Office of Continuing Education and Training

SPRING 2018
KAPIʻOLANI COMMUNITY COLLEGE

new program:
Universal Banker
Breaking the Old Banking Model

PLUS: KUPUNA EDUCATION CENTER | COOKING CLASSES | HEALTH
Kapi'olani Community College invites you to see our exciting new programs in culinary, legacy programs in health, customer service programs, and our popular Kupuna Education Series. Start anew in Spring 2018!

OCET Short-term training meets the need for students who want to enter the workforce and make a difference professionally and personally.

Our cover features the new Universal Banker program that will change the way banks recruit and train employees. This program will be a new gateway to a career in Hawai'i's banking industry.

KapCC's Office of Continuing Education and Training is dedicated to its community and guiding students to the best short-term workforce training for their personal growth. Please have a look at our website to see our workforce and personal enrichment courses.

continuinged.kapiolani.hawaii.edu

The following 8 course modules have been co-developed with representatives from Hawai'i's Banks. Upon completion of the course, students will be able to identify and apply concepts in eight Universal Banking fields which include:

- Banking Fundamentals
- Consumer Banking Products
- Ethics in Banking
- Relationship Building
- Business Communication
- Managing Interpersonal Relationships
- Decision Making and Problem Solving
- Customer Service in Banking

Eligible students may receive up to $900 in tuition assistance. Assistance is intended for individuals who are unemployed, employed part-time, or employed by temp agencies and seeking permanent employment.

*Rollout spring dates for UHCC campuses TBA

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"One day you may not see any teller windows at the bank, but bankers prepared to serve every need of the customer."

- Ed Pei, Former VP Hawai'i Bankers Association
Kapi‘olani Community College has a long-standing reputation for the short term training programs offered in a variety of healthcare careers.

These programs range from two to twelve months. They are designed to provide the education and training needed to prepare you for employment in a rewarding job.

There is a strong employment demand in Hawai‘i for the graduates of all the programs listed. Each program has unique details. Information Sessions are provided on a regular basis for each program.

It is important you attend an Information Session to assist you in registering for the program of your choice. Information Session dates are listed on each program web page.

Massage Therapy

Now in its 15th year, the Kapi‘olani Community College’s Massage Therapy Program is a 600+ hour evening program comprised of coursework with theory, hands-on practice, competency testing and clinical experience. The length of the program is approximately 11 months.

Students who successfully complete the program earn a certificate of competence and are eligible to take the Hawai‘i State Board of Massage License Examination as well as qualify for the Massage and Bodywork License Examination (MBLEX) for U.S. mainland states.

Complete details available at https://goo.gl/JCnzwu

Optometry Assistant

The Optometry Assistant program is KapCC’s newest health education program. It is a one-year apprenticeship employment program including a 145-hour campus course that prepares students for the national Certified Paraoptometric (CPO) Examination offered through the American Optometric Association.

Optometry Assistants assist optometrists in running his/her optometry practice through well-developed on-the-job learning and related classroom instruction. The student apprentices may be employed in private practices or clinics. The campus course is open to those already working in an optometry office and those considering employment in an optometry office.

Program details at https://goo.gl/cxTzvv

Pharmacy Technician

The Pharmacy Technician program is a 256-hour program that prepares students for the national Pharmacy Technician Certification Examination offered through the Pharmacy Technician Certification Board (PTCB).

Pharmacy technicians assist pharmacists by receiving, processing, and filling prescriptions and medication orders; determining charges and obtaining reimbursements, including insurance and Medicare payments, maintaining medication and inventory control systems, and participating in the administration and management of the pharmacy practice.

Graduates may work in retail or hospital pharmacies.

Program details at https://goo.gl/gzubnD

Phlebotomy

The nationally approved Phlebotomy program prepares the student to collect specimens from patients for laboratory testing. There is a focus on collecting and processing blood samples and other body fluids in a safe and accurate manner. A certificate of competence is awarded upon successful completion of the program. Graduates are eligible to take a national certification exam provided by the American Society for Clinical Pathology.

The program consists of two parts:
• Part 1 - Classroom (64 hours): Taught on campus from 9am-3pm on Monday, Tuesday, and Wednesday for five weeks.
• Part 2 - Clinical Practicum (100 hours): In a clinic, hospital, or patient service center, Monday through Friday eight hours per day, for 2.5 weeks.

Program details at https://goo.gl/ndWH8N

Surgical Technician

Surgical Technology is a five phase accredited program incorporating prerequisite content from anatomy and physiology, microbiology and medical terminology with program content to prepare the student for the industry. Classroom instruction and onsite operating room exposure introduce the student to the working environment and role of this important member of the surgical team.

Surgical technologists master knowledge in aseptic technique and in skills required when setting up the operating room and working during surgical procedures. Applications for this best qualified, first accepted program are accepted between May 1st and June 1st. Students who successfully complete the program are eligible to take the National Certification Exam for Surgical Technology via the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Program details at https://goo.gl/6KxhaR

Phlebotomy
Basic Knife Skills
Course No. ENR3007-003 Course Fee: $77
Sat Mar 3 1:00–4:00 pm
Chef Grant will teach you the recipe and techniques to make plain andagi, chocolate and matcha (green tea) andagi, and andagi battered bananas.
Course No. ENR3135-001 Course Fee: $92
Sat Mar 3 9:00 am - 12:00 pm
La Cuisine Bourgeoise
For this class, the menu will start with a classic, leeks in a vinaigrette, then make artichoke with aioli, make a classic compound butter that we will use in the fish in papillote recipe.
Course No. ENR3098-002 Course Fee: $97
Sat Mar 24 9:00 am – 12:00 pm

Condiments and Sliders
For this class, you’ll be making fresh tomato ketchup, Maui onion jam, lilikoi butter, and a little something to put them on: super tasty mini bork (yes, bork) sliders.
Course No. ENR3145-001 Course Fee: $92
Sat May 5 1:00 pm-4:00 pm

Tonnato (tuna)
We’ll start with Sicilian fusilli pasta with tuna sauce, make stuffed peppers with tuna, tuna alla Calabrese, and how to make a simple Ligurian caponata salad.
Course No. ENR3132-001 Course Fee: $92
Sat Jan 27 9:00 am - 12:00 pm

Uova (eggs)
Chef Salvo will teach you how to make Italian egg drop soup, eggs in garlic sauce, scrambled eggs with peppers, and a special Easter frittata.
Course No. ENR3133-001 Course Fee: $92
Sat Feb 17 9:00 am - 12:00 pm
Riso
Chef Fortuna will teach you classic ways the Italians love to eat their rice, starting with that Lombardian classic: risotto allo zafferano (risotto with saffron), then the Sicilian timballo di riso, rice balls in soup, and finally, for dessert torta di riso alla Carrarina.
Course No. ENR3135-001 Course Fee: $92
Sat Mar 3 9:00 am - 12:00 pm

Le Cuisine Bourgeoise
For this class, the menu will start with a classic, leeks in a vinaigrette, then make artichoke with aioli, make a classic compound butter that we will use in the fish in papillote recipe.
Course No. ENR3098-002 Course Fee: $97
Sat Mar 24 9:00 am – 12:00 pm

Au Bistrot
Chef Salvo will teach you how to make a shalott “tarte tatin” with salad, a blanquette served with a white sauce, carrots Vichy as the side dish, and for dessert, pears poached in red wine.
Course No. ENR3141-001 Course Fee: $92
Sat Apr 21 9:00 am - 12:00 pm

Pasta Mista
Chef Fortuna will teach you how to make creamy toasted walnut sauce that will go with any pasta, chicken chipotle pasta, and butternut toasted sage pasta.
Course No. ENR3130-001 Course Fee: $92
Sat Jan 20 9:00 am-12:00 pm

Fabulous Fish
You’ll learn how to make a smoky fish bagel burger with dill cream cheese, a mahi mahi wrap with peanut sauce, and pan-fried fish “Mediterranean”.
Course No. ENR3134-001 Course Fee: $92
Sat Feb 24 9:00 am-12:00 pm

Interesting Chicken
Chef Fortuna will show you how to make hoisin chili chicken tacos, garam masala chicken cutlets with a yogurt chutney sauce, and bacon brown sugar garlic chicken.
Course No. ENR3024-002 Course Fee: $95
Sat Apr 7 9:00 am-12:00 pm

Heart Healthy Valentine’s Treats
Chef Alyssa will show you how to make cherry chocolate truffles, and vegan brownies with a coconut ganache, and a delicious vegan chocolate cake that will make any heart happy.
Course No. ENR3131-001 Course Fee: $92
Sat Jan 20 1:00 pm-4:00 pm

One Pot Meals
In this class you’ll learn to make: butternut squash chipotle chili, West African peanut soup with polenta croutons, and a wonderful creamy roasted cauliflower bisque with croutons.
Course No. ENR3140-001 Course Fee: $92
Sat Apr 14 1:00 pm-4:00 pm

Quick Breads
Chef Wetter will teach you how to make his fabulous scones, amazing biscuits, decadent pain au chocolat, and yeast-raised muffins. Brunch is calling.
Course No. ENR3076-003 Course Fee: $99
Sat Jan 27 8:00 am-12:00 pm

Texas Pies
Join this fun class to learn the basics of flaky pie pastry and how to make four classic Texas pies of various shapes and sizes.
Course No. ENR3143-001 Course Fee: $97
Sat Apr 28 8:00 am-12:00 pm

The Simple Pleasures
Chef Fortuna to show you how to make awesome food. In this class, she will show you how to make sushi “burritos”, Thai basil chicken bowls, and Korean beef lettuce wraps.
Course No. ENR3136-001 Course Fee: $92
Sat Mar 10 9:00 am-12:00 pm

*more listings available on our website
Hand Building Art Class (Air Dry Clay) - Grandparent and their Grandchild
Create pottery (cup, pot, or vase) with your Grandchild! On the first day of class a pottery piece is created and on the second day the piece is painted and build a stronger relationship while exploring painting on a canvas.

Notes: This class is located at the Waikiki Mindful Learning Center.
Dates: (F) 02/17 - 02/24
Time: 9:00 am - 11:00 am
Cost: $50.00

Android Apps
Explore Android apps on your electronic devices (cell phone or tablet). No prior computer experience is necessary.

Notes: Must bring your own electronic device.
Dates: (S) 04/06/18, 04/07/18
Time: 9:00 am - 11:00 am
Cost: $20.00

Computer Basics
The first time computer user will learn basic computer skills including the use of the keyboard, the mouse, the internet, and email.

Dates: (S) 02/17 - 02/24
Time: 9:00 am - 11:00 am
Cost: $50.00

Open Computer Class
Desktop computers are available for student use. The instructor will be available to provide basic assistance with computer projects. Instructor does not provide instruction on new computer skills but provides assistance with general computer help.

Dates: (S) 03/03 - 04/28
Time: 9:00 am - 11:00 am
Cost: $24.00

Ukulele Together
Ukulele together is for parents, grandparents and their children to take together. This course does not require you to have any experience. It starts at the basic level for the person who has never played the instrument. This course will teach you the chords and get you playing the ukulele as soon as possible!

Notes: Must bring your own ukulele. This class is located at the Waikiki Mindful Learning Center.
Further information at kupunaeducation.com

Tai Chi
Tai Chi for Arthritis for Fall Prevention (TCAFP) is an evidence-based program that is supported by the Centers for Disease Control (CDC) targeting seniors to improve balance. In addition, TCAFP promotes flexibility, relaxation, and strength, with the warm-up, first 6 movements and the Cool Down segments of TCAFP.

Dates: (W, F) 01/31/18 - 04/20/18
Time: 7:45 am - 8:45 am
Cost: Free

Further information at kupunaeducation.com

Yoga - Relax Deeply / Yoga Nidra
Restorative yoga emphasizes calming, relaxing, renewing to body and mind by shifting us into our parasympathetic "rest and digest" nervous systems to allow the body to rebalance.

Dates: (T, TH) 01/23/18 - 04/19/18
Time: 7:30 am - 8:30 am
Cost: $130.00

Further information at kupunaeducation.com

For more information and class listings visit: kupunaeducation.com
Foundations of Communication
Are you apprehensive when communicating with colleagues, management or friends? Do you find yourself at a loss for words, often thinking about what you should have said after the fact? Do you speak before you think and say things that you realize might offend other people?

Have you misinterpreted what someone else has said? Are you hearing but not paying attention to what others are saying? Improve your personal interactions with others by building a strong communication foundation.

During this course, you will learn to understand who you are as a communicator and how to communicate appropriately with others in a global work environment.

Dates: Feb 6-Mar 13, Mar 20-May 1
Times: 10:30am – 12:15pm
Cost: $330 per person

Communicating and Collaborating with Others
Are you apprehensive when communicating with colleagues, management or friends? Do you find yourself at a loss for words, often thinking about what you should have said after the fact? Do you speak before you think and say things that you realize might offend other people?

Have you misinterpreted what someone else has said? Are you hearing but not paying attention to what others are saying? Improve your personal interactions with others by building a strong communication foundation.

During this course, you will learn to understand who you are as a communicator and how to communicate appropriately with others in a global work environment.

Dates: Feb 7-Mar 14, Mar 20-May 1, Apr 19-May 24
Times: 1:30pm – 3:15pm
Cost: $319 per person

Certificate for Customer Service in Hawai’i
Whether you are a hotel guest service agent, an account clerk at a tour company, restaurant wait help, retail sales associate, housekeeping attendant at a hospital, front-line clerk in a government agency, ticket agent at the airport, you are an “Ambassador of Aloha”.

Your role in Hawai’i’s visitor and service-related industries is important because you provide a service to our community, as well as to those who visit the islands from around the globe. Providing ho’okipa, or hospitality, was second nature to ancient Hawaiians.

While customer needs have evolved over the years, providing ho’okipa is what makes our islands unique. As we strive to provide Hawaiian hospitality, we are challenged to exceed customer expectations as “Ambassadors of Aloha”.

This 36-hour training program is designed for employees in Hawai’i’s visitor and service-related industries. The foundation of the program is based on the Hawaiian culture, as well as focused on developing practical skills that help to provide a gratifying and memorable customer service experience for our community and global customers.

Dates: March 1, 2018 to May 8, 2018
Times: 6:00pm-8:00pm
Days: T, Th
Cost: $1139

Certificate Eligibility Requirements:
A Certificate of Professional Development will be granted to learners who successfully complete all the requirements for the listed courses in this program:
• Learners must complete the entire training program (by attending at least 80% of the classes).
• Complete the capstone project by the established due date.

Employment Training Funds are available at labor.hawaii.gov/wdd/home/employers/etf/micro.
Community Health Workers are frontline public health workers trusted members of the community they work in and are engage with the community they serve. Community Health Workers serve as liaisons and are a critical link with the community they serve by facilitating access to health and social services for an individual or family.

The Community Health Worker Apprenticeship program combines classroom learning with on-the-job learning. The length of the program is between 2,000 and 2,200 hours.

As the student completes required courses, the student will be awarded Certificates of Completion for specific courses and hours completed.

Pharmacy Technicians assist pharmacists in serving patients by receiving, processing, and filling prescriptions. They also participate in the administration and management of the pharmacy by maintaining medication inventory, processing health insurance forms and patient reimbursement.

The Pharmacy Technician Apprenticeship Program leads to a Certificate of Competency while preparing the student for the National Pharmacy Technician Certification Examination.

The program includes evening and/or weekend classes encompassing both lectures and laboratory practice in addition to the clinical experience in a pharmacy.

Optometry Assistants are specialized assistants who work in optometrist offices, eye and vision care clinics, and other facilities that provide vision care services.

Optometry assistants help optometrists by conducting diagnostic tests, recording and measuring vision, testing eye function, instructing patients in inserting and caring for contact lenses, preparing examination rooms, cleaning and arranging equipment, answering phones, making appointments, handling bookkeeping and other tasks as needed.

KCC’s optometry assistant apprenticeship program is a one year program, including 150 hours in the classroom, along with on-the-job learning. Upon completion of the apprenticeship program, the student earns a Certificate of Competency.

Kapi‘olani Community College is now looking for the best and brightest candidates for our Hawai‘i Cook Apprenticeship Program at the Culinary Institute of the Pacific, one of the best culinary facilities in the world.

Employees receive free culinary training from one of the best schools in the Pacific region that lead to career advancement and higher paying positions. Local food service establishments can nominate staff who are interested in participating in Hawai‘i Cook Apprenticeship Program and have them trained with the best instructors in the world…for free.

Apprentices receive training from Kapi‘olani Community College’s award-winning culinary program.

Contact:
George Massengale
Health Apprenticeship Coordinator
gmasseng@hawaii.edu
(808)734-9387

Contact:
Marcus Fikse
Hawai‘i Cook Apprenticeship Coordinator
marcusj@hawaii.edu
(808)734-9477
Whether you are interested in a continuing education/non-credit course or program, currently taking credit courses at another institution, or coming back after years away, we are here to help guide you through the registration process. To ensure that you have a great experience you may “shop online” either on your computer or mobile devices, convenient to your busy schedule.

To “shop online” simply create your student portal, select the course and section you would like to take, drop the course into your cart and select payment with a credit card. (Visa, Mastercard, JCB, or Discover credit card. For your security and protection, we are not taking credit card information over the phone).

If registering online is not for you, feel free to register with us on campus. We are located at 4303 Diamond Head Road in Manono building room 113 behind of LAMA Library and close to parking E (see map).

Office hours are Monday-Friday, from 8:00 am-4:00 pm (excluding State Holidays). We accept cash, checks, and credit cards.

For quicker service call us at (808) 734-9211 during office hours.

We hope you will join us for Spring 2018 by visiting continuing.kapiolani.hawaii.edu

Mahalo for choosing Kapi‘olani Community College - “Kulia I Ka Nu‘u” - Strive for the highest!

-Melanie Fuji, Student Support Specialist

The SNAP Employment and Training program is a federally funded program that is 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. At Kapiʻolani Community College it is called HINET Hoʻola Ike (gift of knowledge) program.

Employers that participate in the ETF Micro Program can obtain training subsidies. ETF will subsidize 50% of tuition cost up to an ETF cap of $400 per course; any excess balance shall be paid by the employer to the vendor.

ETF’s assistance shall not include the cost of books, tools, equipment, and auxiliary and support services; payment for these materials and services shall be made by the employer or the ETF participant.

As a participant of the ETF Program, the employer must notify WDD staff of any cancellations or substitutions at least one week prior to the start of the class.

Check our website for what programs that use ETF.

Employment Training Funds are available at labor.hawaii.gov/wdd/home/employers/etf/micro

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Students who qualify for the HINET Program may be eligible to receive:

• Tuition assistance
• Assistance with books and mandatory fees
• Service Learning
• Workforce Training
• Educational Advising, Academic Coaching
• and more

Roll-out date for Spring will be announced on our website at continuing.kapiolani.hawaii.edu