

LEEWARD COMMUNITY COLLEGE  
WORKFORCE DEVELOPMENT

# COURSE CATALOG

january-april 2019



## FEBRUARY IS CTE MONTH

*Leeward CC hosts a month full of events and sessions benefitting small businesses, schools, and job seekers*

[WWW.OCEWD.ORG](http://WWW.OCEWD.ORG) 808-455-0477

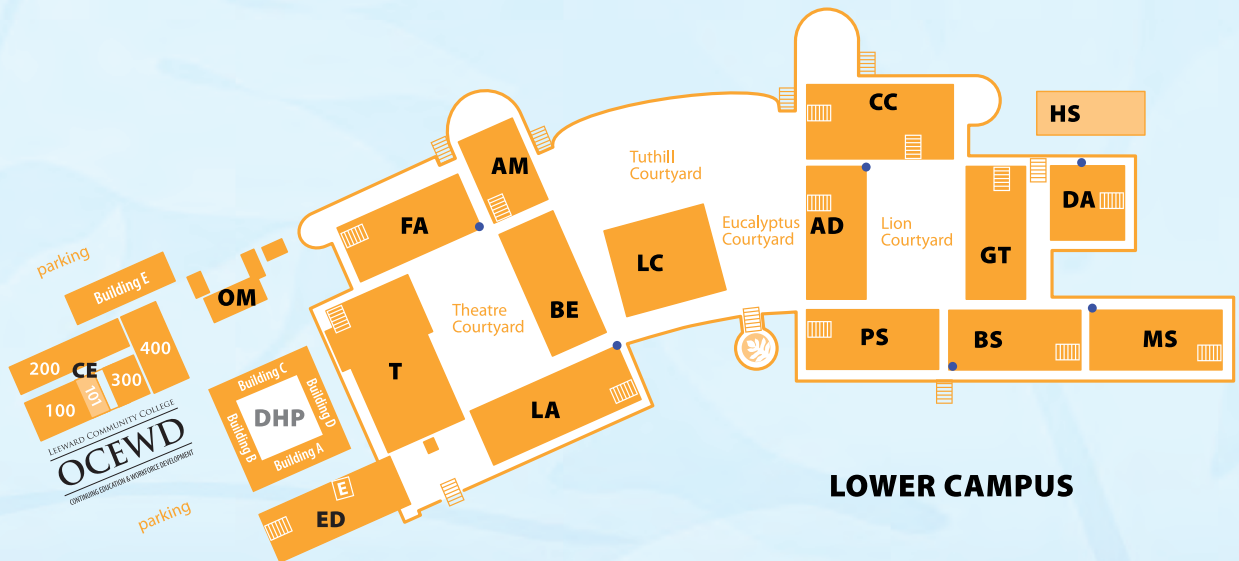
  
LEEWARD COMMUNITY COLLEGE  
**OCEWD**  
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT



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.*

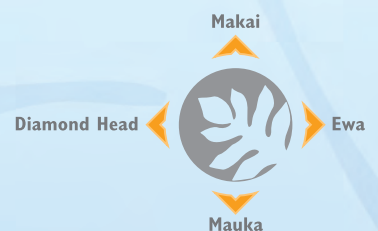
## CAMPUS MAP › LEEWARD COMMUNITY COLLEGE



### LOWER CAMPUS

#### BUILDING ABBREVIATIONS

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



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Lifetime employment assistance for all  
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# general 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.

## UNIVERSITY OF HAWAII

### board of regents

---

**Lee Putnam**

*Chair*

**Jeffrey Portnoy**

*Vice Chair*

**Wayne Higaki**

*Vice Chair*

**Simeon Acoba**

**Eugene Bal III**

**Brandon Marc Higa**

**Benjamin Asa Kudo**

**Michael McEnerney**

**Randolph G. Moore**

**Douglas Shinsato**

**Jan Naoe Sullivan**

**Michelle Tagorda**

**Ernest Wilson**

**Stanford Yuen**

## UNIVERSITY OF HAWAII

### executive management

---

**David Lassner**

*President*

**Donald Straney**

*Vice President for Academic Planning  
and Policy*

**Jan Gouveia**

*Vice President for Administration*

**Kalbert Young**

*Vice President for Budget and  
Finance/CFO*

**John Morton**

*Vice President for Community Colleges*

**Garret Yoshimi**

*Vice President for Information  
Technology/ CIO*

**Carrie K. S. Okinaga**

*Vice President for Legal Affairs/University  
General Counsel*

**Vassilis Syrmos**

*Vice President for Research  
and Innovation*





# OCEWD

## Office of Continuing Education & Workforce Development

96-045 Ala 'Ike, Room CE101  
Pearl City, HI 96782

PH 808-455-0477

FAX 808-453-6730

EMAIL [ocewd@hawaii.edu](mailto:ocewd@hawaii.edu)

WEB [www.ocewd.org](http://www.ocewd.org)

## office hours

M-TH 9:00am - 4:00pm

FRI 8:00am - 12:00pm

CLOSED - Saturday, Sunday,  
Holidays

## 2019 holidays

TUESDAY, JAN 1

New Year's Day

MONDAY, JAN 21

Martin Luther King, Jr. Day

MONDAY, FEB 18

President's Day

TUESDAY, MAR 26

Prince Jonah Kuhio  
Kalaniana'ole Day

FRIDAY, APRIL 19

Good Friday

MONDAY, MAY 27

Memorial Day

TUESDAY, JUN 11

King Kamehameha I Day

THURSDAY, JUL 4

Independence Day

FRIDAY, AUG 16

Statehood Day

MONDAY, SEP 2

Labor Day

MONDAY, NOV 11

Veteran's Day

THURSDAY, NOV 28

Thanksgiving

WEDNESDAY, DEC 25

Christmas

## OCEWD faculty

### Patrick Leddy

Senior Workforce Development  
Coordinator  
808-455-0470  
[psleddy@hawaii.edu](mailto:psleddy@hawaii.edu)

### William Castillo

Workforce Development Coordinator  
[wkcastil@hawaii.edu](mailto:wkcastil@hawaii.edu)

### William Labby

Workforce Development Coordinator  
[wlabby@hawaii.edu](mailto:wlabby@hawaii.edu)

### Joy Mahiko

Workforce Development Coordinator  
808-455-0500  
[jmahiko@hawaii.edu](mailto:jmahiko@hawaii.edu)

### Michael Scully

Associate Professor, CC  
Culinary Arts, Non-credit  
808-455-0688  
[mscully@hawaii.edu](mailto:mscully@hawaii.edu)

## OCEWD instructors

### Business and Professional Studies

Glenn Mendoza  
Joslyn Sato

### 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

## OCEWD staff

### Cheryl Ball

Continuing Education Specialist  
Transportation  
808-455-0689  
[cheryl7@hawaii.edu](mailto:cheryl7@hawaii.edu)

### Jo Ann Cagasan

Educational Specialist  
First-To-Work  
808-455-0661  
[jcagasan@hawaii.edu](mailto:jcagasan@hawaii.edu)

### Grace Yoshimura

Secretary

### Elyse Matsumoto

Administrative Officer

### Tad Saiki

Marketing Specialist  
808-455-0647  
[tads@hawaii.edu](mailto:tads@hawaii.edu)

### Lisa Daclison

Non-Credit Registration Clerk

### Marissa Mier

Non-Credit Registration Clerk

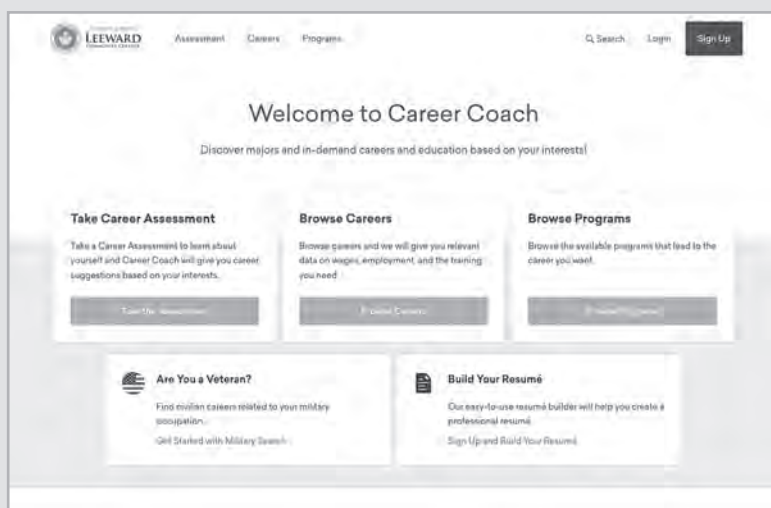
## JOIN OUR TEAM

### PART-TIME WORK

If you are interested in teaching one of our courses, or starting a new one, please call our office at **808-455-0477**.

# your personal career coach

**www.leeward.emsicc.com**



Looking for info on local  
**JOBS?**

Need help translating your  
**MOC**  
into a civilian career?

Need help deciding on a  
**CAREER?**

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

## search

Looking for local jobs or deciding on a career? Search by Careers, Degrees, or take a quick survey to help identify jobs that might interest you. You can even browse “hot jobs” in local industries.

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

## career info

Powered by EMSI, Career Coach gives you local data covering all the information you need:

**Career Descriptions**  
**Salary and Growth**  
**Career Outlook**  
**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.

powered by **emsi**

Learn more at [www.economicmodeling.com](http://www.economicmodeling.com)

# business and professional studies



## COORDINATOR

Joy Mahiko

For a customized training solution,  
contact [jmahiko@hawaii.edu](mailto:jmahiko@hawaii.edu)



## Moving Up to Supervisor

The goal of the Moving Up To Supervisor training series is to provide line 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.

BUS5500 / Fee: \$199 / Contact Hours: 8.0

SEC.	DATE	DAY	TIME
0201	Feb 1	F	8:00am - 4:00pm

## Teamwork: Building Better Teams

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.

BUS5506 / Fee: \$199 / Contact Hours: 8.0

SEC.	DATE	DAY	TIME
0222	Feb 22	F	8:00am - 4:00pm

## Resolving Conflicts in the Workplace

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.

BUS5508 / Fee: \$199 / Contact Hours: 8.0

SEC.	DATE	DAY	TIME
0315	Mar 15	F	8:00am - 4:00pm

## Delegation: The Art of Delegating Effectively

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.

BUS5511 / Fee: \$199 / Contact Hours: 8.0

SEC.	DATE	DAY	TIME
0426	Apr 26	F	8:00am - 4:00pm

## Customer Service: Building a Solid Reputation

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.

BUS5512 / Fee: \$199 / Contact Hours: 8.0

SEC.	DATE	DAY	TIME
0301	Mar 1	F	8:00am - 4:00pm

## Boosting Motivation and Performance in the Workplace

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.

BUS5603 / Fee: \$199 / Contact Hours: 8.0

SEC.	DATE	DAY	TIME
0322	Mar 22	F	8:00am - 4:00pm

### Basics of Business Process Mapping

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

BUS5650 / Fee: \$199 / Contact Hours: 8.0

SEC.	DATE	DAY	TIME
0405	Apr 5	F	8:00am - 4:00pm



### Analyzing Processes to Map Better Outcomes

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

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

BUS5651 / Fee: \$199 / Contact Hours: 8.0

SEC.	DATE	DAY	TIME
0416	Apr 16	Tu	8:00am - 4:00pm

### Project Management Basics

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

BUS5655 / Fee: \$199 / Contact Hours: 6.0

SEC.	DATE	DAY	TIME
0108	Jan 8	Tu	8:00am - 4:00pm



# computers and technology



## COORDINATOR

**William Castillo**

*For a customized training solution,  
contact [wkcastil@hawaii.edu](mailto:wkcastil@hawaii.edu)*



***View all current schedules at [ocewd.org/workforce](http://ocewd.org/workforce)  
(click on the Computers and Technology tab)***

### **Essential Computing Skills (COM5100)**

**Microsoft Word 2016 for the Business World  
Level 1 (COM8111)**

**Microsoft Word 2016 for the Business World  
Level 1 (Instructor Coached) (COM5115)**

**Microsoft Word Advanced Skills: Using Mail Merge  
in Word (COM5118)**

**Microsoft Word Advanced Skills: Work with  
Graphics and Objects in Word (COM5119)**

**Business Applications Using Microsoft Excel 2016  
Level 1 (COM8121)**

**Business Applications Using Microsoft Excel 2016  
Level 1 (Instructor Coached) (COM5125)**

**Microsoft Excel Advanced Skills: Working with  
Tables in Excel (COM5123)**

**Microsoft Excel Advanced Skills: Pivot Tables and  
Pivot Charts (COM5124)**

**Microsoft Excel Advanced Skills: LOOKUP  
Functions and Outlines (COM5128)**

**Microsoft Excel Advanced Skills: Excel Macros  
(COM5129)**

**Business Presentations Using PowerPoint 2016  
Level 1 (COM8141)**

**Business Presentations Using PowerPoint 2016  
Level 1 (Instructor Coached) (COM5135)**

**Office Administration and Technology (OAT)  
(COM5900)**

## “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 *M-Th, 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 808-455-0477 for information and registration.**

# CTE Month at Leeward CC



## GET JOB READY

**Career and Technical Education Month®** is a public awareness campaign that takes place each **February** to celebrate the value of CTE and the achievements and accomplishments of CTE programs across the country.

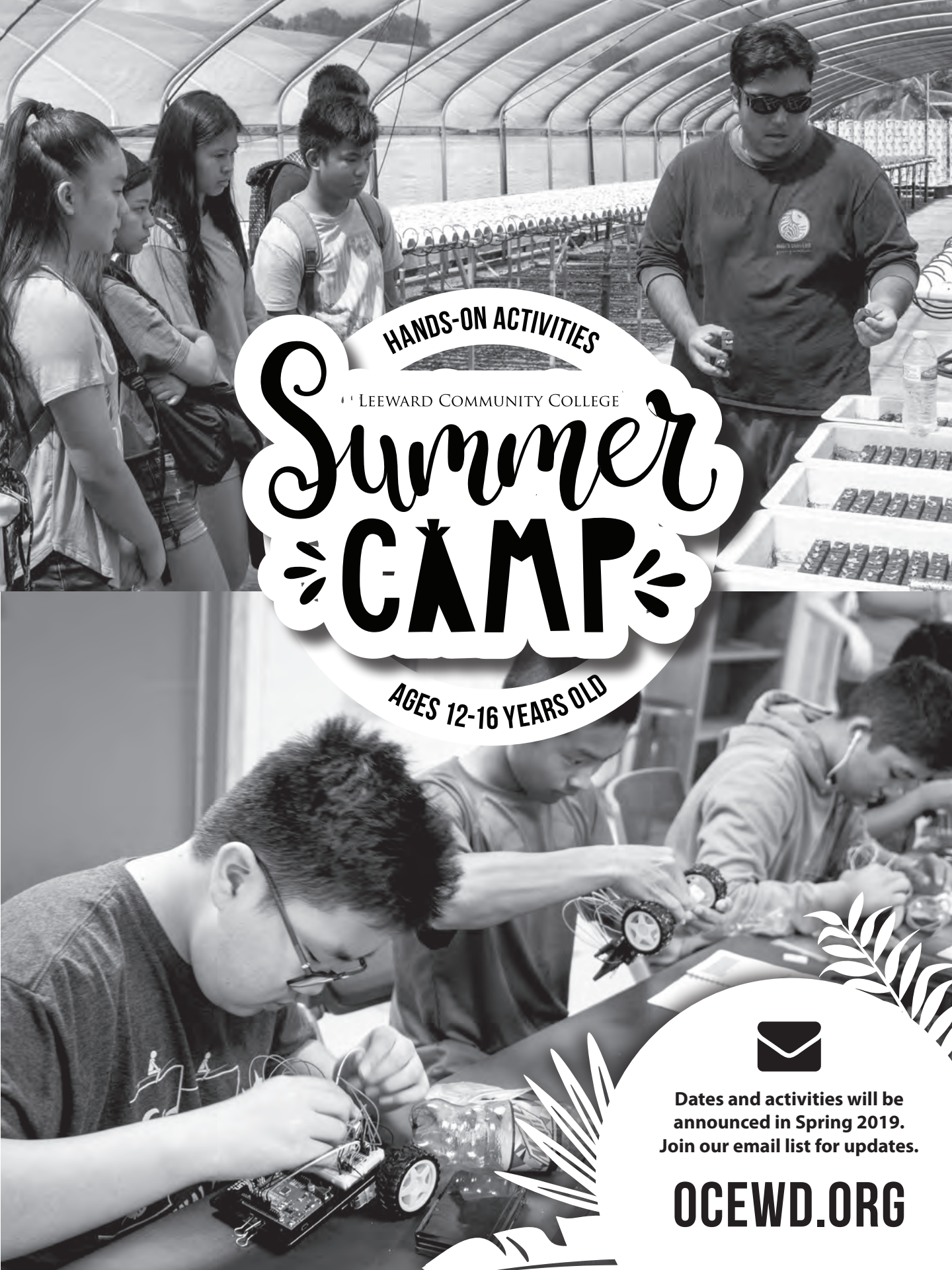
Our Career and Technical Education (CTE) programs provide you with industry-relevant skills for high-wage, high-demand careers. CTE encompasses many different types of education, from classroom learning to certification programs to work-based learning opportunities outside the classroom, to non-credit workforce development programs.

### FEBRUARY CTE MONTH HIGHLIGHTS

<b>Volunteer Income Tax Assistance Program (VITA)</b> FREE, live tax preparation services - every Saturday of the month	<b>Culinary Arts Scholarship Brunch</b> Local high school students help prepare an annual feast
<b>Discover CTE Day at Leeward</b> Open house for Leeward and Central District high schools	<b>Leeward 50th Anniversary Celebration - Pearlridge Mall</b> CTE letter of intent signing, interactive educational displays
<b>TV Production Program Information Sessions</b>	<b>Geek Day at Leeward CC</b> FREE workshops on technology and today's digital lifestyle
<b>Hawaii P-20 Middle School Career Fair</b> Interactive CTE exhibits at the Hawaii Convention Center	<b>Culinary Job Fair</b>

For more information, and a complete schedule of events, visit:

**[www.leeward.hawaii.edu/cte-month](http://www.leeward.hawaii.edu/cte-month)**



HANDS-ON ACTIVITIES

LEEWARD COMMUNITY COLLEGE

# Summer CAMP

AGES 12-16 YEARS OLD



Dates and activities will be announced in Spring 2019.  
Join our email list for updates.

**OCEWD.ORG**

# education and career planning



## COORDINATOR

Joy Mahiko  
808-455-0500  
[jmahiko@hawaii.edu](mailto:jmahiko@hawaii.edu)

### THRIVE (Teaching Habits to Reach Independence and Viable Employability)

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

EDU5450 / Fee: \$655 / Contact Hours: 40.0

SEC.	DATE	DAY	TIME
0111	Jan 11 - Mar 15	F	9:00am - 1:00pm

### OCEWD on PDE3

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

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

## Beginning Sign Language course at OCEWD

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

For information and registration, visit:  
[www.csc-hawaii.org/oahu-registration.html](http://www.csc-hawaii.org/oahu-registration.html)





# Vision for the Future

preparing Leeward Coast residents  
for job opportunities in hospitality

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

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

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



## Next session begins spring 2019

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

<sup>\*</sup>*Funding made possible through Searider Productions Foundation, a grantee of the Hawaii GIA grant.*



# healthcare and caregiver services



## COORDINATOR

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

## American Heart Association First Aid w/CPR & AED

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

HLTH5000 / Fee: \$125 / Contact Hours: 8.0

SEC.	DATE	DAY	TIME
0114	Jan 14	M	8:30am - 4:30pm
0211	Feb 11	M	8:30am - 4:30pm
0318	Mar 18	M	8:30am - 4:30pm
0415	Apr 15	M	8:30am - 4:30pm

## Nurse Aide Training Program

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

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

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

*Prerequisite(s): No high school diploma required.*

*\*Minimum 9th grade reading level required. Complete and turn in Nurse Aide Application Form, Non-credit*

*Registration Form, Physical Examination Clearance Form, and current criminal abstract. Call 808-455-0477 for assistance.*

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

HLTH5100 / Fee: \$2200 / Contact Hours: 150.0

SEC.	DATE	DAY	TIME
0119	Jan 19 - Mar 17	Sa, Su	8:30am - 4:30pm
0420	Apr 20 - Jun 16	Sa, Su	8:30am - 4:30pm

## Adult Residential Care Home (ARCH) Modules

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

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

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

HLTH5110 / Fee: \$775 / Contact Hours: 56.0

SEC.	DATE	DAY	TIME
0203	Feb 3 - Mar 17	Su	8:30am - 4:30pm
0407	Apr 7 - May 26	Su	8:30am - 4:30pm

## Pharmacy Technician

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

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

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

HLTH5600 / Fee: \$1800 / Contact Hours: 150.0

SEC.	DATE	DAY	TIME
0128	Jan 28 - Mar 21	M, Th	9:00am - 12:00pm
0408	Apr 8 - May 30	M, Th	9:00am - 12:00pm

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.

Learn more at:

**[www.ocewd.org/PharmacyTech](http://www.ocewd.org/PharmacyTech)**

## Medical Receptionist and Patient Services

The Medical Receptionist and Patient Services program provides participants with a foundational understanding of the healthcare delivery system, the role of the Patient Services Representative (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 Mon - Thu from 8am - 2pm, photo ID is required for testing.*

HLTH5700 / Fee: \$1700 / Contact Hours: 80.0

SEC.	DATE	DAY	TIME
0122	Jan 22 - Apr 2	T, Th	5:00pm - 9:00pm

## Medical Assisting

The Medical Assistant Program consists of fifty (50) weeks or eleven or twelve (11-12) months total equivocal depending on the academic calendar with respect to a Spring/Winter break.

Total program hours are nine hundred (900) hours with an optional hundred (100 hours) Career Internship for a grand total of a thousand (1000) hrs.

### TO APPLY, FOLLOW THE STEPS BELOW:

*Step 1: Submit your information through our online form, <https://goo.gl/forms/OhFtpd1kVWAxPhPj2>, or call 808-455-0477.*

*Step 2: Write an essay (1000 words max) about why you are choosing a career in healthcare. Email, mail, or deliver to our office (Mailing address: 96-045 Ala Ike, Room CE 101, Pearl City HI 96782).*

*Step 3: Our coordinator will schedule a FREE interview with you, where you will receive course and registration details.*

### FOR MORE INFORMATION, VISIT:

**[ocewd.org/MedicalAssisting](http://ocewd.org/MedicalAssisting)**

# healthcare technology



## COORDINATOR

**William Castillo**

*For assistance, call our office at 808-455-0477*

*wkcastil@hawaii.edu*

## Certified Coding Series

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

The Coding Series includes the following courses:

### Introduction to Medical Terminology

### Advanced Medical Terminology

### HIT and Healthcare Delivery

### Anatomy and Physiology

### Introduction to Diagnosis Coding

### Disease Pathology and Pharmacology

### Advanced Coding I

### Introduction to Procedure Coding

### Reimbursement Methodologies

### Advanced Coding II

### Certified Coding Specialist Exam Prep

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

**CURRENT COHORT, SECTION HLTH5400-0827 SCHEDULES  
AUG 27 2018 - AUG 20, 2019. INDIVIDUAL CLASS SCHEDULES  
ARE LISTED BELOW.**

## Introduction to Medical Terminology

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

HLTH5405 / Fee: \$125 / Contact Hours: 15.0

SEC.	DATE	DAY	TIME
0115	Jan 15-24	Tu, Th	5:45pm - 8:45pm

## Advanced Medical Terminology

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

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

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

SEC.	DATE	DAY	TIME
0129	Jan 29 - Mar 7	W, M	5:45pm - 8:45pm

## Disease Pathology & Pharmacology

This course focuses on the definition, cause, signs and symptoms, diagnosis, and treatment of specific diseases. Alternative treatments and pharmacotherapy including the action of drugs, the absorption, distribution, metabolism and excretion of drugs by the body are covered.

*Prerequisite(s): Successful completion of Anatomy and Physiology or instructor approval.*

HLTH5430 / Fee: \$695 / Contact Hours: 45.0

SEC.	DATE	DAY	TIME
0107	Jan 7 - Mar 4	M, W	5:45pm - 8:45pm

## Introduction to Diagnosis Coding

Participants are introduced to ICD-9-CM and Diagnosis Related Groups (DRGs) coding. Learn the rules, methodology, and sequencing, data sets, documentation requirements, coding ethics and basic reimbursement technologies.

*Prerequisite(s): Successful completion of Anatomy and Physiology or instructor approval.*

HLTH5440 / Fee: \$895 / Contact Hours: 45.0

SEC.	DATE	DAY	TIME
0305	Mar 5 - Apr 25	Th, Tu	5:45pm - 8:45pm

## Advanced Coding I

Participants continue their study of diagnostic and procedural coding. The purpose and use of Health-care Common Procedure Coding System (HCPCS) and Resource-Based Relative Value Scale (RBRVS) are covered. Participants practice coding using advanced scenarios, patient records, and computerized coding systems.

*Prerequisite(s): Successful completion of Introduction to Diagnosis Coding or instructor approval.*

HLTH5445 / Fee: \$895 / Contact Hours: 45.0

SEC.	DATE	DAY	TIME
0429	Apr 29 - Jun 19	M, W	5:45pm - 8:45pm

## Introduction to Procedure Coding

Participants learn the basics of procedural coding (CPT) and Ambulatory Patient Classifications (APCs). Topics related to fraud and abuse, coding compliance, and compliance programs are also emphasized.

*Prerequisite(s): Successful completion of Anatomy and Physiology or instructor approval.*

HLTH5450 / Fee: \$895 / Contact Hours: 45.0

SEC.	DATE	DAY	TIME
0108	Jan 8 - Feb 26	Tu, Th	5:45pm - 8:45pm

## Advanced Coding II

Participants continue their study of the skills needed for correct coding and billing in hospitals, outpatient clinic, and physician office settings using knowledge gained throughout the program. Topics include the proper use of the CMS 1500 form, the UB-04 form, and coding guidelines. Emphasis is placed on diagnostic and procedure coding, HCPCS, use of V codes and E codes, medical necessity, and the use of computer software to complete insurance claims.

*Prerequisite(s): Successful completion of Introduction to Procedure Coding or instructor approval.*

HLTH5455 / Fee: \$895 / Contact Hours: 45.0

SEC.	DATE	DAY	TIME
0430	Apr 30 - Jun 20	T, Th	5:45pm - 8:45pm

## Reimbursement Methodologies

Participants become familiar with health insurance terminology and the processing cycle of health insurance claims. The billing systems for various healthcare organizations including federal, Veterans Affairs, state, private, and managed care health insurance plans are introduced. Legal issues and regulations related to reimbursement are covered.

HLTH5460 / Fee: \$745 / Contact Hours: 45.0

SEC.	DATE	DAY	TIME
0306	Mar 6 - Apr 24	W, M	5:45pm - 8:45pm



## Medical Reimbursement Specialist

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

HLTH5500 / Fee: \$1800 / Contact Hours: 80.0

SEC.	DATE	DAY	TIME
0112	Jan 12 - Mar 16	Sa	8:00am - 4:00pm

# industrial technology



## COORDINATOR

**William Labby**

*For assistance, call our office at 808-455-0477*

*wlabby@hawaii.edu*



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

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

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

## associate in science in integrated industrial technology

### AVERAGE ANNUAL SALARY FOR RELATED OCCUPATIONS

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

*\* Occupation and salary information from The Bureau of Labor Statistics, Growth Rate from EMSI.*

**[www.leeward.hawaii.edu/iit](http://www.leeward.hawaii.edu/iit)**  
for more information.





# transportation



## COORDINATOR

**William Castillo**

*For assistance, call our office at 808-455-0477*

*wkcastil@hawaii.edu*

### **Complete Commercial Motor Vehicle (CMV) Training Series**

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

*Prerequisite(s): Participants interested in the Commercial Motor Vehicle (CMV) Training Program must pass the Gates-MacGinitie Reading Test with an 11th grade level or higher prior to enrollment. You must be at least 21 years old at the start of the training program. A valid State of Hawaii Passenger Vehicle Drivers License. Hawaii Driver History Record. A Medical Examiners Report Form and A Medical Examiner's Certificate conducted by a licensed medical examiner. Complete Student Participant Information Sheet (in office). For more information, please contact the office at 808-455-0477.*

TRAN5500 / Fee: \$3300 / Contact Hours: 110

**PLEASE CONTACT COORDINATOR FOR INFORMATION IF YOU ARE INTERESTED IN OUR CMV SERIES.**



### **Commercial Motor Vehicle (CMV) Training Series without Permit Prep**

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

*Prerequisite(s): Participants interested in the Commercial Motor Vehicle (CMV) Training Program without permit prep must submit to the office the following items: a valid State of Hawaii Class 3 Vehicle Drivers License, a valid State of Hawaii CDL Type A License Permit, Hawaii Driver History Record, a Medical Examiners Report Form and a Medical Examiner's Certificate conducted by a licensed medical examiner, completed Student Participant Information Sheet (in office). For more information, please contact the office at 808-455-0477.*

TRAN5510 / Fee: \$3005 / Contact Hours: 95

**PLEASE CONTACT COORDINATOR FOR INFORMATION IF YOU ARE INTERESTED IN OUR CMV SERIES.**

### Forklift Certification

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

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

TRAD8300 / Fee: \$135 / Contact Hours: 7.0

SEC.	DATE	DAY	TIME
0115	Jan 15	T	8:00am - 3:30pm
0205	Feb 5	T	8:00am - 3:30pm

### Forklift New Operator and Certification

Forklift training for those who have never operated a forklift. Training includes classroom and hands-on training. Participant must wear long pants and covered shoes. Certification is for Class 1, 4, and 5 vehicles only.

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

TRAD8350 / Fee: \$195 / Contact Hours: 14.0

SEC.	DATE	DAY	TIME
0115	Jan 15-16	T, W	8:00am - 3:30pm
0205	Feb 5-6	T, W	8:00am - 3:30pm

## OCEWD's cdl simulator

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

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

**[www.ocewd.org/CMVseries](http://www.ocewd.org/CMVseries)**



# Territorial Savings Bank

## customized training

elevating Hawaii's workforce through partnerships

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.

*"(OCEWD's) Training has increased our ability to innovate, reduced downtime, and we have evolved from student-teacher to strategic partners."*

**Gary Yoshioka**  
President, Diamond Bakery Co., Ltd.



### benefits of customized training

**Flexible Schedules | On-Site Training | Customized Curriculum**  
**Industry Experienced Instructors | Registration**

**[www.ocewd.org/custom](http://www.ocewd.org/custom)**

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

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

### **Services for Job Seekers**

Computer Resource Center

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

General and Individualized Career Services

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

## **Services for Employers**

Employer and Industry Partnerships

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

## **MY CAREER ADVANCEMENT ACCOUNT (MyCAA)**

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

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

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

## **U.S. VETS**

### **UNITED STATES VETERANS INITIATIVE**

U.S.VETS is a private non-profit organization providing housing, employment and counseling services to our nation's veterans, the men and women from all branches of the armed forces who have served their country from World War II to the current conflict in Afghanistan.

For more information visit:  
<http://www.usvetsinc.org/barberspoint/>  
808-672-2977

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Visit <http://www.ocewd.org/financial-assistance> for updated information and resources. For questions, or if you would like to be listed as a resource on this list, please contact us at 455-0477 or [ocewd@hawaii.edu](mailto:ocewd@hawaii.edu).

# ETF for employers

## employment & training fund

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

There are currently two types of ETF funding sources:

### ETF Macro

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

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

### ETF Micro

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

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

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**[labor.hawaii.gov/wdd/home/employers/etf/](http://labor.hawaii.gov/wdd/home/employers/etf/)**

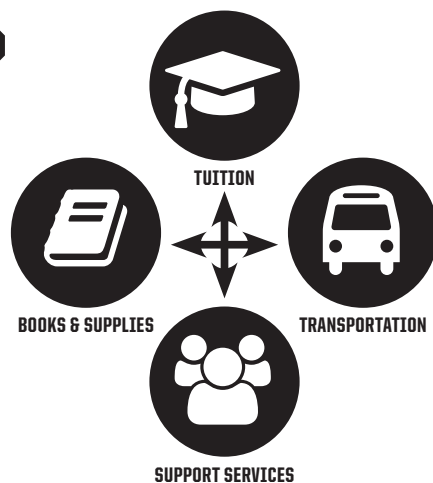
**For general inquiries, contact Workforce Development Division, State Department of Labor and Industrial Relations, at 586-8877.**



# WANT TO <sup>GO TO</sup> SCHOOL?

## HINET CAN HELP

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



**UP TO \$4,700 A YEAR + TUITION**

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.



## CONTACT US FOR INFO & ELIGIBILITY

**LISA KITAHARA**  
Leeward CC HINET, Program Officer

☎ 455-0563 ✉ [HINET2@hawaii.edu](mailto:HINET2@hawaii.edu)

# 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>

808-594-1835

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*If you would like to be listed as a resource on this list, please contact us at 455-0477 or [ocewd@hawaii.edu](mailto:ocewd@hawaii.edu).*

# looking for a job?

let job prep services help

## Need help with your...

**Resume or Cover Letter? Interview Skills?  
Other Questions?**

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

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

Contact us at [jobprep@hawaii.edu](mailto:jobprep@hawaii.edu)



job center  
ONLINE

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A free web portal for all UH students to search for local jobs. Simply click on "Sign Up" under "Off-campus Jobs" to register.

**[leeward.hawaii.edu/jobs-students](http://leeward.hawaii.edu/jobs-students)**

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## **[leeward.hawaii.edu/jobs](http://leeward.hawaii.edu/jobs)**

job postings for employers

Employers may post job listings on **Job Center Online, FREE**, just by registering in a few easy steps:

**[leeward.hawaii.edu/jobs-employers](http://leeward.hawaii.edu/jobs-employers)**

# accreditations/affiliations

Accreditation, and affiliations with industry organizations, ensure that our training is held to the highest standards. Our courses prepare you for local and nationally recognized certification exams.



## **American Health Information Management Association®**

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



## **American Medical Billing Association**

The Certified Reimbursement Specialist program prepares participants for the American Medical Billing Association's Certified Medical Reimbursement Specialist examination.



## **American Heart Association®**

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



## **American Medical Technologists**

Founded in 1939, American Medical Technologists (AMT) is a nationally and internationally recognized certification agency and membership society for allied health professionals.\*

AMT is accredited by the National Commission of Certifying Agencies (NCCA) for all its competency-based examinations.

\*[www.americanmedtech.org/about-us](http://www.americanmedtech.org/about-us) for list of specific certifications.



## **Certified Nurse Aide and ARCH**

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



## **CertTEC® Basic Electricity and Electronics**

The CertTEC® BEE certifications consist of 4 individual certifications focusing on basic electricity and electronics fundamentals in the following four subject areas: AC, DC, Analog, and Digital.

CertTEC® BEE certifications are accredited by the International Certification Accreditation Council (ICAC) to meet ISO 17024 guidelines.



## **Electronics Technicians Association, International (ETA® International)**

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



## **ESCO**

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



## **National Association of Healthcare Access Management™**

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



## **Pharmacy Technician Certification Board®**

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

# information and policies

## **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 & 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.

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*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.*



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