

2025 Programs: Spring & Summer

Free Education & Training for **UNITE HERE! Local 5** Members

Aloha Local 5 Members!


HARIETT is here to help you achieve your goals. We provide free education and training in any subject that may help you in your work or even in your personal life. Whether you want to learn a new language, computer skills, or get extensive training for a new Local 5 covered position at the hotel or health care facility, HARIETT can help.

All courses are provided at no cost – they are 100% free for Local 5 members and many programs are offered both in-person and online. Topics include anything that may help you in your current position or help you move to a new Local 5 covered job. Subjects include:

- Languages
- Computers
- Accounting
- Engineering
- Culinary
- Supervision & Leadership
- Communication
- Dealing with Difficult People
- Stress Management
- ESL & Citizenship
- Personal Finance
- Health & Safety
- First Aid/CPR/AED
- And much more...

If you are ready to register for classes, have questions, or want to discuss your options, just contact our office: (808) 380-6020. We're looking forward to working with you!

Sincerely,


JAMES P. HARDWAY
 Executive Director

For Questions or to Register for Classes:
 Visit: www.hariett.org Call/Text: 808-380-6020 Email: info@hariett.org

**Low on seniority? Looking for a second job?
 Have a friend or family member who needs a job?**

Certified Nursing Assistant (CNA) Apprenticeship Program

Earn as you learn:

- \$18.00/hour during training
- \$22.43/hour once certified

State Certification:
 Upon completion, receive your Hawaii State CNA License



Job placement at Hale Nani Rehabilitation & Nursing Center

- Full-time or part-time employment with Local 5 union benefits.
- Education provided by HARIETT & University of Hawaii, Leeward Community College.

Eligibility Requirements:

- 18+ years old
- US Citizen or Legal Permanent Resident

New programs starting on May 5 and July 7.
 Classes held on Saturdays & Sundays 8:30 – 4:30.
 Apprenticeship work hours vary Monday – Friday.

Preference is given to Local 5 members and their friends & family.





UNIVERSITY of HAWAII®

Interested in moving to a new Local 5 position at the hotel?
HARIETT covers 100% of tuition and books for qualifying programs at
 University of Hawai'i Community Colleges around the State.

Earn various college certificates or go all the way and get your Associate of Applied Science (AAS)
 Degree. Classes can be taken in person or online through any UH Community College.

Community College Certificate & Degree Programs	
Available Programs	Certificates & Degrees
Accounting	<p>Certificate of Competence – Tax Preparer (15-18 credits) These skills qualify graduates for entry-level positions as tax preparers, payroll clerks/payroll administrators, and related jobs.</p> <p>Certificate of Competence – Payroll Preparer (15 credits) These skills qualify graduates for entry-level positions as payroll preparers, payroll clerks, and related clerical/accounting jobs.</p> <p>Certificate of Achievement – Accounting (30-34 credits) This prepares students for entry-level advanced clerical, junior paraprofessional, or professional accounting positions.</p> <p>Associate in Science – Accounting (60-65 credits) This program prepares students for paraprofessional accounting position such as Night Auditor.</p>
Hospitality & Tourism	<p>Certificate of Competence: Principles of Sustainable Tourism (9 credits) This certificate provides students with an introductory overview of the principles of sustainable and responsible tourism.</p> <p>Certificate of Competence – Travel and Tourism Operations (16 credits) This program provides students with the knowledge and job skills necessary to qualify for immediate employment the travel industry.</p> <p>Certificate of Competence – Hospitality Operations (13 credits) Through this program, students will exit with the job skills necessary to qualify for entry-level positions in various hotel departments.</p> <p>Certificate of Achievement: Hospitality Operations Mngmt. (36-42 credits) This certificate provides a comprehensive overview of hotel and restaurant operations, customer service skills, , an introduction to computer applications, and an appreciation of Hawaiian history, culture and language.</p> <p>Associate in Science – Hospitality and Tourism with a specialization in Hospitality Operations Management (62-67 credits) This program is designed to help students qualify for work in various capacities in hotels. It prepares students for employment in hotel and resort front office, concierge, reservations, housekeeping, sales, and uniformed services positions.</p>



THE WORLD'S LEADING ONLINE CULINARY SCHOOL

HARIETT Online Professional Cook Certification Program

Full course on the fundamentals of cookery. Learn through videos, reading, quizzes and cooking at home. Program includes:

- | | |
|--------------------------------|----------------------------|
| Food Safety | Rice, Legumes, Grains & |
| Knife Skills | Pasta Meat, Poultry & Fish |
| Salads & Dressings | Basic Baking |
| Dry & Moist Heat Cooking | Plant Based Alternatives |
| Methods Soups, Stocks & Sauces | Desserts |



HARIETT Online Bread & Pastry Baking Arts Certificate Program

This program covers all aspects of baking and pastry arts

- including:
- | | | |
|-------------------|-------------------|-----------------------------------|
| Various Batters | Donuts & Beignets | Yeasted & Fermented Doughs |
| Scones & Biscuits | Laminated Doughs | Over 25 Types of Bread & Pastries |



HARIETT Plant Based Pro Cook Certification

Full program on plant-based cookery. Similar to the professional cook program, but 100% vegetarian, learn through videos, reading, quizzing and hands on cooking in your own home.

HARIETT ACF Certified Sous Chef Program

Earn your American Culinary Federation Certified Sous Chef Designation through this online program that includes coursework, preparation and in-person testing with a certified chef proctor for the American Culinary Federation.



Other Online F&B Courses

- **Rouxbe Seafood Literacy:** Seafood Fabrication, Cooking Methods and much more.
- **Rouxbe Vegan Desserts:** Techniques & Recipes, 100% Vegan
- **ServSafe Food Safety Certification** (online or in-person)
- **TIPS Safe Alcohol Service Certification** (online or in-person)

All Rouxbe courses approved by the following organizations:





EARN A DIPLOMA FROM PENN FOSTER COLLEGE STUDYING ON YOUR OWN TIME IN ANY OF THE SIX SUBJECTS BELOW. PROGRAMS RANGE FROM 3 – 12 MONTHS.

HVACR

Penn Foster College’s online HVACR Technician program consists of 8 courses to help you gain the knowledge and skills relevant for performing HVACR repair jobs in a variety of settings.

Our HVACR training covers topics such as the nature of electricity, refrigeration systems, electrical systems, HVACR system design and installation, and more to help you succeed in the HVACR repair field.

Residential Electrician

This Penn Foster program satisfies the Hawaii State requirements for 80-hour maintenance electrician and the 240-hour journeyworker licensure. Learn all you need to know in this state-approved course.

Appliance Repair

Penn Foster's online Appliance Repair Training is designed with job-readiness in mind. using your problem-solving and technical skills to repair home appliances.

Boiler Tech Program

This program from HVACRedu.net includes everything related to commercial water heating, hydronic systems, water treatment, and every type of boiler including small to large commercial boilers, high efficiency boilers, to industrial steam boilers.



Plumbing

Penn Foster's online Plumbing Training Program consists of 9 courses to help you gain the knowledge and skills relevant to becoming a plumber.

Plumbing classes will cover how to read blueprints and select and install piping and plumbing fixtures, as well as the basic codes, regulations, and standards that plumbers encounter.

Locksmith

Penn Foster’s online Locksmith and Home Security Tech Training Program, you’ll learn through interactive animations, simulations, and videos.

The online courses include Introduction to Keys, Locks and Key Mastering, Fundamentals of Home Security, and Home Security Wiring.

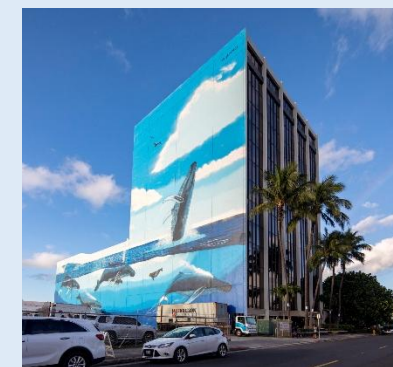
Small Engine Repair

In this program, you will have the opportunity to learn about the operations, systems, and disassembly/reassembly of small engines.

Learn about small engine ignition, electrical, fuel, cooling, lubrication, and transmission systems as well as the components of two- and four-stroke and diesel engines, such as carburetors and starters.

Penn Foster High School Diploma

Penn Foster can help you get your high school diploma online! Through flexible, online classes, you can earn your accredited high school diploma on your schedule, from home.



IN-PERSON CLASSES at the new HARIETT Facility

Airport Center Building
3049 Ualena St. Suite 1100, Honolulu, HI 96819

BASIC COMPUTERS Learn the basics in this 1-day introductory course.	May 13 (Tue), 11:00am – 3:00pm [OR] May 24 (Sat), 9:00am – 1:00pm
INTRO TO MICROSOFT EXCEL Learn how to use the ribbon, menus, formulas, tables, charts and more.	June 10 (Tue), 11:00am – 3:00pm [OR] June 21 (Sat), 9:00am – 1:00pm
INTRO TO MICROSOFT WORD Learn how to create letters, flyers, postcards and more.	July 8 (Tue), 11:00am – 3:00pm [OR] July 19 (Sat), 9:00am – 1:00pm
INTRO TO GOOGLE SUITE Learn to use the Google Docs, Sheets, Calendar and more.	August 12 (Tue), 11:00am – 3:00pm [OR] August 23 (Sat), 9:00am – 1:00pm
JAPANESE FOR HOSPITALITY, LEVELS 1 & 2 Learn basic spoken Japanese course that covers greetings & common phrases, numbers, directions, daily conversation & grammar.	Level 1: May 7 – May 30 (Wed & Fri) Level 2: June 6 – July 2 (Fri & Wed) 10am – 12pm OR 5:30 – 7:30pm
PUBLIC SPEAKING Learn techniques, get plenty of practice, and gain confidence standing up and speaking in front of groups of people.	May 20 – June 12 (Tue & Thu) 10:00am – 12:00pm
SELF DEFENSE Learn about situational awareness and how to handle a confrontation both physically and mentally in this 2-day course.	May 13 & 15, 5:30pm – 7:30pm [OR] June 18 & 20, 10:00am – 12:00pm [OR] July 16 & 18, 5:30 – 7:30pm [OR] August 26 & 28, 10:00am – 12:00pm
ESL (CITIZENSHIP EDITION) Develop your English language skills while learning about US history and how our government works.	June 19 – July 10, every Thursday 10:00am – 2:00pm
RED CROSS CPR/AED/FIRST AID CERTIFICATION Learn how to save a life! 4-hour course includes Red Cross Certificate.	Choose 1: Apr. 23, May 28, Jun. 25, Jul. 30, Aug. 27 10:00am – 2:00pm
RED CROSS LIFEGUARD CERTIFICATION 5-day course covers shallow & deep water rescue, CPR, AED and First Aid.	Apr. 14 – 18 3:30 – 8:00 PM Classes held at Ewa Beach Kroc Center

All classes above are for your personal benefit only. They are all non-graded, risk-free, and can be taken as many times as you like.

For Questions or to Register for Classes:
Visit: www.hariett.org Call/Text: 808-380-6020 Email: info@hariett.org

Short Term Online Programs

Over 200 Online Programs – (Same Courses Offered by UH Community Colleges!)



www.ed2go.com/hariett

HARIETT has partnered with ed2go.com to bring you over 200 online courses – the same classes that the University of Hawaii Community Colleges offer as non-credit online classes.

Upon successful completion of each course, you will receive a certificate.
All classes can be done on any computer, tablet or smartphone.

Each class can be taken as a “self-paced” course or an “instructor-led” class. Both versions are the same except that in the “instructor-led” programs, there is an instructor available to answer questions on the website’s Q&A bulletin board. Also, the instructor sends you material and homework on a weekly schedule.

**Please note, these are not Zoom classes – both versions are self-study. The instructor-led courses simply have someone available to answer questions on the website.*

English, ESL & GED

Various classes for ESL, math and high school GED prep.

Leadership & Management

Take the first towards leadership with these inspiring, thought-provoking courses.

Accounting Courses

Learn more about accounting from the basics to advanced QuickBooks techniques.

Basic Computer Skills

Introductory courses to get you safely using your laptop at home or for work.

Languages

Courses in Japanese, Spanish and many other European languages.

Microsoft Office

3 level available for each Microsoft Office program: Word, Excel & PowerPoint.

Personal Skills

Improve yourself in various ways from communication, dealing with difficult people, to personal finance and more.

Health & Medical

Learn to handle emergencies or study up on nutrition & health.

How to Browse & Register for the 200+ Classes Above

Go to: www.ed2go.com/hariett

Search or browse for classes and, when you find one you want to take:

1. Add it to your shopping cart and click "Begin Checkout" (Don't worry, it will be *FREE*.)
2. Then, click "Create an Account" (next to "Log In")
3. Enter your information and click "Complete Enrollment" HARIETT Staff will email you when your class is ready.

Rosetta Stone Online Language Programs



Learn a new language!
22 languages to choose from in the world's #1 language learning app.

HARIETT Online Rosetta Stone Programs

We are proud to offer full Rosetta Stone Courses ranging from beginner to advanced levels in 22 different languages. No computer or tablet required – learn a new language on your phone in your free time, or if you prefer, you can use your laptop, tablet, or any other device. The Rosetta Stone app/website is compatible with just about everything.

22 Available Languages Include:

- Arabic
- Chinese (Mandarin)
- Dutch
- English
- French
- German
- Greek
- Hebrew
- Hindi
- Irish
- Italian
- Japanese
- Korean
- Persian (Farsi)
- Polish
- Portuguese
- Russian
- Spanish
- Swedish
- Tagalog
- Turkish
- Vietnamese



Mahalo, ありがとう, 谢谢, Gracias, شكراً, Cảm ơn, 감사합니다, Salam, سپاسگزارم, Спасибо, and Thank you!