
- Keyboarding:
  - Net Words Per Minute (NWAM)_____
- Electronic Calculator:
  - Net Depressions Per Minute (NDPM)_____
- Keypad:
  - Net Depressions Per Minute (NDPM)_____
- Formats characters
- Uses writing tools
- Formats paragraphs and margins
- Applies tabs
- Moves, copies, finds, and replaces text
- Applies page and section breaks
- Formats headers and footers
- Formats page numbering

**MS Excel**
- Enters data
- Replicates simple worksheet
- Creates and applies simple formulas
- Enhances simple worksheet
- Prints simple worksheet and formula page

**MS PowerPoint**
- Uses slide templates to design simple slide
- Navigates within existing slide presentation
- Alters text and sizes graphics
- Runs existing slide show
- Saves and prints handouts

**MS Word**
- Creates and prints documents
- Selects and edits text

**Electronic Calculator**
- Performs cross-footing functions
- Performs constant and accumulation functions
- Converts fractions, decimals, percent equivalents

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INTERNET
- Follows ETC Computer and Internet use policy
- Demonstrates awareness of privacy and copyright concerns
- Receives and sends email with attachments
- Uses MS Word to print applicable selected text from Web site
- Uses Internet for job search

INTEGRATED ACADEMICS
- Demonstrates addition and subtraction functions
- Demonstrates multiplication and division functions
- Writes and formats daily journal entries
- Writes and formats progress memos
- Recognizes complete sentences
- Communicates orally using standard English

OAT 2 Competencies
WORKPLACE COMPETENCIES
- Prioritizes assignments, makes decisions
- Works on diverse teams, teaches others, leads
- Thinks creatively, solves problems
- Applies integrated technology
- Demonstrates sociability & active listening skills

CULTURE OF WORK
- Is prompt and establishes good attendance record
- Demonstrates positive demeanor
- Follows oral and written instructions
- Demonstrates responsible work ethics and business etiquette
- Assumes responsibility for quality and timeliness of work performed
- Applies principles of grooming and dress attire
- Applies integrated skills on team project(s)
- Maintains employment portfolio (résumé & employment letters) and job log
- Fulfills attitude journal responsibilities
- Fulfills service learning responsibilities

GENERAL OFFICE SKILLS
- Uses reference materials to solve problems
- Proofreads documents
- Edits documents
- Produces mailable documents from copy
- Produces mailable letters with letterhead
- Produces mailable memos with letterhead
- Volunteers for team and individual projects
- Demonstrates proper keyboarding techniques-alpha, 10-key pad
  - Keyboarding: Net Words Per Minute (NWAM)_____
  - Electronic Calculator: Net Depressions Per Minute (NDPM)_____
  - Keypad: Net Depressions Per Minute (NDPM)_____

ELECTRONIC CALCULATOR/MATH CONCEPTS
- Computes simple payroll assignments

MS WORD
- Creates and formats tables
- Creates and formats columns
- Uses advanced formatting concepts
- Uses templates and wizards
- Uses graphics
- Produces multiple mailing through mail merge
- Produces cost-effective MS Word documents
- Replicates complex MS Word documents
- Produces cost-effective PowerPoint documents

MS ACCESS
- Identifies parts of Access screen
- Adds and edits table data
- Finds and sorts records

DESKTOP PUBLISHING
- Integrates advanced Word and PowerPoint skills
- Produces simple flyer from existing copy
- Produces simple newsletter from existing copy

INTERNET
- Follows ETC Computer and Internet use policy
- Uses MS Word to print selected text from website
- Prepares assignment(s) using Internet research
- Uses Internet for job search
- Receives and sends email with attachments

INTEGRATED ACADEMICS
- Computes decimal, fraction, percent equivalents
- Communicates orally using standard English
- Constructs clear and complete sentences
- Writes and formats daily journal entries
- Writes and formats progress memos

MS EXCEL
- Manipulates worksheet data
- Creates and uses ranges
- Uses advanced editing tools
- Changes appearance of worksheet
- Creates and prints charts
- Produces cost-effective Excel worksheets
- Replicates complex Excel worksheets

MS POWERPOINT
- Develops original presentation
- Customizes original presentation
- Applies advanced text and graphic techniques
- Delivers and packs presentation
OFFICE SKILLS
Keyboarding, Electronic Calculator, Computer Classes

Length: 12 or 24 days (one or two 24-hour blocks)
Recommended TABE scores: Not Applicable
Location: HonCC Campus, Bldg. 71A-1 and Bldg. 71C-5
Days and Times: (3 Sessions)
- M T Th F 7 a.m. – 9 a.m.
- M T Th F 9:30 a.m. – 11:30 a.m.
- M T Th F 12:30 p.m. – 2:30 p.m.
Lab (optional, space availability):
- M T Th F 9 a.m. – 9:25 a.m.
- M T Th F 11:30 a.m. – 11:55 a.m.
- M T Th F 12 p.m. – 12:25 p.m.

Staff:
- Evelyn Sugihara, Business Technology Coordinator/Instructor 844-2316
- Kay Beach, Instructor 844-2319
- Heipua Kaopua, Counselor 832-3880

Program not under DOE contract.
For early withdrawal, refer to Refunds Section.
# Dates for Keyboarding and Electronic Calculator

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<td>6/30/08</td>
</tr>
<tr>
<td>5/12/08</td>
<td>6/02/08</td>
<td>6/23/08</td>
<td>7/15/08</td>
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<tr>
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<td>6/20/08</td>
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<td>8/04/08</td>
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<tr>
<td>6/16/08</td>
<td>7/07/08</td>
<td>7/28/08</td>
<td>8/19/08</td>
</tr>
</tbody>
</table>

# Dates for Computer Classes

<table>
<thead>
<tr>
<th>Computer Classes START DATE</th>
<th>Windows XP 1 block - 24 hours (12 days) END DATE</th>
<th>All Other Courses 2 blocks - 48 hours (24 days) END DATE</th>
<th>3 blocks - 72 hours (36 days) END DATE</th>
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</thead>
<tbody>
<tr>
<td>START DATE</td>
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<td>END DATE</td>
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<tr>
<td>7/02/07</td>
<td>7/20/07</td>
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<td>7/14/08</td>
<td>8/04/08</td>
<td>9/2/08</td>
</tr>
</tbody>
</table>
**Keyboarding and Electronic Calculator**

**Keyboarding**
Keyboarding I (recommend 2 blocks) students learn the alphabetic keyboard and basic keyboarding by touch.

| Tuition:     | $140       |
| Books/Supplies: | $40       |
| **TOTAL:**     | **$180**   |

**Keyboarding I Competencies**
- Types with proper fingering techniques using touch system
- Types without looking at keyboard
- Keys smoothly with correct rhythm
- Uses proper keyboarding posture
- Types timed drills accurately
- Types at a minimum of 25 average words a minute
- Uses keyboarding software program by following instructions
- Recognizes computer parts, performs basic computer tasks
- Average Gross Words A Minute (AGWAM): _____

**Keyboarding II**
Keyboarding II (2-block course) concentrates on skill building for speed and accuracy.

| Tuition:     | $280       |
| Books/Supplies: | $40       |
| **TOTAL:**     | **$320**   |

**Keyboarding II Competencies**
- Types with proper fingering techniques using touch system
- Types without looking at keyboard
- Types 5-minute timings by touch
- Keyboards diagnostic sentences by touch
- Completes corrective practices
- Uses proper keyboarding posture
- Keys smoothly with correct rhythm
- Uses keyboarding software program and follows course instructions
- Gross Words a Minute (GWAM): _____
- Net Words a Minute (NWAM): _____

**Electronic Calculator**
Electronic Calculator (2-block course) students learn ten-key pad by touch (addition, subtraction, multiplication, division functions) and students learn other key functions (non-add key, decimal point key, add mode setting, subtotal key, grand total key, memory).

| Tuition:     | $280       |
| Books/Supplies: | $40       |
| **TOTAL:**     | **$320**   |

12-day Extension for Keybdg & ECalc. $140
| Books/Supplies: | $0       |
| **TOTAL:**     | **$140**   |

**Electronic Calculator Competencies**
- Uses proper fingering techniques to develop skill on 10-key pad by touch
- Performs basic functions of addition
- Performs basic functions of subtraction
- Performs basic functions of multiplication
- Performs basic functions of division
- Uses special function keys in solving business-related problems
- Uses special function keys in solving business-related simulations
- Keys five-minute timings by touch
- Performs practice problems using proper function keys
- Understands various functions of electronic calculator
- Keys at a minimum rate of 100 net depressions per minute (ndpm)
- Net Depressions Per Minute (NDPM): _____
Computer Classes

Office Skills offers training for Windows, Microsoft Word, Excel, PowerPoint and Access. The self-directed format allows students to progress at their own pace.

Intro to Windows XP
Intro to Windows XP (recommend 2 blocks) is a self-directed introductory course for novice computer users working within a Windows environment; basics (manipulate computer, mouse and windows, desktop, explorer, and accessories), disk and file management (format disk, work with files and folders), and Wordpad (concepts of simple word processing).

Tuition: $225
Books/Supplies: $50
TOTAL: $275

12-day Extension for Windows XP:
Tuition: $225
Books/Supplies: $0
TOTAL: $225

Intro to Windows XP Competencies
• Understands structure of the desktop
• Names the basic parts of a computer system
• Uses and understands the operation of mouse techniques
• Works with Graphical User Interface (icons/dialog boxes)
• Understands the functions/purpose of an operating system
• Identifies Windows screen’s common elements
• Manipulates the screen and different window panes
• Uses Help
• Uses My Computer to access Windows functions
• Uses Control Panel
• Uses and understands structure of Windows Explorer
• Formats a floppy disk
• Creates folder and subfolder using Windows Explorer
• Manipulates folders using Windows Explorer
• Creates and manages files
• Searches and manipulates files
• Recognizes and uses browsers to locate web sites
• Uses various accessory features such as WordPad and Paint
• Uses storage devices
• Uses printer commands
• Prints various documents as instructed
• Uses document-centric methods (drag & drop, clipboard)
• Copies and embeds an object

Intro to Word 2003
Intro to Word 2003 (2-block course) is a self-directed introductory course for computer users to learn basic concepts of Microsoft Word for Windows. This includes learning Word basics (menu bar, commands, concepts), editing documents, changing document display, using multiple documents, formatting documents, working with tables, using time-saving features (templates and macros), and merging.

Tuition: $450
Books/Supplies: $50
TOTAL: $500

Introduction to Word 2003 Competencies
• Identifies various features of Word window
• Works with files and folders
• Creates and edits documents
• Creates documents from templates
• Creates letters in proper format
• Uses fundamental editing procedures (find, replace, copy, move)
• Uses language and grammar tools
• Enhances appearance of documents
• Works with paragraphs
• Sets tabs
• Adjusts page and margin settings and controls pagination
• Inserts page and section breaks
• Creates headers and footers
• Prepares a document for posting on Web server
• Works with tables in a document
• Sorts list
• Works in newspaper column format
• Inserts and manipulates objects on draw layer
• Embellishes document with WordArt, clip art, and special character effects
• Uses watermarks and background fill effects
• Creates and modifies charts and diagrams
• Generates mailing labels using existing data source
• Creates and produces mail merge letters
• Prints single envelope and a sheet of labels for single address
• Allows others to review documents by inserting comments and tracked changes
• Compares two documents and merges content into single document
• Shares data between Word and Excel
Intro to Excel 2003

Intro to Excel 2003 (2-block course) is a self-directed introductory course covering Excel basics (menu bar, worksheets, help), using formulas and functions, formatting worksheets (rows, columns, margins), changing screen display (zoom, freeze, split), using multiple worksheets and workbooks, charting data, and working with data (sort, hide, filter).

Tuition: $450
Books/Supplies: $50
TOTAL: $500

Intro to Excel 2003 Competencies

- Identifies various features of Excel window
- Selects commands using menu bar, toolbars, and right-click menus
- Enters text, dates, numbers, and formulas in worksheet
- Edits and erases cell data
- Creates, saves, opens, and closes workbooks
- Enhances worksheets using editing features
- Uses Excel’s Auto features for entering and editing data and formulas
- Copies and moves information
- Manipulates columns and rows
- Formats cells (fonts, numeric, data values, borders, shading, color)
- Publishes a worksheet to the World Wide Web
- Defines page layout options
- Works with ranges
- Uses absolute and relative references
- Works with formulas
- Uses mathematical and statistical functions
- Creates and edits simple charts
- Works with objects
- Creates, modifies, and formats chart sheets and elements
- Constructs nested formula expressions
- Works with more complex functions (If, mathematical and statistical, text, financial)
- Manipulates worksheet window
- Adds hyperlinks to worksheet
- Works with multiple worksheets
- Performs global workbook editing operations
- Sorts and filters lists
- Queries and extracts data from lists
- Summarizes lists using subtotals

Intro to PowerPoint 2003

Intro to PowerPoint 2003 (2-block course) is a self-directed introductory course covering PowerPoint basics (menu, screen, slides), editing and formatting text, working with slides (appearance, objects, multimedia, special effects), printing, and delivering presentations.

Tuition: $450
Books/Supplies: $50
TOTAL: $500

Intro to PowerPoint 2003 Competencies

- Describes different components of PowerPoint window
- Adds and edits text and slides
- Opens, runs, and prints presentation
- Uses fonts, slide layouts, slide order, and footers
- Works with templates
- Inserts clip art and pictures
- Creates and modifies objects using drawing tools
- Uses WordArt, text boxes, AutoShapes, and other drawing objects
- Works with alignment, rotating, ordering, and grouping features
- Creates and formats tables to organize information in columns and rows
- Works with charts
- Draws customized diagrams to show processes and relationships
- Uses and recognizes PowerPoint’s multimedia features and file types
- Animates text and objects
- Applies transitions with timed sequencing
- Inserts, records, and plays back sound, music, and movie files
- Uses different techniques to develop presentation content
- Applies color schemes
- Creates custom templates using slide and title masters
- Understands structure of a presentation
- Performs automatic transitions, looping, and rehearsal timings
- Prints comments pages, handouts, and speaker notes
- Prepares presentation for delivery on another computer
- Adds comments to slides
- Creates presentation from a Word outline
- Integrates Excel and PowerPoint
- Publishes a presentation to the World Wide Web
**Intro to Access 2003**

Intro to Access 2003 (2-block course) is a self-directed introductory course covering Access basics (menu, database structure, database, and tables), working with tables (design, edit, manipulate, and print), creating mailing labels, adding graphics to records, creating and designing forms, working with queries (create, run, use multiple criteria), and creating reports with Auto Report and Report Wizard.

| Tuition: | $450 |
| Books/Supplies: | $50 |
| **TOTAL:** | **$500** |

**Intro to Access 2003 Competencies**
- Understands basic database terminology and components of Access 2003 database window
- Inserts, views, edits, and prints data in datasheets
- Creates new database from scratch or using a wizard
- Defines table objects for storing data
- Specifies primary key and indexes
- Prints table's structure
- Sorts contents of a datasheet into ascending and descending order
- Finds records by entering search criteria and using wildcard characters
- Filters records displayed in datasheets using Filter functions
- Creates queries using the Simple Query Wizard
- Creates new forms and reports using Access' Form and Report Wizards
- Navigates and edits data using form
- Creates mailing label report using the Label Wizard
- Renames, copies, and deletes database objects
- Understands fundamentals of relational database design
- Establishes table relationships
- Customizes appearance and behavior of fields by setting properties
- Ensures data integrity in design of tables
- Imports and exports data in various formats (Excel, HTML, Web pages, XML)
- Creates and modifies queries using query's Design view
- Specifies search criteria using conditional statements and logical operators
- Enhances query by sorting, filtering, and hiding results
- Analyzes and summarizes data using calculated fields and summary queries
- Sets inner and outer join properties for table relationships
- Views and edits query in SQL view mode
- Views datasheet as a PivotTable or PivotChart
- Enters complex expressions in select queries
- Uses Find Duplicates, Find Unmatched, and Crosstab query wizards
- Creates and uses parameter query to apply dynamic criteria
- Uses action queries to update and delete records, and append records to table
- Creates and modifies form or report using Design view
- Uses Toolbox to insert bound and unbound controls
- Creates form with an embedded subform
- Sets controls, creates and uses calculations in forms and reports
- Applies AutoFormat command
- Creates a data access page using Page Wizard

**Intro to Navigating the Internet and E-mail**

Intro to Navigating the Internet and E-mail is a hands-on Internet and e-mail course designed for beginners. Some of the topics covered are introduction to the Web and e-mail, using browsers to locate information on the Web, evaluating Web sites, downloading documents from the Internet, using browser configuration for Internet, receiving and sending e-mail etiquette, using e-mail attachments and how to use e-mail safely. Course start dates to be determined.

| Tuition: | $195 |
| Books/Supplies: | $5 |
| **TOTAL:** | **$200** |

Students successfully completing these courses may apply for the internship program for work experience. Please see the Internship course description for more information.

**Typing Certification Testing**

Office Skills also offers typing certification tests to the public. Fee for the testing is $20. Call Evelyn Sugihara at 844-2316 to schedule an appointment.
**REQUIRED ETC DOCUMENTS**

Submit or FAX required documents to Student Services BEFORE student’s enrollment to ETC.
Employment Training Center: (808) 844-2365 FAX: (808) 844-2342

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>DOE High School</th>
<th>Other Agency</th>
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</thead>
<tbody>
<tr>
<td>TABE Placement Test (refer to program information)</td>
<td>X</td>
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</tr>
<tr>
<td>Agency Authorization Referral Form (available in catalog)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Signed by Referring Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signed by Paying Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MMR Documentation</td>
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</tr>
<tr>
<td>Any individual born in the U.S. prior to 1957 is NOT required to take MMR. Please</td>
<td></td>
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<tr>
<td>call Student Services if you have any questions.</td>
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<tr>
<td>TB Clearance</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Within 12 months of enrollment date</td>
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<tr>
<td>Respiratory Clearance</td>
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<tr>
<td>Auto Body Repair and Finishing students only</td>
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<td>Physical Exam or Physician Health Clearance</td>
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<tr>
<td>Health Careers students only</td>
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<td>CSAP Form</td>
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<tr>
<td>Student/Parent Agreement Form (available in Catalog)</td>
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<td>Signed by Student</td>
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<td></td>
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<tr>
<td>Signed by Parent</td>
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<tr>
<td>Signed by Referring Agency</td>
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**TABE APPOINTMENT FORM**

Name of Student: ________________________________________________________________

Referring Agency: ____________________________________________ Agency Counselor: _______________________

TEST DATE: ____________________________________________ LOCATION: HonCC Bldg. 71C, Room 8

☐ WEDNESDAY 9 a.m. – 11 p.m.
☐ WEDNESDAY 1 p.m. – 3 p.m.

You are scheduled for TABE testing at the Employment Training Center at the above date and time. The test will be administered at Honolulu Community College (HonCC) campus. There is no parking available on Honolulu Community College campus. The test is approximately 2 hours in length.

1. You must report on time for the TABE test. If you are late, please re-schedule for the next available TABE test date.

2. A picture ID is required. You will not be allowed to take the TABE test without a picture identification.

3. You may bring a calculator for the Applied Mathematics portion of the TABE test.
TEST OF ADULT BASIC EDUCATION (TABE) TESTING DATES

Contact the Employment Training Center Student Services at 844-2365 to reserve a space for TABE testing. Please notify ETC at least one week prior to test date of any cancellations to allow room for others. Referring agencies may request alternate TABE test levels for clients needing a lower test level or longer test time for special-needs clients.

Clients must be on time and should be prepared to remain for the entire test session—approximately 2 hours. Testing starts promptly at the specified time. It is recommended that clients arrive 15 minutes prior to testing to ensure promptness. Late arrivals may be rescheduled for another date.

Clients must bring picture identification (i.e. driver’s license, school ID, state ID, military ID, or passport). Anyone without picture identification will not be tested. A calculator is also recommended.

TABE scores are valid for one year. Clients may not retake the TABE for enrollment within 6 months of their prior TABE test.

Scheduled TABE tests will be conducted in Bldg. 71C, Room 8, at the Honolulu Community College campus. Use the TABE Appointment Form when scheduling clients for testing. It includes a map of Honolulu Community College campus that may be helpful for locating the testing room.

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<thead>
<tr>
<th>Month/Year</th>
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<tr>
<td>June 2008</td>
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<td>18, 25</td>
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</tbody>
</table>
PRINT CLEARLY and COMPLETELY WITH ALL NECESSARY SIGNATURES. SUBMIT (or FAX) TO STUDENT SERVICES BEFORE STUDENT’S ENROLLMENT.

STUDENT ID NUMBER (ETC USE ONLY) | LAST | FIRST | MI
---|---|---|---
CURRENT MAILING ADDRESS
EDUCATIONAL/VOCATIONAL GOALS
PROGRAM

TABE
Test Date: Form/Level:
TotalReading: TotalMath:

CHECK SUBMISSION TO ETC
○ TB Clearance
○ MMR documentation
○ Respirator Clearance for ABRF
○ Health Clearance for Health Careers

CHECK TRANSACTION
○ Registration
○ Extension
○ Other:

START DATE
END DATE

Office Skills
○ Intro to Windows XP
○ Intro to Word 2003
○ Intro to Excel 2003
○ Intro to Access 2003
○ Intro to PowerPoint 2003
○ Keyboarding I
○ Keyboarding II
○ Electronic Calculator
○ Internet & Email
○ Extension
○ Others

# DAYS
TIME

☐ Auto Body Repair and Finishing
☐ Facilities Maintenance/Construction

☐ Auto Body Repair I
☐ Career and Workforce Development
☐ Auto Body Repair II
☐ Career Planning
☐ Auto Body Repair III
☐ Internship/Work Experience
☐ Auto Finishing I
☐ Essential Skills
☐ Auto Finishing II
☐ ES – Communications
☐ Auto Finishing III
☐ ES – Math
☐ Health Careers
☐ ES –VESL (English Second Language)

☐ Personal Care Aide
☐ Introduction to Culinary Arts
☐ Introduction to Construction Occupation

☐ Windward CC
☐ Office Administration and Technology
☐ Honolulu CC
☐ OAT I
☐ Other:

☐ OAT II
☐ Extension

☐ Extension

☐ Other:_________
STUDENT and PARENT/GUARDIAN AGREEMENT FORM

Admissions – The Student and Parent/Guardian Agreement Form, Agency Authorization Referral Form (from the referring high school/agency), and TB Clearance dated within 12 months of enrollment, (and Respiratory Clearance for ABRF) must be submitted before a Student and Parent/Guardian pre-admission conference will be scheduled with ETC.

ETC Catalog – Catalog provides general information, its programs and services, and summarizes major policies and procedures for students to review at Student Services or ETC Website.

Attire – Appropriate dress and footwear are mandatory. Failure to comply will result in the student’s being sent home; training may then be delayed or the student may be subject to dismissal from the program.

Conduct – Misconduct; negligent behavior; destruction of school property; possession of lethal weapons; or possession of or being under the influence of drugs and/or alcohol is not allowed at the training facility and may be subject to dismissal from the program. Copies of the Student Conduct Code are available upon request at the Student Services Office.

Attendance – Attendance is mandatory. Excessive absences, tardies, and/or “cutting class” are grounds for dismissal.

Books/Tools/Equipment – Training activities may include use of power tools and equipment. Student and Parent/Guardian are liable for and agree to replace any lost or damaged tools or books loaned to student. ETC record(s) will not be released until financial obligations are cleared.

Financial Obligation – All financial obligations will be recorded and the University of Hawai‘i collection procedures will be administered.

Field Trips – Training activities may have planned field trips for student participation.

Authorization – Student and parent/guardian authorize ETC to obtain educational information from the high school after student completes the training program. Information is used for data summary reporting and will be kept confidential.

In case of illness or injury – Any accident during training must be reported to the program instructor immediately. In case of illness or injury requiring the student to leave the training facility, ETC will attempt to contact the parent/guardian. If unsuccessful, ETC will contact the high school outreach counselor who will continue to follow-up with the parent/guardian. Student will be released from ETC with a “pass” from the instructor or counselor. If illness or injury requires emergency medical services, ETC will seek the most readily available medical assistance. If necessary, ambulance service will be utilized at the expense of the Parent/Guardian. Attempts will be made to contact the student’s private physician or clinic.

By signing this form, I understand the statements and agree to abide by the condition listed above.

Parent/Guardian Signature       Date       Student Signature       Date

Print Name (Check one):  □ Father  □ Mother  □ Guardian

Parent Home/Cell Number         Parent Work Number

ETC-SS rev 06/07

High School Outreach Counselor Signature        High School Name        Student HS ID number

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MMR CLINICS

Free or low cost for students until December 31, 2007.

Students must bring with them either an acceptance letter or a referral letter from ETC to obtain vaccination. Please call first to make sure that the vaccine is available at the clinic of choice.

**Aloha Medical Mission Clinic**
810 N. Vineyard Boulevard
Honolulu, HI 96817
Contact: Celeste Ibara
Phone: 841-4489

**Hawai‘i Home Project**
UH Medical School - Kakaako
Honolulu, HI 96813
Contact: Jill Omori
Phone: 692-0932

**Kalihi-Plama Health Center**
915 N. King Street
Honolulu, HI 96817
Contact: Ivi Muasau
Phone: 843-7247

**Physician Center at Mililani**
95-390 Kuahelani Avenue
Mililani, HI 96789
Contact: Gail Kaneshige
Phone: 627-3200

**Queen Emma Clinics – Women’s Health**
1301 Punchbowl Street
Honolulu, HI 96813
Contact: Alan Terada
Phone: 547-4810

**Waianae Coast Comprehensive Health Centers**
Kapolei Health Center – Phone 674-9358
Nanakuli Clinic – Phone 668-2311
Waipahu Clinic/Waianae Mall – Phone 696-4533
Waipahu Clinic/Fil Comm Center – 616-7233

**Waikiki Health Center**
277 Ohua Avenue
Honolulu, HI 96815
Contact: Elizabeth Gillette
Phone: 791-9328

**Waimanalo Health Center**
41-1347 Kalanianaole Highway
Waimanalo, HI 96795
Contact: Anita Nakamura
Phone: 259-7948
**TUBERCULOSIS (TB) CLEARANCE SITES**

The State of Hawai‘i, Department of Health, provides TB testing at the following sites. A picture ID is required in order to receive the test. If you are younger than 18 years of age, a parent or legal guardian must accompany you.

**Lanakila Health Center**
1700 Lanakila Avenue, Rm 213
Honolulu, HI 96817
Ph: 832-5731
Skin test: M Tu W F: 7:45 a.m. – 3 p.m.

**Diamond Head Health Center**
3627 Kilauea Avenue, Rm 302
Honolulu, HI 96816
Ph: 733-9220
Skin test: Tu, 2 p.m. to 4 p.m. (return Thurs for reading 2 p.m. – 4 p.m.)

**Wahiawa Health Center**
910 California Avenue, Rm 119
Wahiawa, HI 96786
Ph: 622-6445
Skin test: M, 2 p.m. to 4 p.m. (return Wed for reading 2 p.m. – 4 p.m.)

**Waianae Community Services Center**
85-670 Farrington Hwy., Rm 7
Waianae, HI 96792
Ph: 697-7839
Skin test: 3rd Tu, 2 p.m. to 3 p.m. (return Thurs for reading 2 p.m. – 3 p.m.)

**Waipahu Civic Center**
94-275 Mokuola Street
Waipahu, HI 96797
Ph: 675-0073
Skin test: W, 2 p.m. to 4 p.m. (return Fri for reading 2 p.m. – 4 p.m.)

**Windward Health Center**
45-691 Kea‘ahala Road
Kaneohe, HI 96744
Ph: 233-5450
Skin test: Tu, 1:30 p.m. to 3:30 p.m. (return Thurs for reading 1:30 p.m. – 3:30 p.m.)

*All of the above offices are closed on State of Hawai‘i and Federal holidays.*