

LEEWARD COMMUNITY COLLEGE
WORKFORCE DEVELOPMENT

COURSE CATALOG

may-august 2019



Featuring our first Medical Assisting class

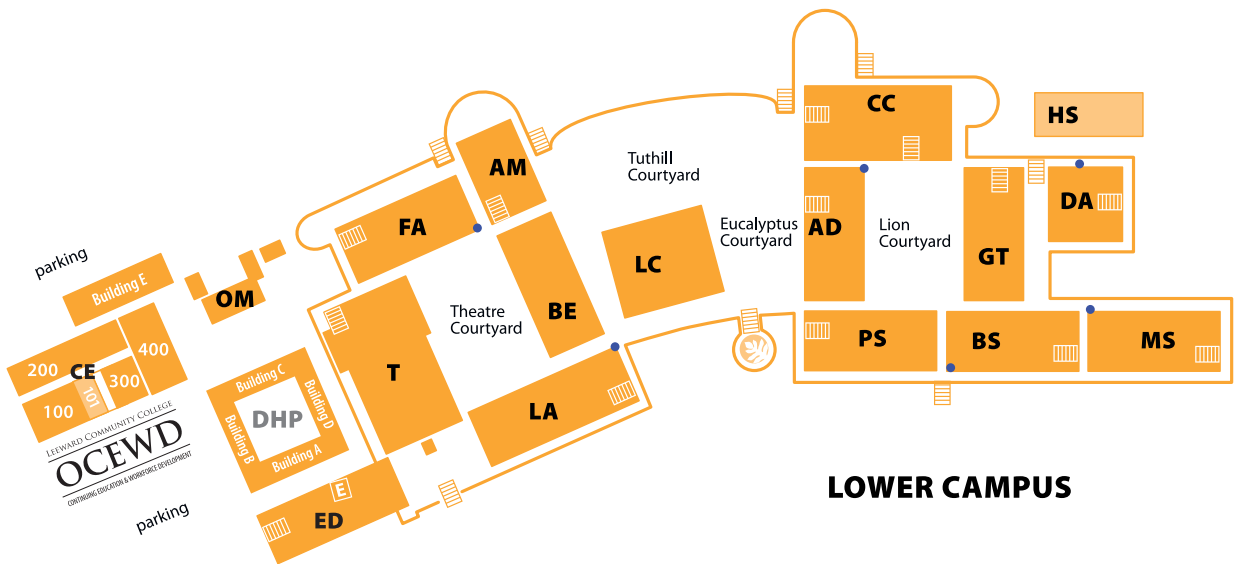
ocewd.org



UNIVERSITY of HAWAII®
LEEWARD
COMMUNITY COLLEGE

At Leeward Community College, we work together to nurture and inspire all students. We help them attain their goals through high-quality liberal arts and career and technical education. We foster students to become responsible global citizens locally, nationally, and internationally. We advance the educational goals of all students with a special commitment to Native Hawaiians.

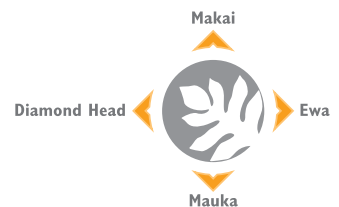
CAMPUS MAP) LEEWARD COMMUNITY COLLEGE



LOWER CAMPUS

BUILDING ABBREVIATIONS

AD	Administration	DA	DA Building	GT	General Technology
AM	Art/Music	DHP	Diamond Head Portables (temporary Administration Offices)	LA	Language Arts
BE	Business Education	ED	Education	LC	Learning Commons
BS	Biological Science	FA	Fine Arts	MS	Math Science
CE	OCEWD			PS	Physical Science
CC	Campus Center			T	Theater



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OCEWD Information

The Office of Continuing Education & Workforce Development (OCEWD) is the non-credit division of Leeward Community College. OCEWD provides a variety of community education programs, workforce development courses and cultural enrichment. Our programs support human resources and economic development, and offer employment training for job seekers, businesses and aspiring entrepreneurs.

Our office and classrooms, industry equipped lab, and simulated clinics are located at the Leeward Community College campus, in Pearl City, with ample free parking. We are on the city bus line, which makes it convenient to commute from anywhere on the island.

Address: 96-045 Ala Ike, Room CE 101
Pearl City, HI 96782

Phone: 455-0477
Fax: 453-6730
Email: ocewd@hawaii.edu
Web: ocewd.org

Office Hours

Monday-Thursday 9:00am - 4:00pm
Friday: 8:00am - 12:00pm
CLOSED Saturday, Sunday, and State Holidays

2019 Observed Holidays

January 1 - New Year's Day
January 21 - Martin Luther King, Jr. Day
February 16 - President's Day
March 26 - Prince Jonah Kuhio Kalaniana'ole Day
April 19 - Good Friday
May 27 - Memorial Day
June 11 - King Kamehameha 1 Day
July 4 - Independence Day
August 16 - Statehood Day
September 2 - Labor Day
November 11 - Veteran's Day
November 28 - Thanksgiving
December 25 - Christmas

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Computers and Technology

Sheila Vierra

Healthcare/Healthcare Technology

Sandy Brown, Jennifer Cabjuan, Liezl Chan,
Jonathan Domingo, Mona Gregory, Leeah Javier,
Alyssa-Marie Pang, Dodie Rivera

Industrial Technology

Katherine Baldwin, Brian Siperly

Join Our 'Ohana



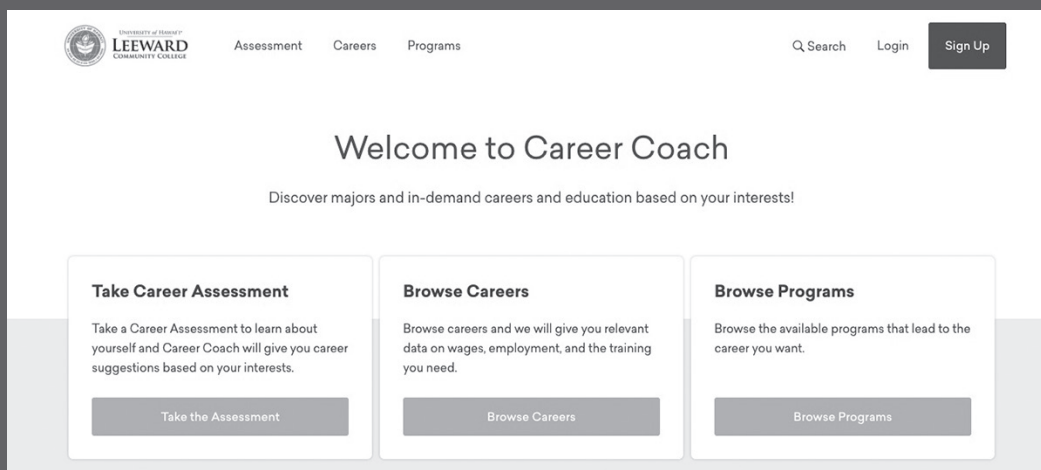
We are always looking for industry experts to help build Hawaii's workforce of the future. By leading our training programs you'll pass on your knowledge to participants who can greatly impact local industries.

Work with our coordinators to develop curriculum, and schedule classes according to your schedule. Choose from our existing workforce courses or create a new class.

Visit ocewd.org/instructor for job postings and information, or call 455-0477.

Your Personal Career Coach

Looking for info on local jobs? Need to translate your MOC into a civilian careers? Need help choosing a career? Career Coach is a free career resource, available online 24/7 and simple to use. Besides information about local wages, job postings, and employment projections, there's also a career assessment and resume builder.



Search

Search by Careers, Degrees, or take a quick survey to help identify jobs that might interest you. You can even browse "hot jobs" in local industries.

If you have a military background, and a MOC (military occupation code), use Career Coach to identify related civilian careers.

Career Info

EMSI provides the best labor market data available to professionals in higher education, economic development, workforce development, talent acquisition, and site selection. Powered by EMSI, Career Coach gives you local data covering all the information you need: career descriptions, salary and growth, career outlook, and current job postings.

Leeward CC

Career Coach is tied in to every degree and non-credit program at Leeward Community College. From Culinary to CDL, you'll find a program or course for your career.

Visit <https://leeward.emsicc.com/> and pursue your dream job.





Business and Professional Studies

Coordinator: Joy Mahiko - For a customized training solution, contact jmahiko@hawaii.edu

Moving Up to Supervisor

Course Number: BUS5500

The goal of the Moving Up To Supervisor training series is to provide employees with an understanding and competency in supervision, organizational structures, group process and interpersonal communication. Participants develop individual awareness, competency in critical thinking skills, and resource management.

SEC	FEES	HRS	DATES	DAYS	TIMES
0503	\$199	8.0	May 3	Fri	8:00am to 4:00pm

Teamwork: Building Better Teams

Course Number: BUS5506

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

SEC	FEES	HRS	DATES	DAYS	TIMES
0517	\$199	8.0	May 17	Fri	8:00am to 4:00pm

Resolving Conflicts in the Workplace

Course Number: BUS5508

A positive work environment makes employees feel good about coming to work. It is especially important to maintain a positive workplace because it reduces workplace stress and conflicts. In this workshop, you'll gain the skills and strategies to predict, prevent, and resolve conflicts that commonly happen when people work together. Learn techniques to maintain composure and respond confidently as the mediator or negotiator.

SEC	FEES	HRS	DATES	DAYS	TIMES
0614	\$199	8.0	Jun 14	Fri	8:00am to 4:00pm

Delegation: The Art of Delegating Effectively

Course Number: BUS5511

Delegation is often one of the hardest skills for a supervisor or manager to master. However, the skill can be learned. This one-day workshop will explore many of the facets of delegation: when to delegate, and who to delegate to. We will also go through the delegation process step by step, to see where the pitfalls lie, and what we can do about getting around them.

SEC	FEES	HRS	DATES	DAYS	TIMES
0531	\$199	8.0	May 31	Fri	8:00am to 4:00pm

Customer Service: Building a Solid Reputation

Course Number: BUS5512

The need for leading, promoting, and enhancing a customer-focused culture is essential within every organization. This one-day workshop will explore the basic necessities of customer service for any organization. You will learn and practice different skills and techniques, including drawing from your own personal experiences to share the benefits and challenges. Consider this workshop as a re-energizing time to build and expand from where you are now.

SEC	FEES	HRS	DATES	DAYS	TIMES
0628	\$199	8.0	Jun 28	Fri	8:00am to 4:00pm

Boosting Motivation and Performance in the Workplace

Course Number: BUS5603

A drop in productivity and performance in the workplace can be extremely contagious if not addressed. In contrast, a boost in productivity can also be highly contagious and accelerate the performance of a dynamic team. Learn what businesses today are doing to create a more dynamic, loyal, and productive team of employees. Participants will identify the individual needs of staff and identify focus areas to boost motivation and morale in the workplace.

SEC	FEES	HRS	DATES	DAYS	TIMES
0712	\$199	8.0	Jul 12	Fri	8:00am to 4:00pm

Basics of Business Process Mapping **Course Number: BUS5650**

We often perform recurring tasks, yet we often fail to document the entire process from beginning to end. Process mapping allows individuals and organizations to understand what the organization does and who performs each action in a visual representation. This workshop provides a hands-on opportunity to learn basic fundamentals of processes and basic components and skills for process mapping.

SEC	FEES	HRS	DATES	DAYS	TIMES
0809	\$199	8.0	Aug 9	Fri	8:00am to 4:00pm



Analyzing Processes to Map Better Outcomes **Course Number: BUS5651**

Leaders often face challenging environments, which require budget reduction, increased efficiencies, streamlining of work, and increasing production. Using process maps, leaders can analyze the process to make effective decisions and identify opportunities for improvement. This workshop provides a hands-on opportunity to learn basic process mapping analysis, which leverages basic process mapping concepts and introduces new skills in detailed process mapping, and new components in process analysis.

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

SEC	FEES	HRS	DATES	DAYS	TIMES
0823	\$199	8.0	Aug 23	Fri	8:00am to 4:00pm

Project Management Basics **Course Number: BUS5655**

This course will introduce project management terminology and concepts. Organizations use projects for temporary requirements aimed to achieve key deliverables, optimize limited resources and budget, or perform initiatives outside of normal operations. Participants will be prepared with a basic understanding of the project life cycle, project roles, and importance of the project triple constraints - scope, time, cost. In addition, participants will gain skills to build simple project management tools such as a Project Charter and Work Breakdown Structure.

SEC	FEES	HRS	DATES	DAYS	TIMES
0726	\$199	8.0	Jul 26	Fri	8:00am to 4:00pm



Computers and Technology

Coordinator: William Castillo - For a customized training solution, contact wkcastil@hawaii.edu

Microsoft PowerPoint 2016 - FastCourse **Course Number: COM5131**

Want to create a memorable presentation or a creative flyer? This introductory course will give first-timers enough skills to feel confident with PowerPoint. The course begins with navigating the PowerPoint ribbon, then moves on to selecting themes and templates, creating slides, adding bullets, selecting layouts, copying objects, editing slides, formatting text, adding sounds, transitions, clip-art and delivering the slideshow including printing handouts.

SEC	FEES	HRS	DATES	DAYS	TIMES
0510	\$125	7.5	May 10	Fri	9:00am to 4:30pm

Microsoft Access 2016 Level 1 - FastCourse **Course Number: COM5143**

This course is ideal for the first-time Access users or novices wanting to learn the basic mechanics of creating and building a database. Participants will gain a foundational knowledge of maintaining an existing database through an introduction of the uses and functionality of tables, queries and reports.

SEC	FEES	HRS	DATES	DAYS	TIMES
0628	\$125	7.5	Jun 28	Fri	8:30am to 4:30pm

“Instructor Coached” Courses

Our instructor coached courses allow you to progress at your own speed while receiving individualized attention and assistance from the instructor. This approach is ideal for adult learners who need more time and assistance. Instruction ends when you have accomplished your course competencies, or by the course end date, whichever comes first.

Instructor Coached courses are held Monday through Thursday, 8:00am-10:00am, 10:00am-12:00pm, 8:00am-12:00pm or 12:30pm-2:30pm. Participants may start their courses on any given Monday, depending on seat availability. A 36-hour course typically takes 5 weeks to complete, based on a 2-hour session.

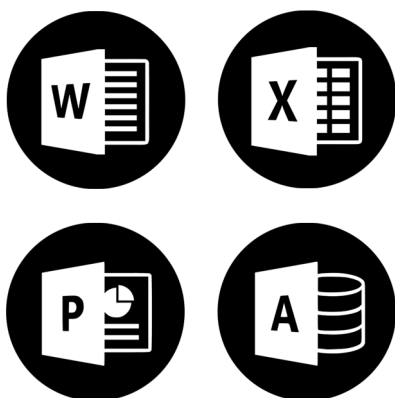
Call 455-0477 for information and registration.



**Microsoft Word I:
Fundamentals of Word - FastCourse
Course Number: COM5181**

Participants will learn to navigate the basic features of Microsoft Word 2016 by creating and editing documents through practice and common office projects. Participants will work with paragraphs, set tabs, compose letters, adjust page margins and more. First-time and experienced users will benefit from this introductory course.

SEC	FEES	HRS	DATES	DAYS	TIMES
0607	\$125	7.5	Jun 7	Fri	9:00am to 4:30pm



**Microsoft Word II:
Mail Merge - FastCourse
Course Number: COM5182**

The Microsoft Word 2016 Intermediate course is ideal for experienced users interested in creating manuals, flyers, office documents. Topics include mail-merge, form letters, templates, objects and images, envelopes, watermarks and background fills. Participants will also create and manage tables and data.

SEC	FEES	HRS	DATES	DAYS	TIMES
0614	\$125	7.5	Jun 14	Fri	9:00am to 4:30pm

**Microsoft Word III:
Reviewing and Sharing - FastCourse
Course Number: COM5183**

This course is for intermediate users wanting to improve their skills and techniques using Microsoft Word 2016. Topics include features used for organizing long documents including table of contents, indices, page numbering and cross referencing. Other skills include integrating multiple users and reviewers for a document as well as personalizing your Word settings and macros..

SEC	FEES	HRS	DATES	DAYS	TIMES
0621	\$125	7.5	Jun 21	Fri	9:00am to 4:30pm

**Microsoft Excel III: Data Analysis - FastCourse
Course Number: COM5185**

This course is for intermediate users wanting to improve their skills and techniques using Microsoft Excel 2016. Topics include features used for data analysis and auditing via financial functions and advanced functions. Participants will also learn how to create pivot tables and work with macros.

SEC	FEES	HRS	DATES	DAYS	TIMES
0503	\$125	7.5	May 3	Fri	9:00am to 4:30pm



Education and Career Planning

Coordinator: Joy Mahiko - Phone: 455-0500, Email: jmahiko@hawaii.edu

THRIVE (Teaching Habits to Reach Independence and Viable Employability) **Course Number: EDU5450-0111**

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

SEC	FEES	HRS	DATES	DAYS	TIMES
0603	\$980	60.0	Jun 3 to Jul 31	Mon thru Wed	9:00am to 12:15pm
0828	\$980	60.0	Aug 26 to Oct 23	Mon thru Wed	9:00am to 12:15pm



Basic Sign Language at OCEWD

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

For information visit: <https://www.csc-hawaii.org/services/youth-family/>

OCEWD on PDE3

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

Courses from our Business and Professional Studies, or Education and Career Planning, can also be brought to you and customized for your staff.

Contact Joy Mahiko at jmahiko@hawaii.edu for details.



Healthcare and Caregiver Services

Coordinator: Joy Mahiko - Phone: 455-0500, Email: jmahiko@hawaii.edu

American Heart Association First Aid w/CPR & AED Course Number: HLTH5000

This first aid course, with CPR and AED, certification and re-certification course prepares participants to respond to medical emergent situations in the workforce, hospital, schools or in public settings. The participant will practice health and safety solutions for adult first aid, environmental emergencies, adult/child cardiopulmonary resuscitation (CPR) with a mask and operation and placement of an automated external defibrillator (AED).

SEC	FEES	HRS	DATES	DAYS	TIMES
0520	\$199	8.0	May 20	Mon	8:30am to 4:30pm
0617	\$199	8.0	Jun 17	Mon	8:30am to 4:30pm
0722	\$199	8.0	Jul 22	Mon	8:30am to 4:30pm
0819	\$199	8.0	Aug 19	Mon	8:30am to 4:30pm

AHA Basic Life Support Healthcare Provider Training Course Number: HLTH5010

Basic life support for the healthcare provider course prepares the licensed/non-licensed healthcare professional to provide necessary care to maintain life through skilled measures during medical emergencies. This course incorporates adult and pediatric training necessary to maintain life until emergency medical responders arrive.

SEC	FEES	HRS	DATES	DAYS	TIMES
0713	\$250	8.0	Jul 13	Sat	8:30am to 4:30pm

Nurse Aide Training Program Course Number: HLTH5100

The Nurse Aide Training Program focuses on the fundamentals of nursing and care giving techniques. The 150-hour course consists of five modules. Instructors deliver an intensive hands-on approach to prepare participants with the vocational skills to be a skilled healthcare provider. Participants develop knowledge and skills through theory and practice in the classroom and nursing lab settings. Participants are given multiple opportunities to practice their

skills during their clinical experience at a designated medical facility.

Upon successful completion of the course and the state examination, participants are credentialed as a Certified Nurse Aide (CNA) and a member of the Hawaii Nurse Aide Registry.

Graduates of the Nurse Aide program are also eligible to enroll in Nurse Aide II: Patient Care Technician.

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

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

SEC	FEES	HRS	DATES	DAYS	TIMES
0713	\$2,500	150.0	Jul 13 to Sep 8	Sat, Sun	8:30am to 4:30pm

Adult Residential Care Home (ARCH) Modules Course Number: HLTH5110

Adult Residential Care Home (ARCH) operators program provides participants basic knowledge about geriatric diseases, preparation of special diets, fulfillment of existing orders and therapies, and behavior management. Participants also acquire simple accounting skills, an understanding of the Department of Health rules and regulations governing ARCH. The program consists of three in a single track of courses that include ARCH Modules 12-14.

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

Prerequisite(s): Documentation of completion in a Hawaii State 100+ hours of a NATP (Nurse Aide Training Program) or a copy of your CURRENT CNA (Certified Nurse Aide) card administered by the American Red Cross or Prometric.

SEC	FEES	HRS	DATES	DAYS	TIMES
0602	\$775	52.0	Jun 2 to Jul 21	Sun	8:30am to 4:30pm

ARCH Module 14 (Only)
Course Number: HLTH5114

Prepare the adult residential care home operator to implement specified regulations of the Hawaii Administrative Rules, Title 11, Chapter 100.1 ARCH (Rules and Regulations). Module 14 covers regulations, accounting records, and community resources for resident operators. A copy can be obtained by calling 692-7404 for \$15, or downloading the document at <https://goo.gl/BvK1cp>.

SEC	FEES	HRS	DATES	DAYS	TIMES
0519	\$320	14.0	May 19-26	Sun	8:30am to 4:30pm
0714	\$320	14.0	Jul 14-21	Sun	8:30am to 4:30pm



Pharmacy Technician
Course Number: HLTH5600

There's a growing demand for pharmacy technicians in Hawaii as a result of our rapidly growing healthcare industry. Separate yourself from the competition through our course, which provides the skills and knowledge necessary to receive national certification, and build the foundation for a pharmaceutical career. Employers will recognize that you're more qualified to offer effective patient care and service. Besides learning the history of pharmaceutical medicine, you'll develop skills in calculations, drug classification, processing, inventory and billing - various roles of a Pharmacy Technician in retail and hospital settings.

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

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

SEC	FEES	HRS	DATES	DAYS	TIMES
0610	\$1,800	150.0	Jun 10 to Aug 1	Mon and Thu	9:00am to 12:00pm

Medical Receptionist and Patient Services
Course Number: HLTH5700

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

Prerequisite(s): High school diploma or GED equivalent. 9th grade reading level and intermediate computer skills required. Placement test can be taken Monday-Thursday from 8am-2pm, photo ID is required for testing.

SEC	FEES	HRS	DATES	DAYS	TIMES
0507	\$1,700	80.0	May 7 to Jul 18	Tue and Thu	5:00pm to 9:00pm

Pharmacy Technician Externships Available

Through partnerships with CVS Health/Longs Drugs®, and Walgreens, we are able to offer our Pharmacy Technician participants two externship opportunities. As part of your training you're eligible to work in the pharmacy at one of these local stores, with the potential to be hired upon completion.

Visit ocewd.org/PharmacyTech

Longs Drugs®
♥CVSHealth™

Walgreens
 at the corner of happy & healthy™

Medical Assisting at Leeward CC

Industry certification that's affordable and accessible. Start your healthcare career today.

Some people know what kind of work they want to do from a very young age while others need experiences to guide them. Different circumstances influence these decisions, but for three of our Medical Assisting students the end goal is the same— they all want a job where they can help people.

OCEWD's new Medical Assisting (MA) Program provided Cindy Mendoza, Shania Kim Kahana, and Chelsea Billaber with an opportunity to pursue this goal. This unique, 12-month class, with stackable credentials in multiple industry certifications, was designed to help those with no healthcare experience and those who are currently employed. By completing their training, these three young women will be prepared to meet Hawaii's demand for skilled Medical Assistants, and do what they love for a living.

Through funding from a grant, the inaugural cohort had 50% of their tuition covered, which included the cost of scrubs, books, supplies, and exam fees. The balance had to be paid for by the students, which was difficult for Cindy Mendoza. She always wanted to work in patient care but balancing work and school, with limited finances, wasn't easy.

"The hardest thing was quitting one of my jobs because I lost my benefits and seniority... but it was worth it to take this program, " - Cindy Mendoza

She worked at an assisted living facility straight out of high school. Then, she pursued a nursing degree at Kapiolani CC, but couldn't afford to continue. After putting aside her education to work full-time between Straub and Kaiser Moanalua, Cindy found OCEWD's program online and made the commitment to get certified as a Medical Assistant.



Photo:
Cindy Mendoza

After just 6 months in the program she already has her CHAA (Certified Healthcare Access Associate) certification, and she is using what she learned at work. Always looking for growth in a job, she welcomes change, and hopes that getting additional certifications will open doors to new work experiences.

Like Cindy, Shania Kim Kahana loves helping others and wants to work in patient care. Because her brother was in the Neonatal Intensive Care Unit (NICU) her ultimate goal is to work in an NICU. She chose to work right out of high school, as a lei greeter, but taking care of her grandmother set her on a path to find work at Wilson Senior Living in Kailua, and take the Medical Assisting program. Without any formal healthcare training, she saw the program as a way to help get her foot in the door at a hospital or clinic.



Photo: Shania Kim Kahana (left), and Chelsea Billaber

Thanks to a supportive family, she was able to make time for classes even while raising a 5-year old son. She also qualified for financial assistance through the First-to-Work program (assistance for single parents). Now she, and four of her co-workers at Wilson, are motivated and enjoying the class, “we’re all like family in there now... it gets exciting when you start taking the steps (to reach your goal),” she said. After completing her MA class she plans to transfer to UH West Oahu or Kapiolani CC to pursue a nursing degree.

One benefit of the MA program is accessibility. For someone like Chelsea Billaber, who isn’t exactly sure what kind of work to pursue, this gives her a chance to try things out as an MA without a huge time or financial commitment (compared to a degree program). She has always worked in retail, recently at Target and at CVS Health/Longs Drugs, to support her two young children. Working at Longs Drugs got her interested in a position as a Pharmacy Technician, but she isn’t totally committed to that path. No longer

satisfied with retail jobs, she searched for a job in the medical field and that’s when she found OCEWD’s Medical Assisting program.

Chelsea was able to get tuition assistance through HINET (Hawaii Nutrition Employment and Training program), but she also had to quit her job at Target to accommodate her class schedule. It was a big leap for her to give up good pay and benefits, but she says, “It feels good because (taking the class) is something I wouldn’t think I could do. This is going to set me up for something better– something I feel I needed.” She’s still not certain if she wants to become a nurse but she is determined to start as a Medical Assistant and see if can lead to a career where she helps others.

“I like the teachers, the instruction, even though it’s fast-paced, we’re getting everything” - Chelsea Billaber

There are other students in this inaugural cohort, like Cindy, Shania, and Chelsea, who have overcome personal, professional, and financial challenges. They are all very determined and, as they progress through their training, and receive their certifications, they are already realizing the benefits of a course designed to maximize their knowledge and employability.

With industry professionals instructing, small class sizes, and Leeward CC’s support services, the Medical Assisting Program is designed for student success. Don’t wait - start today - and build the foundation for a lasting, sustainable career by registering for the next Medical Assisting cohort.

Visit ocewd.org/MedicalAssisting, or call 455-0477 for registration and information.

The Highest Standards

Our 12-month program is broken up into modules. Each module focuses on specific skills for each certification. All are based on national standards– your certifications will be recognized anywhere in the United States.



Visit ocewd.org/MedicalAssisting for certification details.



Healthcare Technology

Coordinator: William Castillo - Call office at 455-0477 or email: wkcastil@hawaii.edu

Certified Coding Series

Course Number: HLTH5400

This series is based on the model curriculum of the American Health Information Management Association (AHIMA) designed to provide students with a solid working knowledge of coding as an AHIMA Certified Coding Specialist. Previous education experience will be taken into consideration if classes have been completed and participants can provide transcripts.

The Coding Series includes the following courses:

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

SEC	FEES	HRS	DATES	DAYS	TIMES
0528	\$7,865	609	May 2019 to May 2020	Tue, Wed, Thu, Mon	5:45pm to 8:45pm

**Individual course schedules listed below.*

Introduction to Medical Terminology

Course Number: HLTH5405

This course introduces the basic rules of medical word building. Learn to identify prefixes, suffixes, and word roots commonly used in medical terminology. Participants will become oriented to the different systems of the human body and learn medical abbreviations and symbols.

SEC	FEES	HRS	DATES	DAYS	TIMES
0528	\$125	12.0	May 28 to Jun 6	Tue, Thu	5:45pm to 8:45pm

Advanced Medical Terminology

Course Number: HLTH5410

This course focuses on the pronunciation, spelling, and definition of medical terms. Participants will understand the scientific and technological language of anatomy, physiology, and special medical procedures.

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

SEC	FEES	HRS	DATES	DAYS	TIMES
0611	\$485	36	Jun 13 to Jul 25	Tue, Thu	5:45pm to 8:45pm

Anatomy and Physiology

Course Number: HLTH5420

Anatomy and Physiology is the study of the structure and function of the human body. In this course, participants will explore the many complexities of the human organism and how it is put together. The course will cover all major systems, organs, tissues and cells. Participants will also be introduced to disease (pathophysiology) and how it manifests itself inside humans.

Prerequisite(s): Successful completion of Advanced Medical Terminology (HLTH5410).

SEC	FEES	HRS	DATES	DAYS	TIMES
0730	\$695	45	Jul 30 to Sep 17	Tue, Thu	5:45pm to 8:45pm

Health Information Technology and

Healthcare Delivery

Course Number: HLTH5470

This course will teach participants about the design, development, and handling of health information data. Learn how information is stored, retained, and retrieved in accordance with ethical, legal and voluntary rules, regulations and standards, numbering and filing systems, documentation and form requirements, screen designs and content, use and structure of health data sets, and how these components relate to primary and secondary record systems are covered.

SEC	FEES	HRS	DATES	DAYS	TIMES
0729	\$645	45	Jul 29 to Sep 18	Mon, Wed	5:45pm to 8:45pm



Coding Professional Practice
Course Number: HLTH5480

Certified Coding Series Exam Preparation is the capstone course designed to prepare students for the CCS exam. Participants will practice coding inpatient, ambulatory, surgical and emergency patient records. The CCS exam fee is included in the tuition of the course.

Prerequisite(s): Completion of Reimbursement Methodologies (HLTH5460) recommended, and successful completion Advanced Coding II (HLTH5455) required.

SEC	FEE\$	HRS	DATES	DAYS	TIMES
0629	\$895	90	Jun 27 to Aug 20	Thu, Mon, Tue, Wed	5:45pm to 8:45pm

Medical Reimbursement Specialist (Billing)
Course Number: HLTH5500

Participants will acquire skills in the management of patient medical accounts standard healthcare billing methodologies. Through the use of required books, participants will use the terms and practical knowledge of: coding, insurances, acronyms, compliance, fraud, abuse and managed care. Participants may bring their own copy of the following books (older versions allowed) CPT (Professional or standard) and ICD-10, and HCPCS books

SEC	FEE\$	HRS	DATES	DAYS	TIMES
0602	\$1,800	80	Jun 3 to Aug 7	Mon, Wed	5:00pm to 9:00pm



Hospitality

Coordinator: Joy Mahiko - Phone: 455-0500, Email: jmahiko@hawaii.edu

Food Safety & Sanitation - ServSafe®

Course Number: HOSP5100

Learn the essential knowledge needed to keep your work site safe and sanitary. The ServSafe® training teaches you the concepts and proper practices required for job success in the food service industry.

SEC	FEES	HRS	DATES	DAYS	TIMES
0722	\$289	16.0	Jul 22-23	Mon, Tue	8:30am to 4:30pm



Restaurant Server

Course Number: HOSP5410

This classroom-based training provides job knowledge and skills hospitality and restaurant server positions. Classroom instruction includes understanding how to perform restaurant server tasks correctly and consistently while exercising the soft skills required to be successful in the hospitality industry. Common tasks for restaurant servers will be broken down, step-by-step, making it easy and simple to learn for persons without any experience in hospitality and food and beverage. Students who complete the examination successfully will earn an industry-recognized credential by the American Hotel and Lodging Educational Institute.

SEC	FEES	HRS	DATES	DAYS	TIMES
0603	\$700	40.0	Jun 3 to Aug 5	Mon, Tue	8:30am to 12:30pm

Integrated Industrial Technology

Get the skills you need for a job in the emerging industrial technology industry! The IIT program provides you with a theoretical and practical understanding of mechatronic systems as well as develops practical skills and systems integration. Graduates will be able to program, operate, maintain, calibrate, and repair the equipment that makes up these systems.

You'll be prepared for jobs that involve the integration of electronic, electrical, mechanical, and communications systems. Typical occupations may include:

- Electro-Mechanical Technician
- Mechanical Engineering Technician
- Manufacturing Production Technician
- Robotics Systems Technician
- Process Control Systems Integration Technician

Visit www.leeward.hawaii.edu/iit for more information, or contact Coordinator, Bill Labby at wlabby@hawaii.edu.





Transportation

Coordinator: William Castillo - Call office at 455-0477 or email: wkcastil@hawaii.edu

Complete Commercial Motor Vehicle (CMV) Training Series **Course Number: TRAN5500**

Upon completion of this series the participant will gain valuable knowledge of and experience with a class A and B Commercial Motor Vehicle (CMV). The participant will also be prepared to obtain a Commercial Driver License (CDL) Class A. This series ensures participants complete the entire training in a single track of courses.

Prerequisite(s): Participants interested in the Commercial Motor Vehicle (CMV) Training Program must pass the Gates-MacGinitie Reading Test with an 11th grade level or higher prior to enrollment. You must be at least 21 years old at the start of the training program. A valid State of Hawaii Passenger Vehicle Drivers License. Hawaii Driver History Record. A Medical Examiners Report Form and A Medical Examiner's Certificate conducted by a licensed medical examiner. Complete Student Participant Information Sheet (in office).

Please contact the coordinator for information if you are interested in our CMV Series.

SEC	FEES	HRS	DATES	DAYS	TIMES
TBA	\$3,300	110.0	TBA	TBA	TBA

Commercial Motor Vehicle (CMV) Training Series without Permit Prep **Course Number: TRAN5510**

This series provides participants who have already obtained a Commercial Driver License (CDL) Permit Class A, the opportunity to be prepared to obtain a Commercial Driver License (CDL) Class A and/or B. This series also ensures participants complete the entire training in a single track of courses.

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

Please contact the coordinator for information if you are interested in our CMV Series.

SEC	FEES	HRS	DATES	DAYS	TIMES
TBA	\$3,005	110.0	TBA	TBA	TBA

OCEWD's CDL Simulator

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

Visit ocewd.org/CMVseries for information.



Forklift Certification
Course Number: TRAD8300

Hawaii Occupational Safety & Health in conjunction with OSHA, established certification requirements for forklift operators. Regulations require employers to provide the training. Leeward Community College has established a certification training that meets industry standards. Participant must wear long pants and covered shoes. Certification is for Class 1, 4, and 5 vehicles only.

Prerequisite(s): 18 years old and Current Driver License.

SEC	FEES	HRS	DATES	DAYS	TIMES
0507	\$135	7.0	May 7	Tue	8:00am to 3:30pm

Forklift New Operator and Certification
Course Number: TRAD8350

Hawaii Occupational Safety Health in conjunction with OSHA, established certification requirements for forklift operators. Regulations require employers to provide the training. Leeward Community College has established a certification training that meets industry standards. Certification is for Class 1, 4, and 5 vehicles only.

Prerequisite(s): 18 years old and Current Driver License.

SEC	FEES	HRS	DATES	DAYS	TIMES
0507	\$195	14.0	May 7-8	Tue, Wed	8:00am to 3:30pm
0528	\$195	14.0	May 28-29	Tue, Wed	8:00am to 3:30pm
0618	\$195	14.0	Jun 18-19	Tue, Wed	8:00am to 3:30pm



A Customized Training Experience

Are you getting the results you want from your employees? We recognize that employers and organizations often require employees to have specific skill sets. When these skills are lacking it can directly affect the bottom line. Training increases performance. In the past, this training was not available locally and it was expensive.

OCEWD has developed and delivered many successful short-term, industry specific, training courses at affordable rates. We can work with you to develop training right here at home, from the ground up, to meet your needs.



Benefits of Customized Training

Flexible Schedules

Daytime or evening, we can deliver classes on weekdays or weekends.

On-site Training

Get your training delivered at your location or at the Leeward Community College campus.

Customized Curriculum

Focus on the skills your group needs, and build your training to match standards of your choice

Industry Experienced Instructors

We have a network of instructors with a wide range of certifications who can deliver the curriculum with practical, working knowledge of the subject matter.

Registration

OCEWD will handle registration, payment, and other logistics, so you don't have to.

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

Visit ocewd.org/custom for coordinator contacts and customer testimonials.

Financial Assistance

Lifetime Learning Credit

The Taxpayer Relief Act of 1997 provides for Lifetime Learning Credits for qualified tuition and related expenses for eligible individuals seeking to acquire or improve job skills.

Learn more at the Internal Revenue Service (IRS)
Website: <https://www.irs.gov/Individuals/LLC>

American Job Center Hawaii (Formerly O'ahu WorkLinks)

The American Job Center Hawaii (formerly O'ahu WorkLinks) is a one-stop center that provides free employment training services to job seekers and assists employers who are looking to hire or train employees. The AJC is operated by the City and County of Honolulu and overseen by the O'ahu Workforce Development Board.

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

Services for Job Seekers

- Computer Resource Center
- Free computer and internet access
- Search online and apply directly for hundreds of jobs at <https://www.hirenethawaii.com>
- Create or update your resume
- File an unemployment insurance claim

General and Individualized Career Services

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

Services for Employers

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

For more information, call 808-768-5701 or visit <http://www.honolulu.gov/dcs/workforce.html>

My Career Advancement Account (MyCAA)

My Career Advancement Account (MyCAA) Scholarship Program is a workforce development program that provides up to \$4,000 of financial assistance to eligible military spouses who are pursuing a license, certification or Associate degree in a portable career field and occupation.

Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 who have received approval for coursework while their military sponsor is on Title 10 military orders are eligible. Spouses married to members of the National Guard and Reserve Components in these same pay grades are eligible.

Spouses can visit the My Career Advancement Account Scholarship Spouse Portal online at <https://aiportal.acc.af.mil/mycaa> and provide the required Spouse Profile information. Call a certified MyCAA Career Counselor at 800-342-9647.

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

ETF for Employers

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

There are currently two types of ETF funding sources:

ETF MACRO

ETF Macro provides grants for industry specific training where there are critical skill shortages in high growth occupational or industry areas. These funds are used as “seed” money to develop “cutting edge” education and training curricula and program design and activities where none exist in the state.

ETF Macro grants are made available on availability of funds. If your business organization, consortium, or employer group, is interested in applying for an ETF grant, please call the Workforce Development Division, State Department of Labor and Industrial Relations, at 586-8877.

ETF MICRO

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

<http://labor.hawaii.gov/wdd/home/employers/etf/micro/>

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

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

Need money for school? HINET can help.

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

Supplemental Nutrition Assistance Program (SNAP) recipients who enroll at Leeward CC for a minimum of 6 credit hours (part-time), or register for an approved noncredit workforce program (see reverse), are eligible for assistance. Qualified students may be eligible to receive assistance covering: tuition, books and supplies, transportation services, tutoring, service learning, emergency costs, job search assistance, and more.



TUITION



BOOKS & SUPPLIES



TRANSPORTATION



SUPPORT SERVICES

Are you eligible? Eligibility criteria:

- Completion of the Free Application for Federal Student Aid (FAFSA)
- Currently receiving or eligible to receive SNAP benefits through Department of Human Services (DHS)
- Preparing for vocational, professional, technical, non-transfer degree or certificate program
- Enrolled in Leeward Community College at a minimum of 6 credit hours (part-time) or in an approved non-credit workforce training program
- Not receiving Temporary Assistance for Needy Families (TANF)

Qualified students may receive:

- Tuition Assistance
- Assistance with Books and Mandatory Fees (funds pending)
- Service Learning
- Workforce Training
- Educational Advising, Academic Coaching and Personal Support
- Support Services, including: Transportation Services, Tutoring, Books, Emergency Costs, Employment Advising, Uniforms, Career Coaching, Job Search, Assistance, Resume Writing, Supplemental Instruction

Contact Us For Info and Eligibility:

Lisa Kitahara
Leeward CC HINET, Program Officer
Phone: 455-0563
Email: HINET2@hawaii.edu

Visit hinethawaii.org



HO'ŌLA 'IKE
(gift of knowledge)

Additional Resources

Alu Like, INC.

Hana Lima Scholarship

The Hana Lima Scholarship provides financial assistance to students participating in a vocational or technical education program for occupations that can provide a “living wage.” This scholarship is available to students in vocational programs that lead to a specific segment of employment.

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

For information, and eligibility requirements, visit <https://www.alulike.org/hlsp/>

808-535-6700 HanaLima@alulike.org

Employment Readiness Program (ERP)

Where career success begins...

The Employment Readiness Program offers information and referral services and assistance to military spouses; active duty military; retired military; active Guard and Reserve; DoD civilians; and all immediate family members in the areas of employment, training and volunteer opportunities. The services are designed to give you the competitive edge necessary to secure employment and advance your career. Services include hiring events, career counseling and training, employment and education information, volunteer opportunities, internet job search and assistance in resume writing and goal setting.

Visit <http://www.himwr.com/work-a-career-centers>

Office of Hawaiian Affairs (OHA)

A higher education opens up a world of possibilities. OHA is committed to ensuring Native Hawaiians and their ‘ohana are aware of existing resources to assist them in pursuing their education and training goals. Each year OHA provides funding for scholarships through its Higher Education Scholarship Programs.

In addition, OHA has created He Ipu Kā‘eo, a resource booklet created for Native Hawaiian students seeking post-secondary education; both college and career training programs. It includes information on scholarships, financial aid resources, and student support services.

For information and a list of OHA Scholarships, visit <http://www.oha.org/scholarships>

Phone: 594-1835

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

Looking for a job? Let Job Prep Services help.

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

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

Come visit us at our office on the main campus at Room AD222, Monday - Friday, 7:45am - 4:30pm, or contact us at jobprep@hawaii.edu.



For Students

All UH students may use this free web portal to search for local jobs. Simply click on "sign up" under "off-campus jobs" to register.

Visit leeward.hawaii.edu/jobs-students to browse jobs.

For Employers

Employers may post job listings for free, just by registering in a few easy steps.

Visit www.leeward.hawaii.edu/jobs-employers to register.



Accreditations/Affiliations

American Health Information Management Association®

The Certified Coding Series is recognized as a Professional Certificate Approval Program (PCAP).



American Medical Billing Association (AMBA)

The Certified Reimbursement Specialist program prepares participants for the AMBA Certified Medical Reimbursement Specialist examination.



American Heart Association®

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



American Medical Technologists

American Medical Technologists (AMT) is a nationally and internationally recognized certification agency and membership society for allied health professionals. AMT is accredited by the National Commission of Certifying Agencies (NCCA) for all its competency-based examinations.



Visit www.americanmedtech.org/about-us for list of specific certifications.

Certified Nurse Aide and ARCH

The Nurse Aide Training program has been approved by the Department of Human Services and Community Ties of America (CTA). The Adult Residential Care Home operator program is approved and recognized by the State of Hawai'i Department of Health.



CertTEC® Basic Electricity and Electronics

The CertTEC® BEE certifications consist of 4 individual certifications focusing on basic electricity and electronics fundamentals in the following four subject areas: AC, DC, Analog, and Digital, and are accredited by the International Certification Accreditation Council (ICAC) to meet ISO 17024 guidelines.



Electronics Technicians Association, International (ETA® International)

ETA® International represents the electronics industry, and currently offers Stand-Alone Certifications and Journeyman Certifications, and is accredited by the International Certification Accreditation Council (ICAC). OCEWD is a Certification Administrator for all ETA-International exams.



ESCO

Section 608 of the US Federal Clean Air Act requires all persons who work with regulated refrigerants to be certified. The EPA regulates the certification process and administration of the exam. ESCO Institute is the largest provider of the EPA Section 608 Certification.



National Association of Healthcare Access Management™

The Patient Service Representative program is accredited by the National Association of Healthcare Access Management.



Pharmacy Technician Certification Board®

The Pharmacy Technician program is a member of the PTCB® advocate educator network.



Information and Policies

These policies are general program policies. Individual courses may have their own specific policies that would be found on the course syllabus provided by the instructor on the first day of class.

Accreditation

Leeward Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC), an institutional accrediting body recognized by the Council for Higher Education Accreditation, and the United States Department of Education.

Academic Information

Letter grades are given in all courses. Grades signify the various levels of achievement in carrying out the performance objectives of the course.

ADA Access

Deaf and Hard of Hearing individuals desiring information may contact the College by calling the TTY (Text Telephones) number at 1711 or (808) 643-8833. A TTY pay phone is located at the west side, ground floor, of the Administration Building.

Information about the programs, services, activities, and facilities which are available to persons with disabilities, can be obtained by contacting the Kako'o 'Ike Program (455-0421, TTY number at 455-0532 or 643-8835).

Attendance Policy

Participants are expected to attend all class sessions. Sign-in sheets are completed at every class session. Participants must attend all classes in order to satisfactorily complete the course. For every fifteen (15) hours of instruction, one hour of instruction can be missed. Arriving more than 15 minutes late at the start of a class will be documented as a tardy or leaving more than 15 minutes early at the end of a class will be documented as an early departure.

Instructors reserve the right to drop a student from class if student is absent more than 3 days without notifying the school. Refer to the course syllabus for specific course policies.

Awarding Of Certificates

Certificates of Professional Development will be issued to students successfully completing workforce development classes. Certificates of Participation will be issued to students who successfully complete personal enrichment classes.

Campus Security, LA 238, 455-0611

Campus Security provides around-the-clock assistance to students, faculty, and staff and maintains a "lost and found" service. Incidents and concerns relating to security should be reported directly to Campus Security. Campus Security offers an Escort Service on request from anyone on campus by calling 455-0611.

Cancellation Policy

Courses are subject to cancellation if minimum enrollment is not met. If a class is canceled, you will be notified by telephone and/or email. Your registration fee and tuition will be fully refunded, or you can transfer to another class.

Course Extensions

An extension may be recommended and allowed for students needing additional time to meet course competencies and requirements. Extensions must be approved by the program coordinator and payer (ie. Agencies) prior to the end of the initial course.

Note: Fees for extensions vary with each program and must be paid prior to extending.

"Credit" By Review

OCEWD's Course Equivalency Program provides alternate opportunities to obtain recognition for prior learning. Leeward Community College believes there are many ways to become "educated" besides traditional course offerings.

The College provides options which allow students to demonstrate competency gained through non-classroom experiences and to earn college credits for them. This allows students to spend their time and money on the new subjects they need and want to take. Requests for "credit" must be approved by OCEWD administration and the instructor.

Methods for earning such credits include:

- Independent Study
- Credit-by-Exam
- Credits Earned at Foreign Colleges and Universities
- Equivalency Examinations
- College-Level Examination Program (CLEP)
- Credit for Prior Learning
- Non-collegiate-Sponsored Education Credit

Description of Practical Training

Practicum and clinical experiences include placement and completion of required hours at an industry recognized facility. These experiences provide participants multiple opportunities to transfer their knowledge and skills learned in the classroom in a professional environment. The performance of participants are monitored and evaluated by program instructors to meet the high standards for certification or licensure. Programs that include practicum or clinical experiences are a program requirement and participation is mandatory for graduation.

EEO Policy

Leeward Community College is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, and veteran status. This policy covers admission and access to, and participation, treatment, and employment in the College's programs, activities, and services.

Entrance Requirements

Any person interested in enrolling must meet the following entrance requirements to ensure eligibility and course progression.

(1) Participant must be at least 18 years old at the start of the program. (2) Persons less than 18 years of age need the signature of parent or guardian to enroll in course work. (3) A valid photo ID. Refer to specific programs for individual course/program entrance requirements. See "enrollment eligibility" section of individual courses for addition requirements.

Financial Liability Policy

Enrollment/Registration at OCEWD signifies consent to, and acceptance of all policies and procedures governing enrollment/registration, including financial liability. Participants who fail to remit payment when due, agree to pay the University of Hawai'i all reasonable cost for collection, to include collection agency, attorney's and court fees. Participant is responsible for any unpaid balance.

Medical Emergencies

In case of emergency please notify the Security Office at 611. If you are disabled by sickness or injury, you can contact the Campus Health Center by dialing 515 on any office telephone on campus. Please call 911 in case of emergency (if calling from on campus, you must first dial '9' then 911).

Open Door Policy

Leeward is proud of its "open door" policy and is dedicated to providing educational opportunities

for all its community members. All programs require reading, comprehension, and mathematics at 9th grade minimum to ensure successful completion. It is the policy of the University of Hawai'i to comply with Federal and State laws, which prohibit discrimination in University programs and activities.

Payment

Make checks payable to Leeward Community College. Checks returned due to insufficient funds are subject to a \$25 service fee. Credit/Debit Cards are accepted (MasterCard, VISA, JCB or Discover only).

Privacy

The following information may be disclosed by the institution for any purpose, at its discretion: student's name, student's address or phone number, dates of attendance, certificate awarded, and status (course or full program), and email address. Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1947, as amended. To withhold disclosure, written notification must be received, not later than the first day of class, in the Office of Continuing Education and Workforce Development (OCEWD). OCEWD assumes that failure on the part of any student to specifically request the withholding of categories of Directory Information indicates approval for disclosure.

Standards Of Progress

Attendance, completion of assignments, quiz/exam scores, and satisfactory performance of all skills/tasks contribute to the overall grade. Possible grades include:

(CR) is used to indicate passing with a "C" or higher for non-credit courses. All assignments completed with a score of 70% or higher, a score of 70% or higher on each quiz/exam, and all skills performed satisfactorily.

(NC) is used to indicate not passing with a "C" or higher for non-credit courses. Participants earning a grade of "NC" may repeat a course once. Additional repeats may be allowed after discussion with a Program Coordinator, and participants may be required to repeat the entire course at an additional expense. Participants may not progress to the next higher level course until a "CR" grade is earned.

(I) is used to indicate that the participant has yet to complete one or more requirements by the scheduled end date of a course. Participants will be given an additional opportunity to successfully complete the requirements after instructors provide counseling/remediation. An additional fee may be required for remedial instruction beyond two (2) attempts. Participants that are unsuccessful after four (4) attempts shall be assigned a grade of "NC".

Completion of course requirements must be accomplished during the next offering of the program/course or the grade will be converted as "NC".

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

Student Code of Conduct

Participants enrolled in course(s) are expected to abide by the Leeward Community College University of Hawai'i rules, regulations, and student code of conduct. For more information, visit the Leeward Community College Policies web page at: <http://www.leeward.hawaii.edu/policies>

Student Records Policy

Student records are kept in secured archival files for seven (7) years as mandated by the State of Hawai'i. All student information is protected under the Family Educational Rights and Privacy. Non-credit transcripts are available upon request for a fee of \$10.

Tuition and Fees

All tuition and fee charges at the University of Hawai'i campuses are subject to change in accordance with requirements of State law and/or actions by the University of Hawai'i board of Regents or Administration. The tuition for Leeward Community College Non-Credit courses includes all applicable fees. Tuition rates are posted for each course in the catalog. Students with an outstanding balance prior to the first day of class will not be allowed to attend.

Withdrawal/Refund Policy

A withdrawal/refund will be permitted if the request is made at least five (5) business days (Monday-Friday, excluding holidays) prior to the start of the event, program, or course during regular office hours. Refund requests must be made in person or by writing to the OCEWD (postmarked by the refund deadline). Faxed or mailed withdrawal requests must include the student's signature. Failure to attend class or notifying your instructor of your intent to withdraw does not constitute an official withdrawal from the course. Agencies submitting purchase orders for student registration fees will be billed regardless of attendance, unless notification of withdrawal is made by the specified refund deadline.

Refunds for check and cash payments are processed within eight (8) to ten (10) weeks. Refunds for charge payments are credited to the account originally charged.



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

Advanced Raku

Driver Education

Motorcycle Safety Training

Retirement Planning Workshops

Personal Training

808-455-0477

ocewd.org/enrichment



UNIVERSITY of HAWAII®
LEEWARD
COMMUNITY COLLEGE

**OFFICE OF CONTINUING EDUCATION
& WORKFORCE DEVELOPMENT**

96-045 Ala 'Ike, Room CE 101
Pearl City, HI 96782

808-455-0477
WWW.OCEWD.ORG