

## Welcome

Seattle Vocational Institute (SVI) is located in the heart of the city's Central District and is the area's largest delivery system for short-term workforce training and education leading directly to employment. SVI is the short-term, high-impact professional/technical training arm of Seattle Colleges and has strong ties to business, labor, government, and community-based organizations.

Programs at SVI Institute lead to jobs with a future and career advancement through continued training and education at Seattle Colleges. Adult basic studies and high school equivalency programs enable students to improve their reading, writing, math, and critical thinking skills, while personal and professional development courses are designed to enhance the development of individual potential and success in the workplace. Short-term, open-entry job training programs lead to real-world jobs with livable wages in growing fields such as Allied Health, Construction and Technology. This independent job-training institute joined Seattle Colleges as part of the State Legislature's 1991 Workforce Training and Education Act.

## Mission

We provide students with workplace competencies that lead to in-demand, sustainable employment, and livable wages. SVI ensures opportunities for academic achievement through workforce preparation, lifelong learning, and basic skills and literacy education, especially for underserved and under-represented individuals. SVI creates professional-technical programs and learning environments that are accessible, diverse, responsive, and innovative with support from business, labor, government, and community partnerships.

## Learning Outcomes

The success of SVI's workforce training programs are best measured by:

- the number of students who successfully complete their training programs
- the number of students placed into jobs upon program completion
- the level of wages earned by program completers in their first placement upon completion
- evidence that SVI graduates successfully retain jobs
- the number of students who participate in further education and training



## Getting Started at SVI

<b>Admissions</b>	<b>(206) 934-4945</b>
<b>Bright Future</b>	<b>(206) 934-6304</b>
<b>Career Information</b>	<b>(206) 934-2940</b>
<b>GED</b>	<b>(206) 934-4935</b>
<b>Financial Aid</b>	<b>(206) 934-4977</b>
<b>Outreach</b>	<b>(206) 934-4950</b>
<b>Registration</b>	<b>(206) 934-4980</b>
<b>Workforce Funding Program</b>	<b>(206) 934-4950</b>

# Admissions & Registration

SVI

214

General Information



## Facts at a Glance\*

### 2015–2016 ANNUAL PROFILES

Annual attendance 2015–2016	553
-----------------------------	-----

#### Special Enrollments

Running Start	18
Worker Retraining	120

### FALL 2016 PROFILES

#### Students \*\*

Median age	28
Ethnic diversity	88%
Male/Female	27%/73%
With bachelor or higher degrees	4%
Employed	25%
full-time	10%
With dependents	36%
single parents	25%
Full-time/Part-time attendance	79%/21%

#### Programs

Workforce Education	81%
Basic Skills	19%

#### Course Funding Sources

State-supported	100%
Contract-supported	0%
Student-supported	0%

\* Source: State Board for Community and Technical Colleges Data Warehouse and Seattle College District's Database.

\*\* State-funded

## Admissions

(206) 934-4945

Admission to Seattle Vocational Institute is open to anyone who meets the following criteria:

- competent to profit from the curricular offerings of the institute and
- 18 years or older or
- high school graduate or has a GED or has applied for admission under the Bright Future (Running Start) program or
- 16 years or older and is seeking a GED (with Public Schools' approval)

Applications for Admission are accepted on a continuing basis. Admission is required for students pursuing a Certificate of Completion in a vocational training program.

Admission standards vary from program to program. Students need to meet the criteria for the individual program, ability to benefit, and/or test requirements. Program requirements are listed on each program's profile page.

## Registration

(206) 934-4970

### Admissions Process

At SVI we take the admissions process one step at a time, guiding students to help them determine their career goals and how to attain them.

#### Step 1 Attend an Admission Workshop

Admission workshops are held every Wednesday from 1-4 p.m. (some alternate evening times are also available). The workshop introduces prospective students to the academic programs available at SVI as well as available federal and workforce funding. This workshop is followed by CASAS testing to help evaluate students' readiness for college.

#### Step 2 Apply for Financial Aid and Other Funding Assistance Programs

##### Federal Funding

Complete the Federal Student Financial Aid (FAFSA) application online at [fafsa.ed.gov](http://fafsa.ed.gov). If you need assistance, visit SVI room 111A or call (206) 934-4977. Send your high school transcript or GED/Certificate of High School Equivalency directly to the SVI Registrar. See an admissions specialist if you did not graduate from high school or obtain your GED.

##### Other Funding Assistance

Check with the Workforce Programs office in SVI room 109 to see if you qualify for alternative/additional funding programs.

**Step 3 Follow Through on All Requirements**

- Work to improve your reading and/or math skills in the Intensive Labs if needed for your program.
- Take the College Placement (CPat) test if necessary.
- Make sure your financial aid and/or workforce funding is secured.
- Make sure high school transcripts or GED have been received by the SVI Registrar. (This is very important because there is no financial aid funding without it.)

**ABE/GED Courses**

Open-entry classes are offered for Adult Basic Education and GED classes.

**ESL Courses**

Attend an ESL Evaluation if English is not your native language. Open-entry English as a Second Language classes are offered on a space available basis. The first step is to contact the Admissions Office for ESL evaluation dates.

**Calendar**

<http://svi.seattlecolleges.edu/calendar/>

The instructional calendar is on the SVI website and shows quarter start and end dates, holidays, and vacations. Individual course calendars or schedules show days that topics will be covered as well as dates when assignments are due and when tests will be given.

**Tuition & Fees**

Costs for tuition, books, lab fees, and supplies vary among SVI programs. For specific costs, consult with the Admissions Coordinator.

**Financial Aid and Assistance**

(206) 934-4977

Federal and state financial assistance is available for students attending SVI.

Depending on eligibility, assistance consists of various programs including: Work-Study and grants, including Pell Grants, State Need Grants, Federal Supplemental Opportunity Grants, BFET (Basic Food Employment and Training, Worker Retraining, WorkFirst funding, the Opportunity Grant Program.

Funding and Financial Aid information are provided at the Admission Workshops. Financial aid application information is electronically transmitted to a federal processing center.

Early application is encouraged. Late applicants may have their entry into school delayed. In order to maintain financial aid eligibility, students must maintain satisfactory academic and in-class participation progress.

**College Refund Policy**

Students must complete an Add/Drop Form for a refund to be issued. Refunds will be made as stated below, subject to a \$6 administration fee. (In those instances where the fee subject to refund is less than \$6, the minimum forfeiture will be reduced to that amount. Fees are subject to change.)

Withdrawal due to class cancellation by the institution .100%  
 Withdrawal prior to the first day of class (less admin. fee) .100%  
 Withdrawal during the first five instructional days of class  
 (less admin. fee) . . . . .100%

Withdrawal from the 6th instructional day through the 20th  
 calendar day of the quarter (less admin. fee) 50%

*NOTE: This tuition and lab fee refund schedule applies to regular SVI programs only. Tuition refund policies for customized programs are defined in the training agreement for each customized program.*

**Progress, Grades & Transcripts****Attendance**

See District Attendance Policy, page 35. For some programs at SVI, attendance requirements are specific.

**Grades**

Seattle Vocational Institute uses the decimal/letter grading system of the Seattle College District. See page 39.

**Satisfactory Academic Progress**

Student Progress Policy (District Policy 31.1) states that students are expected to make satisfactory academic progress while enrolled at Seattle Colleges. Satisfactory progress means that students are passing and completing their coursework in their educational programs.

To maintain Satisfactory Progress, students must pass all classes with a minimum 2.0 GPA and maintain an 85 percent participation rate. Participation is defined as in-class engagement during regularly scheduled class times. Individual programs of study may have additional requirements including higher GPA requirements for certain courses. For details on specific programs, consult the Office of Instruction. Students enrolled at SVI who incur any of the following conditions will be contacted by college personnel and may be placed on probation:

- Students who do not earn a 2.0 GPA or better in every class
- Students who do not earn the individual program-required GPA for particular classes or do not meet other requirements
- Students who do not achieve 85 percent participation rate



Program Coordinators/Administrators will work with students to develop an educational plan and identify strategies and resources tailored to individual needs and circumstances. Students who are in violation of one or more Satisfactory Academic Progress standards will receive a letter from the college; it will be sent to the home address that is on record with the college registration office. The letter will explain what the student needs to do and resources that are available to help the student meet the student progress standards in the future. Students who fail to meet the satisfactory progress requirements during a college quarter will be placed on probation in the subsequent quarter and will be notified in writing of their placement on probation during that quarter. Students who fail to maintain the required GPA and/or the required in-class participation in each course will be placed on probation for one college quarter.

### Academic Probation

Students on probation cannot enroll in the next quarter of programs until the probation is removed. Students on probation are encouraged to work with their program leads/instructors to determine the corrective actions.

In order to end Academic Probation the student must meet with their lead or designated instructor on a weekly basis to discuss progress, repeat the course or courses in which a grade of less than 2.0 was awarded (less than 2.9 for Medical and Dental Assistant students) and achieve the required GPA.

Students who demonstrate satisfactory academic progress will be removed from probationary status. Students may not advance to the next quarter unless the probation status is removed.

### In-Class Participation Probation

Students should consult with the Office of Instruction and their individual program leads for specific instructional and funding program requirements regarding their in-class participation obligations.

## Enrolling and Withdrawing from Classes

### Program Enrollment

Students may enroll in programs prior to the first day of the session without instructor permission.

Absolutely no documents will be processed after the 10th day of the quarter.

### Withdrawing from classes

To officially withdraw from classes at Seattle Vocational Institute, students must complete an Add/Drop Form, available at the Registration Office. Students should return the Add/Drop Form to the Registration Office to officially withdraw.

- During the first 10 days of the college quarter, students may withdraw from a course without a "W" appearing on their transcripts.
- From the third week to the eighth week of the quarter, students may withdraw and a "W" will be recorded and will remain on their transcripts.
- After the eighth week of the quarter, students may not officially withdraw from a class, regardless of academic status.
- After a "W" is issued, the course may be repeated only once.

*NOTE: Enrollment and withdrawal decisions may affect a student's financial aid. Check with the Financial Aid Office to determine eligibility.*

### Repeating a Course

If a student receives a "W" or a failing grade, the student must repeat and receive a passing grade for the course before being allowed to enroll in the next quarter's program courses. A student is allowed to repeat the course one time. Under exceptional circumstances, the Dean of Instruction may allow an additional repeat.

### Grade errors

Grade errors should be reported to the Registration Office within six months from the date of issue of that grade. Grade errors reported after this time may not be changed. Students are encouraged to consult with their instructors before initiating a grade review process.

# Academic & Student Support Services

## Transcripts

Students who wish to obtain an official transcript (a copy of their permanent academic record) must make a request in writing to the Registration Office. This service costs \$4.50 per copy (subject to change) and requires up to one week for processing. Official, sealed transcripts are generally required by other institutions when students transfer. Students may also obtain an unofficial copy of their transcripts at any time, at no charge.

Transcripts may be released directly to a student or a designated second party only upon presentation of positive identification (such as a driver's license). Release of transcripts to a second party requires a written release from the student authorizing that person to pick up a transcript. Transcripts will not be released to a student's parent without the student's written consent or unless the parent can establish the student's dependency as defined by the Internal Revenue Code of 1954, Section 152.

Transcripts will not be released if students have not fulfilled all of their financial obligations to SVI and the Seattle College District.

## Graduation Requirement

To earn a Certificate of Completion from Seattle Vocational Institute, students must complete all required courses within their program of study, have a minimum GPA of 2.0, meet individual program requirements, and have a minimum in-class participation percentage rate of 85 percent of the total program. Students must apply for graduation one quarter prior to completion. Please see the SVI Student Handbook for details.

## Student Rights & Responsibilities

As a unit of Seattle College District VI, students of the Seattle Vocational Institute comply with the Student Rights and Responsibilities of the District.

*See pages 42-47 or the web at [seattlecolleges.edu/district/currentstudents/studentrulescs.aspx](http://seattlecolleges.edu/district/currentstudents/studentrulescs.aspx).*

## Policy, Fee & Program Changes

Policies and procedures contained in this catalog are subject to change by the SVI administration; SVI also reserves the right to change fee schedules, tuition amounts and program content.

## Admissions & Programs

206 934-3195

The Admissions Coordinator can help individuals review program and course options, and can provide information about the job market.

## Bookstore

*See page 52 for the Bookstore at Seattle Central College.*

## Disability Services Center

(206) 934-4183 (V/TTY)

Seattle Central College provides support services to help SVI students with disabilities meet their educational needs. Students with disabilities requiring accommodations are asked to contact the office at Central prior to registration, present certified documentation and meet with a counselor. There are two counselors, one who focuses on disabilities, and one who works directly with deaf students.

*See pages 45 and 50 for a complete description of disability support services.*

## Food Service

Vending machines and microwave ovens are available in the 2nd floor Cafeteria and the 5th floor Student Lounge.



## Workforce Development Office

(206) 934-4950  
SVI Room 109

The Workforce Office contains funding advisors for Workforce programs (Worker Retraining, BFET, Opportunity Grant and WorkFirst) as well as representatives from community-based organizations who provide additional services for SVI students.

Computers are available to students for job search, résumé creation and updating, and similar endeavors. Job listings for full-time and part-time employment are posted in the SVI Workforce Office. Information on employers and current wages for different occupations are also available. Pre-employment, Life Skills, and Stress Management workshops are offered periodically. These workshops provide information on how to manage stress, make initial contact with potential employers, write a résumé and interview successfully. Students who need personal counseling or assistance will be referred to appropriate community resources.

## Safety & Security

(206) 934-4933

For all on-campus security issues, call this number. For serious emergencies, dial 911.

Security personnel are on duty every day; however, they are not responsible for loss or theft. Students should take appropriate precautions to keep their personal property safe.

The students' well-being and safety are of utmost importance. It is vital that everyone follow strict safety procedures recommended in working with equipment in professional technical classes. In the event of an on-campus accident or injury, students and faculty should report the accident to the Security Office so the injury can be addressed and an accident report completed. Do not hesitate to call 911 for serious injuries. Instructors must be notified if the accident occurs during class.

*See page 42 for additional information on personal safety.*

## Student Advising

(206) 934-4963

An academic advisor meets with all new students to determine their career interests and life goals and to create an educational plan. Academic advisors will also provide assistance with:

- Unofficial transcript evaluation
- Interpretation of CASAS placement
- Understanding program requirements, length and credentials gained
- Academic plan modification
- Referrals to other college and partner agencies services and resources

## Counseling Services

(206) 934-3190

<http://www.seattlecentral.edu/counsel/faq.php>

Counselors provide academic, career, and short term personal counseling around a variety of issues, if the issue is of a long term nature, the counselor may refer you to an appropriate professional in the surrounding area. Counseling provides all students with support and direction in pursuit of their educational goals:

- Personal, Academic, and Career counseling
- Crisis intervention and community referrals
- Disability Support Services

## WorkFirst Program

(206) 934-2948

The SVI WorkFirst Program works in partnership with the Department of Social and Health Services (DSHS) to assist DSHS WorkFirst participants with tuition assistance and books. DSHS refers qualified participants to SVI for services including:

- Tuition assistance
- Educational planning
- Interest assessment
- Career advising/counseling
- Job search skills
- Work-First Work Study

Interested WorkFirst participants should inform their DSHS Case Managers of their interest in attending SVI. The DSHS Office will in turn notify SVI.

# Programs of Study at SVI

## 4 Directions for Your Education and Training

1. Pre-College Programs

2. Concurrent High School Program

3. Worker Retraining Program

4. Professional/Technical Programs

### 1

## Pre-College Programs

### Adult Basic Education

Basic Studies  
(206) 934-4935

The Adult Basic Education program is designed to enhance basic skill levels in math, reading, writing and critical thinking. The integrated instruction uses lecture/discussion, computer-assisted learning, small group work and independent learning in developing competence in Washington state learning standards for math, reading and writing. Classes are open-entry and available at low cost to the student on a space-available basis. The Educational Planning Course is required for entry.

#### COURSES

ABE 040 Level 4 Integrated Basic Skills - Reading, Math, & Writing

### English as a Second Language

Basic Studies  
(206) 934-4935

Intermediate/advanced level classes are offered for non-native speakers of English. Emphasis is on vocabulary development, reading and writing needed to function effectively on the job, in a continued educational program, or in daily situations. Classes are available each quarter, at low cost to the student, on a space-available basis. Placement test required.

#### COURSES

ESL 050 English as a Second Language - Level 5

## General Education Development Preparation (GED®)

This open-entry/open-exit, variable-length course prepares adult students for the General Educational Development examination. It combines traditional instruction with computer-assisted and individualized learning appropriate to student needs. Students ready for final testing in one or more of the five subject areas will be assisted in making their appointments at the most appropriate GED® testing location. Classes are offered each quarter at low cost to the student. Students may start at any time on a space-available basis. The Educational Planning Course is required for entry.

#### COURSES

GED 050 Basic GED Preparation - Level 5  
GED 070 Intensive GED Preparation

### 2

## Concurrent High School Program

### Bright Future Program

Bright Future Program  
(206) 934-6304

The Bright Future Program is a Running Start funded program serving students from all area high schools. This program gives students an opportunity to start their college courses early by allowing qualified high school students access to accredited programs at Seattle Vocational Institute. The program is designed to assist participants in earning a high school diploma and a certificate of completion in one of SVI's professional technical programs. Students are eligible to enroll in professional technical programs of the Allied Health Division (Dental Assistant, Medical Front Office, Medical Administrative Specialist, Medical Assistant and Phlebotomy), Business Computers Division (Foundation Office Clerk, and Computer Support Technician), the Pre-Apprenticeship Construction Training program and the School of Cosmetology. Coursework completed at SVI counts toward high school graduation requirements as well as professional technical certification.

## 3

## Worker Retraining Program

### Worker Retraining

(206) 934-4936

The Worker Retraining Program offers a variety of services to dislocated workers. A dislocated worker is one who:

- Is currently collecting unemployment insurance after a job layoff
- Has exhausted unemployment benefits within the past two years
- Was self-employed, and is now unemployed due to closure of their own small business
- Is a displaced homemaker who now has to return to work due to separation, divorce, or other inability of the financial supporting partner to provide
- Has received a WARN letter
- Is working in a not-in-demand job
- Has lost a job because of a disaster
- Is a recently separated veteran

Services are devoted to helping workers get a new start on a career in high-wage/high-demand jobs through the provision of tuition assistance. Additional services can include:

- Application assistance for Federal Trade Act Assistance
- Educational planning/interest assessment
- Career advising/counseling
- Job search skills
- Internships
- Job placement
- Advocacy for additional support from community partner agencies who offer Workers Investment Act Funding (WIA) and other funding sources

Finally, the Worker Retraining Program works in partnership with the Employment Security Department (ESD). One of the roles is reviewing Commission Approved Training applications (CAT) that authorize permission for people receiving unemployment benefits to retain their benefits while attending school.

## 4

## Professional/Technical Programs

### Computer Support Technician

Business Computers - Vocational Programs

(206) 934-4950

The 33 credit Computer Support Technician program offers hands-on training based on the student's aptitude, motivation, self-discipline and attitude. Students develop skills in PC hardware configuration, troubleshooting, repairing and upgrades, and learn operating system software commonly used for computers and networking, such as Microsoft and Linux. Strong emphasis is placed on basic marketable skill sets. This program emphasizes critical thinking skills so that students can answer most of their own questions and perform research to resolve problems. In a 3rd quarter project students apply skills in a specific field of their interest based on their own proposal.

CompTIA A+ Certified Service Technician exam preparation is included.

### Certificate

#### TECHNICAL SPECIALTY COURSES

BCT	111	Computer Literacy & Applications . . . . .	2
BOS	103	Keyboarding . . . . .	2
COR	101	Strategies for Success in the Business Office . .	1
COR	131	Employment Skills. . . . .	3
ITC	102	Introduction to Computer Systems . . . . .	3
ITC	134	Computer Operating Systems. . . . .	5
ITC	140	Introduction to Computer Hardware. . . . .	5
MIC	101	Introduction to Computer Applications. . . . .	4
MIC	175	Helpdesk User Support . . . . .	4
NET	120	Network Essentials . . . . .	5

**TOTAL PROGRAM CREDITS** 34



## Cosmetology

**Cosmetology - Vocational Program**  
(206) 934-4950

The Cosmetology Program includes training in multi-ethnic hairdressing and cosmetology services. A Certificate of Completion includes 1,650 hours of training. The core curriculum is designed to prepare students for employment and to take the State Board of Cosmetology Licensing Examination. Group and individual instruction utilizing Milady techniques and specialized hair styling techniques for hair cutting, scalp care, wet and thermal hair styling, ethnic hair care, hair coloring, foiling, permanent waving, chemical relaxing, skin care, make-up, manicures, pedicures and safety and sanitation measures are typical learning experiences. Advanced students gain additional experience involving customer work under the supervision of state licensed instructors in cosmetology. A detailed estimation of costs and tuition is available.

### Certificate

#### TECHNICAL SPECIALTY COURSES

COS	100	Strategies for Success for Cos/Barb Students . . . . .	1
COS	141	Introduction to Physical Hair Design . . . . .	4
COS	142	Hair Design Practicum I . . . . .	11
COS	143	CPR/First Aid . . . . .	0.5
COS	148	Introduction to Chemical Hair Design . . .	12.5
COS	149	Hair Design Practicum II. . . . .	7.5
COS	161	Intro to Esthetics for Cosmetology . . . . .	7.5
COS	162	Intro to Natural Nail Care . . . . .	2.5
COS	163	Comprehensive Cosmetology Practicum I. .	12.5
COS	171	Principles of Salon/Shop Business. . . . .	4.5
COS	172	Employment Skills. . . . .	3
COS	173	Comprehensive Cosmetology Practicum II. .	10
COS	181	State Board Presentation. . . . .	7.5
COS	182	Salon/Shop Simulation . . . . .	10
COS	191	Salon/Shop Experience I . . . . .	2.5
COS	192	Salon/Shop Experience II . . . . .	2.5

#### RELATED INSTRUCTION

ENGL	105	Applied Composition . . . . .	3
MATH	110	Applied Math for Technicians . . . . .	3

**TOTAL PROGRAM CREDITS** 105



## Dental Assistant

**Allied Health**  
(206) 934-4950

The Dental Assistant Certificate of Completion program has been granted full accreditation by the American Dental Association. This program prepares students for entry level employment within the dental industry. Students are taught chair-side dental assisting through lecture, hands-on experience and 300 hours of mandatory clinical experience in the workplace. Classes are conducted in a state-of-the-art dental environment. Dental Assistant students gain actual experience by working in the Pacific Tower Health Education Center, under the guidance of licensed dentist, Registered Dental Hygienist and Certified Dental Assistant instructors. Dental Services are available by appointment only Monday thru Friday, thru Neighborcare (Beacon Hill) Dental Clinic. Coursework includes anatomy and physiology, medical terminology, clinical procedures, and specialty dental courses that prepare the student for employment following completion of the program.

### Certificate

#### TECHNICAL SPECIALTY COURSES

AHD	100	Strategies for Success for Dental Assistant . .	1
AHD	150	Introduction to Dental Assisting . . . . .	1
AHD	151	Clinical Science I. . . . .	4
AHD	152	Clinical Science II . . . . .	4
AHD	153	Dental Equipment and Instruments. . . . .	1
AHD	154	Dental Materials . . . . .	2
AHD	155	Clinical Lab I. . . . .	1.5
AHD	156	Practice Management . . . . .	2
AHD	157	Preventive Dentistry . . . . .	2
AHD	160	Clinical Procedures I . . . . .	10
AHD	161	Radiology Science. . . . .	6
AHD	162	Radiology Laboratory. . . . .	4
AHD	170	Clinical Procedures II. . . . .	10
AHD	171	Dental Specialties. . . . .	4
AHD	172	Clinical Laboratory II . . . . .	4
AHD	173	Law and Ethics . . . . .	2
AHD	190	Job Seeking Skills I . . . . .	1.5
AHD	192	Dental Assistant Mandatory Clinical . . . . .	9
AHL	101	Health Care Provider CPR/First Aid . . . . .	0.5
AHL	105	HIV/AIDS Training (7 Hours). . . . .	0.5

#### RELATED INSTRUCTION

BCT	111	Computer Literacy and Application Fundamentals. . . . .	2
COR	120	Communication & Professionalism . . . . .	3
ENGL	105	Applied Composition . . . . .	3
INFO	101	Information Resources . . . . .	1
MATH	110	Applied Math for Technicians . . . . .	3
PSYC	240	Psychology of Human Relations . . . . .	3

**TOTAL PROGRAM CREDITS** 85

## Medical Administrative Assistant

Allied Health  
(206) 934-4950

The Medical Administrative Assistant program prepares students for entry-level positions in the outpatient setting of the Allied Healthcare industry. This competency-based program includes topics in business and medical communications, medical terminology, principles of health care operations, public relations and interpersonal communications, software applications, record-keeping and filing systems, scheduling and meeting planning, applicable policy and regulations, and professional standards and ethics.

### Certificate

#### TECHNICAL SPECIALTY COURSES

AHL	101	Health Care Provider CPR/First Aid . . . . .	0.5
AHL	105	HIV/AIDS Training (7 Hours) . . . . .	0.5
AHL	113	Medical Terminology I . . . . .	3
AHL	114	Medical Terminology II . . . . .	3
AHL	123	Insurance & Coding . . . . .	3
AHL	124	Medical Office Finance . . . . .	2
AHL	126	Reception & Scheduling Medical Records . . . . .	2
AHL	127	Electronic Health Records . . . . .	2
AHL	128	Law and Ethics . . . . .	3
AHL	142	Medical Insurance Billing . . . . .	2
AHL	189	Emergency Preparedness . . . . .	1
COR	120	Communication & Professionalism . . . . .	3
COR	131	Employment Skills . . . . .	3
MAA	195	MAA Practicum . . . . .	2.5
MAA	196	MAA National Examination Preparation . . . . .	1

#### RELATED INSTRUCTION

BCT	111	Computer Literacy & Application Fundamentals . . . . .	2
BCT	130	Processing . . . . .	4
BOS	103	Keyboarding . . . . .	2
ENGL	105	Applied Composition . . . . .	3
INFO	101	Information Resources . . . . .	1
MATH	110	Applied Math for Technicians . . . . .	3
PSG	110	Behavioral Psychology . . . . .	3

TOTAL PROGRAM CREDITS 49.5



## Medical Assistant

Allied Health  
(206) 934-4950

The Medical Assistant program is a five quarter program that is designed in collaboration with local health care providers, faculty and Technical Advisory Committee members. The program includes instruction in administrative (front office) and clinical (back office) skills necessary to become a successful practitioner in the field of medical assisting.

Medical Assistants are an integral part of the health care team and are trained to understand and perform a multitude of administrative and clinical procedures. Career opportunities exist within clinics, ambulatory care centers, hospitals, and other health care settings. Students attend an externship in a health care facility and upon completion are eligible to sit for a national certification examination and apply for the Washington state medical Assistant credential of qualification.

The Seattle Vocational Institute program is fully accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board. ([www.caahep.org](http://www.caahep.org), [www.maerb.org](http://www.maerb.org))

### Certificate

#### TECHNICAL SPECIALTY COURSES

AHL	101	Health Care Provider CPR/First Aid . . . . .	0.5
AHL	105	HIV/AIDS Training (7 Hours) . . . . .	0.5
AHL	111	Anatomy & Physiology . . . . .	6
AHL	112	Anatomy & Physiology I . . . . .	6
AHL	113	Medical Terminology I . . . . .	3
AHL	114	Medical Terminology II . . . . .	3
AHL	123	Insurance and Coding . . . . .	3
AHL	124	Medical Office Finance . . . . .	2

AHL	125	Medical Office Simulation . . . . .	2
AHL	126	Reception & Scheduling. . . . .	2
AHL	127	Electronic Health Records . . . . .	2
AHL	128	Law and Ethics . . . . .	3
AHL	142	Medical Insurance Billing . . . . .	2
AHL	161	Pharmacology . . . . .	3
AHL	178	Clinical I . . . . .	6
AHL	180	Clinical II . . . . .	8
AHL	183	Clinical II . . . . .	8
AHL	189	Emergency Preparedness . . . . .	1
AHL	190	Clinical IV . . . . .	6
AHL	191	Medical Assistant National Examination Prep . . . . .	1
AHL	192	Medical Assistant Practicum . . . . .	5
BCT	130	Word Processing . . . . .	4

**RELATED INSTRUCTION**

BCT	111	Computer Literacy & Application Fundamentals. . . . .	2
BOS	103	Keyboarding . . . . .	2
COR	120	Communication & Professionalism . . . . .	3
ENGL	105	Applied Composition . . . . .	3
INFO	101	Information Resources . . . . .	1
MATH	110	Applied Math for Technicians . . . . .	3
PSG	110	Behavioral Psychology . . . . .	3
<b>TOTAL PROGRAM CREDITS</b>			<b>96</b>

**Phlebotomy**

**Allied Health**  
(206) 934-4950

Seattle Vocational Institute's Phlebotomy Program is dedicated to presenting students with a wide range of skill sets relative to phlebotomy in a practical, professional manner. Students achieve knowledge and the level of competency required to become a capable practitioner in the field of phlebotomy and apply for Washington state level certification. Students will also be trained in performing 12 lead electrocardiograms (EKGs).

**TECHNICAL SPECIALTY COURSES**

AHL	101	Health Care Provider CPR/First Aid . . . . .	0.5
AHL	105	HIV/AIDS Training (7 Hours) . . . . .	0.5
AHL	128	Law and Ethics . . . . .	3
AHL	155	Electrocardiogram (EKG) Technician . . . . .	2
PHL	110	Phlebotomy for Health Occupations . . . . .	7
PHL	120	Advanced Phlebotomy for Health Occupations . . . . .	6.5
<b>TOTAL PROGRAM CREDITS</b>			<b>19.5</b>

**Pre-Apprenticeship Construction Training (P.A.C.T.)**

**Vocational Programs**  
(206) 934-4970

The Pre-Apprenticeship Construction Training program is designed to assist adults, to gain the skills needed to make them successful competitors for entry-level jobs in construction trade apprenticeship programs. Participants study and apply subjects and skills that are relevant to the work-sites of many occupations, and tour many apprenticeship schools and construction job sites. Students learn basic carpentry skills and terminology, shop math, and effective and safe operation of power tools and demonstrate their competency. Students learn and receive certification in forklift operation, road flagging, OSHA 10 safety, and first aid/CPR. There is additional emphasis on learning skills and adopting attitudes that lead to becoming a positive and productive member of any worksite team/organization. The focus is on building habits for success, including time management, understanding non-verbal communication, taking the initiative, group/ team communication, and line/staff/team organization.

Note: Forklift and flagging certification classes are open to the public and are offered at least once per quarter. For information on dates and fees for flagging or forklift, call SVI Registration at 206-934-4970 or the SVI PACT office at 206-934-4957.

**Certificate****TECHNICAL SPECIALTY COURSES**

MTA	100	Strategies for Success for Pact Students. . . . .	1
MTA	160	Construction Job Skills . . . . .	2
MTA	161	Construction Job Readiness. . . . .	5.5
MTA	162	Trades Math I . . . . .	6
MTA	163	Blueprint Reading . . . . .	3
MTA	164	Industrial First Aid and CPR . . . . .	0.5
MTA	165	Road Flagging Certification. . . . .	0.5
MTA	167	Construction Trades Training I. . . . .	3
MTA	168	Construction Trades Training II . . . . .	3.5
MTA	169	Construction Trades Training III. . . . .	2
MTA	170	Asset Preparation . . . . .	2
MTA	172	Forklift Operation and Certification . . . . .	1
MTA	174	Tools & Material Identification & Handling . . . . .	2
MTA	175	Forms and Grades. . . . .	2
MTA	176	Trades Math II. . . . .	2.5
MTA	177	Fitness and Nutrition I . . . . .	2
MTA	178	Fitness and Nutrition II . . . . .	2
MTA	179	OSHA 10 Safety . . . . .	1

**TOTAL PROGRAM CREDITS** **41.5**