



Seattle Vocational Institute

Welcome

Programs at Seattle Vocational Institute lead to jobs with a future, personal achievements and educational advancement. SVI is a division of Seattle Central Community College and collaborates with colleges in the Seattle Community College District as well as with business, labor, government and community-based organizations.

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.

- Basic skills courses enable students to improve their reading, writing, math and critical thinking skills
- Short-term, open-entry job training programs lead to real-world jobs with livable wages
- Personal and professional development courses are designed to enhance the development of individual potential and success in the workplace

This independent job-training institute joined the Seattle Community College District as part of the State Legislature's 1991 Workforce Training and Education Act.

MISSION

The Seattle Vocational Institute provides basic skills, vocational and workforce training opportunities through competency-based, open-entry, short-term programs that lead to jobs with a future, personal achievements and educational advancement, collaborating with business, labor, government and community groups.



GETTING STARTED at SVI

Admissions	(206) 587-4945
Bright Future	(206) 587-6304
Career Information	(206) 516-2940
GED	(206) 587-4935
Financial Aid	(206) 587-4977
Outreach	(206) 587-4963
Registration	(206) 587-4980
Student Assistance	(206) 587-4969
Worker Retraining	(206) 587-4936

LEARNING OUTCOMES

The success of SVI's workforce training programs is 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

Admissions & REGISTRATION



FACTS at a Glance*

2008–2009 ANNUAL PROFILES

Annual attendance 2008-2009 1,129

Special Enrollments

Worker Retraining 380

FALL 2009 PROFILES

Students **

Median age 26

Ethnic diversity 88%

Male/Female 28%/72%

With bachelor or higher degrees 3%

Employed 15%

full-time 7%

With dependents 43%

single parents 35%

Full-time/Part-time attendance 95%/5%

Programs

Workforce Education 60%

Basic Skills 40%

Courses

State-supported 98%

Contract-supported <1%

Student-supported 2%

* Source: State Board for Community and Technical Colleges Data Warehouse.

** State-funded.

ADMISSIONS

(206) 587-4945

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

- is competent to profit from the curricular offerings of the institute and
- is 18 years or older or
- is a high school graduate or has a GED or
- has applied for admission under the Bright Future (Running Start) program or
- is 16 years or older and is seeking a GED (with Seattle 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. Each program's requirements are listed on that program's profile page.

ABE/GED

Free open-entry classes are offered for Adult Basic Education and GED classes for those that qualify. The Educational Planning Workshop is the first step. Contact the Admissions Office for Educational Planning Workshop dates.

ESL

Free open-entry English as a Second Language classes are offered on a space available basis. The first step is an ESL evaluation. Contact the Admissions Office for ESL evaluation dates.

REGISTRATION

(206) 587-4980

Admissions Process

Applying for college can be an overwhelming experience. At SVI we take it one step at a time. We have a process that helps the student determine career goals and how to attain them, and SVI provides support every step of the way. Seattle Vocational Institute is the "Steps to Success School!"

Step 1 – Begin the Admission Processes/Meet with the Admissions Specialist

1. Fill out admission forms (Application for Admission) including the WRT preliminary application and turn in to Admissions staff between 8 a.m. and 4:30 p.m. in room 111.
2. Have high school transcripts or GED sent to SVI Registrar directly. Please see an Admission Specialist if you

did not graduate from high school or did not obtain your GED.

Step 2 – Apply for Financial Aid/Funding

Office is open 8 am - 4:30 pm in room 111A. Also check for WRT, WBL, or OG funding eligibility in WorkForce Development Office—room 109.

Step 3 – Attend an ESL Evaluation if English is not your native language.

Check with Admissions for the exact schedule.

Step 4 – Attend an Educational Planning Workshop

The Educational Planning Workshop runs consecutively most weeks for three half days, Tuesdays, Wednesdays and Thursdays 1-5 p.m. Evening Educational Planning Workshops are also available from 5-9 p.m. for three evenings several times within the quarter. The workshop consists of the following:

1. Admissions, Funding, Child Care, Background Check, Math & Reading Warm-ups
2. Programs, Goal Setting, Life Skills, Orientation, Math Review
3. CASAS Testing

Step 5 – Follow Through on all Requirements

1. Work to improve your reading and/or Math skills if your CASAS scores need to meet minimum levels for your program. Attend free Intensive Labs if necessary. Take CPAT test if necessary.
2. Make sure your Funding (FA, OG, WRT, WBL, SP) is secured.
3. Make sure high school transcripts or GED have been received by SVI Registrar.

Seattle Vocational Institute now offers programs and courses that bear credits. Students applying for graduation must complete the required course credits mandated with a cumulative attendance percentage of 85%. Please be aware of certificate program requirements. Due to the nature of vocational education, SVI does not allow for Advanced Placement, Transfer of Clock Hours and/or Credit from another school and does not recognize prior and/or experiential learning for credit.

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 cost, consult with the Admissions Coordinator.

FINANCIAL AID and Assistance

(206) 587-4977

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

Depending on eligibility, assistance consists of work study and grants, including Pell Grants, State Need Grants, Worker Retraining, WorkFirst funding, and Federal Supplemental Opportunity Grants.

Funding and Financial Aid information is given in the Educational Planning Workshop. 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 attendance 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 \$5.50 administration fee. (In those instances where the fee subject to refund is less than \$5.50, the minimum forfeiture will be reduced to that amount.)

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

Students must maintain an average of 85% total attendance for Satisfactory Attendance Progress.

Grades

Seattle Vocational Institute uses the decimal/letter grading system of the Seattle Community College District VI.

See page 38 of this catalog.

Satisfactory Academic Progress

Student Progress Policy (District Policy 311) says that students are expected to make satisfactory academic progress while enrolled at the Seattle Community Colleges. Satisfactory progress means that students are passing and completing their coursework in their educational programs.

To maintain Satisfactory Progress, all students must pass each and every class with a minimum 2.0 GPA and maintain an 85% attendance percentage. Individual programs of study may have additional requirements including higher GPA requirements for certain courses. Please see SVI Student Handbook for details.

Students enrolled at SVI who meet any of the following criteria 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 meet other requirements
- Students who do not achieve 85% or better attendance
- Students who have a pattern of not successfully making up attendance deficiencies by the 10th day of the subsequent quarter

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 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.

Probation & Reinstatement

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 attendance in each course will be placed on probation for one college quarter.

Academic Probation

Students who earn less than the required GPA at the end of each quarter for which they enroll, will be placed on Academic Probation in the subsequent quarter. They will be notified in writing of their placement on Academic Probation during that subsequent quarter. Students on probation cannot enroll in the next quarter of programs until the probation is removed.

- 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.

Attendance Probation

Students unable to make up enough hours are withdrawn from the current quarter, placed on Attendance Probation and given until the end of that quarter to make up the missing hours.

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

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 tenth day of the session.

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

At SVI, students enroll in programs in cohorts. Students must complete all program courses for that quarter before enrolling in the next quarter's courses for that program. 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 Executive Dean 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 per copy 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 Community College District.

Graduation Requirement

To earn a Certificate of Completion from Seattle Vocational Institute, students must complete all required courses within their vocational program, have a minimum GPA of 2.0, meet individual program requirements, and have a cumulative minimum attendance percentage of 85% of total program hours. 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 Community College District VI, students of the Seattle Vocational Institute comply with the Student Rights and Responsibilities of the District.

See pages 39–44 of this catalog.

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) 516-2948

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

Outreach Coordinators are available to assist students with placement in programs.

BOOKSTORE

See page 50 for the Bookstore at Seattle Central Community College.

CHILDCARE

(206) 344-4426

(206) 344-4489

First A.M.E. provides on-campus childcare for SVI students on a space-available, first-come, first-served basis. For information, call the numbers above.

DISABILITY Services Center

(206) 587-4183 (V/TTY)

Seattle Central Community 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 43 and 48 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.

JOB PLACEMENT & Career GUIDANCE

Workforce Development Office (WDO)

(206) 516-2940

New listings for full-time and part-time jobs are posted and updated in the SVI Job Resource Center. In addition, the WDO has computers for use in writing résumés. 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 by a Student Assistant Specialist.

SAFETY & Security

(206) 587-4933

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 pages 41 and 51 for additional information on personal safety.

Student ASSISTANCE

(206) 587-4969

A Student Assistance Specialist is available to help students determine life goals, solve problems, reduce stress and barriers to success. The Student Assistance Specialist is a resource for life issues and can provide referral services.

Student COUNSELING

(206) 516-3190

The Counseling Department is coordinated by a teaching and learning partnership which allows candidates of the University of Washington Master of Social Work Program to provide direct student services in counseling and mentoring for students under the direction of the SVI Counseling staff.

Worker RETRAINING

See page 26 for information on Worker Retraining.

WORKFIRST Program

(206) 516-2948

The SVI Work-First Program works in partnership with the Department of Social and Health Services (DSHS) to assist DSHS Work-First 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
- Internships
- Job placement
- 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 Educational Directions

- 1 **Adult Basic Education** ESL/GED
- 2 **High School** Programs
- 3 **Worker Retraining**
- 4 **Careers Vocational Programs**

1 | ADULT BASIC EDUCATION ESL/GED

ADULT BASIC EDUCATION

(206) 516-3198

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 no cost to the student on a space-available basis. The Educational Planning Workshop is required for entry.

COURSES INCLUDE:

ABE 040 Levels 2–4 Integrated
Basic Skills–Reading, Math & Writing

ENGLISH AS A SECOND LANGUAGE

Variable Length

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 no cost to the student, on a space-available basis. Placement test required.

COURSES INCLUDE:

ESL 050 English as a Second Language - Levels 4-6

GED: GENERAL EDUCATIONAL DEVELOPMENT Preparation

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 no cost to the student. Students may start at any time on a space-available basis. The Educational Planning Workshop is required for entry.

Courses include:

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

2 | HIGH SCHOOL Programs

BRIGHT FUTURE Program

(206) 587-6304

The Bright Future Program is a Running Start-funded program serving students from all area high schools.

Students can complete all of their minimum graduation requirements at their high schools, and take vocational classes at Seattle Vocational Institute. The Bright Future 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 the 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 the vocational programs of the Allied Health Division (Dental Assistant, Medical Administrative Specialist and Medical Assistant), Business Computers Division (Administrative Office Professional, Computer-Based Accounting and Network 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. Bright Future students begin their college careers early and develop marketable skills for future employment.

3 | WORKER RETRAINING Program

(206) 587-4965

The Worker Retraining Program offers a variety of services to dislocated workers. A dislocated worker is an individual 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.

Also see WorkFirst on page 169.

4 | CAREERS Vocational Programs

ALLIED HEALTH

Acute Care Hospital Nursing Assistant 2 Quarters

40 Credits

Note: The program is not offered at the present time, but may be offered in the future. Please check with the SVI Admissions Office for current course offerings.

This competency-based training program prepares students for work in an acute care hospital setting. The program is designed according to industry-level standards. Emphasis is on in-patient care, interpersonal relations and treatment procedures. Students learn bedside care, admitting and discharge protocols, communication, specimen collection and testing. Care of both the surgical and long-term care patient is covered. The student will experience simulated procedures as well as the clinical practices necessary to demonstrate proficiency in all areas of content. Preparation for the Nursing Assistant Certification examination is an integral part of the curriculum. Each student will have 165 hours of training delivered in an actual clinic, hospital or nursing home setting prior to receiving the Certificate of Completion.

Dental Assistant 4 Quarters

72 Credits

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 275 hours of externship. Classes are conducted in a state-of-the-art dental environment located at SVI, with dental services available on Wednesday and Thursday. Certified SVI instructors conduct classes and a licensed dentist lectures and demonstrates patient procedures. 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

QUARTER 1	18
AHD 101 CPR/First Aid Training	0.5
AHD 105 AIDS Training	0.5
AHD 150 Intro to Dental Assisting	1
AHD 151 Clinical Science I	4
AHD 152 Clinical Science II	3
AHD 153 Dental Equipment & Instruments	1
AHD 154 Dental Materials	2

AHD	155	Clinical Laboratory I	2
AHD	156	Practice Management	2
AHD	157	Preventive Dentistry	2
QUARTER 2			18
AHD	160	Clinical Procedures I	10
AHD	161	Radiology Science	4
AHD	162	Radiology Laboratory	4
QUARTER 3			18
AHD	170	Clinical Procedures II	10
AHD	171	Dental Specialties	3.5
AHD	172	Clinical Laboratory II	3.5
AHD	173	Human Relations	1
QUARTER 4			18
AHD	190	Job Seeking Skills I/ Computer Lab	1.5
AHD	192	Externship	16.5
TOTAL CREDITS			72

Medical Assistant 4 Quarters

80 Credits

Medical Assistants are allied health professionals who perform a wide range of roles in physician's offices, clinics and other health care settings. They are proficient in many clinical and administrative tasks and are vital members of the health care delivery team. The Medical Assistant Certificate of Completion Program teaches the business and clinical skills to become a Medical Assistant. This fully accredited program provides the mechanism for graduates to take the National Board Examination to become a nationally Certified Medical Assistant. Emphasis is on both front and back office. Front office skills include patient relations, medical insurance, finances, coding, anatomy and physiology, medical terminology, interpersonal communication skills, administrative procedures, skill development in computer usage and transcription. Back office skills include clinical skills such as medical and surgical asepsis, charting, patient prep, procedure set-ups, prioritizing, medication calculation and administration, EKG, diagnostic imaging theory, and lab skills such as hematology, urinalysis, basic microbiology and phlebotomy.

The SVI Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs* (www.caahep.org) on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowments (AAMAE).

* Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756. (727) 210-2350.

Certificate

QUARTER 1			20
BSS	107	AH Keyboarding I	2
AHL	126	Reception/Scheduling/Medical Records	4
AHL	111	Anatomy/Physiology/Pathophysiology I	4
AHL	113	Medical Terminology I	4
PSG	110	Behavioral Psychology	4
AHL	141	Intro to Computer Fundamentals/Spreadsheet	2
QUARTER 2			20
AHL	104	Standard Precautions/First Aid	0.5
AHL	105	HIV/AIDS	0.5
AHL	112	Anatomy/Physiology/Pathophysiology II	5.5
AHL	128	Law & Ethics	2
AHL	140	AH Word Processing I – Word/Medical Office Formatting Applications	4
AHL	180	Clinical I – Medical Asepsis/Infection Control/ EKG/PT Positions/Charting/Therapy	7.5
QUARTER 3			20
BSS	108	AH Keyboarding II	2
AHL	101	Health Care Provider CPR	0.5
AHL	123	Insurance/Coding	2
AHL	124	Medical Office Finances	2
AHL	142	Medical Computer Applications	4
AHL	161	Pharmacology Principles	2
AHL	183	Clinical II – Medication Administration/ Laboratory Skills	7.5
QUARTER 4			20
AHL	125	Medical Office Simulation	2
AHL	153	AH Employment Skills	2
AHL	190	Clinical Review/Certification Exam Prep	5.5
AHL	192	Medical Assistant Externship	10
AHL	193	Medical Assistant Externship & Exemployment Preparation	0.5
TOTAL CREDITS			80

Medical Administrative Specialist 3 Quarters

60 Credits

A Medical Administrative Specialist manages the administrative duties involved in patient care and is the liaison between inpatient, outpatient and medical staff. Work settings may include hospitals, doctor's offices, clinics and nursing homes. A typical day for a MAS would include patient reception, interpreting doctor's handwriting, ordering and scheduling tests, chart assembly, data entry, verifying insurance, performing transfers, discharging and admitting hospitalized patients. Preparation to pass both the Certified Medical Administrative Specialist (CMAS) certification examination, administered by the American Medical Technologists (AMT), and the Certified Health Unit Coordinator (CHUC) certification exam, administered by the National Association of Health Unit Coordinators, Inc. (NAHUC), is an essential part of the program. The job outlook for this position is increasing due to population growth and expanding medical technology.

Certificate

QUARTER 1		20
BOS 104	Keyboarding	4
BOS 116	Math Fundamentals & Ten-Key	2
BOS 121	Office Procedures & Computerized Office Management	2
BCT 111	Computer Literacy & Application Fundamentals	2
BCT 130	Word Processing	4
AHL 113	Medical Terminology I	4
MAS 114	Anatomy & Physiology for MAS	2
QUARTER 2		20
COR 120	Customer Service & Professionalism	2
COR 126	Business Communication & Research Skills	2
AHL 123	Insurance/Coding	2
AHL 126	Reception/Scheduling/Medical Records	4
AHL 128	Law & Ethics	2
AHL 142	Medical Computer Applications	4
AHL 153	AH Employment Skills	2
MAS 162	Intro to Pharmacology & Clinical Skills	2
QUARTER 3		20
BCT 123	Spreadsheets	2
AHL 101	Health Care Provider CPR	0.5
AHL 104	Standard Precautions/First Aid	0.5
AHL 105	HIV/AIDS Training	0.5
AHL 124	Medical Office Finances	2
MAS 125	MAS Office Simulation	2
MAS 126	Hospital Unit Administrative Office Procedures	2
MAS 127	Insurance/Coding for Inpatient Care	2
MAS 192	MAS Externship	7.5
MAS 193	MAS Externship & Employment Preparation	1
TOTAL CREDITS		60

Medical Laboratory Assistant/Phlebotomy 1 Quarter

18 Credits

This one-quarter Medical Laboratory Assistant/Phlebotomy program provides students with the theory, skills and practice necessary to get hired as medical laboratory assistants and phlebotomists. Work settings may include hospitals, medical laboratories, blood banks, clinics, and doctor's offices. A typical day for an MLA/Phlebotomist would include drawing blood, collecting other specimens, maintaining laboratories and supplies, informing and instructing patients, processing specimens, keeping accurate records, and communicating results. An essential part of the program includes preparation to pass the following: Certified Medical Laboratory Assistant (CMLA) and the Registered Phlebotomy Technician (RPT) certification examinations administered by the American Medical Technologists (AMT); the Clinical Assistant (CA) and the Phlebotomy (PHLEB) certification examinations administered by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); and the Phlebotomy Technician (PBT) exam administered by the American Society for Clinical Pathology (ASCP). To sit for these examinations, medical laboratory assistants and phlebotomists must complete the required hours of work experience. The job outlook for these positions is increasing due to population growth and expanding medical technology.

Certificate

ONE QUARTER		18
AHL 105	HIV/AIDS for Health Care Professionals	0.5
AHL 106	CPR/First Aid for Health Care Professional	0.5
MLA 110	MLA/Phlebotomy Medical Office Skills	2
MLA 111	MLA/Phlebotomy Employment Skills	0.5
MLA 120	MLA/Phlebotomy Anatomy & Physiology	1
MLA 121	MLA/Phlebotomy Medical Terminology	1
MLA 124	MLA/Phlebotomy Law & Ethics	0.5
MLA 130	MLA/Phlebotomy Theory & Practice	10.5
MLA 190	MLA/Phlebotomy Clinical Experience	1.5
TOTAL CREDITS		18

BUSINESS COMPUTERS**Administrative Office Professional
2 Quarters****40 Credits**

The Administrative Office Professional program prepares the student with the skills and knowledge needed for a satisfying career in today's business office. The program covers a wide variety of computer application software including MS Windows, MS Word, MS Excel as well as web-design software and MS PowerPoint to produce business documents. The office-simulated environment focuses on customer service and professional standards that meet the hiring needs of the modern office. This program includes an externship that provides students with an opportunity to use learned skills in an actual office environment.

Certificate

QUARTER 1		20
BCT	111 Computer Literacy & Application Fundamentals	2
BCT	130 Word Processing	4
BOS	104 Keyboarding	4
BOS	116 Math Fundamentals & Ten Key	2
BOS	121 Office Procedures & Computerized Office Management	2
BOS	131 Life Skills for Business Professionals	2
COR	120 Customer Service & Professionalism	2
COR	126 Business Communication & Research Skills ..	2
QUARTER 2		20
BCT	123 Spreadsheets	2
BCT	124 Spreadsheet Production	1
BCT	131 Word Processing Production	1
BCT	151 Digital Imaging Fundamentals & Web Revision Skills	2
BOS	105 Keyboarding Applications	2
BOS	180 Office Simulation	4
BOS	190 AOP Externship	5
COR	131 Employment Skills	2
COR	132 AOP Externship & Employment Preparation ..	1
TOTAL CREDITS		40

**Computer-Based Accounting
3 Quarters****60 Credits**

The Computer Based Accounting Certificate of Completion Program prepares students for financial careers as bookkeeping, accounting, payroll, accounts payable, and accounts receivable clerks. Students will develop a solid understanding of business operations and accounting fundamentals and learn direct computerized accounting applications in QuickBooks software. In addition to Microsoft Office applications in MS Word and MS Excel, students receive training in time management, email applications and web browsing using a wide variety of search engines and the Windows operating system. Students learn professional skills, business communication, keyboarding, ten-key, business math and employment skills in a financial office simulation course, and on the job in an externship.

Certificate

QUARTER 1		20
ACT	110 Accounting I	6
BCT	111 Computer Literacy & App Fundamentals	2
BCT	123 Spreadsheets	2
BOS	104 Keyboarding	4
BOS	116 Math Fundamentals & Ten-key	2
COR	110 Study & Team Skills	2
COR	120 Customer Service & Professionalism	2
QUARTER 2		20
ACT	120 Accounting II	4
ACT	130 Computerized Accounting I	4
BCT	121 Spreadsheets for Accounting Applications	2
BCT	130 Word Processing	4
BOS	121 Office Procedures & Computerized Office Management	2
BOS	131 Life Skills for the Business Professional	2
COR	126 Business Communications & Research Skills ..	2
QUARTER 3		20
ACT	131 Computerized Accounting II	4
ACT	180 Financial Office Simulation	4
ACT	190 CBA Externship	9
COR	131 Employment Skills	2
COR	133 CBA Externship & Employment Preparation ..	1
TOTAL CREDITS		60

Network Technician 3 Quarters

60 Credits

The 990 clock-hour Network 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. Vendor-based equipment options such as CISCO, Intel and 3Com are investigated, practiced and evaluated. 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 demonstrate expertise in a specific field of their interest based on their own proposal. Comprehensive CompTIA A+ Certified Service Technician exam preparation is included.

Certificate

QUARTER 1	20
NTC 110 CompTIA Hardware	8
NTC 111 CompTIA Software	10
NTC 131 NT Research & Life Skills	2
QUARTER 2	20
NTC 120 Network Hardware	4
NTC 121 Network Management	4
NTC 122 Network Server Software	6
NTC 132 NT Research & Customer Service	2
NTC 141 Principles of Multimedia I	2
NTC 170 NT Service Learning I	2
QUARTER 3	20
NTC 133 NT Research & Employment Skills	2
NTC 142 Principles of Multimedia II	2
NTC 171 NT Service Learning II	2
NTC 180 Practicum	14
TOTAL CREDITS	60

COSMETOLOGY

Cosmetology 5 Quarters

100 Credits

The Cosmetology Program includes training in multi-ethnic hairdressing and cosmetology services. A Certificate of Completion includes 1,650 hours of training. Students completing the program will be eligible for advanced placement towards an A.A.S. degree from Seattle Central Community College. The core curriculum is designed to prepare students for employment and to take the State Board of Cosmetology Licensing Examination. The School of Cosmetology is a Pivot Point Member School. Group and individual instruction utilizing Pivot Point techniques and specialized ethnic hair techniques for hair sculpting, scalp care, wet and thermal hair styling, ethnic hair care, hair coloring, permanent waving, chemical relaxing, skin care, make-up, manicures, pedicures and sanitary and safety 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.

Salon Services (206) 587-5477

The School of Cosmetology Salon is open to the public from 9:00 am until 7:00 pm on Tuesdays and Wednesdays and from 9:00 am until 5:00 pm on Thursdays and Fridays. The Salon is located at 1500 Harvard Avenue, Seattle, WA. Senior Citizens (65 years and older) receive a discount for all services rendered. A licensed Cosmetology Instructor is on staff during all salon hours.

Certificate

QUARTER 1	20
COS 151 Intro to Cosmetology	3.5
COS 152 Practicum	16.5
QUARTER 2	20
COS 153 Intermediate Cosmetology	3.5
COS 154 Practicum	16.5
QUARTER 3	20
COS 155 Advanced Cosmetology I	3.5
COS 156 Practicum	16.5
QUARTER 4	20
COS 157 Advanced Cosmetology II	3.5
COS 158 Practicum	16.5
QUARTER 5	20
COS 160 Advanced Cosmetology Services III	20
TOTAL CREDITS	100

Cosmetology Instructor's Training 500 Contact Hours

CTT	171	Intro to Teaching.....	85 Hours
CTT	172	Intro to Instructor Training Lab	165 Hours
CTT	173	Principles of Teaching	85 Hours
CTT	174	Instructor Training Lab	165 Hours

TOTAL CONTACT HOURS	500 HOURS
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**PRE-APPRENTICESHIP
CONSTRUCTION TRAINING (P.A.C.T.)****Pre-Apprenticeship Construction Training
2 Quarters 40 credits**

The Pre-Apprenticeship Construction Training program is designed to assist adult men and women, especially people of color, 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 powertools 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 work-site 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.

Certificate**QUARTER 1.....20**

MTA	160	Job Construction Skills.....	2
MTA	162	Trade Math I	4
MTA	164	Industrial First Aid/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	172	Forklift Operation & Certification	1.0
MTA	174	Tools & Material ID & Handling	2
MTA	177	Fitness & Nutrition I.....	2.5
MTA	179	OSHA 10 Safety Certification.....	1

QUARTER 2.....20

MTA	161	Construction Job Readiness	5.5
MTA	162	Blueprint Reading.....	3.5
MTA	169	Construction Trades Training III.....	2
MTA	170	ASSET Preparation.....	2
MTA	175	Forms & Grades	2
MTA	176	Trades Math II.....	2.5
MTA	178	Fitness & Nutrition II	2.5

TOTAL CREDITS	40
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Flagging Certification

This 7-hour course prepares students for the road flagging certification examination. Students learn how to establish and maintain a safe traffic flow in a construction zone and how to understand both hazardous and safe behaviors involved in a variety of flagger situations. Students review the materials that are needed to successfully pass the Washington State flagger certification examination. Call (206) 587-4950 for exact dates and room number.

MTA	165	Road Flagging Certification	0.5 credit
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Forklift Certification

This 15-hour course trains students in the functions and parts of a forklift, OSHA forklift regulations, safety habits in forklift operation, and the proper picking, placing and moving of a variety of loads through the worksite. Students will also take the test to become a Washington State certified forklift operator. Call (206) 587-4950 for exact dates and room number.

MTA	172	Forklift Operation & Certification	1 credit
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