House District _____

Senate District _____

THE TWENTY-EIGHTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

☒ GRANT REQUEST – OPERATING   ☐ GRANT REQUEST – CAPITAL

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Recipient" means any organization or person receiving a grant.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):
_____

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:	**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
'Ohana Komputer

Dba: 'Ohana Komputer

Street Address: 1516 Avon Way, Honolulu, HI 96822

Mailing Address: 1516 Avon Way, Honolulu, HI 96822

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name GIGI DAVIDSON

Title Executive Director

Phone # 808-523-8191

Fax # 808-523-8192

E-mail info@ohanakomputer.org

3. TYPE OF BUSINESS ENTITY:

☒ NON PROFIT CORPORATION INCORPORATED IN HAWAII
☐ FOR PROFIT CORPORATION INCORPORATED IN HAWAII
☐ LIMITED LIABILITY COMPANY
☐ SOLE PROPRIETORSHIP/INDIVIDUAL
☐ OTHER

_____

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

TECHNOLOGY FOR TOMORROW: 'OHANA KOMPUTER WILL USE GIA FUNDING TO SUPPORT ON-GOING COMPUTER TRAINING TO ALL AGES AND THE STEPS TO SUCCESS PROGRAM FOR YOUTH. OUR MISSION IS TO BROADEN OPPORTUNITIES TO THE ECONOMICALLY DISADVANTAGED POPULATION BY PROVIDING TECHNOLOGY TRAINING.

4. FEDERAL TAX ID #: ▮▮▮▮▮ _____
5. STATE TAX ID #: ▮▮▮▮▮ _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: $ 49,500

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:
☐ NEW SERVICE (PRESENTLY DOES NOT EXIST)
☒ EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE
AT THE TIME OF THIS REQUEST:

STATE	$	_____
FEDERAL	$	_____
COUNTY	$	_____
PRIVATE/OTHER	$	_____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

▮▮▮▮▮▮▮▮▮▮▮▮▮

GIGI DAVIDSON, EXECUTIVE DIRECTOR
NAME & TITLE

01/21/16
DATE SIGNED

RECEIVED
1/21/16

Application for Grants

| If any item is not applicable to the request, the applicant should enter "not applicable". |

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;
'Ohana Komputer (OK) is a 501 (c) 3 nonprofit organization that has been offering computer training classes for more than 14,000 students of <u>all ages</u> (5-90) since 2000.

Our mission is to broaden opportunities for disadvantaged residents in Hawaii, most of whom are low to modest income by providing our participants with top notch computer skills. 'Ohana Komputer has taught students in, In School programs, After School programs, +4345612123412340iudfghjkCommunity Centers and during intersessions and summer school time frames. We teach 963634students to use the computer as a tool to enhance their productivity, creativity and efficiency. On average, our students achieve an 85% skills mastery rate. Not only do they learn the Microsoft Office Professional Suite desktop publishing, spreadsheet, word processing, graphics, database and multimedia they also learn when and why it is most appropriate to use each of these programs.

As the scope of technology broadens in virtually all disciplines, it is also become essential behind the scenes in many of the arts. For instance, computers now play a part in the fine arts, music, videography, and the performing arts performances. Because of this we have developed a new program called STEPS to Success that incorporates music, dance, art, video, computers, and personal development focusing on the development of the whole child. These artistic fields, although extremely important are almost nonexistent in schools and experience funding cuts when budgets are tight. Computers now play a part in each of these areas. Art, music and videos are now able to be created via the computer and computers are often behind the scenes in most performing arts performances.

2. The goals and objectives related to the request;
To support OK's Computer Literacy and STEPS to Success programs. The majority of our collaborators and constituents are low income or underperforming schools and funding is always an issue.

The goals of this request are to enable 'Ohana Komputer to continue to provide high quality computer training for all age groups to the low income population in Honolulu, Kalihi, and Waianae and to expand to other areas where there is need such as Waimanalo,

Kahuku, and Wahiawa in collaborations with other non-profits. However, even though the demand is great for our services, we have been limited due to lack of funding. We want to expand our STEPS to Success program to serve 200 youth from underperforming schools and low income community centers.

The objectives are to attain 85% mastery for any curriculum unit taught, including all of the Microsoft Office Professional Suite as well as Computer Basics, Internet & Email and Audio Visual and Graphics and to master the benchmark skills for grade levels in the five components of our STEPS to Success program. In all curriculum units there is a built in pre and post assessment online that measures and captures the students' mastery of the skills taught in the curriculum.

3. The public purpose and need to be served;

Need For Computer Literacy

How times have changed. Like it or not, Americans live in a computer dependent world. Computer literacy has become increasingly important--economically, educationally, and as a means of participating in our communities. It enables us to navigate through a complex technological world. American Internet related jobs contribute an estimated $300 billion to the U.S. gross domestic product.

Despite the growing importance of the Internet, 28 percent of Americans do not use it and a third of our households do not have broadband access. Those with low incomes, disabilities, the elderly, minorities, the less-educated, under and unemployed often lag behind other groups. According to the U.S. Department of Commerce, increasing digital literacy skills among non-users is "key to bringing them online and opening doors to opportunity." In the State of Hawaii, slightly more than half of our households have computer. An impressive 85% of Hawaii's businesses have Internet access and 42% have websites. According to the Department of Education's needs assessment, using computers, the Internet, and other electronic or technical tools to improve teaching, learning and the management of public schools all need improvements.

Age and income point to the disparities. Older Americans have the lowest levels of Internet connectivity, with only 39.9% of households 65 years and older going on-line. Household income and Internet use are also strongly correlated with income brackets. Only 57% of individuals earning less than $30,000 access the Internet.

Computer use among youth has become as common as pen and paper a generation ago. Kids today are often perceived as computer literate, but that is far from the case. Indeed, they are extremely proficient at texting, playing computer games, and navigating their way through the internet to socialize. For the most part, their actual application skills are very weak. Research proves that computer education in school reduces dropout rates and contributes to academic success. The recent pilot laptop program in the DOE has also shown that with technology integration students are more engaged and the world has become a smaller place.

For adults, computer literacy is essential in contributing to an efficient and effective workplace. For the elderly and disabled, computers open a vista of opportunities—helping those who might otherwise have become socially isolated to reach out to family and friends, and to access a virtual encyclopedia of useful and fascinating information.

'Ohana Komputer has worked with many schools and community centers and taught over 14,000 people how to become computer proficient. Thus we have first-hand experience as to where the schools are relative to their technology program and needs. The public schools in Hawaii have a wide range regarding their technology programs. Some don't even offer computer classes as they don't have computers and many that do have classes are using antiquated donated equipment that is not anywhere near today's industry standards. Their emphasis often lies on improving mandatory test scores. With budget shortfall, uniformity of equipment and software are always an issue, teachers seem to be overburdened and are often lacking computer skills themselves. The first thing they all want is to learn basic typing skills which although very important, is not the same as learning to use computer applications efficiently and effectively to enhance creativity and productivity. They all desire instant technology integration which is unobtainable without first providing the students with a solid technology foundation. Using an analogy, one must learn the alphabet before one can read. The classroom environment has to change by incorporating more technology and opening up the world in many new ways so that students can effectively learn. The days of the traditional classroom are no longer adequate or engaging for today's children.

Usually schools share tech coordinators that are solely trying to trouble shoot and maintain the old equipment in working order. It is seldom that the schools have a technology trainer and they certainly do not have a technology curriculum that they use with their students. Ongoing technical issues are the most common instructional barrier. There are exceptions such as in the eight pilot schools offering the laptop program. However in general Hawaii is not doing an adequate job as far as meeting current technology needs with our students and preparing them adequately for the technology world we all live in.

Most low income families do not have computers in their homes and thus schools or libraries are the main sources for computer access. What they need are classes on how to use the computers efficiently and productively to help them succeed in their everyday lives and to procure employment.

Development of the whole child has proven to be especially effective with underperforming students and shown to improve self-esteem, creativity and success. One never knows might spark a child. The arts can accomplish enthusiasm, motivating students to their academic achievement.

OK has also taught many seniors who start with fear and almost no experience, yet a desire the ability to communicate with their loved ones and access a world of information. They often view computers with trepidation, afraid they might break them. Not only do they want to use computers, they must use them for on-line registrations and

other daily living tasks. For example, most medical providers are encouraging online communications with their clients and even the airlines now charge a fee if you don't make your plane reservation online. Seniors need a lot of help to be able to understand and accomplish what many younger people consider a simple computer task.

Disabled adults are also left behind and deserve a chance to learn computer skills that may enhance their lives and help them gain some meaningful employment. Technology can help them see and hear better, dictate when they cannot use their hands and so much more.

Indeed, the case for computer literacy is compelling.

Like many other school districts around the nation, the development of technology has outpaced its implementation in the classroom. The main concerns are lack of technology literate staff, technology professional development opportunities, student access, a technology curriculum, and infrastructure. Hawaii's public schools use computers for HSTA testing and remediation in reading and math programs. However, there is little effort to teach students how to master computer applications such as Microsoft Office to enhance productivity, efficiency and creativity. Instruction tends to focus on rote skills rather than the resourceful application of technology to a variety of situations.

Effective mastery of computers requires competent, broad-based instruction. Most common among computer applications is Microsoft, the standard for work and home. A study conducted by International Data Corporation, released in October 2013, ranked Microsoft Office proficiency top on its list of employment skills. Proficiency in Microsoft, with more than a billion users worldwide, is especially useful as a prerequisite to higher education and employment. Thousands of employers expect their staff to be proficient in such applications as MS word, MS PowerPoint, MS Excel, MS Access, and MS Publisher. OK has developed a student curriculum, and an adult/senior curriculum, that trains beginners how to become adept in these applications. The curriculum uses projects that are relevant to the participants and exposes them to the various skills and means of learning how to use the Microsoft Suite efficiently. Additionally, each curriculum unit has built in assessments to ensure that students master the skills taught. Additionally we have a tablet curriculum to train adults/seniors how to use this relatively new technology efficiently.

Computer literacy has become increasingly important--economically, educationally, and as a means of participating in our communities. It enables us to navigate through a complex technological world. At work, computer skills are essential.

Yet, despite its seeming availability, the digital divide still lurks in the United States. Age and income point to the disparities. Older Americans have the lowest levels of Internet connectivity, with only 39.9% of households 65 years and older going on-line. Household income and Internet use are also strongly correlated with income brackets. Only 57% of individuals earning less than $30,000 accessing the internet while 95% of individuals earning $75,000 and more used the Internet.

Speed, ease of duplication and editing, have made computer use among youth as common as pen and paper a generation ago. Kids today are often perceived as computer literate, but that is far from the case. What they are great at is texting, playing games and manipulating the Internet. For the most part their actual application skills are very weak. Research proves that computer education in school reduces dropout rates and contributes to academic success. For adults, computer literacy is essential in contributing to an efficient and effective workplace. For the elderly and disabled, computers open a vista of opportunities - helping those who might otherwise have become socially isolated to reach out to family and friends, and to access a virtual encyclopedia of useful and fascinating information.

Describe the target population to be served; and
For computer skills training, the focus is on all ages from 5-90 and for the STEPS to Success program the training will focus on ages10-18 students with an emphasis on the middle school age group.

Describe the geographic coverage;
The geographic area will include Makiki, Kalihi, Waianae, Wahiawa and Kahuku.

II.   Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1.   **Describe the scope of work, tasks and responsibilities;**
This project will provide age appropriate computer literacy training in the Microsoft Office components to an estimated 900 participants, including disadvantaged youth, adults, and seniors.

Youth classes will run weekly throughout the school year (35 weeks) with additional sessions provided during more intensive intersessions and summer vacation using our thematic student curriculum which encompasses desktop publishing, spreadsheet, wordprocessing, graphics, database and multimedia using our age appropriate curriculum.

Senior classes are designed in monthly increments with a two hour weekly class and a two hour practice lab each week. Repetition and practice with guidance from a kind and caring teacher helps seniors with their retention and to build their confidence.

The STEPS to Success programs will service 200 youth in groups of 25 students in an In School setting for fall and spring semester, in an After sSchool setting throughout the school year and in Intersession programs during fall, Christmas vacation, spring and summer.

2. **Provide a projected annual timeline for accomplishing the results or outcomes of the service;**
   Computer classes will be ongoing throughout the calendar year. The In School and After School computer programs for our youth and STEPS to Success will follow a school calendar for school years 2016/17 with additional offerings during school holiday periods. The adult/senior and disabled adult classes will be provided in monthly increments. Students may move from one class offering to another as they progress and indicate an interest.

3. **Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results;**
   We only want to offer a top notch program thus ongoing teacher training is mandatory for all of our staff. This ensures that they are well versed in our curriculum and enables us to make adjustments as needed along the way. Evaluation of student performance is done through our online pre and post assessments for each unit of curriculum. Furthermore we survey our participants as to what they liked and didn't like and how our classes are helping them in their lives. We have received many wonderful testimonials which indicate a very high satisfaction level. (Attached)

4. **List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.**
   Please see attached samples of the overall computer literacy training skills and the STEPS to Success skills that we address using age appropriate hands on thematic projects. Each unit of curriculum has built in online pre and post assessments that will show evidence of the student's progress. Additionally we continually seek student feedback on our programs which enable us to adapt accordingly as well as incorporate new areas of technology as they become relevant

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

   ATTACHED

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2017.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
$18,375	$18,375	$10,000	$2,250	$49,500

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017.

   a. Friends of Hawaii charities
   b. NFL Foundation
   c. McInerny Foundation
   d. First Hawaiian Bank Foundation
   e. Kosasa Foundation
   f. Alexander & Baldwin Foundation
   g. Central Pacific Bank Foundation

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

   NONE

5. The applicant shall provide a listing of all federal, state, and county government contracts and grants it has been and will be receiving for program funding.

   NONE

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2015.

   ATTACHED

IV. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

As mentioned above ʻOhana Komputer has been providing computer training for 16 years in Schools during and after the school day and in numerous Community

Centers. Throughout the years we have collaborated with many public, private and charter schools as well as many non-profit organizations. Several programs have not continued due to funding issues and some schools have had to close their doors such as Wailupe Elementary and Our Redeemer Lutheran Elementary.

OK has run the computer center at Palama Settlement successfully since 2003 working with four different executive directors and helped establish and run the computer lab at the Makiki Community Library which opened in the Spring of 2010.

The following are some of our collaborators throughout the years: Kalihi Elementary, Aina Hina Elementary, Our Redeemer Lutheran Elementary, Waiolani Judd Nazarene, Maryknoll School, Hawaii Baptist Academy, Wailupe Elementary, Halua Ku Mana, Puʻuhale Elementary, Lunalilo Elementary, Kahala Elementary, Hawaiian Mission Elementary and Intermediate, Waiau Elementary School, Malama Honua Public Charter School, Susannah Wesley Community Center, Papakolea Community Center, Kokua Kalihi Valley Community Center, Boys & Girls Club Spalding and on Maui, Parents and Children Together, Kamehameha Nanakuli Community Learning Center, University of Hawaii Creating Futures on several years of literacy in technology grants.

The last three years of collaborators include, Puʻuhale Elementary, Waiau Elementary School, Malama Honua PCS, Maryknoll Elementary School, Hawaii Baptist Academy, Palama Settlement, Makiki Community Library, Lanakila Pacific, Waikiki Community Center and Kamehameha Community Learning Center in Maʻili.

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.
OK has a small home office where it administers all of our programs. All programs are conducted at the clients' location using their computer lab or a computer lab we helped create. There are occasions where OK brings laptops to off-site locations to run our classes.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

OK has a staff that includes one full time person, our executive director Gigi Davidson and a part time administrative assistant. In addition we have a part time program director/instructor Alitoya Beasley who has extensive classroom teaching experience and has been with OK since 2008, as well as five part time teachers all of which have Bachelor degrees. As we increase our services we will increase the part time staff. The STEPS to Success collaborators include Nola Nahulu from Hawaii Youth Opera Choir, Jonathan Clarke Sypert form Intrepid Productions, Regina Bode from the Artist in the Schools programs and two OK staff for the computer and video components. All of these teachers are well respected, top notch teachers with extensive teaching experience in their fields. Most of the STEPS to Success collaborators work with us in an independent contractor capacity. OK also has a part time grant writer.

B. **Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

SEE ATTACHED

C. **Compensation**

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Executive Director (FT)	$56,000
Program Director (PT)	$25,600
Administrative Assistant (PT)	$14,300

VI. Other

A. **Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.
NOT APPLICABLE

B. **Licensure or Accreditation**

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.
NOT APPLICABLE

C. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.
NOT APPLICABLE

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2016-17 the activity funded by the grant if the grant of this application is:

(1)   Received by the applicant for fiscal year 2016-17, but

(2)   Not received by the applicant thereafter.

Sustainability is always an issue for nonprofit programs. ʻOhana Komputer has had a good track record of fundraising throughout the last 16 years. We continue to try and generate more revenue streams with paying and corporate customers which help support the many that cannot afford to pay for our services. The grant seeking process although super competitive is ongoing and our contracted grant writer is always seeking new opportunities that are a good fit for ʻOhana Komputer. The need for technology training is extremely high in today's environment and will continue in the foreseeable future. The board of directors continues to seek new fundraising ideas and events as well to help support ʻOhana Komputer's operations as well as build community awareness of the organization. Furthermore our results will show continued high achievement from our participants and success breeds success. ʻOhana Komputer will remain on the forefront of technology trends and strives to be a resource for our community in this regard.

E. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2015.

ATTACHED

BUDGET REQUEST BY SOURCE OF FUNDS
Period: July 1, 2016 to June 30, 2017

Applicant: 'Ohana Komputer

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	49,500			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	**49,500**			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Equipment Repairs & Maintenance				
10 Outside Accounting fees				
11 Meals & Entertainment				
12 Service fees				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	**49,500**			

SOURCES OF FUNDING		Budget Prepared By:
(a) Total State Funds Requested	49,500	Gigi Davidson 523-8191
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone
(c) Total County Funds Requested	0	1/21/2016
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official Date
		Gigi Davidson, Executive Director Ohana Komputer
TOTAL BUDGET	**49,500**	Name and Title (Please type or print)
		Gigi Davidson, Executive Director Ohana Komputer

Application for Grants

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES
Period: July 1, 2016 to June 30, 2017

Applicant: 'Ohana Komputer

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)	
Computer teacher	0.5	$14,500.00	40.00%	$	5,800.00
Computer teacher	0.5	$14,500.00	40.00%	$	5,800.00
Computer teacher	0.5	$14,500.00	40.00%	$	5,800.00
Computer teacher	0.5	$14,500.00	40.00%	$	5,800.00
Computer teacher	0.5	$14,500.00	40.00%	$	5,800.00
STEPS collaborator dance	0.25	$11,250.00	45.00%	$	5,062.50
STEPS collaborator music	0.25	$11,250.00	45.00%	$	5,062.50
STEPS collaborator art	0.25	$11,250.00	45.00%	$	5,062.50
STEPS site coordinator	0.5	$11,250.00	47.23%	$	5,313.38
				$	-
				$	-
				$	-
				$	-
				$	-
TOTAL:					49,500.00

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: 'Ohana Komputer

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			$ -	0
			$ -	0
			$ -	0
			$ -	0
			$ -	0
TOTAL:				0

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			$ -	0
			$ -	0
			$ -	0
			$ -	0
			$ -	0
TOTAL:				0

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS
Period: July 1, 2016 to June 30, 2017

Applicant: 'Ohana Komputer

TOTAL PROJECT COST	FUNDING AMOUNT REQUESTED							
	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS		
	FY: 2014-2015	FY: 2015-2016	FY:2016-2017	FY:2016-2017	FY:2017-2018	FY:2018-2019
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	0	0	0	0	0	0

JUSTIFICATION/COMMENTS:

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: 'Ohana Komputer

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	N/A				
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DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES

The undersigned authorized representative of the applicant certifies the following:

1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:

   a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;

   b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;

   c) Agrees not to use state funds for entertainment or lobbying activities; and

   d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.

2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:

   a) Is incorporated under the laws of the State; and

   b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.

3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:

   a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and

   b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

'Ohana Komputer
(Typed Name of Individual or Organization)

_____   January 21, 2016
(Signature)   (Date)

Gigi Davidson   Executive Director
(Typed Name)   (Title)

'Ohana Komputer
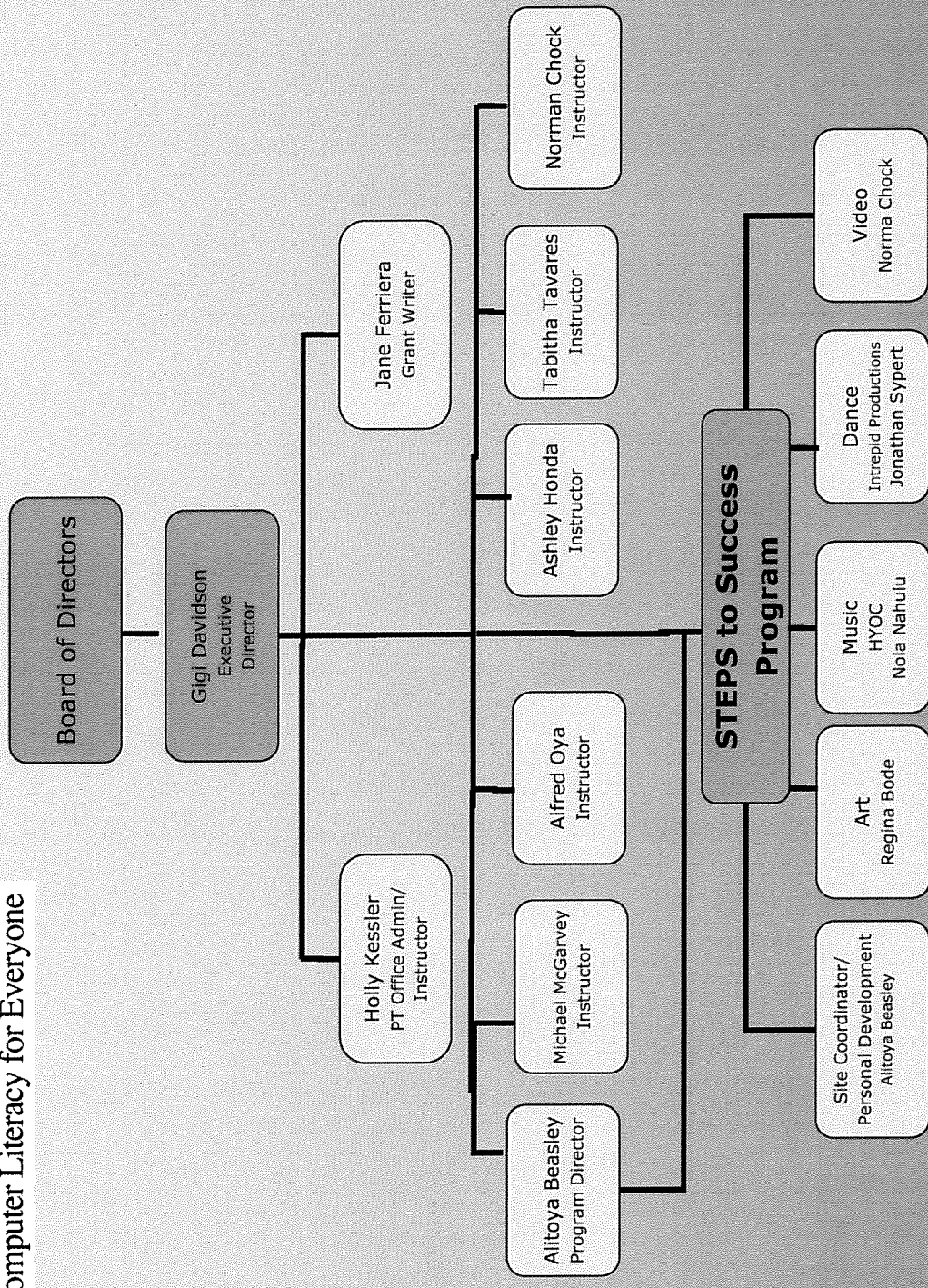
Board of Directors

'Ohana Komputer is guided by a Board of Directors that meets bimonthly. Members of the Board participate in various committees, including Fundraising/Development, Human Resources and Public Relations.

Mark Conching, President
    1926 9th Avenue
    Honolulu, HI 96816
    phone 737-7708 or 387-2188
    email: mconching@hawaiiantel.net
	Mark Conching has been the owner of MC Consulting since 1993. Previously, he held marketing director positions at Hawaiian Tel Federal Credit Union and Airport Urgent Care. He earned his BBA degree in marketing from the University of Hawaii. With a specialty in the visioning process, planning sessions, marketing plans, strategic marketing, copywriting and the development of collateral materials, Mark's clients include credit unions, banks, insurance agencies, hotels, general contractors, private schools, and nonprofits.

James Harrow, Vice President
129 Aala Drive
Kailua, HI 96734
    Phone: 523-0121
      Cell: 220-6488
    Email: jimharrow@secalarm.com
	James Harrow is the President/CEO of Security Alarm Shop, Inc. Mr. Harrow has a long history of involvement with Hawaii's nonprofits, including serving as President and Trustee for Palama Settlement, President of Federal Law Enforcement Foundation, a member of the Rotary Club of Honolulu Board, and Friends of the Library. Mr. Harrow graduated from the University of California at Santa Cruz with a degree in Political Science.

Kiman Wong, Treasurer
    200 Akamainui St
    Mililani, HI 96789
    phone: (808) 625-8335
    email: Kiman.wong@twcable.com
	Kiman Wong is the Director-Wireless & Home Phone Government Relations for Oceanic Time Warner Cable. In this position he is responsible for product marketing, provisioning and support processes of Wireless services in Hawaii. Kiman also served as director of Home Phone services and general manager of Internet Services for Oceanic Time Warner Cable. Previously, he worked for GTE Telephone as section manager of operations, supervising engineer, and system design engineer. Kiman earned his Masters Degree in Business Administration with a concentration in Decision Sciences and Management.

Alitoya Huxel, Secretary
    2634 Date St
    Honolulu, HI 96826
    Phone 277-3937
    Email: alitoya@gmail.com
	Alitoya Huxel is experienced in as a medical biller, preschool to adult classroom educator/tutor, and curriculum writer. Working for the Tahiti International School, Ms. Huxel wrote the curriculum for 1st to 6th grade: Science, Advanced English and Computer Technology. She also wrote the computer curriculum for Ohana Komputer in 2010. Ms. Huxel earned her Bachelors of Science degree in Business Administration from the University of Hawaii at Manoa.

Natalie Mun-Takata
1934 Keonaona St.
Honolulu, HI 96817
    phone 832-3130 (w)
         223-4500 (c)
email: Natalie_Mun-
    Takata@notes.k12.hi.us
	Mun-Takata is presently a vice-principal of Kalakaua Middle School. She enjoys the excitement of working with others to create an exemplary school. Building partnerships between the school and the community has enriched the learning environment and has promoted student achievement at Kalakaua School. She has been employed by the Hawaii Department of Education for more than twenty years, having previously served as principal at Linapuni Elementary School and Kalihi Elementary School.

Cynthia Sunahara
98-1709 Ipuala Loop
Aiea, Hawaii 96701-1710
    phone 832-3303 (w)
         486-0995 (h)
         391-3872 (cell)
    email:
Cindy_Sunahara/LINAPUNI/HIDOE@notes.k12.hi.us
	Ms. Sunahara is principal of Linapuni Elementary School. Prior to this she served as the School Renewal Specialist for the Kaiser Complex School's. From 1999-2004, she served as Principal of Pu`uhale Elementary School. She began her teaching career at Farrington High School as a Title I Reading teacher. She served as Vice Principal at Farrington High School for seven years and at Kaimiloa Elementary School for two years. She is a member of the Collaborative Action for Public Education, a Principals' Leadership Academy and the Kalihi Business Association.

Organizational Chart
January 2016

'Ohana Komputer
Computer Literacy for Everyone

Board of Directors

Gigi Davidson
Executive Director

Jane Ferriera
Grant Writer

Holly Kessler
PT Office Admin/ Instructor

Norman Chock
Instructor

Tabitha Tavares
Instructor

Ashley Honda
Instructor

Alfred Oya
Instructor

Michael McGarvey
Instructor

Alitoya Beasley
Program Director

STEPS to Success Program

Video
Norma Chock

Dance
Intrepid Productions
Jonathan Sypert

Music
HYOC
Nola Nahulu

Art
Regina Bode

Site Coordinator/ Personal Development
Alitoya Beasley

Ohana Komputer
Balance Sheet
As of December 31, 2015

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
1000 - Cash - Banks	
1100 - FHB General (44-049023)	6,658.68
1101 - ASB ckg (004-84344)	17,257.76
1004 · BizFlex Savings	96,230.94
1106 · PayPal	76.65
1000 - Cash - Banks - Other	348.49
Total 1000 - Cash - Banks	120,572.52
Total Checking/Savings	120,572.52
Accounts Receivable	
1300 - Accounts Receivable	-4,477.50
Total Accounts Receivable	-4,477.50
Other Current Assets	
1499 · Undeposited Funds	462.25
Total Other Current Assets	462.25
Total Current Assets	116,557.27
Fixed Assets	
1700 - Furn Fixtures & Equip	
1760 - Equipment	5,896.24
Total 1700 - Furn Fixtures & Equip	5,896.24
1800 - Accumulated Depreciation	
1860 - Equipment	-3,340.00
Total 1800 - Accumulated Depreciation	-3,340.00
Total Fixed Assets	2,556.24
TOTAL ASSETS	**119,113.51**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 - Payroll Tax Payable	
2210 - Federal Withhold Payable	-3,230.19
2211 - FICA Withhold Payable	3,175.98
2212 - State Withhold Payable	803.11
2213 · Medicare Withholding Payabl	-895.23
2200 - Payroll Tax Payable - Other	-848.23
Total 2200 - Payroll Tax Payable	-994.56

Ohana Komputer
Balance Sheet
As of December 31, 2015

	Dec 31, 15
Total Other Current Liabilities	-994.56
Total Current Liabilities	-994.56
Total Liabilities	-994.56
Equity	
1110 · 3000 - Net Assets	129,417.70
Net Income	-9,309.63
Total Equity	120,108.07
TOTAL LIABILITIES & EQUITY	119,113.51

January 20, 2016

Ms. Gigi Davidson
Executive Director
Ohana Komputer
1516 Avon Way
Honolulu, HI 96822

Dear Ms. Davidson:

Thank you for your continued work and collaboration with the Friends of the Makiki Community Library in providing a community technology center at Makiki District Park. As the State Representative of District 24, I support the efforts of Ohana Komputer and Friends of the Makiki Community Library in seeking financial resources to continue operating the Makiki Computer Literacy Program at Makiki Community Library.

Originally opened as a City-run library in 1976, the Makiki Community Library has overcome many obstacles to evolve into the only community run library in the State of Hawaii funded solely through donations of money, books and manpower. In addition to loaning books and providing an environment for recreational reading, the library has also become a center for various activities responsive to the needs of the surrounding community including children storytelling hours, family game nights, discussions with community leaders and limited computer access.

Ohana Komputer has played a very important role in the expansion of services the library has been able to provide to our community. The technology center created in Ohana Komputer's partnership with the Friends of the Makiki Community Library has filled a need to provide computer education to groups who may otherwise not have access to obtaining technological education. The program provides free computer classes and free computer lab time to the keiki, young adults and kupuna in District 24 and increases the computer competency of individuals who may not have these opportunities.

District 24 residents and I look forward to Ohana Komputer's continued partnership with Friends of the Makiki Community Library. If I can be of any assistance, please feel free to contact me at (808) 586-9425 or at repbelatti@capitol.hawaii.gov.

Sincerely,

Della Au Belatti,
State Representative, District 24

January 19, 2016

Re: Letter of support

To whom it may Concern:

Ohana Komputer has provided computer instruction to the children of Palama Settlement since 2003. The children who access Palama Settlement's Computer Technology Center are from first generation immigrant/migrant families who reside in the surrounding low-income neighborhood. The children are exposed daily to conditions that place them at risk for school failure.

Ohana Komputer's computer classes provide the children with basic computer skills so that they have equal opportunities to compete with their more fortunate counterparts in school and later in the job market.

Palama Settlement strongly supports Ohana Komputer's grant proposal to continue to teach computer and technology literacy skills to the children of the community.

If you have any questions, please feel free to contact me at (808) 848-2518.

Sincerely,

Wendy A. Abe
Executive Director

STATE OF HAWAII
DEPARTMENT OF EDUCATION
PU'UHALE ELEMENTARY SCHOOL
345 PU'UHALE ROAD
HONOLULU, HI 96819

August 7, 2015

To Whom It May Concern:

I am writing this letter to support the collaboration efforts of Ohana Komputers and Pu'uhale Elementary School.

As a small school with a significant amount of students who qualify for free and reduced lunch, our collaboration with our community partners help to enrich and expose our students to a valuable aspect of learning that is sometimes missing in the school setting. At Pu'uhale, we are committed to having all of our students achieve to high standards in math and English Language Arts. In many instances, though, the "non-tested" subjects compete for the valuable instructional time during the school day. Also, many of our students also cannot afford lessons or classes like music or dance.

That is why we fully support Ohana Komputer's Steps to Success Program. Their program will allow our students to be exposed in many areas where they can flourish: art, dance, music computers and video production.

Sincerely,

Arnie Kikkawa
Principal

Aloha Gigi and Ali:

Malama Honua is very excited to be continuing our partnership with Ohana Komputer. We appreciated the clear curriculum outline and working with us to creatively implement a program that met our unique situation. Our keiki both enjoyed their time in computer class and acquired basic computer keyboard and mouse skills that we hope to build on through our continued collaboration. Mahalo to Kumu Ali for working with us to create a communication tool that enabled us to share student learning with families via a supplemental document with our report card.

Looking forward to a full year with Ohana Komputer!

Mahalo nui,
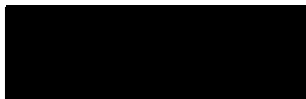
Denise
School Director

STATE OF HAWAI'I
DEPARTMENT OF EDUCATION
KA'EWAI ELEMENTARY SCHOOL
1929 KAM IV ROAD
HONOLULU, HAWAI'I 96819-2697

On behalf of Kaewai Elementary School we would like to extend our gratitude to the Steps to Success program and their instructors. The Steps to Success program gave our students an awesome opportunity for our students to learn dance, music, art, computer, video, and personal development. We are a school that does not have a formal specials program. Our students only stay in their regular classes all day long; there are not many opportunities for our students outside of the regular classroom for skills outside of math, reading, writing, and science.

The Steps program opened our student's minds to so many new activities. The staff was always punctual, passionate, and involved with our students. Our students were able to put together a quality show for the whole school. From an administrative standpoint all students walked away with a greater sense of purpose and involvement in their school.

This program has exceeded our expectations and we appreciate the partnership with the Steps to Success Program.

Sincerely,

Joseph Passantino

Vice Principal of Kaewai Elementary School

FMCL | Friends of
The Makiki Community Library

January 29, 2015

Ms. Gigi Davidson
Executive Director
Ohana Komputer
1516 Avon Way
Honolulu, HI 96822

Dear Ms. Davidson,

On behalf of the board of directors, our members and patrons, thank you for your continued collaboration with Makiki Community Library.

Ohana Komputer's presence in our community library is a great asset to the services we provide our neighborhood students and adults. The resources you provide for training and development of our patron's computer skills is extremely valuable. The classes and training are sorely needed in Makiki and everyone involved speaks highly of your program.

We are indeed a richer resource for our community because of the efforts you and your team make every week. I speak for each and every board member of The Friends of the Makiki Community Library when I say "Mahalo" for your work.
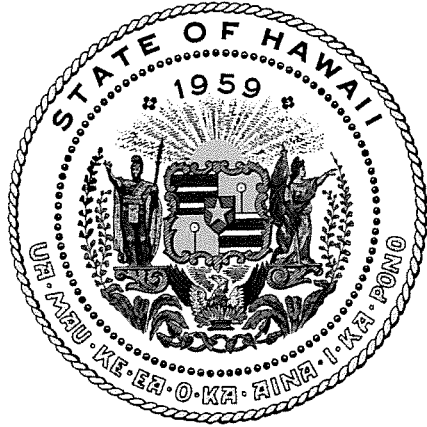
We will continue to support your efforts to bring computer literacy to the greater Makiki Community.

All the best, and continued success in all of your endeavors.

Sincerely,
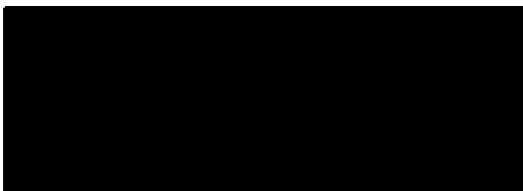
Friends of the Makiki Community Library

Department of Commerce and Consumer Affairs

## CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs
of the State of Hawaii, do hereby certify that

OHANA KOMPUTER

was incorporated under the laws of Hawaii on 07/17/2000 ;
that it is an existing nonprofit corporation; and that,
as far as the records of this Department reveal, has complied
with all of the provisions of the Hawaii Nonprofit Corporations
Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set
my hand and affixed the seal of the
Department of Commerce and Consumer
Affairs, at Honolulu, Hawaii.

Dated: January 08, 2016
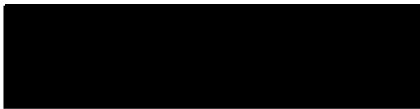
Director of Commerce and Consumer Affairs

INTERNAL REVENUE SERVICE   DEPARTMENT OF THE TREASURY
P. O. BOX 2508
CINCINNATI, OH 45201

Date: JUL 21 2005   Employer Identification Number:
                                    ▮▮▮▮▮
                                    DLN:
                                    ▮▮▮▮▮▮▮▮▮
OHANA KOMPUTER   Contact Person:
1516 AVON WAY   THOMAS C KOESTER   ID# 31116
HONOLULU, HI 96822-0000   Contact Telephone Number:
                                     (877) 829-5500
                                    Public Charity Status:
                                     170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated NOVEMBER 2000, stated you would be exempt from Federal
income tax under section 501(c)(3) of the Internal Revenue Code, and you would
be treated as a public charity, rather than as a private foundation, during
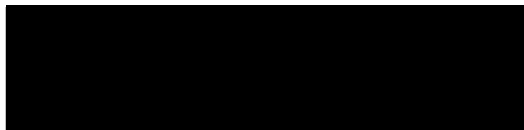an advance ruling period.

Based on the information you submitted, you are classified as a public charity
under the Code section listed in the heading of this letter. Since your
exempt status was not under consideration, you continue to be classified as
an organization exempt from Federal income tax under section 501(c)(3) of the
Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed
information about your rights and responsibilities as an exempt organization.
You may request a copy by calling the toll-free number for forms,
(800) 829-3676. Information is also available on our Internet Web Site at
www.irs.gov.

If you have general questions about exempt organizations, please call our
toll-free number shown in the heading between 8:30 a.m. - 5:30 p.m. Eastern
time.

Please keep this letter in your permanent records.

                                    Sincerely yours,

                                    ███████████████████████
                                    ███████████████████████
                                    ███████████████████████

                                    Director, Exempt Organizations
                                    Rulings and Agreements

                                              Letter 1050 (DO/CG)

'Ohana Komputer

Kamehameha Schools Community Learning Center at Nanakuli
Testimonials

- I am no longer in fear of the computer. Knowledge is power!!! ---Clara Tate
- I was sent to class by my work. I had no knowledge of Microsoft Word or Excel. I thought I didn't need the computer basics or internet basics but I really learned so much usable information. The class was structured for easy learning and our teacher was very patient and thorough. I feel able to tackle my work now with confidence. ---Kaui Lewis
- I am really happy with the classes, instructor and overall experience that were offered by 'Ohana Komputer...from computer basics, to internet and email, to Microsoft Word and Microsoft Excel. I liked the class structure of teaching a subject for a month at a time. These classes have improved and benefited me in my computer skills and knowledge especially of Microsoft Office 2010. Keep up the good work. ---Aloha, Noreen Awong
- This computer class taught me how to use Microsoft Word and Excel. I was able to type up a resume and submit it with email. Hooray, I received a call for an interview. Excel will help with setting up my household budget and work schedule. ---Karen Halemano
- I really loved these classes, I had taken a class in 2007 here, we were combined with an advance class with a beginners class, I found it was quite hard to learn with a mixed group. When I found out from Noreen Awong that it was only beginners, she signed me up. I loved that we have books & a CD that help us to go home and replay or do our homework. It's a great learning tool. This is a great class & Tabitha Tavares is so patient and takes time to help us learn how to do it correctly. My kids are very happy I am not calling them long distance to have them explain so I am really learning all I need to know finally about computers. ---Fairlene Aladieff
- Through the Kamehameha Schools Learning Center in Nanakuli I was able to participate in the 'Ohana Komputer classes (computer basics, internet and email, Microsoft Word & Excel) which has increased my knowledge and comfort level in working on computer programs. Learning in my community has helped me to build connections with others and the expertise that we learned has benefited our ohana. ---Kathy Paishon
- The Kamehameha Computer Class has been an asset to me and my family. I plan to use this knowledge toward making a Family History of names and personal contacts of each family member to also include birthdates, anniversaries, marriages, deaths, photos and any other information that will be of interest to them and future generations. Sincerest thank you for all the help, Tabitha. ---Emily Reese
- I have been wanting to learn Microsoft Excel for a long time and 'Ohana Komputer made it possible for me to learn in a easy to understand way and at an easy pace. Mahalo Tabitha at 'Ohana Komputer. ---Carol Pohina
- I made my first newsletter with pictures. ---Vanessa Spake
- This computer class was very beneficial to me because I learned things that I never thought I could do, from downloading pictures to using a spreadsheet. Thanks to Kamehameha and Tabitha from 'Ohana Komputer. ---Donna Barrozo

'Ohana Komputer

Senior Student Testimonials

"I just wanted to let you know how important this Senior Computer Class has been for me. Because of medical problems throughout my life, I am on a very limited income. Therefore having to pay for classes would have been out of the question. I was afraid to use my computer for fear that I would break it.   I had bothered friends and neighbors enough for help, therefore was so happy to find out about these computer classes. I have had a whole new world open up to me through the use of the computer. Your teachers are wonderful. I look forward to each class and each lab class. Thank you so very much for enriching my life."

Sincerely with Aloha,
Penny Craft

"I am currently a student at your Monday computer class. I have learned quite a lot of additional computer skills coming to this class. It would be sad if classes were canceled due to funding. I wish I could help but I have money problems of my own. No job employment, which is why I enjoy coming to class. I can use the computer skills I learned to help me find a job."

Bernard Fo

"I am totally enjoying the classes that I have participated in Ohana Komputer. I am so busy trying to attach documents / send pictures to my family and friends / learning about the various parts of the computer / getting loads and loads of assistance from Michelle in problem solving things on the computer. I am feeling more comfortable in using the computer and have accepted the fact that if I try new things that I won't break the computer."

Sincerely,
Angie Haransky

"Just wanted to let you and 'Ohana Komputer know how much I'm enjoying the class and the lab -- and how much I'm LEARNING. I'm kind of living on pennies, and needed to learn more about computers, but couldn't afford to pay for courses. Voila! Makiki Library and 'Ohana Komputer to my rescue! Otherwise I would've had to resort to a library book, and they can't answer my questions -- by my teachers CAN.

I'm very, VERY grateful to you and 'Ohana Komputer for providing these courses, and I'll continue to come and keep learning from Ali, Jill, and now marvelous Michelle. They make learning about computers FUN. Thank you, thank you."

Much aloha,
Peter

'Ohana Komputer

"I would to take this time to thank Ohana Komputer for allowing me to attend the PC Classes at Makiki Library. I have experienced the joy of expanding my knowledge of Windows 2007 as well as MS Office. OK has taught me many interesting things, such as how to setup a network printer, trouble shooting an Internet connectivity problem in Windows 07 as well as advanced Gmail and MS Word functions."

Thank you very much,
Clifford Juarez

"I am so grateful to you and all the wonderful teachers you have provided to help me to use the computer. Exploring this amazing technology is just exciting and awesome. It just blows my mind to have so much information at just the touch of my fingers on a computer keyboard. WOW! Again, Gigi, thank you so much for being a part of inputing into my senior life the wonders of extensive knowledge."

Mahalo nui loa,
Ruth Kuuipo Allen

"We are grateful to Ohana Komputer for the opportunity to attend classes which enable us to increase our computer knowledge and develop additional skills. Learning is fun, exciting and challenging because the classes are held in a small group setting and conducted by patient, resourceful and skilled educators. We sincerely hope that this wonderful program will continue as we have greatly benefited from our attendance during the past five months."

Mahalo,
Darlene Young & Grace Au

'Ohana Komputer

Computer Literacy for Everyone
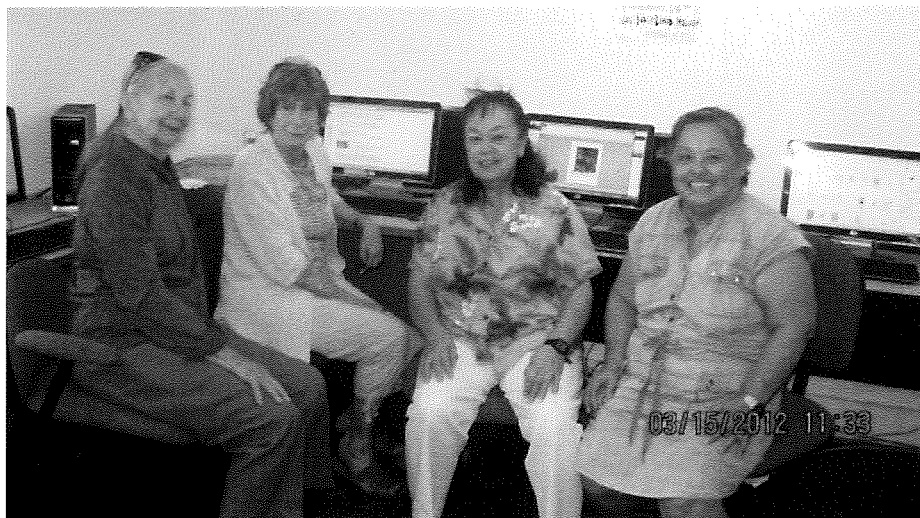
Skills Sets

for

'Ohana Komputer's

Curriculum

'Ohana
Komputer

Computer Literacy for Everyone

Unit One '**Computer Basics'** Skills Objectives

- Learning the Parts of the Computer
- Recognizing Input vs. output Devices
- Using the Mouse
- Reviewing and acknowledging the uses of the Computer
- Running Programs and Applications
- Storing Information and using Storage Devices

- Defining Operating Systems
- Getting the Most from an Operating System
- Creating and using Folders
- Viewing Menus and Submenus
- Distinguishing between File Extensions
- Learning Basic Shortcuts
- Using System Tools
- Maintaining Anti-Virus Software

Unit Two '**Internet and Email Basics'** Skills Objectives

- History and Definition of the Internet
- Internet Browsers
- Customizing Internet Browsers
- Search Engines
- Internet Pages and Links (Hyperlinks)
- Internet Browser Icons
- Favorites Folder
- Webmail vs. Email Clients

- Creating and Logging-in to Webmail Accounts
- Customizing Email Views
- Sending Mail to one vs. multiple recipients
- Attaching Images and Files to Emails
- Saving and Deleting Email Messages
- Creating Folders to save Email Messages

Unit Three '**Graphics, Audio and Video**' Skills Objectives
- Microsoft Paint (Graphics)
- Upload and Add Pictures (Graphics)
- Music and Players (Audio)
- Can you hear me now...? Good... (Audio)
- Watch This Online (Video)
- Watch Me on YouTube (Video)
- Project 1: Thank You Card (Graphics)
- Project 2: Hear This (Audio)
- Project 3: Watch This (Video)

Unit Four '**Microsoft Word Intro/Inter 2010**' Skills Objectives
- The Window
- Document Basics
- Templates and Blank Documents
- The Clipboard
- Fonts and Text Formatting
- Paragraph Formatting
- Page Setup and Tables
- Documents and Mail Merge
- Project 1: Party Invitation
- Project 2: Write a Thank You Letter
- Project 3: Modify an Article

Microsoft Word Advanced
- Document Essentials
- Document margins
- Changing the margins
- Paragraph Indents
- Tab stops
- Margins and Tabs
- Table of Contents
- Footnotes, Endnotes and Citations
- SmartArt, WordArt and Charts
- Customize Ribbon & Quick Access Toolbar

Unit Five '**Microsoft Excel Intro/Inter 2010'** Skills Objectives
- Spreadsheet Basics
- The Microsoft Excel 2010 Window
- Using Microsoft Excel 2010- Text and Cells
- Keyboard Shortcuts (Text)
- Formatting
- Keyboard Shortcuts (Formatting)
- The Format Cells Dialogue Box
- Worksheets
- Formulas and Calculations
- Chart Terminology
- Charts and Chart Types
- Workbooks
- Using Microsoft Excel 2010 Tips
- Keyboard Shortcuts (Function Keys)

Microsoft Excel Advanced
- Keyboard and Mouse Shortcuts
- Top Tasks in Excel
- Sorting and Filtering Data
- Conditional Formatting and Outlining
- Formulas and Functions
- What/If Analysis
- Tables and PivotTables
- Sparklines
- Data Validation
- Worksheet Collaboration
- Excel and External Data

'Ohana Komputer
Computer Literacy for Everyone

Unit Six '**Microsoft Access Intro/Inter 2010**' Skills Objectives
- What is a database?
- The Parts of an Access Database
- Understanding Data and Using Forms
- Tables, Queries and Reports
- Create a Database from Scratch
- Properties & Validation
- Microsoft Access Advanced
- Database Management
- Linking, Importing and Exporting
- Database Magic
- Custom Forms
- Web Databases

Unit Seven '**Microsoft Publisher Intro/Inter 2010**' Skills Objectives
- Using Keyboard shortcuts
- Opening New Publications and Templates
- The Page Navigation Bar
- View Two-Page Spread
- Re-sizing and Formatting Images
- Inserting and Formatting Text
- Inserting Images
- The Scratch Area
- Grouping and Cropping Objects
- Deleting Pages and Printing Pages
- Color Schemes, Backgrounds and Fill Effects

- Downloading an On-line Template
- Insert Date and Time
- Import Text from a File
- Working with Text Box Overflow
- Inserting Symbols, Fractions, or Special Characters
- Using the Building Blocks Library
- Aligning or Distribute Object
- Editing Personal Information
- Formatting Fonts using Schemes
- Re-create a Template

Microsoft Access Advanced
- The Backstage View
- Creating a Brochure
- Importing Word Documents
- Working with Catalogs
- Media Files and Graphics
- Using the Clip Organizer
- Creating a Cover Letter, Press Release and Business Cards

- Saving and Printing Publications
- Personalizing Your Publication
- Adding Postal Bar Codes to Labels or Envelopes in Publisher
- Viewing or Change Properties
- Converting publications for Internet viewing
- Saving files in multiple formats
- Using the Pack and Go Wizard for Commercial Printing

Unit Eight 'Microsoft PowerPoint Intro/Inter 2010' Skills Objectives

- PowerPoint Keyboard shortcuts
- Opening a template
- Changing Pictures within a Template
- Formatting Images and Text on a Slide
- Applying Color to Shadows
- Changing the Theme of a Slide
- Inserting SmartArt Graphics
- Changing Theme Colors, Font Styles and Backgrounds
- Inserting and Formatting WordArt
- Changing the sharpness and brightness of an Image
- Adding an artistic effect to an Image
- Inserting a new Image
- Rotating and cropping an Image Formatting
- Shape Fills with a Texture
- Inserting Hyperlinks
- Inserting Action Buttons
- Inserting and Formatting Tables
- Inserting and Formatting Charts
- Fill Slide with an Image
- Applying Transitions
- Animating Text and Objects
- Inserting Videos
- Previewing Slideshow from specific Slide
- Inserting Audio from File
- Recording Audio
- Checking Spelling
- Presenting Slide Show
- Tips for creating an effective presentation

Advanced PowerPoint

- Creating and formatting a new presentation
- Customizing a slide master
- Adding elements to slide masters
- Creating and changing presentation elements
- Arranging slides
- Inserting Sections
- Creating and Formatting Slide Content
- Using Gridlines and Guides
- Rotating and Flipping Objects
- Aligning, distributing and Grouping Objects
- Removing Background of an Image
- Cropping Images
- Applying 3D Effects to AutoShapes
- Creating Custom Shapes
- Add Screenshots to Slides
- Motion Path Animations
- The Selection Pane
- The Animation Painter
- Timelines and Triggers

- Editing Video and Audio Content
- Downloading YouTube Video to Edit
- Using Bookmarks to Navigate Media
- Using the Review Tab
- Research Task Pane
- Translation Feature
- Language Bar
- Enable a keyboard layout
- Set the proofing language
- Check spelling
- Manage comments in presentations
- Compare and Merge feature
- Text to SmartArt
- Creating Notes and Handouts
- Applying Presentation Tools
- Setting up the slide shows
- Making your presentations portable for sharing

STEPS TO SUCCESS

Skill Sets for
'Ohana Komputer
STEPS to Success Curriculum

<u>General Learner Outcomes</u>
The S.T.E.P.S. program is directly in conjunction with State GLO's, the International ISTE program and the Hawaii Content and Performance Standards. Each lesson is identified with Hawaii State or International Benchmarks for easy correlation. Benchmarks are defined in each section of the STEPS curriculum.

"General Learner Outcomes (GLOs) are the over-arching goals of standards-based learning for all students in all grade levels. Observable behaviors, which are demonstrated in daily classroom activities, are evidence of GLOs. Student effort, work habits, and behavior are important and they must be evaluated separately from academic performance in the content areas (in accordance with Board of Education Policy 4501: Assessing/Grading Student Performance).

The GLOs should be an integral part of the school culture as the GLOs do not exist in isolation.   The six GLOs are:

Self-directed Learner
(The ability to be responsible for one's own learning)
Community Contributor
(The understanding that it is essential for human beings to work together)
Complex Thinker
(The ability to demonstrate critical thinking and problem solving)
Quality Producer
(The ability to recognize and produce quality performance and quality products)
Effective Communicator
(The ability to communicate effectively)
Effective and Ethical User of Technology
(The ability to use a variety of technologies effectively and ethically)
http://hawaiianarchipelago.weebly.com/standards--glos.html

Graduation Requirements/In this course
Hawaii DOE and S.T.E.P.S. graduation requirements are to graduate students who:
- Realize their individual goals and aspirations;
- Possess the attitudes, knowledge and skills necessary to contribute positively and compete in a global society;
- Exercise the rights and responsibilities of citizenship; and
- Pursue post-secondary education and/or careers without need for remediation.

Students will learn to:
- Become more self-aware, learn to recognize their strengths and weaknesses and those of other people
- Use language positively to encourage self-empowerment and also to help empower others
- Remove the barriers to learning and developing themselves and start to develop new skills

http://www.skillsyouneed.com/personal-skills.html#ixzz2zC0UUbXH

In this Course
In this course, students will...
- Learn basic Self-Development Processes
- Learn basic elements of music, visual art and dance
- Create Bios, Calendars and Brochures using Microsoft Office 2010
- Create and edit videos using Windows Movie Maker and various programs
- Create an original music ensemble
- Create an original artwork piece
- Create an original dance piece
- Create and Showcase a Public Service Announcement Video