

## ***Student Services***

**Personal Attention.** *We are available to assist you with your professional goals. Academic advising, admissions, registration and financing are all services available.*

**Small Classes.** *We offer small classes and personal attention from your instructors.*

**Knowledgeable Faculty.** *Our faculty take great pride in teaching and presenting a personal approach. They are experts in their fields who share a commitment developing students as good citizens and professionals, and are committed to a student centered environment.*

**Job Placement Services.** *Participants will learn useful job search techniques and have access to helpful resources to enhance employment opportunities (CEBP only).*

## ***Employer Services***


**Personal Attention.** *Our staff will identify and refer applicants that meet your specifications at no cost to you.*

**Job Placement Services.** *We advertise vacant and new positions at our training center at no charge. Our complimentary job placement services include job posting, pre-screening candidates and coordinating on-site interviews.*

**CALL (808)596-0200**

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*Newman Consulting Services, LLC is an Oahu Workforce Investment Board partner and an approved training provider under the Workforce Investment Act (WIA) ETP Program.*



# **NEWMAN CONSULTING SERVICES, LLC CAREER EDUCATION BUSINESS and COMPUTER LITERACY PROGRAMS**

- *Affordable Education Program Includes Training In Microsoft Office, Basic Accounting, Administrative Procedures, and more*
- *Campus-Based Learning Format*
- *Provide a Workforce of Qualified Personnel to Businesses*

*... Unfold Your Potential*

## About US



Danelia A. Newman, B.A., Dip. Ed.  
Principal, Newman Consulting Services, LLC

Founded in 1984, Newman Consulting Services, LLC, is a Hawaii based management consulting company.

The NCS, LLC Career Education Business & Computer Literacy Programs were developed to prepare students for the workforce and provide employers with a qualified pool of applicants. Our career-based learning programs provide skills training, internship opportunities, and assistance with job placement.

The Career Education Business and Computer Literacy Programs also serve as an alternative to the traditional institutions of higher education for individuals who have been unable to experience college-level learning for various reasons.

## Mission Statement

Our goal is two-fold: provide employers with qualified personnel and provide an educational environment for individuals in our community who desire to enhance their skills through fostering and accelerating their intellectual, social and cultural development.

Our mission is to connect students to career success and opportunity by providing affordable training and support services in a safe environment and in an atmosphere of respect, trust, understanding and communication.

## Education & Training

Participants enrolled in our programs gain useful skills that are relevant and necessary to be successful in today's competitive labor market. Our programs include:

### Career Education Business Program (CEBP)

This is a 220-hour training program that teaches computer literacy, accounting, administrative office procedures, business communications, and customer service. It also covers topics such as administrative office procedures, professionalism, decision making and problem solving, team building, and time management. This program also includes an internship and assistance with job placement.

### Computer Literacy (CLP I)

This is a 60-hour training program that focuses on the basic skills (Keyboarding & Microsoft Office) essential to understanding office technology and information systems.

### Computer Literacy with Accounting (CLP II)

This is a 60-hour training program that combines Microsoft Office and basic accounting skills essential for administrative and office support positions.

For students interested in studying a specific area or skill, the following courses are also offered individually:

Keyboarding	Microsoft Publisher
Microsoft Excel	Microsoft Word
Microsoft PowerPoint	Office Systems Accounting

## Intern/Apprenticeship Program (CEBP only)

The Intern/Apprenticeship Program is a combination of on-the-job training and in-class instruction. A survey of interns found that participants develop a loyalty to the company that hired them, which leads to a more stable workforce

Benefits to the employer include:

- An employee who understands the employer's unique workplace conditions.
- Having a pool of trained individuals supporting employer workforce needs.

## Guidelines and Criteria

We are committed to an ideology that each individual is a unique and diverse person and that society will benefit to the extent that each individual is able to add to the societal pool of talent and competence if given the opportunity to develop personal skills and knowledge.

Criteria used to determine eligibility are:

- A positive attitude
- A desire to learn
- A desire to obtain more skilled employment
- High level of reliability and dependability

Applicants are not required to have a HS diploma or GED to enroll.

## Benefits to Students

- 21<sup>st</sup> Century job skills in today's most utilized office programs
- Rewarding on-the-job training and job opportunities
- Career opportunities and advancement
- Develop skills necessary in the workplace
- Convenient day, evening and weekend classes
- Affordable educational training program

## Benefits to Employers

- Qualified applicants for open positions
- Job candidates who are reliable with positive attitudes, strong work ethic and the necessary job skills and training
- Participation in intern/apprenticeship program
- Advertisement of vacant and new positions at no charge

To receive additional information or arrange a personal meeting to determine eligibility, please call (808)596-0200.