

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.

University of Hawaii - Hawai'i Community College Certificate & Degree Programs	
Available Programs	Certificates & AS Degrees
Accounting	Develop the financial and technical skills needed to keep hotel operations running smoothly. With a Certificate of Achievement or Associate in Applied Science degree, you can begin your career in positions such as Hotel Accounting Clerk, Accounts Payable/Receivable Assistant, Bookkeeper, or Night Auditor. <u>Accounting, Certificate of Achievement (30 credits)</u> <u>Accounting, Associate in Applied Science (60 credits)</u>
Hospitality & Tourism	Further your career in the hotel with a Certificate or Associate in Applied Science (AAS) degree and gain hands-on skills in customer service, operations, and management to augment your current hospitality experience. Career opportunities include: Front Desk Agent • Guest Services • Reservations Agent • Housekeeping Supervisor • Front Office Supervisor • Rooms Division Assistant <u>Hospitality & Tourism, Certificate of Competence (15 Credits)</u> <u>Hospitality & Tourism, Certificate of Achievement (30 credits)</u> <u>Hospitality & Tourism, Associate in Applied Science (60 credits)</u>
Culinary Arts	Do you work in the Kitchen and looking to qualify for a better paying position? Or maybe you work in another department and are looking to move positions or seek Temporary Transfer opportunities? The Culinary Arts program offers hands-on training in Culinary Arts and Baking. Career opportunities include: Cook Helper, Fry Cook, Dinner Cook, Pastry Assistant, etc. <u>Culinary Arts, Associate in Applied Sciences (67 Credits)</u> <u>Culinary Arts, Certificate of Achievement (50 Credits)</u> <u>Culinary Arts, Certificate of Competence (21Credits)</u> Offered at both Hilo or Kona Campuses.
Electrical Installation and Maintenance Technology	Looking to advance your career in the Engineering department? Or assistance in qualifying for a job in Engineering? Get hands-on training on planning, designing, constructing, installing, and maintaining electrical wiring and equipment. <u>Electrical Installation and Maintenance Technology, Associate in Applied Science (71 Credits)</u> <u>Electrical Installation and Maintenance Technology, Certificate of Achievement (62 Credits)</u>



2025 Programs: Fall & Winter

Free Education & Training for UNITE HERE! Local 5 Members

Aloha Local 5 Member,

Please find enclosed the program offerings for the final quarter of 2025!

Whether you're looking to build new skills, move up in your department, secure a second job, or qualify for another Local 5 position, we're here to support you.

All classes are **free** as they are funded through a partnership between your Employer and UNITE HERE! Local 5.

Family Benefits: Did you know that if you have a child or family member apply and get hired with your employer, it could be a way to help pay for college at your local University of Hawaii Community College? As a Local 5 member, they would enjoy the same education benefits that you do!

Get Involved: Have a class you'd like us to offer on the Big Island? Let us know! If you can get five (5) or more Local 5 members that would like to do a group class, we can arrange either an on-line or in-person program. For some programs, dependent family members may be able to participate. Inquire with HARIETT if you have any questions or requests.

Additionally, if there are classes or courses offered by the University of Hawai'i-Hawai'i Community College, such as Basic Computing, CEU for Electricians or Plumbers, etc. HARIETT can cover those costs so long as they are related to your current employment or a job you are hoping to qualify for.

View and register for classes online at www.hariett.org or call (808) 380-6020.

For any questions, concerns, or suggestions, you can reach me at (808) 380-6017 or my cell (808) 282-7859, seven days a week until 10 p.m.

Mahalo,

JAMES P. HARDWAY
Executive Director



Hotel And Restaurant Industry Employment & Training Trust (HARIETT)
3049 Ualena St. Suite 1100, Honolulu, HI 96819
www.hariett.org 808-380-6020 info@hariett.org



UNIVERSITY
of HAWAII
SYSTEM

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

Online Training Programs

Office Clerk / Admin. Assistant

Gain essential workplace skills to be a Clerk or Administrative Assistant or just to learn basic computing! Courses include: keyboarding, Microsoft Office, Google Suite, and more! Earn a Certificate of Professional Development.

10-week program:

Part I: Nov. 17 – Dec. 19, 2025

Part II: Jan. 5 – Feb. 6, 2026

Days: Mon/Wed/Fri

Times: 7:00 – 8:30PM

Location: Online through ZOOM. Must have a computer with internet access.



Only 15 Spots
Available



Intro to Japanese for Hospitality, Online through Zoom

Learn basic spoken Japanese. This intro course covers greetings & common phrases, numbers, directions, common questions, basic daily conversation & grammar. This class will be taught online through Zoom.

Dates: Oct. 28 – Nov. 20, 2025

Days: Tue/Thu
(8 sessions total)

Times: 10:00AM – 12:00PM

Location: Online Through ZOOM



Short Term Online Self Study Programs

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



www.ed2go.com/hariett

All classes can be done on any computer, tablet or smartphone.

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

English, ESL & GED * Leadership & Management * Accounting Courses * Basic Computer Skills * Languages * Etc.

How to Browse & Register: 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.

Online Self Study Engineering & Culinary Programs



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

HVACR

Learn electricity, refrigeration, and HVACR system design and installation at your own pace.

Residential Electrician

Meets Hawai'i state requirements for 80-hour maintenance electrician and 240-hour journeyworker licensure.

Appliance Repair

Gain practical skills to diagnose and repair appliances — all online.

Boiler Tech Program

Learn water heating, hydronic systems, water treatment, and boilers—all online with HVACRedu.net.



Plumbing

Build Your Future in Plumbing! Get practical skills in blueprints, piping, fixtures, and essential codes—completely online.

Locksmith

Master keys, locks, home security systems, and wiring with Penn Foster's flexible online program.

Small Engine Repair

Learn operations, systems, and how to disassemble and reassemble small engines.

Penn Foster High School Diploma

Penn Foster lets you complete an accredited high school diploma on your schedule, from the comfort of home.

INTERESTED IN MOVING TO THE KITCHEN? ALREADY A COOK BUT WANT TO
UPGRADE YOUR SKILLS BUT CAN'T GO TO IN-CLASS PROGRAM? TRY ROUXBE'S
ONLINE CULINARY PROGRAMS!



HARIETT Online Professional Cook Certification Program

Master the Fundamentals of Cookery!

Learn knife skills, hot & cold cookery, desserts, and more through videos, readings, quizzes, and hands-on practice at home.

HARIETT Plant Based Pro Cook Certification

Learn 100% vegetarian cooking through videos, readings, quizzes, and hands-on practice at home—similar to the professional cook program.



HARIETT Online Bread & Pastry Baking Arts Certificate Program

Master the Fundamentals of Baking! Learn to make the following from home:

Various Batters

Donuts & Beignets

Yeast & Fermented Doughs

Scones & Biscuits

Laminated Doughs

Over 25 Types of Bread & Pastries

HARIETT ACF Certified Sous Chef Program

Prepare online and gain the skills needed for the Certified Sous Chef credential, including in-person testing with a certified chef.

