ETC Calendar 2009-2010

2009

July 3, 2009  Independence Day
August 21    Admission Day/Statehood Day
August 17 – 20 Non-Instructional period
August 20    ETC Meeting 2:30 p.m. – 4:30 p.m.
August 21    Statehood Day
September 7  Labor Day
October 23   ETC Meeting 2:30 p.m. – 4:30 p.m.
November 11  Veteran’s Day
November 26  Thanksgiving Day
November 27  Non-Instructional Day
December 21 – January 10, 2010 Non-Instructional Period, Winter Break
December 25  Christmas Day

2010

January 1     New Year’s Day
January 18    Martin Luther King, Jr. Day
January 22    All ETC Meeting 2:30 p.m. – 4:30 a.m.
February 15   President’s Day
March 5       Non-Instructional Day (Faculty Retreat)
March 26      Prince Kuhio Day
March 22 – 26 Non-Instructional Period, Spring Break
April 2       Good Friday
May 31        Memorial Day
June 11       King Kamehameha Day

Visit etc.hawaii.edu for updates.
The mission of the 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.
Aloha kakou,

We at Windward Community College are pleased that you have chosen to explore the options available at our Employment Training Center. With convenient locations around O‘ahu, you will find us to be a responsive unit that is dedicated to providing a range of programs serving the needs and interests of your student clients.

Our faculty and staff are committed to taking students from where they are and preparing them with both the academic and industry related skills they will need to progress in a career.

We are confident that our programs and services will cover the needs of your students from soft skills to life skills. Our programs will prepare your students for entry-level jobs in fields that are in demand. Our dedicated faculty will work with your students, focusing on their individual needs and prepare them with a solid foundation for a promising future career. Students will grow quickly given the many opportunities for hands-on learning that we provide.

We are conveniently located to serve students around O‘ahu—at our Windward Community College campus in Kāne‘ohe, our site on the Honolulu Community College campus on Dillingham Boulevard and at the Kalaeloa site at Barbers Point. I am confident that we will progress together with students in an educational atmosphere that emphasizes growth, whether their future is here at home or beyond our immediate community.

Warmest Aloha

Douglas Dykstra
Chancellor

University of Hawai‘i Board of Regents
Allan R. Landon, Chair
Howard Karr, Vice Chair
Artemio C. Baxa
Carl A. Carlson, Jr.
Michael A. Dahilig
Ramón de la Peña
Mark Fukunaga
Chuck Y. Gee
James J.C. Haynes II
Dennis I. Hiroti
Eric Martinson
Ronald K. Miga
Teena M. Rasmussen
Harvey S. Tajiri
Grant Teichman

Windward Community College Administration
Douglas Dykstra, Chancellor
Richard Fulton, VC of Academic Affairs
Paul Field, Interim Dean
Margaret Coberly, Interim Dean
Lui Hokoana, VC of Student Affairs
Clifford Togo, VC of Administrative Affairs
Bernadette Howard, Director of Vocational and Community Education

University of Hawai‘i Administration
M.R.C. Greenwood, President
Darolyn Lendio, VP for Legal Affairs/University General Counsel
Linda Johnsrud, VP for Academic Planning & Policy
James R. Gaines, VP for Research
Karen C. Lee, Associate VP for Student Affairs
John Morton, VP for Community Colleges
Howard Todo, VP for Budget & Finance/CFO
David Lassner, VP for Information Technology/CIO
Carolyn Tanaka, Associate VP for External Affairs & University Relations
Brian Manaai, Associate VP for Capital Improvement Projects

Employment Training Center Administration
Bernadette Howard, Director of Vocational and Community Education
Tom Doi, Auto Body Repair & Finishing Coordinator
Evelyn Sugihara, Business Technology Coordinator
Michael Moser, Career & Workforce Development Coordinator
Jane Uyetake, Continuing & Community Education Coordinator
Ryan Perreira, Counseling Coordinator
Pat Tamaye, Environmental Safety Programs/ICO/FAMCO Coordinator
Jamie Boyd, Health Career Programs Coordinator
Diane Nazarro, Introduction to Culinary Arts Programs Co-Coordinator
April Sandobal, Introduction to Culinary Arts Programs Co-Coordinator
Mary Segura, The Learning Center Coordinator
## Employment Training Center Staff Directory

### Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Douglas Dykstra, Chancellor</td>
<td>235-7362</td>
</tr>
<tr>
<td>Bernadette Howard, Director of Vocational and Community Education</td>
<td>235-7361</td>
</tr>
<tr>
<td>Valerie Pedro, Secretary</td>
<td>235-7362</td>
</tr>
<tr>
<td>Cliff Togo, Director of Administrative Services</td>
<td>235-7403</td>
</tr>
<tr>
<td>Ivan Wu, Computer Specialist</td>
<td>386-3008</td>
</tr>
<tr>
<td>Kevin Ishida, Fiscal Officer</td>
<td>235-7409</td>
</tr>
<tr>
<td>Wendy Yamamoto, Clerk Typist</td>
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### Office of Continuing and Community Education

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Jane Uyetake, Coordinator</td>
<td>235-7363</td>
</tr>
<tr>
<td>Gerri Kabei, Program Coordinator</td>
<td>235-7428</td>
</tr>
<tr>
<td>Dhalia Young, Cashier/Clerk</td>
<td>235-7433</td>
</tr>
<tr>
<td>Jedd Ramos, Cashier</td>
<td>235-7365</td>
</tr>
<tr>
<td>Jared Wong, Cashier</td>
<td>235-7491</td>
</tr>
<tr>
<td>Cindy Flynn, Facilities Use Specialist</td>
<td>235-7377</td>
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### Counseling

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Ryan Perreira, Coordinator</td>
<td>371-0397</td>
</tr>
<tr>
<td>Thomas Doi, Counselor</td>
<td>368-7414</td>
</tr>
<tr>
<td>April Sandobal, Counselor</td>
<td>386-5886</td>
</tr>
<tr>
<td>Heipua Kaopua, Counselor</td>
<td>44-2306</td>
</tr>
<tr>
<td>Kathleen Zane, Counselor</td>
<td>44-2317</td>
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<tr>
<td>Dolly Malla, Clerk Typist</td>
<td>44-2362</td>
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### Career & Workforce Development

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Michael Moser, Instructor/Coordinator</td>
<td>386-3602</td>
</tr>
<tr>
<td>DarLen Jones, Instructor/Counselor</td>
<td>847-9857</td>
</tr>
<tr>
<td>Heather Aihara, Career Advisor</td>
<td>847-9856</td>
</tr>
<tr>
<td>Zenaida Niro, Educational Assistant</td>
<td>844-2357</td>
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### The Learning Center

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Mary Segura, ES Instructor/Coordinator</td>
<td>844-2313</td>
</tr>
<tr>
<td>Leslie Lyum, ES Instructor</td>
<td>847-9832</td>
</tr>
<tr>
<td>Wendy Yamamoto, Clerk Typist</td>
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### Business Technology

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<tbody>
<tr>
<td>Evelyn Sugihara, OS Instructor/Coordinator</td>
<td>844-2316</td>
</tr>
<tr>
<td>Kay Beach, OAT Instructor</td>
<td>844-2319</td>
</tr>
<tr>
<td>Ellen Nagaue, OAT Instructor</td>
<td>845-9471</td>
</tr>
<tr>
<td>Wendy Yamamoto, Clerk Typist</td>
<td>844-2364</td>
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### Health Career Programs

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Jamie Boyd, CNA Instructor/Coordinator</td>
<td>235-7384</td>
</tr>
<tr>
<td>Clerk</td>
<td>235-7328</td>
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### Introduction to Culinary Arts

<table>
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<tr>
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<tbody>
<tr>
<td>Diane Nazarro, Instructor/Co-Coordinator</td>
<td>235-7358</td>
</tr>
<tr>
<td>Pat Auld, Cashier</td>
<td>845-9428</td>
</tr>
<tr>
<td>Peter Haliniak, Educational Assistant</td>
<td>845-9428</td>
</tr>
<tr>
<td>Kirsteen Hammond, Educational Assistant</td>
<td>845-9428</td>
</tr>
<tr>
<td>Jaelynn Hanohano, Educational Assistant</td>
<td>845-9428</td>
</tr>
<tr>
<td>Leah Kinney, Educational Assistant</td>
<td>845-9428</td>
</tr>
<tr>
<td>Kanoe Leainio, Educational Assistant</td>
<td>235-7354</td>
</tr>
<tr>
<td>Mele Paepule, Cashier</td>
<td>235-7354</td>
</tr>
<tr>
<td>Jamie Simao, Educational Specialist</td>
<td>845-9428</td>
</tr>
</tbody>
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### Trades

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Tom Doi, ABRF Coordinator</td>
<td>368-7414</td>
</tr>
<tr>
<td>Donald Frost, ABRF Instructor</td>
<td>375-1267</td>
</tr>
<tr>
<td>Pat Tamaye, ICO/FAMCO Coordinator</td>
<td>375-1341</td>
</tr>
<tr>
<td>Joseph O’Brien, ICO Instructor</td>
<td>372-7768</td>
</tr>
<tr>
<td>Bruce Kurosawa, FAMCO Instructor</td>
<td>235-7360</td>
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### Environmental Safety Programs

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Pat Tamaye, Workplace Safety Instructor/Environmental Safety Programs Coordinator</td>
<td>375-1341</td>
</tr>
</tbody>
</table>

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**Note:** The above information is a representation of the Employment Training Center Staff Directory as per the Course Catalog 2009 – 2010. Contact numbers are updated as of 2009.
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.

Purpose
The purpose of ETC is to provide counseling services and current, short-term instruction in essential workplace, career and technical skills. We are committed to providing students with quality, hands-on training to overcome barriers and to achieve their educational and employment goals.

Accreditation
Windward Community College is accredited through the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.
ETC Program SLOs

- Identify and use tools and resources necessary to continue their chosen lifelong learning pursuits
- Provide and accept constructive criticism and conflicting points of view
- Demonstrate proficiency in basic math, reading, writing, listening, and speaking skills
- Transfer learning from one environment to another
- Update vocational and technological skills
- Develop, practice and evaluate problem-solving strategies
- Develop, practice and evaluate goal-setting strategies
- Demonstrate cultural awareness; acknowledge and respect the uniqueness of others
- Demonstrate learning related to employability skills and attitudes
- Demonstrate interpersonal skills necessary to work effectively in groups

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 Kalaeloa at Barbers Point. ETC locations include:

Windward Community College
45-720 Kea'ahala Rd., Kâne'ohe, HI 96744
- Administration
- Continuing & Community Education
- Environmental Safety Programs
- Facilities Maintenance/Construction
- Health Career Programs
- Introduction to Construction Occupations
- Introduction to Culinary Arts

ETC Dillingham Campus
(corner of Honolulu Community College)
874 Dillingham Blvd., Honolulu, HI 96817
- Career & Workforce Development
- Counseling
- Auto Body Repair & Finishing
- Essential Skills
- Introduction to Culinary Arts
- Office Administration and Technology
- Office Skills

ETC at Kalaeloa
(Barbers Point Naval Air Station)
Student Support

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 and 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.

Admissions

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

Admissions .......................................................... 844-2362
TABE Test Scheduling ........................................ 844-2362
Text Telephone Relay Service ......................... 643-8833
Disabilities Accommodation ......................... 844-2317
Records ........................................................... 844-2362
Voice/TTY ......................................................... 844-2364
Open House Tour ................................................. 844-2362
Career & Job Assistance .................................. 844-2357
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 program counselor 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 643-8833.

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. ETC records will be maintained for twenty years.

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 a leave of absence 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.

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.
Career & Workforce Development (CWD)

Job Assistance

Career Connections Center
The center provides helpful staff, career advisors, and many resources designed to assist ETC students and graduates in setting and attaining their employment goals. We 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.

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

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 St. and Dillingham Blvd.

Main number .............................................................. 844-2357
Fax .............................................................. 844-2342
Michael Moser, Instructor/Coordinator ....................... 386-3602
Zeny Niro, Educational Assistant ............................... 844-2357
DarLene Jones, Instructor/Counselor .................... 847-9857
Heather Aihara, Career Advisor ............................... 847-9856

Our Services
• Résumé writing
• Mock interviews
• E-mail notification of job announcements
• A comprehensive Web site that includes job listings and career information
• Access to job resources materials
• Preparation for annual job and career fairs
• Work-based learning opportunities and internships
• Community service referrals
• Job retention workshops and counseling
• Job matching
• Job search assistance
• Access to job listings
• Workshops in job searching, interviewing, résumé writing, conflict resolution, and soft skills
• Work readiness assessment in soft skills – a video based situational judgment
• Assessments of work skills, career interests, personality types, and learning styles
CWD Custom Workshops / Courses

Job Retention & Career Planning for students, employees, companies or organizations
ETC’s 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.

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 on-line 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.

Résumé Writing 101
A résumé is an advertisement about you! Learn the three basic types of formats and the necessary ingredients for effective résumés. Also, discover tips on how to get started in creating or updating a résumé 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, & 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 & 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 new existed.

Starting & 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.

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.

Soft Skills in the Workforce
Everyone has skills; however, this workshop focuses on the role these essential skills play at work and offers insight into which skills each participant may need to refine to effectively handle the variety of work situations that will occur.

Change! Buckle your seatbelt and get ready.
How do you handle stress in these changing times? Learn new ways to deal with changes that occur with personal and professional transitions. The workshop will help you develop strategies to be aware of possible changes and become proactive in adapting to them.

Getting Noticed in Today’s Job Market
Is your résumé up-to-date? Do you have or need a cover letter? Have you chosen your references? This brief workshop gives an overview of the necessary elements that coincide with the application and the hope for a future interview.

Call 844-2357 for more information or visit etc.hawaii.edu/etcjobs.
Work Experience

Career & Workforce Development

Length: 9 weeks or 160 work hours for course completion
Start Date: Anytime upon completion of requirements listed below
Recommended TABE Reading Scores: No minimum requirement; TABE test is recommended
Requirements:
- Recommendation by counselor, instructor, or sponsoring agency
- Availability of suitable employer site
- Ability to work at least 20hrs/wk
- Approval by worksite supervisor
- Completion of internship application and forms

Location:
Career Connections Center - HCC, 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, Career Advisor: 847-9856
Zeny Niro, Educational Assistant: 844-2357
Fax: 844-2342

Tuition:
Paid Work Experience: $900
Unpaid Work Experience: $300

Paid = student receives a $600 stipend upon completion of hours with successful evaluations.
Unpaid = student does not receive a stipend.
For early withdrawal, refer to Student Support, Refunds.

Work Experience students will gain “real world” understanding of their chosen career field by working in an off-campus worksite. This course will apply active learning and on-the-job training methods to improve students’ job hunting skills, knowledge of working conditions, and career planning strategies. Together, course instructors and workplace supervisors will provide resources, feedback and support that prepare students for workplace and career success. Worksite supervisors will evaluate students on a weekly basis to provide guidance and performance review. Work experience placements may be paid or unpaid.
The Auto Body Repair & 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.

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<thead>
<tr>
<th>Module</th>
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<th>End Date</th>
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<tbody>
<tr>
<td>Auto Body Repair I  Minor dent repair</td>
<td>07/27/09</td>
<td>09/11/09</td>
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<tr>
<td>Auto Body Repair II Rust repair</td>
<td>09/21/09</td>
<td>10/30/09</td>
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<tr>
<td>Auto Body Repair III Major dent and rust repair</td>
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<td>12/18/09</td>
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<tr>
<td>Auto Body Repair I  Minor dent repair</td>
<td>01/11/10</td>
<td>02/18/10</td>
</tr>
<tr>
<td>Auto Body Repair II Rust Repair</td>
<td>03/01/10</td>
<td>04/16/10</td>
</tr>
<tr>
<td>Auto Body III Major dent and rust repair</td>
<td>04/26/10</td>
<td>06/04/10</td>
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<tr>
<td>Summer Session Introduction to Auto Body</td>
<td>06/14/10</td>
<td>07/23/10</td>
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Auto Body Repair & Finishing Competencies

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

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
Auto Body Repair & Finishing (Summer Session)

Start Date: June 14 to July 23, 2010 (29 days, 185 contact hours)
Length: 6 weeks
Recommended TABE Scores: 8.0 grade or higher
Location: HCC
     Bldg. 3 Auto Body Shop/Bldg. 71D Room 3
Dates and Time: M-T-Th-F 8:00 a.m. to 3:30 p.m.
     W 8:00 a.m. to 12:00 p.m.
Staff: Donald Frost, Instructor: 375-1267
     Tom Doi, Coordinator/Counselor: 845-9284 or 368-7414
Tuition: $540
Books/Supplies: $100
Total: $640

For early withdrawal, refer to Student Support, Refunds.

This 6-week exploratory course offers students who may be interested in this aspect of the auto industry basic introductory skills in auto body repair. Students will have lecture and lab sessions on a daily basis that will cover the following areas of the auto body repair industry:

Auto Body Repair & Finishing (Summer Session) Competencies

Auto Body Repair & Finishing (Summer Session)

Introduction and Application to Auto Detailing
• Demonstrate detergents, cleaners, and waxes for correct applications
• Demonstrate steps in exterior cleaning of the vehicle (i.e. tires, body, glass)
• Demonstrate steps in interior cleaning of vehicle (i.e. glass, fabric, moldings)
• Identify specific imperfections and flaws to customers before cleaning vehicle.

Introduction and Application on Auto Body Hand Tools
• Correctly identify basic hand tools
• Demonstrate proper use of basic hand tools
• Demonstrate correct methods of shrinking/stretching metals with hammer and dolly
• Demonstrate correct methods of working with hammer and dolly on mock ups

Introduction and Application on Sanding
• Correctly identify different sanding tools and grits
• Demonstrate appropriate use of sanding tools on automotive exterior finishes
• Attempts to gauge depth and finished surface with tactile (feel) approach

Introduction and Application of Plastic Filler
• Demonstrate proper methods of preparing plastic fillers for application
• Identify specific types of fillers for application (i.e. plastic, fiberglass, sheet molded compound)
• Demonstrate methods and techniques in measuring depth and application of plastic filler

Safety protocols will be explained in each training segment.
HAZWOPER Competencies

HAZWOPER Competencies

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<tr>
<td>- Understands OSHA, its purpose, and employer and employee rights and responsibilities</td>
<td>- Understands elements of confined space safety precautions such as entry, testing requirements, rescue, and working in confined space</td>
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<tr>
<td>- Understands federal laws pertaining to environment and workplace safety and is familiar with OSHA 29 CFR 1910</td>
<td>- Understands hazard control such as initial response action, assessment, spill stabilization and mitigation, containment of hazardous materials, field characterization, and decontamination</td>
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<tr>
<td>- Recognizes basic safety hazards and prevention</td>
<td>- Understands HAZWOPER, OSHA, and other regulatory changes</td>
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<tr>
<td>- Recognizes basic fire hazards and prevention</td>
<td>- Understands how hazardous materials are handled, identified, and how humans respond to exposure</td>
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<tr>
<td>- Recognizes basic health hazards and prevention</td>
<td>- Learns the importance of the Health and Safety Plan (HSP)</td>
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<tr>
<td>- Understands basic toxicology principles, health effects of hazardous chemicals, and prevention of exposure</td>
<td>- Incorporates knowledge of what to do in case of site emergencies</td>
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<td>- Understands the purpose for and proper use of personal protective equipment (PPE)</td>
<td>- Recognizes signs and labels that are used to alert personnel of danger involving hazardous material</td>
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Unexploded Ordnance Technician I Training Course

Length: 5 weeks (200 hours)
Location: Windward Community College, Hale Kuhina 115
Days and Time: Mon – Fri 8:00 a.m. to 4:30 p.m.
Staff: UXO Tech I Instructor
Ryan Perreira, Counselor 235-7329 or 371-0397
Patrick Tamaye, Coordinator 235-7367 or 375-1341
Prerequisites: (Note: fees incurred to attain prerequisites are covered by student)
Registration and Contract form
U.S. citizen
No felony convictions: criminal background check (~cost: $20)
Physical clearance for OSHA HAZWOPER physical examination (~cost: $500)
Signed physician's statement in accordance with OSHA Standard 29CFR 1910.120. (Hazardous Waste Operations and Emergency Response)
Panel 5 Federal Drug Screen (~cost: $60)
Exercise stress test for those older than 40 years with a history of coronary artery disease (~cost: $200)
Release, Indemnification, Hold Harmless Agreement and Covenant Not-to-Sue Form
Minimum 21 years old
Proof of High School Diploma or GED
No illegal drug usage
Tuition: $4750
Prerequisite fees: Student Expense
Total: $4750

Description: You will participate in classroom and supervised practical training in the operation of detection equipment, location and identification of munitions by category and group, firing system design and construction (electric and nonelectric); and design, construct, and detonate demolition explosives as required by the Department of Defense Explosive Safety Board (DDESB) in DDESB Technical Paper 18 (TP-18). Unexploded Ordnance Technician I is a new career in Hawaii. A UXO technician identifies and classifies military munitions such as bombs, guided missiles, military explosives and demolition materials. Prerequisites for UXO Technician I are successful completion of this course and 40-hour OSHA HAZWOPER training course.

Start Date End Date
TBD TBD

Unexploded Ordnance Technician I Training Competencies:

Unexploded Ordnance Technician I Training

• Understands history of UXO industry and UXO Environmental Remediation laws and ordinances
• Understands range clearance requirements procedures, safety precautions, and environmental concerns
• Computes mathematical conversions within the English system and Metric prefixes
• Understands basic electrical terminology and concepts
• Understands basic principles and laws of physics as they apply to munitions and explosives of concern and unexploded ordnance
• Identifies types and functions of explosives, propellants, and pyrotechnics
• Describes the effects of an explosion (air blast, fragments, debris, thermal, ground shock)
• Describes fundamental principles of fuze arming, firing principles, fuze components, methods of employment, and use of fuzes
• Describes fuze types and safety precautions
• Describes Munitions & Explosives of Concern (MEC), Material Potentially Presenting an Explosive Hazard (MPPEH), and explosives safety precautions
• Identifies surface ordnance by color codes, paintings, and markings; and describes safety precautions
• Identifies surface ordnance by category and group (grenades, landmines, projectile, projectile fuzes, rockets, guided missiles and sub-munitions)
• Identifies air munitions by color codes and markings and describes safety precautions
• Identifies air ordnance by category and group (bombs and bomb fuzes, guided missiles and missile fuzes, rockets and rocket fuzes, pyrotechnic items, and sub-munitions)
• Identifies chemical munitions color codes and markings and describes safety precautions
• Identifies chemical ordnance and Chemical Warfare Material (CWM) by category and group
• Identifies underwater ordnance by color codes and markings and describes safety precautions
• Identifies pyrotechnic loaded ordnance color codes and markings and describes safety precautions
• Applies identification of ordnance by category and group
• Employs safety precautions for explosives, chemicals, pyrotechnics, incendiaries, smoke and initiating components, drill, and practice ordnance
• Understands capabilities and limitations of personal protective equipment (PPE) for UXO operations

(Continued)
Essential Skills

For Workplace Success: Communication / Math

Length: 13 weeks
Recommended TABE: Reading and Math – 2.5 grade or higher
Days and Times: M-F 8:30 a.m. – 12:30 p.m.
Location: HCC, Bldg. 71-D2
Staff: Mary Segura, Coordinator: 844-2313
       Mary Segura, Leslie Lyum, Instructors: 847-9832
       Tom Doi, Counselor: 845-9284 or 368-7414

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

For early withdrawal, refer to Student Support, Refunds.

Essential Skills for Workplace Success addresses all students’ ultimate goal—employment. They learn to learn and work to improve skills they’ll need 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 résumés, practice oral communication and listening skills for job readiness and interviews, and use test-taking strategies for employment exams.

As an introduction to computer literacy, students will have opportunities to learn and practice keyboarding and Internet navigation; simple word processing, spreadsheet and database applications; and E-mailing.
Each week, students spend five hours in classroom instruction, three hours in directed lab, and two hours in computer applications 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 transitions. Students may re-register or extend their enrollment if they require further training.

Student Learning Outcomes: After successfully completing Essential Skills for Workplace Success, students will be able to:

- Pursue entry-level jobs or further education or training
- Broaden their skills and knowledge to advance their career choices
- Build upon their skills to enrich their academic, professional, and personal lives

### Essential Skills for Workplace Success Competencies

#### Communication

**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

**Skills for Entry-Level Jobs**
- Calculates effectively “by hand” and/or using a calculator
- Recognizes, uses standard and/or metric measurement tools and 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

### Start Date | End Date
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07/06/09 | 10/09/09
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09/28/09 | 01/08/10
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05/24/10 | 08/27/10
06/07/10 | 09/10/10
06/21/10 | 09/24/10
Facilities Maintenance/Construction

Length: 4 weeks per module
Recommended TABE scores: 6th grade or higher
Location: WCC, ‘Iolani Building
Days and Times
MT Th F 8:00 a.m. to 3:00 p.m.
Wednesday 8:00 a.m. to 1:00 p.m.
Integrated Academics (IA):
Wednesday 8:30 a.m. to 1:00 p.m.
Friday 8:30 a.m. to 10:00 a.m.
OSHA 10 hr. General Industry TBA
Staff:
Patrick Tamaye, Workplace Safety Instructor, Coordinator: 235-7367 or 375-1341
Bruce Kurosawa, Instructor: 235-7360
Kathleen Zane, Counselor: 844-2317
Tuition per Module: $290
Supplies: $90
Total: $380

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

The Facilities Maintenance/Construction program consists of basic construction and facilities maintenance training designed to prepare students for careers in the construction trades/facilities maintenance industry. The program provides classroom instruction, hands-on training, and an understanding of the basic construction principles needed to complete basic building and repair functions. Students will receive instruction in carpentry skills; removing and installing electrical devices such as light fixtures, switches, and receptacles; removing, installing, and repairing plumbing fixtures such as toilets, sinks, and traps; installing and repairing drywall. Other skills useful in the facilities maintenance industry such as painting, flooring, sidewalk and other building surface maintenance, servicing of air conditioning units also contribute to the diverse topics of this program.

All instruction emphasizes workplace safety, accident prevention at a work site, and the safe use of hand and power tools required for such building and maintenance jobs. Students will learn how to function in teams, how to work productively with a supervisor, how to demonstrate responsibility and safety mindedness, and will practice work habits and communication skills necessary for good job performance. Students must provide their own transportation to the field experience sites.

Occupational Safety and Health 10 hour training course for the General Industry will also be included for those registered consecutively in both Module 1 and Module 2. Upon successful completion students will receive a Department of Labor 10-hour General Industry card.

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.

<table>
<thead>
<tr>
<th>Module 1</th>
<th>Module 2</th>
<th>Module 3</th>
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<tbody>
<tr>
<td>Rough Carpentry/Drywall</td>
<td>Electricity/Plumbing</td>
<td>Building/ Surface/Grounds Keeping</td>
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<tr>
<td>Module #</td>
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Facilities Maintenance/Construction Competencies

Module 1

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

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
• Identifies circuit breakers in a distribution panel
• Measures, strips, aligns, and secures wires to terminals
• Demonstrates ability to wire a single pole, 3-way, and 4-way switch

OSHA 10-Hour Training
• Understands Introduction to OSHA
• Comprehends Walking Working Surface safety
• Applies Fire Protection Safety
• Understands Electrical Safety
• Identifies Personal Protective Equipment

Module 2

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

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

OSHA 10-Hour Training
• Acknowledges Hazard Communication
• Understands Machine Guarding
• Knows the risk of Blood borne Pathogens
• Values Ergonomics Principals
• Understands Fall Protection safety

Module 3

General Building Maintenance
• Demonstrates safe practice of building maintenance procedures
• Painting: Use of brushes, rollers, latex and oil based primers and paints
• Surface maintenance: Cleaning and repair of various carpet, tile and wood surfaces
• General maintenance of air conditioning systems

Grounds Maintenance
• Demonstrates safe practices of use of grounds maintenance procedures and equipment
• Performs basic small engine repair and preventive maintenance
• Understands the installation basics of irrigation systems

Integrated Academics for Modules 1, 2 and 3
• 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
• Calculates ratios of proportional relationships
• Applies geometric formulas in problem solving
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.

Module 1: Carpentry (6 weeks)
Module 2: Electricity, Plumbing and Drywall (4 weeks)

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.

For early withdrawal, refer to Student Support, Refunds. 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.
Introduction to Construction Occupations Competencies

Introduction to Construction Occupations

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
• Uses variety of strategies to analyze and acquire vocabulary
• Writes sentences to support vocabulary comprehension
• 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
• Calculates ratios of proportional relationships
• Applies geometric formulas in problem solving
Introduction to Culinary Arts

Length:
Total of 16 weeks
Module I (8 weeks) – includes: Integrated Academics (IA) and fundamentals lecture
Module II (8 weeks)

Recommended TABE scores: 6th grade or higher

WCC Campus, Hale ‘Ākoakoa, Koʻolau Kafe
Weeks 1 - 6:
Lecture & lab work
Mon - Thurs 10:00 a.m. – 05:30 p.m.
Fri 08:00 a.m. – 03:30 p.m.

Weeks 7 - 16: lab work
Mon - Fri 08:00 a.m. – 03:30 p.m.

HCC campus:
Weeks 1 - 8:
p.m. shift, lecture & lab work
Mon - Thurs 12:00 p.m. – 07:30 p.m.
Saturday 06:30 a.m. – 02:00 p.m.

Weeks 9 -16: a.m. shift, lab work
Mon - Thurs 08:00 a.m. – 03:30 p.m.
Saturday 06:30 a.m. – 02:00 p.m.
Fridays Cafeteria is closed

Faculty and Staff:
WCC:
Diane Nazarro, Instructor / Co-Coordinator: 235-7358 or 844-2301
April Sandobal, Counselor / Co-Coordinator: 235-7326 or 386-5886
Loretta Monroy, Instructor: 235-7354

HCC:
Lee Shinsato, Instructor: 845-9427
Marcia Cades, Instructor: 844-2380
Kathleen Zane, Counselor: 844-2317

Tuition:
Module I $725
Module II $725
Total: $1450

For early withdrawal, refer to Student Support, Refunds.

Introduction to Culinary Arts offers students the opportunity to learn in excellent facilities at Honolulu Community College and Windward Community College. The program covers the fundamentals of cooking including safety, sanitation and basic knife skills. Students in this program have the opportunity to simulate actual working conditions by working with industry-trained chefs in the two college cafeteria kitchens (lab).

Students will also practice job readiness skills, meeting workplace expectations and soft skills such as punctuality, initiative, problem solving and personal pride in self. Those students who complete the entire program will have the fundamental skills and knowledge for entry-level positions in the food industry.

The program’s curriculum is broken into three sections. One lecture portion (part of Module I) and two live lab modules make up the 16 week program. Each segment must be successfully completed in order to enroll in the next. Students with capabilities or desires to enroll in only Module I (safety, sanitation and maintenance), may do so. To successfully complete the two-module program, a student must fulfill at least 80% of the competencies and a minimum of 500 hours.

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<tr>
<th>Start Date</th>
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<tr>
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Introduction to Culinary Arts Competencies

Module I, Weeks 1 – 8

**Fundamentals, Safety and Sanitation**

- Practices standards of professionalism by adhering to established dress code
- Demonstrates proper pot-ware washing & the use of 3 compartment sinks
- Demonstrates the use, maintenance, & sharpening of knives
- Organizes & demonstrates the proper drying/storage of pots & kitchenware
- Uses the proper kitchen terms for safety compliance, such as “coming through”
- Works collaboratively with others
- Demonstrates safe & sanitary practices in food preparation
- Understands the cause of food spoilage & food-borne illness
- Practices organizational and “mise en place” techniques
- Uses variety of small equipment, measuring devices & hand tools safely
- Identifies types of vegetables/fruits, their handling and cleaning
- Prepares basic vegetable cuts
- Describes types of starches used in cafeteria

**Integrated Academics**

- Understands and applies culinary vocabulary
- Writes sentences to support vocabulary comprehension
- Able to communicate ideas and information
- Participates in class and group discussions
- Uses addition, subtraction, multiplication and division to solve problems
- Uses fractions, percentages and ratios in kitchen
- Understands and applies recipe conversions
- Understands and applies liquid measurement concepts
- Understands and applies dry measurement concepts

After completion of Module I, students will have the necessary skills to be employed in food establishments as maintenance workers, dishwashers and utility help.

Module II, Weeks 9 – 16

**Kitchen Operation Procedures**

- Identifies and describes the use of robot coupe
- Uses the range, ovens, fryers, griddles, tilt skillet and toaster safely
- Uses the compartment steam cooker, mixer, refrigerator, and freezer safely
- Defines, comprehends, and uses culinary terms
- Serves various types of salad dressings
- Prepares and serves a variety of salads
- Recognizes and serves various parts of poultry used in cafeteria
- Recognizes and prepares various cuts of meat used in cafeteria
- Identifies and prepares types of fish used in cafeteria
- Identifies, handles, and serves dairy products
- Identifies Mother Sauces
- Identifies basic stocks
- Understands & demonstrates high standards and work ethics
- Describes the ways heat is transferred in order to thoroughly cook food
- Describes/demonstrates basic cooking methods used in a commercial kitchen
- Identifies the preparation of the basic categories of soups
- Understands the importance of attractive hot/cold food preparation & garnish
- Understands menu development by including balance to menu

Upon completion of Module II, students will have the skills to be employed in small to medium-sized restaurants as maintenance workers, dishwashers, utility help, entry-level prep cooks and entry-level line cooks. Students will also have the necessary soft skills such as a positive attitude, punctuality, self-pride, and attention to details, to be a valuable addition to any industry.
Certified Nurse Aide

Classroom Site: 23 Days of Class Instruction (six weeks)
Days and times: 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)
Days and times: Clinical: M T W Th 6:00 a.m. – 2:00 p.m.
Ann Pearl Nursing Facility
Recommended TABE: 6th grade or higher
Location: WCC, Hale Kuhina, Room 107
Staff: Jamie Boyd, Instructor, Health Career Programs Coordinator: 235-7384
Ryan Perreira, Health Career 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: $1000
Books/Supplies: $190
Total: $1190

For early withdrawal, refer to Student Support, Refunds.
Required supplies covered in tuition: 2 sets of uniforms, textbooks and name tag
Required supplies not covered in tuition: wristwatch with second hand
Optional supplies: blood pressure kit; stethoscope; non-skid, white shoes

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.

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Certified Nurse Aide Competencies

Certified Nurse Aide

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 bedrails

Basic Skills

Demonstrates
- Positioning in bed
- Positioning in chair
- Positioning and providing comfort
- Using a mechanical lift

Observing and Reporting
- Measures temperature, respirations, and pulse
- Measures blood pressure
- Observes 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
- Measures and records input
- Measures and records 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

- Addresses 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: 40 hours
Recommended TABE: 6th grade or higher
Location: WCC, Hale Kuhina, Room 107
Days and Times: TBA
Staff: Jamie Boyd, Instructor, Health Career Programs 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

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

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.

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Personal Care Aide Competencies

Personal Care Aide

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
- Completes CPR class successfully
- 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 (OAT)

Length: 9 weeks
Recommended TABE Scores: 8th grade or higher (recommended)
Location: HCC, Bldg. 718-4 and C-5
Days and Time:
M T Th F 8:00 a.m. to 3:00 p.m.
W 4 hours of Service Learning
Lab Minimum: 7 hrs/wk
M T Th F 6:30 – 8:00 a.m. & 3:00 – 5:00 p.m.
W As arranged before and/or after Service Learning

Staff:
Evelyn Sugihara, Business Technology Coordinator: 844-2316
Kay Beach, OAT ABC Instructor: 844-2319
Ellen Nagaue, OAT A Instructor: 845-9471
Heipua Kaopua, Program Counselor: 844-2306

OAT A
Prerequisite OAT A:
Keyboarding: 15 nwpms, 3' timing (5-week extension may be required if prerequisite not met)
Service Learning: Students must obtain site prior to start date
Orientation (2 half days): Must attend prior to start of course

OAT A Tuition: $525
Books/Supplies: $100
Total: $625

OAT B
Prerequisite OAT B:
Keyboarding: 20 nwpms, 5' timing (5-week extension may be required if prerequisite not met)
Service Learning: Students must obtain site prior to start date
Orientation (2 half days): Must attend prior to start of course
Completion of OAT A, or Filing and beginning levels in word processing and spreadsheet

OAT B Tuition: $550
Books/Supplies: $75
Total: $625

OAT C
Prerequisite OAT C:
Keyboarding: 25 nwpms, 5' timing (5-week extension may be required if prerequisite not met)
Service Learning: Students must obtain site prior to start date
Orientation (2 half days): Must attend prior to start of course
Completion of OAT A&B, or Filing and intermediate levels in word processing and spreadsheet

OAT C Tuition: $550
Books/Supplies: $75
Total: $625

For early withdrawal from OAT A, OAT B or OAT C, refer to Student Support, Refunds.

OAT A, B & C (if taken together)
OAT A B & C Tuition: $1800
Total: $1800

For early withdrawal from OAT A, B & C (taken together), a 100% refund is available if the request for complete withdrawal is made on or before the first Friday of the respective module. Thereafter, no refund is available. Unused modules will be refunded at 100%.

Extensions (5 Weeks)
Courses may be extended: $275
Books/Supplies: $0
Total: $275
Curriculum is available in 9-week sequential segments (OAT A, OAT B & OAT C) to maximize opportunities for student success and certification. Lab time (hours outside of class) and evidence of same is mandatory.

Two online programs add value to the students’ experience: a Gregg Quick Filing Practice online tutorial and an interactive tutorial covering 2007 Microsoft applications and the Vista Operating System. Students successfully completing the program will have approximately two years’ access to the tutorial.

Development of soft skills in OAT B & OAT C—team work, communication, customer service—is as important as developing hard skills. In addition to providing another job reference, Service Learning enhances the students’ résumés and puts them in the “real world” of work while completing their training.

Students who complete 80 percent of the course competencies with a rating of “3” or higher will receive a Certificate of Professional Development.

**Office Administration and Technology A (OAT A)** offers a flexible 9-week curriculum, with industry-validated competencies and a learning how-to-learn training foundation. The course provides awareness and/or development of basic, pre-entry-level job skills, professional behaviors, self-esteem enhancement, and ethical expectations of the business environment through on-campus orientation (prior to start of course), off-campus Service Learning, and comprehensive sequentially based competency acquisition. Integrated foundation competencies include keyboarding speed and accuracy reinforcement, electronic calculator and numeric keypad by touch, alphabetic filing, computer literacy (Windows environment, file management), introduction to word processing and spreadsheet, and job search skills.

**Office Administration and Technology B (OAT B)** provides a flexible 9-week curriculum to continue development of job search skills and foundation competencies, to include tables, letters, page numbering, section breaks. These intermediate computer literacy skills will prepare students for success in OAT C.

**Office Administration and Technology C (OAT C)** provides a flexible 9-week curriculum which includes job search skills and refinement of the basic and intermediate skills with the goal of producing cost-effective documents and spreadsheets. Computer skills will be used to perform Internet research, work on “live” projects, and enhance job preparation skills.

Students successfully completing OAT A, B, or C 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 a leave of absence (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 A, OAT B, OAT C and OAT A, B & C, as needed to complete the competencies.
Office Administration and Technology Competencies

**OAT A**
- Prioritizes assignments, makes decisions
- Demonstrates sociability & active listening skills
- Is prompt and establishes good attendance record
- Demonstrates positive demeanor
- Follows 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
- Files correspondence alphabetically
- Demonstrates basic knowledge of MS Windows operating system
- Proofreads copy
- Produces mailable memos with letterhead
- Demonstrates proper keyboarding techniques – alpha, 10-key pad
- Keyboarding: Net Words a Minute (NWAM)
- Electronic Calculator: Net Depressions Per Minute (NDPM)
- Keypad: Depressions Per Minute (DPM)
- Creates and prints documents in MS Word
- Selects and edits text
- Formats characters
- Formats paragraphs
- Applies tabs
- Moves, copies, finds and replaces text
- Formats headers and footers
- Enters data in MS Excel
- Replicates simple worksheet
- Creates and applies simple formulas
- Enhances simple worksheet
- Prints simple worksheet and formula page
- Follows ETC Computer and Internet Use policy
- Demonstrates awareness of privacy and copyright concerns
- Receives and sends email with attachments
- Creates résumé
- Demonstrates addition and subtraction functions
- Demonstrates multiplication and division functions
- Writes and formats daily journal entries
- Writes and formats progress memos
- Communicates orally using standard English

**OAT B**
- Prioritizes assignments, makes decisions
- Works on diverse teams, leads
- Teaches others
- Thinks creatively, solves problems
- Applies integrated technology
- Demonstrates sociability and active listening skills
- 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 of work performed
- Assumes responsibility for timeliness of work performed
- Applies principles of grooming and dress attire
- Fulfills attitude journal responsibilities
- Fulfills service learning responsibilities
- Uses reference materials
- Proofreads and edits document
- Produces mailable documents from copy
- Produces mailable letters with letterhead
- Uses Internet for job search
- Maintains employment portfolio (résumé, letters and job log)
- Volunteers for team and individual projects
- Demonstrates proper keyboarding techniques – alpha, 10-key pad
- Keyboarding: Net Words a Minute (NWAM)
- Electronic Calculator: Net Depressions Per Minute (NDPM)
- Keypad: Depressions Per Minute (DPM)
- Creates and formats columns
- Uses advanced formatting concepts
- Uses templates and wizards
- Uses graphics
- Produces multiple mailing through mail merge
- Produces cost-effective MS Word documents
- Replicates complex MS Word documents
- Uses advanced Excel functions
- Creates and uses ranges
- Uses advanced editing tools
- Creates and prints charts
- Produces cost-effective Excel worksheets
- Replicates complex Excel worksheets
- 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
- Computes decimal, fraction, percent equivalents
- Communicates orally using standard English
- Writes and formats daily journal entries
- Writes and formats progress memos
- Constructs clear and complete sentences

**OAT C**
- Prioritizes assignments, makes decisions
- Works on diverse teams, leads
- Teaches others
- Thinks creatively, solves problems
- Applies integrated technology
- Demonstrates sociability and active listening skills
- 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 of work performed
- Assumes responsibility for timeliness of work performed
- Applies principles of grooming and dress attire
- Fulfills attitude journal responsibilities
- Fulfills service learning responsibilities
- Uses reference materials
- Proofreads and edits document
- Produces mailable documents from copy
- Produces mailable letters with letterhead
- Uses Internet for job search
- Maintains employment portfolio (résumé, letters and job log)
- Volunteers for team and individual projects
- Demonstrates proper keyboarding techniques – alpha, 10-key pad
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- 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
- Computes decimal, fraction, percent equivalents
- Communicates orally using standard English
- Writes and formats daily journal entries
- Writes and formats progress memos
- Constructs clear and complete sentences
Office Skills

Keyboarding, Electronic Calculator and 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: HCC, Bldg. 71A-1

Days and Times: (3 Sessions)

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Lab (optional, space availability):

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Staff:

Evelyn Sugihara, Business Technology Coordinator/Instructor: 844-2316
Heipua Kaopua, Counselor: 844-2306

For early withdrawal, refer to Student Support, Refunds.

Office Skills offers short-term courses with frequent intake dates. The two-hour classes are conducted in a lab environment to allow students to progress at their own pace. Instruction is provided when the student first starts a course and assistance is provided as needed. Students who complete 80 percent of the course competencies with a rating of “3” or higher will receive a Certificate of Professional Development.

Leave of Absence and Extensions

Absences of four or more days may qualify for a Leave of Absence (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.

Courses may be extended in 12-day blocks with the approval of the agency counselor.

Keyboarding and Electronic Calculator

Keyboarding I

This is an Internet-based course, which allows students to practice their keyboarding skills outside of class. Keyboarding I (recommend 2 blocks) students learn the alphabetic keyboard and basic keyboarding by touch. The typing speed goal for this course is 25 average gross words a minute.

Tuition: $140 per block
Books/Supplies: $50
Total: $190 (for 1 block)

12-day Extension
Books/Supplies: $0
Total: $140

Keyboarding II

Keyboarding II (2-block course) concentrates on skill building for speed and accuracy. There is no speed goal for this course; however, students must be able to type and follow directions.

Tuition: $280
Books/Supplies: $50
Total: $330

12-day Extension
Books/Supplies: $0
Total: $140

Electronic Calculator

Electronic Calculator (2-block course) students learn 10-key pad by touch (addition, subtraction, multiplication, division functions) and other key functions (non-add key, decimal point key, add mode setting, subtotal key, grand total key, memory). The keying speed for this course is 100 net depressions per minute.

Tuition: $280
Books/Supplies: $50
Total: $330

12-day Extension
Books/Supplies: $0
Total: $140

Computer Classes

Office Skills offers training for Windows Vista, Microsoft Word, Excel, PowerPoint and Access. The self-directed format allows students to progress at their own pace. Students must be able to read, follow instructions, and type to complete the projects.

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 Windows Vista**
Intro to Windows Vista (2-block course) is a self-directed introductory course for novice computer users working within a Windows environment. This includes computer basics (manipulate computer, mouse and windows, desktop, explorer, and accessories), disk and file management (format disk, work with files and folders), and WordPad (concepts of simple word processing).

| Tuition: | $225 |
| Books/Supplies: | $50 |
| **Total:** | **$275** |
| 12-day Extension | $225 |
| Books/Supplies: | $0 |
| **Total:** | **$225** |

**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 (ribbon, commands, concepts), creating and editing documents (letters, memos, reports), formatting documents, using mail merge, working with tables, adding graphics (WordArt, Clip Art), and working with columns.

| Tuition: | $450 |
| Books/Supplies: | $50 |
| **Total:** | **$500** |
| 12-day Extension | $225 |
| Books/Supplies: | $0 |
| **Total:** | **$225** |

**Intro to Excel 2007**
Intro to Excel 2007 (2-block course) is a self-directed introductory course covering Excel basics (ribbon, worksheets, help), creating and editing workbooks, using formulas and functions, formatting worksheets (rows, columns, margins), changing screen display (zoom, freeze, split), using multiple worksheets and workbooks, charting data, working with data, (sort, hide, filter), and using graphics in worksheets.

| Tuition: | $450 |
| Books/Supplies: | $50 |
| **Total:** | **$500** |
| 12-day Extension | $225 |
| Books/Supplies: | $0 |
| **Total:** | **$225** |

**Intro to PowerPoint 2007**
Intro to PowerPoint 2007 (2-block course) is a self-directed introductory course covering PowerPoint basics (ribbon, screen, slides), creating slides in presentations, editing and formatting text, working with slides (appearance, objects, multimedia, special effects), printing, delivering presentations, working with tables, and using slide masters.

| Tuition: | $450 |
| Books/Supplies: | $50 |
| **Total:** | **$500** |
| 12-day Extension | $225 |
| Books/Supplies: | $0 |
| **Total:** | **$225** |

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

**Intro to Navigating the Internet and E-mail**
Intro to Navigating the Internet and E-mail is a 9-hour, instructor-led course. Classes are held on three Wednesdays and run for three hours each. This Internet and e-mail course is a hands-on 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, downloading documents from the Internet, sending and receiving e-mail, e-mail etiquette, using e-mail attachments and how to use e-mail safely. Course start dates to be determined by enrollment.

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

**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.
### Dates for Keyboarding and Electronic Calculator Classes

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*Keyboarding I may be 24-hours, however, 48 hours are recommended.

### Dates for Computer Classes

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Office Skills Competencies

Keyboarding I
- 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
- Prints weekly reports
- Uses keyboarding software program by following instructions
- Recognizes computer parts, performs basic computer tasks
- Types at a minimum of 25 average gross words a minute
- Average Gross Words a Minute (AGWAM): ____

Keyboarding II
- Types with proper fingering techniques using touch system
- Types without looking at keyboard
- Types 5-minute timings by touch
- Keyboards diagnostic sentences by touch
- Completes corrective practices
- Uses proper keyboarding posture
- Keys smoothly with correct rhythm
- Completes a minimum of four lessons
- Uses keyboarding software program
- Follows course instructions
- Charts speed timed writings properly
- Gross Words a Minute (GWAM): ____
- Net Words a Minute (NWAM): ____

Electronic Calculator
- Keys 10-key numeric pad by touch
- Uses proper fingering techniques to develop skill
- Performs basic functions of addition
- Performs basic functions of subtraction
- Uses the Non-Add, Decimal Point, Add Mode, Decimal, and Subtotal keys
- Performs basic functions of multiplication (estimating, rounded and unrounded products, and constant key)
- Performs basic functions of division (estimating averages, constant key, and chain division)
- Uses Memory key in solving business-related problems
- Uses Grand Total key in addition problems
- Converts fractions and percents to decimals
- Calculates a percent of increase or decrease
- Calculates markup as a percent of selling price
- Uses multiple operations to solve business problems
- Processes bank deposit slips
- Performs practice problems using proper function keys
- Understands various functions of electronic calculator
- Keys five-minute timings by touch
- Keys at a minimum rate of 100 net depressions per minute (ndpm)
- Net Depressions Per Minute (NDPM): ____

Intro to Excel 2007
- Understands the structure of the desktop
- Uses and understands the operation of mouse techniques
- Navigates and arranges program commands on the Start Menu
- Manipulates the screen and different window panes
- Works with multiple programs
- Creates and saves documents
- Proofreads documents
- Follows written instructions
- Edits text or pictures (cut, copy, and paste)
- Prints documents as instructed
- Uses storage devices
- Uses Windows Explorer
- Uses Windows Search
- Creates and manages files and folders
- Uses Internet Explorer to browse the Web
- Searches Windows Help and Support or Windows Help online
- Uses Control Panel (restore point, schedule updates)

Introduction to Word 2007
- Works with various features of the Word window
- Uses the Ribbon, Quick Access toolbar and the Mini toolbar
- Types letters in proper format
- Proofreads documents
- Saves documents in the appropriate location
- Follows written instructions
- 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 bullets 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 Windows Vista
- Understands the structure of the desktop
- Uses and understands the operation of mouse techniques
- Navigates and arranges program commands on the Start Menu
- Manipulates the screen and different window panes
- Works with multiple programs
- Creates and saves documents
- Proofreads documents
- Follows written instructions
- Edits text or pictures (cut, copy, and paste)
- Prints documents as instructed
- Uses storage devices
- Uses Windows Explorer
- Uses Windows Search
- Creates and manages files and folders
- Uses Internet Explorer to browse the Web
- Searches Windows Help and Support or Windows Help online
- Uses Control Panel (restore point, schedule updates)
• Sorts worksheet rows in alphabetic and numeric order
• Uses headers and footers
• Defines Page Layout options
• Works with ranges
• 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**
• Creates, adds, and edits slides and text
• Applies a document theme to a new presentation
• Opens, runs, and prints a presentation
• Proofreads documents
• Follows written instructions
• Copies and moves text
• 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
• 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**
• 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
• Proofreads documents
• Follows written instructions
• 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
Policy Statements

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. 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 Coordinator and Title IX Coordinator
Windward Community College
45-720 Ke'a'ahala Road
Kâne'ohe, HI 96744
Phone: 235-7404

Clifford Togo – Section 504 Coordinator
Windward Community College
45-720 Ke'a'ahala Road
Kâne'ohe, HI 96744
Phone: 235-7403

**Discrimination Complaints**

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

Students may also file complaints of discrimination with:

**The Office of Civil Rights**
915 Second Avenue, Room 3310
Seattle, WA 98174-1099
Phone: (206) 220-7920
FAX: (206) 220-7887

**Sexual Assault and Harassment**

It is the policy of ETC to provide a safe and comfortable learning and working environment for students and employees. Sexual harassment is a form of discrimination that can undermine the foundation of trust and mutual respect that must prevail if the University is to fulfill its educational mission. Sexual harassment will not be tolerated in any part of the University's programs and activities. Sanctions will be imposed on members of the University community who violate this policy. Disciplinary actions against employees will be subject to the collective bargaining agreements. For more information, contact the ETC Counseling 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 counseling 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. Copies are available at WCC Student Services.

**Academic Dishonesty**

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

Cheating includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism includes but is not limited to submitting any document, to satisfy an academic requirement, that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more that one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.
**Financial Obligation to the University**

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

A copy of the “Rules and Regulations Governing Delinquent Financial Obligations Owed the University of Hawai‘i,” promulgated by the Board of Regents, is available at the ETC counseling 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 Policy**

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 for campus and public bus transportation.

(d) Any other area designated as a non-smoking area by the College’s administration.

**Illicit Drugs and Alcohol**

This Official Notice, by the University of Hawai‘i Office of the President, is issued pursuant to the requirements of the Federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

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

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

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

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

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

4. Directory Information: Students are advised that certain personally identifiable information listed below is considered by the ETC to be Directory Information and, in response to public inquiry, may be disclosed in conformance with state law, at ETC’s 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 counseling 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.
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, 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. 71C, Room 8 at the Honolulu Community College campus.

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>Wednesday 9 a.m. – 11 a.m.</th>
<th>Wednesday 1 p.m. – 3 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2009</td>
<td>1</td>
<td>15, 29</td>
</tr>
<tr>
<td>August 2009</td>
<td>5</td>
<td>12, 26</td>
</tr>
<tr>
<td>September 2009</td>
<td>2</td>
<td>16, 30</td>
</tr>
<tr>
<td>October 2009</td>
<td>7</td>
<td>14, 28</td>
</tr>
<tr>
<td>November 2009</td>
<td>4</td>
<td>18, 25</td>
</tr>
<tr>
<td>December 2009</td>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>January 2010</td>
<td>13</td>
<td>20, 27</td>
</tr>
<tr>
<td>February 2010</td>
<td>3</td>
<td>10, 24</td>
</tr>
<tr>
<td>March 2010</td>
<td>3</td>
<td>10, 24</td>
</tr>
<tr>
<td>April 2010</td>
<td>7</td>
<td>14, 28</td>
</tr>
<tr>
<td>May 2010</td>
<td>5</td>
<td>12, 26</td>
</tr>
<tr>
<td>June 2010</td>
<td>2</td>
<td>9, 23</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: HCC 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 (HCC). No parking is available on the 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.

TABE Testing Bldg. 71C
Room 8
### Agency Authorization Referral Form

**Print Clearly and Completely With All Necessary Signatures. Submit (or Fax) Before Student’s Enrollment**

#### Social Security Number

<table>
<thead>
<tr>
<th>LAST</th>
<th>FIRST</th>
<th>MI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Current Mailing Address

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP Code</th>
<th>Phone – Home</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Educational/Vocational Goals

<table>
<thead>
<tr>
<th>Phone – Cell</th>
<th>Phone – Work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Program

**TABE**

<table>
<thead>
<tr>
<th>Test Date:</th>
<th>Form/Level:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TB Clearance</th>
<th>MMR Documentation</th>
<th>Respirator Clearance for ABRF</th>
<th>Health Clearance for Health Careers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registration</th>
<th>Extension</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Agency Authorization Referral Form

- Agency Name: ____________________________
- Agency FAX: __________
- Email Address: ____________________________________________________________

#### Program

**Auto Body Repair & Finishing**

- Auto Body Repair I
- Auto Body Repair II
- Auto Body Repair III
- Extension

**Career and Workforce Development**

- Career Planning
- Internship/Work Experience

**Essential Skills**

- ES – Communications
- ES – Math
- ES – VESL (English Second Language)

**Facilities Maintenance/Construction**

**Health Careers**

- Certified Nurse Aide
- Personal Care Aide
- Introduction to Culinary Arts
- Windward CC
- Honolulu CC
- Introduction to Construction Occupation
- Office Administration and Technology
- OAT A
- OAT B
- OAT C
- OAT A, B, & C
- Extension

**Environmental Safety Programs**

- HAZWOPER
- UXO Tech I

**Office Skills**

- Intro to Windows Vista
- Intro to Word 2007
- Intro to Excel 2007
- Intro to Access 2007
- Intro to PowerPoint 2007
- Keyboarding I
- Keyboarding II
- Electronic Calculator
- Internet & Email
- Extension

**Facilities Maintenance/Construction**

- □ Career Planning
- □ Internship/Work Experience

#### Payment

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

- □ Check/Cash
- □ Purchase Order No. ____________________________
- □ Invoice 3 rd Party (Complete Payment Section)
- □ Invoice Referring Agency
  (Complete Payment Section)
- □ DOE
- □ Other (specify): ____________________________

**Payment Section (for Invoicing Purposes)**

- Signature: ____________________________ Date: __________
- Print Name: ____________________________ Phone: __________
- Agency Name: ____________________________ FAX: __________
- Email Address: ____________________________________________________________

**PAYMENT SECTION (for Invoicing Purposes)**

- Signature: ____________________________ Date: __________
- Print Name: ____________________________ Phone: __________
- Agency Name: ____________________________
- Attention to: ____________________________
- Address: ____________________________
- City: ____________________________ State: _______ ZIP: __________

**Pay For (check yes/no)**

- □ Yes ○ No  Course Fee $_____
- □ Yes ○ No  Books/Supplies $_____
- □ Yes ○ No  Other: ______ $_____

**Total:** $_____

---

Print Name: ____________________________ Phone: __________

Agency Name: ____________________________ FAX: __________

Email Address: ____________________________________________________________

---

I authorize the referral of the above student for his/her participation in an ETC program.

Signature: ____________________________ Date: __________

I agree to make payment for the above student’s participation in an ETC program.

Signature: ____________________________ Date: __________

Send invoice to the following address:

<table>
<thead>
<tr>
<th>Print Name: ____________________________ Phone: __________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Name: ____________________________ FAX: __________</td>
</tr>
<tr>
<td>Address: _____________________________________________</td>
</tr>
<tr>
<td>City: ____________________________ State: _______ ZIP: __________</td>
</tr>
</tbody>
</table>

---

- I authorize the referral of the above student for his/her participation in an ETC program.
- I agree to make payment for the above student’s participation in an ETC program.

---

I authorize the referral of the above student for his/her participation in an ETC program.

Signature: ____________________________ Date: __________

-----

- I authorize the referral of the above student for his/her participation in an ETC program.
- I agree to make payment for the above student’s participation in an ETC program.

---

This form is to be used for referring students to the Employment Training Center (ETC) at Windward Community College. It is important to fill out all necessary information clearly and completely. Submission before the student’s enrollment is recommended. The form includes sections for the student’s personal information, educational goals, and program information. Payment options and instructions for invoicing are also provided.
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 – The catalog provides general information, its programs and services, and summarizes major policies and procedures for students to review at the program counselor’s office or on ETC’s website (etc.hawaii.edu).

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 ETC counseling office.

Attendance – Attendance is mandatory. Excessive absences, tardiness, 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 include 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, an 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 conditions listed above.

Parent/Guardian Signature ___________________________ Date ___________ Student Signature ___________________________ Date ___________
Print Name (Check one): □ Father □ Mother □ Guardian

Parent Home/Cell # ___________________________ Parent Work # ___________________________
High School Outreach Counselor Signature ___________________________
High School Name ___________________________
Student HS ID Number ___________________________
**Required ETC Documents**

Submit or FAX required documents to the program counselor BEFORE student’s enrollment.

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 and online)</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></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 the program counselor if you have any questions.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>TB Clearance</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Within 12 months of enrollment date</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Respiratory Clearance</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Auto Body Repair &amp; Finishing students only</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Physical Exam or Physician Health Clearance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Careers students only</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Current High School Transcript</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Student and Parent/Guardian Agreement Form (available in catalog and online)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signed by Student</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Signed by Parent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signed by Referring Agency</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>