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 who are economically disadvantaged, unemployed, underemployed, academically underprepared, persons with disabilities, and alienated high school youth.

University of Hawai‘i System
Windward Community College
Employment Training Center
45-720 Kea‘ahala Road
Kāne‘ohe, HI 96744
Telephone: (808) 235-7362
Fax: (808) 235-7434
etc.hawaii.edu

Hearing impaired individuals desiring information may contact the College by using the Telecommunication Device for the Deaf (TTY) relay service at 844-2365 or 643-8833.

This catalog provides general information about Windward Community College's Employment Training Center, its programs and services, and summarizes those major policies and procedures of relevance to the student. The information contained in this catalog is not necessarily complete. For further information, students should consult with the appropriate unit. This catalog was prepared to provide information and does not constitute a contract. The College reserves the right to, without prior notice, change or delete, supplement or otherwise amend at any time the information, requirements, and policies contained in this catalog or other documents.

Table of Contents

Employment Training Center Staff Directory ........................................... 3
General Information .............................................................................. 4
Student Support ....................................................................................... 6
Career & Workforce Development ....................................................... 8
Offerings 2008–2009 ........................................................................... 13
 Auto Body Repair and Finishing .......................................................... 14
 Essential Skills Vocational ESL .......................................................... 17
 Essential Skills Communication/Math .................................................. 18
 Facilities Maintenance/Construction ................................................... 20
 Introduction to Construction Occupations ........................................... 22
 Introduction to Culinary Arts ............................................................... 24
 Certified Nurse Aide ........................................................................... 26
 Personal Care Aide ............................................................................. 28
 Office Administration and Technology ................................................ 30
 Office Skills ......................................................................................... 33
 Keyboarding and Electronic Calculator ............................................... 35
 Computer Classes ................................................................................ 37
 Policy Statements .................................................................................. 40
 Required ETC Documents
TABE Testing Dates ............................................................................... 44
TABE Appointment Form ..................................................................... 45
Agency Authorization Referral Form .................................................... 46
Student and Parent/Guardian Agreement Form .................................... 47
Required Document List ....................................................................... 48
ETC Maps
Windward Community College Campus Map .................................... 49
Honolulu Community College Campus Map ....................................... 49
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 Kāneʻohe, 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
# Employment Training Center Staff Directory

## Administration
- Angela Meixell, Chancellor: 235-7402
- Bernadette Howard, Director of Vocational and Community Education: 235-7361
- Valerie Pedro, Secretary: 235-7362
- Cliff Togo, Director of Admin Svcs: 235-7403
- Ivan Wu, Computer Specialist: 386-3008
- Kevin Ishida, Fiscal Officer: 235-7409
- Glenn Koga, Account Clerk: 235-7417

## Office of Continuing and Community Education
- Diane Goo, Coordinator: 235-7386
- Jane Uyetake, Program Coordinator: 235-7363
- Gerri Kabei, Program Coordinator: 235-7428
- Dhalla Young, Cashier/Clerk: 235-7433
- Jedd Ramos, Cashier: 235-7491
- Jarred Wong, Cashier: 235-7491

## Student Support
- Ryan Perreira, Coordinator: 371-0397
- Thomas Doli, Counselor: 368-7414
- April Sandoval, Counselor: 386-5886
- Heipua Kaopua, Counselor: 832-3880
- Dolly Malla, Clerk Typist: 844-2362

## Career & Workforce Development
- Michael Moser, Instructor/Coordinator: 386-3602
- Zenaida Niro, Education Assistant: 844-2357
- Darlene Jones, Instructor/Counselor: 847-9857
- Heather Aihara, Career Advisor: 847-9856

## The Learning Center
- Mary Segura, ES Instructor/Coordinator: 368-7413
- Mari Nakamura, ES/ABRF/IA Instructor: 844-2313
- Leslie Lyum, ES Instructor: 847-9832
- Wendy Yamamoto, Clerk Typist: 844-2314

## Business Technology
- Evelyn Sugihara, OS Instructor/Coordinator: 844-2315
- Kay Beach, OAT and OS Instructor: 844-2319
- Ellen Nagae, OAT Instructor: 845-9471
- Wendy Yamamoto, Clerk Typist: 844-2317

## Health Programs
- Jamie Boyd, CNA Instructor/Coordinator: 235-7384
- Clerk: 235-7328

## Culinary Arts
- Diane Nazarro, ICA Asst Prof, Coordinator: 845-9428
- Loretta Monroy, ICA Instructor: 235-7356
- Lee Shinsato, ICA-H Instructor: 845-9427
- Pat Auld, Cashier, ICA-H: 845-9428
- Peter Haliniak, ICA – Education Asst: 845-9428
- Jaelynn Hanohano, ICA-H Education Asst: 845-9428
- Leah Kinney, ICA-H Education Assistant: 845-9428
- Kanoe Leanio, ICA-W Education Asst: 235-7354
- Brandon Yonohara, ICA-H Education Asst: 845-9428
- Colleen Watanabe, Clerk Steno: 844-2320

## Trades
- Pat Tamaye, Coordinator: 375-1341
- Donald Frost, ABRF Instructor: 375-1267
- Dennis Pajela, ABRF Ed Specialist: 847-9842
- Joseph O’Brien, ICO Instructor: 372-7768 or 682-6429
- Bruce Kurosawa, FAMCO Instructor: 235-7360
- 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.

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 adjacent to Honolulu Community College and operate a satellite campus located in Kaiaeleo at Barbers Point. 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 Program
- Introduction to Construction Occupations
- ETC at Kaiaeleo (Barbers Point Naval Air Station)

**ETC Dillingham Campus**

(adjacent to Honolulu Community College)
874 Dillingham Blvd.
Honolulu, HI 96817

- Student Support
- Career & Workforce Development
- Auto Body Repair and Finishing
- Culinary Arts
- Essential Skills
- Office Administration and Technology
- Office Skills
Counseling Services

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 image, 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.

Requirements

In compliance with public health regulations, students prior to enrollment 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 the program counselor before enrollment.

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

Placement Testing

Many ETC programs have 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.

Special Populations

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

Disabilities Accommodation

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 844-2364 (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) will be issued a Certificate of Professional Development or a Certificate of Competency (for articulated programs). Students are also 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 being dropped from the program or needing to register 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.

Safety Test

ETC is committed to providing a learning environment that focuses on a safe and healthful atmosphere for all students. Students in all ETC courses will be required to pass an instructor-administered safety assessment test appropriate to that course of study.

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 pro-rated based upon the course fee.

Non-instructional periods such as Spring and Winter breaks are not counted in determining program duration and elapsed time. Time spent on planned suspense is 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.
The Career Connections Center provides 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 are 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, internships/work experience and lifelong job assistance services are offered to students who are actively looking for a job.

Our Mission
To support workforce development by providing high quality and relevant career preparation and job readiness services for our students, faculty, and community.

Our 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 and career/labor market trends.

Location and Contacts
The Career Connections Center is located in building 3 of ETC's Honolulu Community College site located on the corner of Kokea and Dillingham streets.

Main Number: .............................................. 844-2357
Fax: .............................................................. 844-2342
Michael Moser, Instructor/Coordinator............................... 844-2362
Zenaida Niro, Education Assistant....................................... 844-2357
Darlene Jones, Instructor/Counselor...................................... 847-9857
Heather Aihara, Career Counselor......................................... 847-9856

Our Services
• Resume writing
• Mock interviews
• E-mail notification of job announcements
• A comprehensive website that includes job listings and career information
• Access to job resources materials
• Annual Job and Career Fairs
• Work-based learning opportunities and internships
• Community service referrals
• Job retention workshops and counseling
• Job matching
• Job placement assistance with referrals to employers
• Job listings
• Workshops in job searching, interviewing, resume writing, conflict resolution, and more
• Custom courses in career planning, job retention, and transferable soft skills
• Work readiness assessment in soft skills – a video based situational judgment
• Assessments in work skills, career interests, personality types, and learning styles
CWD Custom Workshops / Courses

Job Retention & Career Planning for students, employees, companies or organizations

Our Career & Workforce Development team is available for customized trainings, workshops, or courses on a variety of topics related to work readiness, job searching, career planning, or job retention. Topics may be combined or expanded to fit your needs. Call 844-2357 to inquire.

- **Job Searching Tools**
  Looking for a job? While the classified ads provide a good start, you’ll find most jobs advertised on the Internet. Learn to navigate through online job banks including Hirenet. Set up your account and begin job searching, research occupations, and find out how to apply for jobs you want.

- **Work Readiness Assessment**
  Do you have the workplace skills employers are looking for? How are your customer service skills, workplace judgment, listening, and ability to follow instructions? Watch a video-based situational judgment series and test your ability to solve these puzzling questions. A valuable and detailed printout will rate you on your work readiness skills. Our presenter will review each situation and give you the employer’s perspective with helpful hints leading to improved job retention.

- **Resume Writing 101**
  A resume is an advertisement about you! Learn the three basic types of formats and the necessary ingredients for effective resumes. Also, discover tips on how to get started in creating or updating a resume that will work best for you.

- **Interviewing Success**
  You’ve landed the interview, now what? This workshop provides an overview of interviewing skills including what employers look for during an interview and what you can do to prepare. Commonly asked questions and trends in interviewing are also discussed.

- **Balancing Home, School and Work**
  Having trouble figuring out what should have priority? Not sure how to juggle all the roles in your life? This workshop will provide a way to prioritize the many responsibilities we all have.

- **What Every Employer is Looking For**
  An exhaustive survey of many employers has resulted in a list of desirable characteristics in an ideal applicant. The results may surprise you. Learn what goes through the mind of the selection committee and employer.

- **Matching Your Interests and Skills to Ideal Jobs**
  This exploratory workshop will help identify personal interests, skills, work preferences, and learning styles and their importance in the world of work. Learn of occupations you never knew existed.

- **Starting and Keeping a New Job**
  Starting a new job can be intimidating. Learn some useful strategies to help you fit in from the first day and get accustomed to your new position. We’ll review work attitudes and behaviors that will help you retain your new job and even get promoted. Learn what an employee evaluation process may entail.

- **“Virtual Job Shadow”**
  Explore career options and ideas with our virtual job shadow system. View captivating and interesting video interview of people in a variety of careers from Construction to Culinary Arts and everything in between.

- **Conflict Resolution**
  Would you like to know how to talk with co-workers and your boss without conflict? This workshop will assess your own style of conflict management and offer strategies for better communication with those you meet.
Work Experience

Career & Workforce Development Department

Length: Nine weeks (Assignments & 160 work site hours for course completion)
4-week extensions possible.

Start Date: Anytime upon completion of prerequisites listed below.

Recommended TABE Reading Scores: No minimum requirement, TABE test is recommended.

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

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

Days and Times: 20hrs/wk – 40hrs/wk – days/times to be determined by employer
Students must complete minimum of 160 work hours.

Staff: Career Connections Center: 844-2357
Michael Moser, Instructor: 386-3602
Heather Aihara: 847-9856
Zenny Niro, Education Asst.: 844-2357
Fax: 844-2342

Unpaid WE Tuition: $220 (4-week extension: $75 per extension*)
Books/Supplies: $40
Total: $260

Paid WE Tuition: $720 (4-week extension: $475 per extension*)
Books/Supplies: $40
Total: $760

* maximum number of extensions = 8
* Paid students earn a $600 (max.) stipend for initial 9wks; $400 (max.) for each 4 week extension
* Paid tuition rate includes student stipends, instruction fees, monitoring, and admin fees.
For early withdrawal, refer to refund section.

Work Experience students will gain "real-world" understanding of their chosen career field by working in an off-campus work site. Students will apply active learning and on-the-job training methods to improve their 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. Work experience placements may be paid or unpaid.

Program skills include:
- Identify and list their personal values, interests, knowledge, skills and abilities.
- Understand employer – employee relationships and hiring practices.
- Understand job retention skills deemed important by employers.
- Use work equipment and tools in a safe and effective manner.
- Exhibit employability skills, work habits, and ethics as demonstrated by favorable evaluations.
- Know and utilize various job search resources and tools.
Work Readiness—Assessment and Report
Career & Workforce Development Department

Do you have what employers are looking for?
Our Career Connection Center offers a unique and valuable tool to assess what every employer is looking for; "people skills". This insightful and informative tool will evaluate job seekers’ soft skills including customer service, decision making skills, judgment, ability to follow instructions and more. A detailed report identifies their strengths and makes a great addition to the personal profile section of a resume. A list including areas of improvement is followed by very helpful and useful prescriptive measures for practice. This video-based situational judgment tool is designed for the entry-level worker.

What are the advantages?
- Job retention aid
- Evaluation of your people skills
- List of personal strengths on resume
- Helpful job matching tool
- Certificate for resume
- Knowledge of what employers are looking for
- Personal strengths
- Tool for job referrals

What does it measure?
The assessment measures a student’s knowledge of:
- Customer service
- Communication
- Problem solving
- Quality of work
- Self management
- Task completion
- Timeliness
- Work priorities
- Workplace attitude
- Following instructions
- Willingness to learn
- Teamwork

Students receive a detailed report measuring their current competencies for each module and list of the developmental needs for improvement. The assessment is in alignment with the SCANS report (Secretary’s Commission on Achieving Necessary Skills), “What Work Requires of Schools” report, and the National Workforce Readiness Council’s Work Readiness criteria.

How are students assessed?
Students view three 30-minute filmed work simulations modeling a variety of situations causing an employee to exercise judgment and performance. Each video situation is followed by a question and four answer choices. Staff can immediately submit assessment answers for evaluation and receive a feedback report. 

What is the certificate?
Students passing the standard competencies will receive a Certificate of Work Readiness from Windward Community College’s Employment Training Center.

What is included?
Students will receive a detailed report listing strengths and areas of improvement. It also includes prescriptive measures to aid improvement. The Report Review includes an advising and review meeting with faculty.

Assessment $35
Report Review $75
** See companion course on soft skills “coping with transitions” for in-depth review and instruction
Coping with Transitions: Navigating Challenges in the Workplace and Beyond

Career & Workforce Development Department

Length: Seven 3-hour sessions (21 hours)
TABE Scores: No minimum score requirement; TABE test recommended
Location: Career Connections Center – HonCC Campus, Bldg. 3
Days/Times: To be announced. Call Instructor for more information.
Instructor: Darlene Jones: 847-9857; E-mail: dmjones@hawai.ledu
Career Connections Center: 844-2357

Course Description
Students will receive training and coaching in many of the employable soft skills valued by employers and businesses and vital to job retention. Skills addressed include: teamwork, loyalty, responsibility, timelessness, punctuality, attitude, reliability, sociability, customer service skills, workplace professionalism, workplace hostility, task completion, managing life's transitions, and time management. The course is interactive and full of real-work activities, role play, and simulations. A written summary of strengths and weaknesses will be provided along with a current resume at the end of the course.

Developing Career Action Plans

Career & Workforce Development Department

Length: 15/ 3-hour sessions (45 hours)
TABE Scores: No minimum score requirement; TABE test recommended
Location: Career Connections Center – HonCC Campus, Bldg. 3
Days/Times: To be announced, call instructor for more information
Instructor: Darlene Jones, 847-9857
Email: dmjones@hawai.ledu
Career Connections Center: 844-2357

Course Description
Students will develop comprehensive and individualized career plans/portfolios in preparation for employment. Career plans will begin with creating personal profiles by taking and analyzing a battery of inventories in: values, interests, adaptive & transferable skills, career interests, and personality types. John 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 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 in hands-on learning and instruction through frequent computer use.
ETC Offerings 2008–2009

Auto Body Repair | Facilities Maintenance | Construction | Culinary Arts | Nursing | Office Administration | Computer Skills
Auto Body Repair and Finishing

Length: Seven weeks per module
Recommended TABE scores: 8th grade or higher
Location: HonCC Campus, Bldg. 3, Auto Body Shop
Days and Times:
- MTThF 10:00 a.m. to 4:50 p.m.
- W 10:00 a.m. to 4:00 p.m.

Integrated Academics (IA):
Pat Tamaye, Trades Coordinator: 235-7367
Donald Frost, Instructor: 844-2331
Dennis Pajela, Educational Specialist: 847-9842
Mary Segura, IA Instructor: 235-7364
Tom Doi, Program Counselor: 367-7414, cel 367-7414

Tuition: $540
Books/Supplies: $100
Total: $640

For early withdrawal, refer to Refund Section.
One flame retardant shirt, safety glasses, books included (books loaned to DOE/ODP student); student must provide own steel-toe safety shoes and heavy solid dark long pants or jeans.
*Student/Sponsoring agency may provide its own insurance coverage (refer to Admission Requirement Section).
Additional Requirement: Respirator clearance from medical doctor

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) complement 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.

American Red Cross CPR training will also be a part of this class. The purpose of this training is to help students identify and give the appropriate care to a suddenly ill person until advanced medical help arrives. Upon successful completion students will receive an American Red Cross CPR certificate.

MODULAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Body Repair I</td>
<td>Minor dent repair</td>
<td>08/25/08</td>
<td>10/10/08</td>
</tr>
<tr>
<td>Auto Body Repair II</td>
<td>Rust repair</td>
<td>10/13/08</td>
<td>12/05/08</td>
</tr>
<tr>
<td>Auto Body Repair III</td>
<td>Major dent and rust repair</td>
<td>12/08/08</td>
<td>02/06/09</td>
</tr>
<tr>
<td>Auto Finishing I</td>
<td>Detailing and paint preparation</td>
<td>02/17/09</td>
<td>04/10/09</td>
</tr>
<tr>
<td>Auto Finishing II</td>
<td>Paint prep/partial refinishing</td>
<td>04/13/09</td>
<td>05/29/09</td>
</tr>
<tr>
<td>Auto Finishing III</td>
<td>Complete refinishing</td>
<td>06/01/09</td>
<td>07/17/09</td>
</tr>
</tbody>
</table>
ABRF-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 panel
- 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
- Straights & rough-outs contours of damaged panel
- Inspects, removes, replaces body panels that may interfere with repair
- Inspects, removes, replaces, aligns hood, hood hinges, and hood latch
- Inspects, removes, replaces, aligns deck lid, lid hinges, and lid 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

Integrated Academics
- 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

ABRF-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

Integrated Academics
- 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

ABRF-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
- 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
Integrated Academics
- 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

ABRF-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

Integrated Academics
- 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

ABRF-II Paint Prep/Partial Refinishing
Competencies
- Demonstrates proper use of spray equipments
- 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 and

Integrated Academics
- 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

ABRF-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 repairability
- 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
- Prepares repaired areas for refinishing

Integrated Academics
- 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
Essential Skills
For Workplace Success: Vocational ESL

Length: 13 weeks
TABE scores: none; must be literate in Native language
Location: HonCC Campus, Bldg. 71-D2
Days and Times: M TTh F 11:00 a.m. – 12 noon
Staff: Mary Segura, Coordinator: 368-7413
Mari Nakamura, Instructor: 844-2313
Tuition: $860
Books/Supplies: $100
Total: $960

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

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/07/08</td>
<td>10/10/08</td>
</tr>
<tr>
<td>07/21/08</td>
<td>10/24/08</td>
</tr>
<tr>
<td>08/04/08</td>
<td>11/07/08</td>
</tr>
<tr>
<td>08/25/08</td>
<td>11/21/08</td>
</tr>
<tr>
<td>09/08/08</td>
<td>12/05/08</td>
</tr>
<tr>
<td>09/22/08</td>
<td>12/19/08</td>
</tr>
<tr>
<td>10/06/08</td>
<td>01/16/09</td>
</tr>
<tr>
<td>10/20/08</td>
<td>01/30/09</td>
</tr>
<tr>
<td>11/03/08</td>
<td>02/13/09</td>
</tr>
<tr>
<td>11/17/08</td>
<td>02/27/09</td>
</tr>
<tr>
<td>12/08/08</td>
<td>03/20/09</td>
</tr>
<tr>
<td>01/12/09</td>
<td>04/24/09</td>
</tr>
<tr>
<td>01/26/09</td>
<td>05/01/09</td>
</tr>
<tr>
<td>02/09/09</td>
<td>05/15/09</td>
</tr>
<tr>
<td>02/23/09</td>
<td>05/29/09</td>
</tr>
<tr>
<td>03/09/09</td>
<td>06/12/09</td>
</tr>
<tr>
<td>03/30/09</td>
<td>06/26/09</td>
</tr>
<tr>
<td>04/13/09</td>
<td>07/10/09</td>
</tr>
<tr>
<td>04/27/09</td>
<td>07/24/09</td>
</tr>
<tr>
<td>05/18/09</td>
<td>08/14/09</td>
</tr>
<tr>
<td>06/08/09</td>
<td>09/11/09</td>
</tr>
<tr>
<td>06/22/09</td>
<td>09/25/09</td>
</tr>
</tbody>
</table>
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: MTWTh F 8:00 a.m. – 11:00 a.m.
Math: T Th F 8:00 a.m. – 11:00 a.m.

Staff:
Mary Segura, TLC Coordinator: 368-7413
Leslie Lyum, Instructor: 847-9832
Mari Nakamura, Instructor: 844-2313

ES - Communication Tuition: $430
Books/Supplies: $50
Total: $480

ES - Math Tuition: $430
Books/Supplies: $50
Total: $480

Essential Skills for Workplace Success addresses all students' ultimate goal—employment. Students learn how 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.

START DATE
07/07/08
07/21/08
08/04/08
08/25/08
09/08/08
09/22/08
10/06/08
10/20/08
11/03/08
11/17/08
12/08/08
01/12/09
01/26/09
02/09/09
02/23/09
03/09/09
03/30/09
04/13/09
04/27/09
05/18/09
06/08/09
06/22/09
END DATE
10/10/08
10/24/08
11/07/08
11/21/08
12/05/08
12/19/08
01/16/09
01/30/09
02/13/09
02/27/09
03/20/09
04/24/09
05/01/09
05/15/09
05/29/09
06/12/09
06/26/09
07/10/09
07/24/09
08/14/09
09/11/09
09/25/09
Essential Skills for Workplace Success Competencies

**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

**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
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 construction codes
• Completes framed wall project

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 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

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

10-hour OSHA Outreach

Introduction to OSHA
• Able to define OSHA and its purpose
• Able to identify the book that contains the OSHA standards
• Understands employer responsibility required by OSHA
• Understands workers rights, and responsibilities

Walking Working Surfaces
• Show knowledge of general housekeeping
• Understands the requirements of stairs
• Understands the proper use and care of ladders
• Identifies safety needs for open-sided floors

Flammable Combustible Liquids
• Defines flash point, flammable and combustible liquid
• Understands ways to avoid explosion or fire from flammable or combustible liquids
• Identifies sources of ignition for flammable or combustible liquids
• Identifies control of ignition sources
• Understands proper storage
• Describes methods of fire control
• Understands safe handling

Hazard Communication
• Understands employer responsibilities under the HazCom standard
• Identifies components of an appropriate HazCom program
• Understands the purpose of labeling
• Understands the purpose of a material safety data sheet

Fire Protection
• Identifies and describes three parts to an escape route
• Understands the purpose for developing an emergency action plan
• Identifies classes of fire extinguishers
• Identifies types of fires
• Describes proper maintenance of portable fire extinguishers

Personal Protective Equipment
• Identifies means of protecting employees
• Understands the need for PPE training
• Identifies proper use of PPE and their goals

Electrical
• Describes different types of injuries that result from contact with electricity
• Identifies electrical hazards
• Understands the purpose of a ground fault circuit interrupter (GFCI)
• Recognizes warning signs that a electrical hazard exists

Safety Health Programs
• Understands the benefits of a safety health program
• Identifies the elements of a effective safety health program
• Understands the need to control and prevent workplace hazards

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: Carpentry (six weeks); Electricity, Plumbing and Drywall (four weeks)
Recommended TABE scores: 8th grade or higher
Location: Kalaeloa (Barbers Point Naval Station)
Days and Times: M T W Th 8:00 a.m. to 3:00 p.m.
Integrated Academics (IA):
Staff:
Tuition: $700
Books/Supplies: $180
Total: $880

For early withdrawal, refer to Refund Section.
Safety glasses and books included (books loaned to DOE/COP student); student must provide own covered shoes, white t-shirt, and heavy solid dark long pants or jeans; tools are loaned.
*Student/Sponsoring agency may provide its own insurance coverage (refer to Admission Requirement Section).

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) complement 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.

Start Date | End Date
TBD | TBD
Intro to Construction 2008 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

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

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

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

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

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

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

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: 16 weeks
Recommended TABE scores: 6th grade or higher
Days and Times: Varied according to campus

Fundamentals lecture and hands-on lab sessions are combined and held at the Windward Community College campus.

**HonCC Campus, Bldg 4, Cafeteria**
NEW STUDENTS ONLY:

1st - 2nd week
MTWTh F 8:00 a.m. – 3:30 p.m.
3rd - 8th week
MTWTh 12 noon - 7:30 p.m.
S 6:30 a.m. – 2 p.m.

From 9th week
MTWTh F 8:00 a.m. – 3:30 p.m.
F 7:00 a.m. – 2:30 p.m.

Summer only
MTWTh F 8:00 a.m. – 3:30 p.m.

Staff:
Diane Nazarro, Coordinator/Instructor: 844-2301
Lee Shinsato, Instructor: 845-9427
Mary Segura, IA Instructor: 368-7413
Thomas Doi, Program Counselor: 368-7414

**WinCC Campus, Hale 'Akioakoa, Ko'olau Kafe**
NEW STUDENTS ONLY report to HonCC Campus, Bldg. 4, Cafeteria

1st-2nd week
MTWTh F 8:00 a.m. – 3:30 p.m.

From 3rd week, report to WinCC Campus
MTWTh F 8:00 a.m. – 3:30 p.m.

Staff:
Diane Nazarro, Coordinator/Instructor: 844-2301
Loretta Monroy, Instructor: 235-7356
IA Instructor: TBD
April Sandobal, Program Counselor: 235-7358 or 386-5886

Introduction to Culinary Arts offers students the opportunity to learn and work in 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 the ICA program by offering students academic support. 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 culinary arts.

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

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/7/08</td>
<td>10/31/08</td>
</tr>
<tr>
<td>8/25/08</td>
<td>12/12/08</td>
</tr>
<tr>
<td>10/6/08</td>
<td>2/6/09</td>
</tr>
<tr>
<td>11/17/08</td>
<td>3/20/09</td>
</tr>
<tr>
<td>1/12/09</td>
<td>5/8/09</td>
</tr>
<tr>
<td>2/23/09</td>
<td>6/19/09</td>
</tr>
<tr>
<td>4/13/09</td>
<td>7/31/09</td>
</tr>
<tr>
<td>5/25/09</td>
<td>9/11/09</td>
</tr>
<tr>
<td>7/6/09</td>
<td>10/30/09</td>
</tr>
</tbody>
</table>
Intro 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 coupé
• 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
• Understands importance of seasoning and flavoring
• Describes types of starches used in cafeteria
• Recognizes and uses various parts of poultry used in cafeteria
• Recognizes and uses various cuts of meat used in cafeteria
• Identifies and prepares types of fish used in cafeteria
• Identifies, handles, and serves dairy products
• 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**

• 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
• 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

Classroom Site: 23 Days of Class Instruction (six weeks)
Classroom: M T W Th 8:00 a.m.–2:00 p.m.
WCC, Hale Kuhina, Rm 107

Clinical Site: Eight days of Clinical Instruction (two weeks)
Clinical: M T W Th 6:00 a.m.–2:00 p.m.
Ann Pearl Nursing Facility

Recommended TABE: 6th grade or higher
Location: WinCC Campus, Hale Kuhina, Room 107
Staff:
Jamie Boyd, Instructor, Program Coordinator: 235-7384
Brooke Calpito, Program Assistant: 235-7328
Mary Bass, IA Instructor: 368-7413 or 235-7364
Ryan Perreira, Health Programs Counselor: 235-7329 or 371-0397

Additional Requirement: Physical examination verifying good health
2-Step TB clearance
MMR clearance
Criminal clearance check
COMPASS test
Information session with Program assistant

Tuition: $975
Books/Supplies: $190
Total: $1165

Program not under DOE/COP contract
For early withdrawal, refer to Refund Section.
Required supplies covered in tuition cost: 2 sets of uniforms, text books and name tag.
Required supplies not covered in tuition cost: Wrist watch with second hand.
Optional supplies: Blood Pressure kit, stethoscope, non-skid, white shoes.

*Student/Sponsoring agency may provide its own insurance coverage (refer to Admission Requirement Section).

Start Date 5/19/08 TBA
End Date 7/10/08 TBA

This State of Hawai'i approved Nurse Assistant 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 Assistant (CNA) as defined by state and federal laws under OBRA 1987. Certified Nurse Assistants may obtain employment in hospitals, long-term care facilities (nursing homes), care homes, private homes, adult day care, and clinics.
Certified Nurse Aide Competencies

Safety Measures

Universal Precautions:
- Handwashing
- Proper use of gloves, mask and gown
- Proper safety procedures/Heimlich Maneuver
- Responds to a facility fire

Demonstrates Evacuation Techniques:
- One man/two man transfer

Demonstrates proper use of Restraints:
- Vest/Waist/Wrist/Other; Proper use of bed rails

Basic Skills

Demonstrates these positions:
- Positioning in bed
- Positioning in chair
- Positioning and providing comfort
- Demonstrates use of a mechanical lift

Observing and Reporting
- Measure temperature, respirations, and pulse
- Measure blood pressure
- Observe common symptoms
- Measures height and weight using standing scale/bed scale/chair scale (may substitute with training)

Nutrition and Elimination

Feeding:
- Demonstrates how to assist feeding a resident
- Observes residents with swallowing problems

Assisting with Elimination
- Assists with a bedpan/urinal
- Provides care for an incontinent adult
- Demonstrates care of urinary/fecal drainage bags
- Participates in bowel/bladder training*

Intake and Output
- Able to measure and record input
- Able to measure and record output

Communication
- Observes, documents, and refers to appropriate personnel for follow-up actions

Personal Care Skills

- Makes unoccupied/occupied bed
- Performs oral care with/without dentures
- Grooms, dresses (inclusive selfcare), gives nail care, and back rub

Care of Resident with Tubes
(may substitute with training)
- Demonstrates care for resident with IV
- Demonstrates care for resident with Foley Catheter
- Demonstrates care for resident with Gastrostomy
- Demonstrates care for resident with Nasogastronomy
- Demonstrates care for resident with Mask or Nasal Canula

Mental Health and Social Needs

- Demonstrates appropriate response to behaviors
- Demonstrates care with aging process
- Promotes and respect resident's independence, dignity, and rights

Care of the Cognitively Impaired
- Addressing needs and behaviors (Alzheimer's and other dementias)
- Communicates, understands, and responds to the resident's behaviors
- Performs methods of reducing effects of cognitive impairments

Integrated Academics

- Understands Red Cross medical terms
- Defines basic medical terms
- 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)
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
          Ryan Perreira: 235-7329 or 371-0397
Additional Requirement: Physician's statement verifying good health
Tuition: $600
Books/Supplies: $N/A
Total: $600

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.

Start Date: TBA  End Date: TBA
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 8:00 a.m. – 3:00 p.m.  
W Four hours of Service Learning  
Staff: Evelyn Sugihara, Business Technology Coordinator: 844-2316/315  
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: $165  
Total: $1115

OAT 2 Tuition: $950  
Books/Supplies: $85  
Total: $1035

Extension (five week):  
Books/Supplies: $275  
Total: $275

For early withdrawal, refer to Refunds Section.
One filing kit and 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, job search skills, and gaining experience in an office through a paid or unpaid internship (optional).

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, Photoshop Elements, Dreamweaver, Contribute, PDF files), learn integration of computer applications, 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 OAT 1 or OAT 2 may apply for the internship program for work experience. Please see the Internship course description for more information.

Absences of three or more days may qualify for Leaves of Absences (LOA). The program counselor or instructor will initiate the request. Upon approval from the agency counselor, the student's end date will be extended to reflect the LOA days missed.

Extensions in five-week blocks are available in OAT 1 and OAT 2, as needed, to complete the competencies.
OAT Intake 2008-2009

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 mailing memos with letterhead
• Produces mailing letters with letterhead
• Demonstrates proper keyboarding techniques-alpha, 10-key pad
• Operates electronic calculator using touch method
• Keyboarding:

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

Intro to Microsoft Word 2007
• Creates and prints documents
• Selects and edits text
• 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

Intro to Microsoft Excel 2007
• Enters data
• Replicates simple worksheet
• Creates and applies simple formulas
• Enhances simple worksheet
• Formats headers and footers
• Formats page numbering

Intro to Microsoft PowerPoint 2007
• 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

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
- Produces cost-effective MS Word documents
- Replicates complex MS Word documents

Microsoft Excel 2007
- 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

Microsoft PowerPoint 2007
- Develops original presentation
- Customizes original presentation
- Applies advanced text and graphic techniques
- Delivers and packs presentation
- Produces cost-effective PowerPoint documents

Integrated Computer Applications
- 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
Office Skills

Keyboarding, Electronic Calculator, Computer Classes

Length: 12 or 24 days (one or two 24-hour blocks)
Recommended TABE scores: Not Applicable.
Student must be able to read, comprehend, and follow directions.
Location: HonCC Campus, Bldg. 71A-1 and Bldg. 71C-5
Days and Times: (3 Sessions)
M T Th F 7:00 a.m. – 9:00 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 9:00 a.m. – 9:25 a.m.
M T Th F 11:30 a.m. – 11:55 a.m.
M T Th F 12 noon – 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.
All Office Skills courses are offered in an open lab environment. There are no formal lectures, and the student is expected to learn the course material through independent study.
An instructor is available to facilitate the student's learning as needed.

Leave of Absences

Absences of four or more days may qualify for Leaves of Absences (LOA). The program counselor or instructor will initiate the request. Upon approval from the agency counselor, the student's end date will be extended to reflect the LOA days missed.
### Dates for Keyboarding and Electronic Calculator Classes

<table>
<thead>
<tr>
<th>Keyboarding and Electronic Calculator Classes</th>
<th>1 block - 24 hours (12 days)</th>
<th>2 blocks - 48 hours (24 days)</th>
<th>3 blocks - 72 hours (36 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>START DATE</strong></td>
<td><strong>END DATE</strong></td>
<td><strong>END DATE</strong></td>
<td><strong>END DATE</strong></td>
</tr>
<tr>
<td>7/7/08</td>
<td>7/25/08</td>
<td>8/25/08</td>
<td>9/16/08</td>
</tr>
<tr>
<td>7/21/08</td>
<td>8/8/08</td>
<td>9/9/08</td>
<td>9/30/08</td>
</tr>
<tr>
<td>8/4/08</td>
<td>9/2/08</td>
<td>9/23/08</td>
<td>10/14/08</td>
</tr>
<tr>
<td>8/25/08</td>
<td>9/15/08</td>
<td>10/6/08</td>
<td>10/27/08</td>
</tr>
<tr>
<td>9/15/08</td>
<td>10/3/08</td>
<td>10/24/08</td>
<td>11/18/08</td>
</tr>
<tr>
<td>9/29/08</td>
<td>10/17/08</td>
<td>11/10/08</td>
<td>12/5/08</td>
</tr>
<tr>
<td>10/13/08</td>
<td>10/31/08</td>
<td>11/25/08</td>
<td>12/19/08</td>
</tr>
<tr>
<td>10/27/08</td>
<td>11/18/08</td>
<td>12/12/08</td>
<td>12/26/08</td>
</tr>
<tr>
<td>12/1/08</td>
<td>12/19/08</td>
<td>2/2/09</td>
<td>2/24/09</td>
</tr>
<tr>
<td>1/12/09</td>
<td>2/2/09</td>
<td>2/24/09</td>
<td>3/19/09</td>
</tr>
<tr>
<td>2/2/09</td>
<td>2/23/09</td>
<td>3/17/09</td>
<td>4/16/09</td>
</tr>
<tr>
<td>2/23/09</td>
<td>3/16/09</td>
<td>4/14/09</td>
<td>5/5/09</td>
</tr>
<tr>
<td>3/30/09</td>
<td>4/20/09</td>
<td>5/11/09</td>
<td>6/2/09</td>
</tr>
<tr>
<td>4/13/09</td>
<td>5/1/09</td>
<td>5/22/09</td>
<td>6/16/09</td>
</tr>
<tr>
<td>4/27/09</td>
<td>5/15/09</td>
<td>6/8/09</td>
<td>6/30/09</td>
</tr>
<tr>
<td>5/11/09</td>
<td>6/1/09</td>
<td>6/23/09</td>
<td>7/16/09</td>
</tr>
<tr>
<td>6/1/09</td>
<td>6/22/09</td>
<td>7/14/09</td>
<td>8/4/09</td>
</tr>
<tr>
<td>6/15/09</td>
<td>7/6/09</td>
<td>7/27/09</td>
<td>8/24/09</td>
</tr>
</tbody>
</table>

Keyboarding I may be 24-hour.

**Extensions**

Courses may be extended in 12-day blocks with the approval of the agency counselor.
# Keyboarding and Electronic Calculator

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition:</td>
<td>$140</td>
</tr>
<tr>
<td>Books/Supplies:</td>
<td>$46.50</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$180</strong></td>
</tr>
</tbody>
</table>

12-day Extension for Keybdg. & ECalc. $140

| Books/Supplies:                     | $0    |
| **Total:**                          | **$140** |

## 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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition:</td>
<td>$280</td>
</tr>
<tr>
<td>Books/Supplies:</td>
<td>$46.50</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$320</strong></td>
</tr>
</tbody>
</table>

12-day Extension for Keybdg. & ECalc. $140

| Books/Supplies:                     | $0    |
| **Total:**                          | **$140** |

## Keyboarding II Competencies
- Types with proper fingering techniques using touch system
- Types without looking at keyboard
- Keys smoothly with correct rhythm
- Uses proper keyboarding posture
- Completes corrective practices
- 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).

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition:</td>
<td>$280</td>
</tr>
<tr>
<td>Books/Supplies:</td>
<td>$46.50</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$320</strong></td>
</tr>
</tbody>
</table>

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): __
## Dates for Computer Classes

<table>
<thead>
<tr>
<th></th>
<th>2 blocks - 48 hours (24 days)</th>
<th>3 blocks - 72 hours (36 days)</th>
<th>4 blocks - 96 hours (48 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>START DATE</strong></td>
<td><strong>END DATE</strong></td>
<td><strong>END DATE</strong></td>
<td><strong>END DATE</strong></td>
</tr>
<tr>
<td>7/14/08</td>
<td>9/2/08</td>
<td>9/23/08</td>
<td>10/14/08</td>
</tr>
<tr>
<td>7/28/08</td>
<td>9/16/08</td>
<td>10/7/08</td>
<td>10/28/08</td>
</tr>
<tr>
<td>8/11/08</td>
<td>9/30/08</td>
<td>10/21/08</td>
<td>11/14/08</td>
</tr>
<tr>
<td>9/8/08</td>
<td>10/17/08</td>
<td>11/10/08</td>
<td>12/5/08</td>
</tr>
<tr>
<td>9/22/08</td>
<td>10/31/08</td>
<td>11/25/08</td>
<td>12/19/08</td>
</tr>
<tr>
<td>10/6/08</td>
<td>11/18/08</td>
<td>12/12/08</td>
<td>1/26/09</td>
</tr>
<tr>
<td>10/20/08</td>
<td>12/5/08</td>
<td>1/16/09</td>
<td>2/9/09</td>
</tr>
<tr>
<td>11/17/08</td>
<td>1/22/09</td>
<td>2/12/09</td>
<td>3/5/09</td>
</tr>
<tr>
<td>12/8/08</td>
<td>2/9/09</td>
<td>3/3/09</td>
<td>4/2/09</td>
</tr>
<tr>
<td>1/26/09</td>
<td>3/10/09</td>
<td>4/7/09</td>
<td>4/30/09</td>
</tr>
<tr>
<td>2/9/09</td>
<td>3/31/09</td>
<td>4/23/09</td>
<td>5/14/09</td>
</tr>
<tr>
<td>3/2/09</td>
<td>4/21/09</td>
<td>5/12/09</td>
<td>6/4/09</td>
</tr>
<tr>
<td>3/16/09</td>
<td>5/4/09</td>
<td>5/26/09</td>
<td>6/18/09</td>
</tr>
<tr>
<td>4/6/09</td>
<td>5/18/09</td>
<td>6/9/09</td>
<td>7/2/09</td>
</tr>
<tr>
<td>4/20/09</td>
<td>6/1/09</td>
<td>6/23/09</td>
<td>7/16/09</td>
</tr>
<tr>
<td>5/4/09</td>
<td>6/16/09</td>
<td>7/9/09</td>
<td>7/30/09</td>
</tr>
<tr>
<td>5/18/09</td>
<td>6/30/09</td>
<td>7/23/09</td>
<td>8/13/09</td>
</tr>
<tr>
<td>6/8/09</td>
<td>7/21/09</td>
<td>8/11/09</td>
<td>9/10/09</td>
</tr>
</tbody>
</table>

### Extensions
Courses may be extended in 12-day blocks with the approval of the agency counselor.
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 (2 block course) 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).

<table>
<thead>
<tr>
<th>Tuition:</th>
<th>$450</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books/Supplies:</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$500</strong></td>
</tr>
<tr>
<td>12-day Extension for Windows XP:</td>
<td>$225</td>
</tr>
<tr>
<td>Books/Supplies:</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$225</strong></td>
</tr>
</tbody>
</table>

**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 2007

Intro to Word 2007 (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.

<table>
<thead>
<tr>
<th>Tuition:</th>
<th>$450</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books/Supplies:</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$500</strong></td>
</tr>
</tbody>
</table>

12-day Extension for computer courses: $225

| Books/Supplies: | $0    |
| **Total:**      | **$225** |

**Introduction to Word 2007 Competencies**

- Works with various features of the Word Window
- Navigates in a document and uses Word Help
- Types letters in proper format
- Saves a document
- Creates and edits documents
- Formats text
- Inserts and deletes page breaks
- Works with proofreading tools (spellcheck, find & replace)
- Uses character formatting
- Creates appropriate report formats
- Works with paragraphs
- Sets custom tab stops
- Uses bulleted and numbering
- Works with the Mailings tab on the Ribbon
- Works with data sources
- Creates main documents
- Conducts a mail merge
- Works with merge problems
- Generates envelopes and mailing labels with Mail Merge
- Inserts a table in a document
- Manipulates tables (sorts, inserts columns & rows, merges cells)
- Performs calculations in a table
- Applies built-in table styles
- Inserts section breaks in documents
- Uses WordArt and clip art
- Creates and manipulates newsletter-style columns
- Formats documents with styles
- Controls document margins
- Uses helpful techniques for navigating and viewing documents (hyperlinks, Go To Command, window views, etc.)
Intro to Excel 2007
Intro to Excel 2007 (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

12-day Extension for computer courses: $225
Books/Supplies: $0
Total: $225

Intro to Excel 2007 Competencies
- Creates, saves, and opens workbooks
- Enters text and numbers into cells
- Opens and edits a workbook file
- Enhances worksheets using editing features
- Moves and copies cell entries
- Create formulas to calculate values, utilizing the proper syntax and order of operations
- Uses a variety of methods to create statistical functions (sum, average, maximum, and minimum)
- of a range of numbers
- Modifies, copies, and displays formulas and functions
- Uses relative and absolute cell references in formulas and functions
- Formats worksheets (Ribbon, Mini Toolbar, Format Cells Dialog Box)
- Formats cells (dates, time, fonts, numeric, borders, colors)
- Uses the Format Painter tool to copy formatting
- Manipulates columns and rows
- Sets alignment and rotates text
- Effectively utilizes AutoCorrect, Spelling Research, Thesaurus, and Translation
- Finds data in a worksheets and replace both data and formatting
- Manages multiple worksheets in a workbook
- Creates, modifies, and formats chart sheets and elements
- Previews and prints charts
- Sorts worksheet rows in alphabetic and numeric order
- Uses headers and footers
- Defines Page Layout options
- Uses keywords to locate clip art in picture collections
- Inserts and modifies pictures and clip art on worksheets
- Draws, modifies, and adds text to shapes
- Customizes SmartArt to convey ideas, processes, and data relationships

Intro to PowerPoint 2007
Intro to PowerPoint 2007 (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

12-day Extension for computer courses: $225
Books/Supplies: $0
Total: $225

Intro to PowerPoint 2007 Competencies
- Creates, adds, and edits slides and text
- Applies a document theme to a new presentation
- Opens, runs, and prints a presentation
- Works with bullets and outlines
- Uses fonts, slide layouts, and slide order
- Formats and aligns text and adjusts character spacing and line spacing
- Manages printing options
- Inserts clip art and pictures to a presentation
- Adds transition effects and custom animation to a slide show
- Adds sound effects to transitions and custom animations
- Inserts charts to display numerical data
- Links to and uses the data in an Excel spreadsheet to create a chart
- Formats charts and changes chart types
- Creates SmartArt diagrams
- Creates and prints speaker notes and handouts
- Uses proofing tools such as Spell Check, Find, and Replace
- Creates slide headers and footers
- Creates agenda and hyperlinked summary slides
- Draws on slides during a slide show
- Acquires and adds sound to a presentation
- Acquires and adds movies to a presentation
- Uses slide show timings
- Loops a presentation endlessly
- Inserts tables and adds or deletes rows and columns
- Formats tables and cells
- Uses Format Painter
- Customizes a document theme
- Saves and reuses a customized document theme
- Edits slide masters
- Inserts and formats action buttons
Intro to Access 2007

Intro to Access 2007 (2-block course) is a self-directed introductory course covering Access basics, working with databases (design, edit, manipulate, and print), creating and designing forms, creating reports using Wizards, and working with queries (create, run, use multiple criteria).

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

12-day Extension for computer courses: $225
| Books/Supplies:       | $0    |
| **Total**:            | **$225**  |

**Intro to Access 2007 Competencies**

- Opens a database and uses the Navigation Pane
- Opens database objects, navigates within database objects, and closes the objects
- Adds records to a database using both tables and forms
- Changes the layout of a table by manipulating columns
- Locates and updates records by sorting, filtering, and using Find and Replace
- Previews and prints database data
- Saves a database as a new file
- Creates a new blank database
- Creates forms, simple queries, and reports
- Adds records to a table
- Appends records to a database table
- Creates and runs queries using Query Design View
- Creates forms and reports using wizards
- Backs up, compacts, and repairs a database
- Modifies tables and sets field properties
- Assigns primary keys
- Adds lookup fields to tables
- Analyzes performance and documents a database
- Creates Lookup fields that return multiple values
- Creates a split form
- Creates and prints relationships among tables
- Designs a query using multiple tables
- Sets query criteria
- Defines a query sort order
- Creates and formats a calculated field
- Creates forms using Form Design and Layout Views
- Adds, deletes, formats, and modifies form controls
- Uses AutoFormats, headers & footers, and graphics in forms
- Sets form tab order

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

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.
Policy Statements

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 (DOE) to allow at-risk high school students to transfer program participation hours into high school credits through the Programs and Services for Secondary At-risk Students Division of the DOE. The respective high schools will determine which credit and whether or not any high school credit will be granted to the student.

Open House
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.

Nondiscrimination and 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 Kea'ahala Road
Kai'oehe, HI 96744
Phone: 235-7404

Clifford Togo – Section 504 Coordinator
Windward Community College
45-720 Kea'ahala Road
Kai'oehe, 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.

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 written material, to satisfy an academic requirement, that has been copied in whole or part from another individual's work without identifying that individual; submitting the same written or oral material in more than 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.

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 Directory Information 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.

Request to Withhold Directory Information
According to the Policy and Procedures Relating to the Protection of the Educational Rights and Privacy of Students (Administrative Procedures Manual A7.022), upon public inquiry, Directory Information may be disclosed without the consent of the student except when a student signs a prior request that such information be withheld. The following are considered Directory Information: (1) name of student; (2) local address and zip code; (3) local telephone number; (4) major field of study; (5) educational level (i.e., freshman, sophomore, etc.); (6) fact of participation in officially recognized activities and sports; (7) weight and height of members of athletic teams; (8) dates of attendance; (9) most recent educational institution attended; and (10) degrees and awards received.
Test of Adult Basic Education (TABE) Testing Dates

Contact the Employment Training Center at 844-2362 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 card, or passport). Anyone without picture identification will not be tested. A calculator is also recommended.

TABE placement scores are valid for one year. Clients may not re-test TABE for placement within 6 months of their prior TABE placement test.

Scheduled TABE tests will be conducted in Bldg. 71D, Room 3 at the Honolulu Community College campus.

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>Wednesday 9:00 am - 11:00 am</th>
<th>Wednesday 1:00 pm - 3:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2008</td>
<td>9</td>
<td>16, 23</td>
</tr>
<tr>
<td>August 2008</td>
<td>6</td>
<td>13, 27</td>
</tr>
<tr>
<td>September 2008</td>
<td>3</td>
<td>10, 17</td>
</tr>
<tr>
<td>October 2008</td>
<td>8</td>
<td>15, 22</td>
</tr>
<tr>
<td>November 2008</td>
<td>5</td>
<td>12, 19</td>
</tr>
<tr>
<td>December 2008</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>January 2009</td>
<td>14</td>
<td>21, 28</td>
</tr>
<tr>
<td>February 2009</td>
<td>4</td>
<td>11, 18</td>
</tr>
<tr>
<td>March 2009</td>
<td>4</td>
<td>11, 18</td>
</tr>
<tr>
<td>April 2009</td>
<td>8</td>
<td>15, 22</td>
</tr>
<tr>
<td>May 2009</td>
<td>6</td>
<td>13, 20</td>
</tr>
<tr>
<td>June 2009</td>
<td>3</td>
<td>10, 17</td>
</tr>
</tbody>
</table>

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.
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.
# Agency Authorization Referral Form

**Print Clearly and Completely with All Necessary Signatures. Submit (or Fax) to Student Services Before Student's Enrollment.**

<table>
<thead>
<tr>
<th>Student ID Number (ETC Use Only)</th>
<th>Last</th>
<th>First</th>
<th>MI</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT MAILING ADDRESS</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>EDUCATIONAL/VOCATIONAL GOALS</td>
<td>Cell Phone</td>
<td>Phone - Work</td>
<td></td>
</tr>
</tbody>
</table>

## Program

<table>
<thead>
<tr>
<th>TABE</th>
<th>CHECK SUBMISSION TO ETC</th>
<th>CHECK TRANSACTION</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Date:</td>
<td>Form-Level:</td>
<td>O TB Clearance</td>
<td>O Registration</td>
<td># DAYS</td>
</tr>
<tr>
<td>Total Reading:</td>
<td>Total Math:</td>
<td>O MMR documentation</td>
<td>O Extension</td>
<td></td>
</tr>
<tr>
<td>O Respirator documentation for ABRF</td>
<td>O Health Clearance for Health Careers</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Essential Skills
- O ES - Communications
- O ES - Math
- O ES - VESL (English Second Language)

### Career and Workforce Development
- O Career Planning
- O Internship/Work Experience

### Auto Body Repair and Finishing
- O Auto Body Repair I
- O Auto Body Repair II
- O Auto Body Repair III
- O Auto Finishing I
- O Auto Finishing II
- O Auto Finishing III

### Facilities Maintenance/Construction
- O Health Careers Program
- O Certified Nurse Assistant
- O Personal Care Aide

### Career and Workforce Development
- O Career Planning
- O Internship/Work Experience

### Office Skills
- O Intro to Windows XP
- O Intro to Word 2007
- O Intro to Excel 2007
- O Intro to Access 2007
- O Intro to PowerPoint 2007
- O Keyboarding I
- O Keyboarding II
- O Electronic Calculator
- O Internet & Email
- O Extension
- O Others

### Referring Agency

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I hereby authorize the referral of the above student for his/her participation in an ETC program.</td>
<td></td>
</tr>
</tbody>
</table>

Print Name: Phone:

Agency Name: FAX:

Email Address:

### Payment is Being Made By (check one)

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I hereby agree to make payment for the above student for his/her participation in an ETC program and invoice to the following address.</td>
<td></td>
</tr>
</tbody>
</table>

Print Name: Phone:

Agency Name: Attention to:

Address: City: State: Zip:

### Payment Section (for Invoicing Purposes)

<table>
<thead>
<tr>
<th>Pay For (check yes/no)</th>
<th>Refer to Catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>O Yes O No Books/Supplies</td>
<td>$</td>
</tr>
<tr>
<td>O Yes O No Course Fee</td>
<td>$</td>
</tr>
<tr>
<td>O Yes O No Other</td>
<td>$</td>
</tr>
</tbody>
</table>

---

**Agency Name:**

**Phone:**

**Fax:**

---

**Office Name:**

**Phone:**
Windward Community College – Employment Training Center

Student and Parent/Guardian Agreement Form

STUDENT: ___________________________________________________________

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

High School Outreach Counselor Signature

ETC-SS rev 06/07
# Required ETC Documents

Submit or FAX required documents to Student Services BEFORE student's enrollment to ETC.

Employment Training Center: (808) 844-2362 FAX: (808) 844-2342

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