



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) 934-4945
Bright Future	(206) 934-6304
Career Information	(206) 934-2940
GED	(206) 934-4935
Financial Aid	(206) 934-4977
Outreach	(206) 934-4950
Registration	(206) 934-4980
Worker Retraining	(206) 934-4936

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*

2010–2011 ANNUAL PROFILES

Annual attendance 2010–2011 1,273

Special Enrollments

Running Start 47
Worker Retraining 241

FALL 2009 PROFILES

Students **

Median age 27
Ethnic diversity 82%
Male/Female 31%/69%
With bachelor or higher degrees 5%
Employed 30%
 full-time 10%
With dependents 37%
 single parents 27%
Full-time/Part-time attendance 52%/48%

Programs

Workforce Education 71%
Basic Skills 29%

Courses

State-supported 98%
Contract-supported 1%
Student-supported 1%

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

** State-funded.

ADMISSIONS

(206) 934-4945

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.

REGISTRATION

(206) 934-4980

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.

Step 1 Begin the Admission Processes by attending an Educational Planning Course

This course runs consecutively most weeks on Tuesdays, Wednesdays, and Thursdays from 1-5 p.m. Evening Educational Planning Courses are also available based on demand from 5-9 p.m. on Tuesdays, Wednesdays and Thursdays. The Educational Planning Course consists of the following:

Day 1: Learn about Financial Aid, other funding, on-line admissions, practice math & reading test exercises and learn what to do if you have a felony

Day 2: Orientation, Programs, Goal Setting, Life Skills, Math Review

Day 3: CASAS testing

Step 2 Apply for Financial Aid

Room 111A or (206) 934-4977. Check for WRT, WBL, or OG funding eligibility in WorkForce Development, Room 109. Have high school transcripts or GED sent directly to SVI Registrar. See admissions specialist if you did not graduate from high school or did not obtain your GED.

Step 3 Follow Through on All Requirements

1. Work to improve your reading and/or math skills in the Intensive Labs if needed for your program. Take the 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 the SVI Registrar. This is very important because there is no financial aid funding without it.

Seattle Vocational Institute now offers programs and courses that generate 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 professional-technical education, SVI does not allow for Advanced Placement, Transfer of Hours and/or Credit from another school, and does not recognize prior and/or experiential learning for credit.

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://sviweb.sccd.ctc.edu/Calendar.pdf>

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) 934-4977

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.

See page 41 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 (<http://sviweb.sccd.ctc.edu/Handbook.pdf>).

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 do not 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 10th 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 \$4.40 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 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 43-48 of this catalog or visit www.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) 934-4945

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

(206) 934-2940 and (206) 934-3195

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

BOOKSTORE

See page 54 for the Bookstore at Seattle Central Community College.

CHILDCARE

(206) 934-4426

(206) 934-4489

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) 934-4183 (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 47 and 52 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) 934-4936

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.

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 pages 44 and 55 for additional information on personal safety.

Student COUNSELING

(206) 934-3190

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

WORKFIRST Program

(206) 934-2948

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 **Pre-College Programs** ABE, ESL, GED
- 2 Concurrent **High School** Programs
- 3 Worker **Retraining**
- 4 Careers **Professional-Technical** Programs

1 | ADULT BASIC EDUCATION ESL/GED

ADULT BASIC EDUCATION (ABE)

(206) 934-4950

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 INCLUDE:

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

ENGLISH AS A SECOND LANGUAGE (ESL)

(206) 934-4925

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 an 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 INCLUDE:

ESL 050 English as a Second Language - Level 5

GENERAL EDUCATIONAL DEVELOPMENT Preparation (GED)

(206) 934-4950

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 INCLUDE:

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

2 | Concurrent HIGH SCHOOL Programs

BRIGHT FUTURE Program

(206) 934-6304

http://sviweb.sccd.ctc.edu/p_bright.htm

The Bright Future Program is a Running Start funded program serving students from all area high schools. 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 professional-technical programs of the Allied Health Division (Dental Assistant, Medical Administrative Specialist, Medical Assistant and Medical Laboratory Assistant/Phlebotomy), Business Computers Division (Administrative Office Professional, Computer-Based Accounting and Network Technician), the Pre-Apprenticeship Construction Training program and the School of Cosmetology. Course-work completed at SVI counts toward high school graduation requirements as well as professional/technical certification.

3 | WORKER RETRAINING Program

(206) 934-4965

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 (WIA) Funding 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 (CAT) applications that authorize permission for people receiving unemployment benefits to retain their benefits while attending school.

*See page 29 for more information.
 Also see WorkFirst on page 175.*

4 | CAREERS Professional-Technical Programs

ALLIED HEALTH

Dental Assistant 4 Quarters

78 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 mandatory clinical experience in the workplace. 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 120		
AHD 100	Strategies for Success for DA Students	1
AHD 101	CPR/First Aid	0.5
AHD 105	AIDS	0.5
AHD 150	Intro to Dental Assisting	1
AHD 151	Clinical Science I	4
AHD 152	Clinical Science II	4
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 220		
AHD 160	Clinical Procedures I	10
AHD 161	Radiology Science	6
AHD 162	Radiology Laboratory	4
QUARTER 320		
AHD 170	Clinical Procedures II	10
AHD 171	Dental Specialties	4.5
AHD 172	Clinical Laboratory II	3.5
AHD 173	Human Relations	2
QUARTER 418		
AHD 190	Job Seeking Skills I/ Computer Lab	1.5
AHD 192	Mandatory Clinical	16.5
TOTAL CREDITS		78

**Medical Assistant
4 Quarters****81 Credits**

Medical Assistants are allied health professionals who perform a wide range of roles in physicians' 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		21
AHL	100 Strategies for Success for MA Students	1
BOS	104 Keyboarding	4
PSG	110 Behavioral Psychology.	2
AHL	111 Anatomy/Physiology/Pathophysiology I.	6
BCT	111 Computer Literacy & Application Fundamentals	2
AHL	113 Medical Terminology	6
QUARTER 2		20
AHL	112 Anatomy/Physiology/Pathophysiology II	6
AHL	126 Reception/Scheduling/Medical Records	2
BCT	130 Word Processing	4
AHL	180 Clinical I – Medical Asepsis/Infection Control/ EKG/PT Positions/Charting/Therapy	8
QUARTER 3		20
AHL	123 Insurance/Coding	2
AHL	124 Medical Office Finances/Spreadsheets	2.5
COR	131 Employment Skills	3
AHL	142 Medical Computer Applications	2
AHL	161 Pharmacology Principles	2.5
AHL	183 Clinical II – Medication Administration/ Laboratory Skills	8
QUARTER 4		20
AHL	101 Health Care Provider CPR	0.5
AHL	105 HIV/AIDS.	0.5
AHL	125 Medical Office Simulation	2.5
AHL	128 Law & Ethics	3
AHL	190 Clinical Review/Certification Exam Prep* . . .	8.5
AHL	192 Medical Assistant Mandatory Clinical*	5
TOTAL CREDITS		81

**These two courses must be taken together.*

Medical Administrative Specialist 3 Quarters

60 Credits

A MAS manages the administrative duties involved in patient care and is the liaison between inpatient, outpatient and medical staff. Work settings may include hospitals, doctors' offices, clinics and nursing homes. A typical day for a MAS would include patient reception, interpreting doctors' handwriting, ordering and scheduling tests, chart assembly, data entry, verifying insurance, performing transfers, discharging and admitting hospitalized patients. The job outlook for this position is increasing due to population growth and expanding medical technology.

Certificate

QUARTER 1		20
MAS 100	Strategies for Success for MAS Students	1
BOS 104	Keyboarding	4
BCT 111	Computer Literacy & Application Fundamentals	2
AHL 113	Medical Terminology	6
MAS 114	Anatomy & Physiology for MAS Students	3
BOS 116	Math Fundamentals & Ten-Key	2
BOS 121	Office Procedures & Computerized Office Management	2
QUARTER 2		20
COR 120	Customer Service & Professionalism	3
AHL 123	Insurance/Coding	2
MAS 129	MAS Reception/Medical Records	4
BCT 130	Word Processing	4
COR 131	Employment Skills	3
AHL 142	Medical Computer Applications	2
MAS 162	Intro to Pharmacology & Clinical Skills	2
QUARTER 3		20
AHL 101	Health Care Provider CPR	0.5
AHL 105	HIV/AIDS	0.5
AHL 124	Medical Office Finances/Spreadsheets	2.5
AHL 128	Law & Ethics	3
MAS 125	MAS Office Simulation	2
COR 126	Business Communication & Research Skills . .	3
MAS 130	MAS Advanced Office Simulation	8.5
TOTAL CREDITS		60

Phlebotomy 1 Quarter

8 Credits

This one-quarter Phlebotomy program provides students with the theory, skills and practice necessary to work as phlebotomists in hospitals, medical laboratories, blood banks, clinics, and doctors' offices. Typical duties include drawing blood 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: 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, phlebotomists must complete the required hours of work experience and required blood draws. The job outlook for these positions is increasing due to population growth and expanding medical technology.

Certificate

ONE QUARTER		8
GSPL 002	Phlebotomy	8
TOTAL CREDITS		8

BUSINESS COMPUTERS**Administrative Office Professional
2 Quarters****41 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.

Certificate

QUARTER 1		21
COR	100 Strategies for Success for AOP Students	1
BOS	104 Keyboarding.	4
BCT	111 Computer Literacy & Application Fundamentals	2
BOS	116 Math Fundamentals & Ten Key.	2
COR	120 Customer Service & Professionalism	3
BOS	121 Office Procedures & Computerized Office Management	2
COR	126 Business Communication & Research Skills . .	3
BCT	130 Word Processing	4
QUARTER 2		20
BOS	105 Keyboarding Applications	2
BCT	123 Spreadsheets	2
BCT	124 Spreadsheet Production	1
BCT	131 Word Processing Production	1
COR	131 Employment Skills	3
COR	132 Employment Preparation	1.5
BOS	180 Office Simulation	4
BOS	181 Advanced Office Simulation	5.5
TOTAL CREDITS		41

**Computer-Based Accounting
3 Quarters****61 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.

Certificate

QUARTER 1		21
ACT	100 Strategies for Success for CBA Students	1
BOS	104 Keyboarding.	4
ACT	110 Accounting I.	7
BCT	111 Computer Literacy & Application Fundamentals	2
BOS	116 Math Fundamentals & Ten-key	2
COR	120 Customer Service & Professionalism	3
BCT	123 Spreadsheets	2
QUARTER 2		20
ACT	120 Accounting II	4
BCT	121 Spreadsheets for Accounting Applications . .	2
BOS	121 Office Procedures & Computerized Office Management	2
COR	126 Business Communications & Research Skills .	2
ACT	130 Computerized Accounting I	4
BCT	130 Word Processing	4
QUARTER 3		20
ACT	131 Computerized Accounting II	4
COR	131 Employment Skills	3
COR	132 Employment Preparation	1.5
ACT	132 Computerized Accounting III	4
ACT	180 Financial Office Simulation	2
BOS	181 Advanced Office Simulation	5.5
TOTAL CREDITS		61

Network Technician

This program is undergoing revision. It is anticipated that it will be offered again in Fall Quarter 2012.

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 toward 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 MiLady 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) 934-5477

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 100 Strategies for Success for Cosmetology/ Barbering Students.	1
COS 141 Intro to Physical Hair Design	4
COS 142 Hair Design Practicum I.	14.5
COS 143 CPR and First Aid	5
QUARTER 2	20
COS 148 Intro to Chemical Hair Design	12.5
COS 149 Hair Design Practicum II	7.5
QUARTER 3	20
COS 161 Intro to Esthetics for Cosmetology	7.5
COS 162 Intro to Natural Nail Care.	2.5
COS 163 Comprehensive Cosmetology Practicum I . . .	10

QUARTER 4	20
COS 171 Principles of Salon/Shop Business	4.5
COS 172 Employment Skills	3
COS 173 Comprehensive Cosmetology Practicum II. . . .	6
COS 174 Comprehensive Hair & Facial Hair Design Practicum	6.5
QUARTER 5	20
COS 181 State Board Preparation	7.5
COS 182 Salon/Shop Simulation I.	7
COS 183 Salon/Shop Simulation II	5.5
TOTAL CREDITS	100

Cosmetology Instructor's Training

500 Hours

CTT 171 Intro to Teaching.85 Hours
CTT 172 Intro to Instructor Training Lab165 Hours
CTT 173 Principles of Teaching85 Hours
CTT 174 Instructor Training Lab165 Hours
TOTAL CONTACT HOURS	500 HOURS

PRE-APPRENTICESHIP CONSTRUCTION TRAINING (P.A.C.T.)

Pre-Apprenticeship Construction Training 2 Quarters

42.5 credits

The Pre-Apprenticeship Construction Training program is designed to assist adults, 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 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 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.....22.5**

MTA	100	Strategies for Success for PACT Students . . .	1
MTA	160	Construction Job Skills	2
MTA	162	Trades Math I	6
MTA	164	Industrial First Aid/CPR	0.5
MTA	167	Construction Trades Training I	3
MTA	168	Construction Trades Training II	3.5
MTA	174	Tools & Material ID & Handling	2
MTA	177	Fitness & Nutrition I	2
MTA	179	OSHA 10 Safety Certification	1

Courses for PACT offered through Continuing Education

MTA	165	Road Flagging Certification	0.5
MTA	172	Forklift Operation & Certification	1.0

QUARTER 2.....20

MTA	161	Construction Job Readiness	5.5
MTA	163	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			42.5
---------------	--	--	------

ABE – ADULT BASIC EDUCATION**ABE 040 (1-15) V****Adult Basic Education Level 4**

Focuses on reading comprehension, making inferences, recognizing fact and opinion, vocabulary development, basic sentence patterns, paragraphs, punctuation, capitalization and correct word usage. Covers multi-paragraph essays.

ACT – ACCOUNTING**ACT 100 (1) V****Strategies for Success for AOP Students**

Covers business professional and educational success strategies for lifelong learning. Skills development and assessment activities focus on goal setting, self-management, positive image building and leadership qualities.

ACT 110 (7) V**Accounting I**

Covers basic accounting concepts, including starting a proprietorship, analyzing and journalizing transactions, posting to a general ledger, using cash control systems, reconciling bank statements, producing work sheets and financial statements, recording adjusting and closing entries, and proving cash and journal pages.

ACT 120 (5) V**Accounting II**

Covers accounting principles and practical applications in bookkeeping: journalizing purchases, payments, sales, and receipts; posting to general and subsidiary ledgers; preparing payroll records and taxes; producing work sheets and financial statements; recording adjusting and closing entries; accounting and paying sales taxes; collections, depreciation, and inventory.

ACT 130 (4) V**Computerized Accounting I**

Covers fundamentals of manual accounting principles and techniques for a medium/large business. Includes control accounts, balances, accounts receivable, accounts payable, payroll, banking, transactions, posting, reports, financial statements, reconciling and tracing all results back to source documents.

ACT 131 (4) V**Computerized Accounting II**

Covers fundamentals of manual accounting principles and techniques for a small business using QuickBooks. Includes control accounts, balances, accounts receivable, accounts payable, payroll, banking, transactions, posting, reports, financial statements, reconciling and tracing all results back to source documents.

ACT 132 (4) V**Computerized Accounting III**

Advanced business accounting principles and techniques using QuickBooks. Covers account registers, credit card payments, reconciliations, bad debts, refunds, inventory, subaccounts, classes and subclasses, batch invoicing, sales orders, filtered reports, cash flow, forecasting, payroll, job costing, transferring funds, petty cash, depreciation and year-end closing.

ACT 180 (2) V**Financial Office Simulation**

Practice accounting office activities: routine transactions, sales invoices, accounts payable and receivable, cash management, banking, business report forms, and document filing. Use various business machines. Develop professionalism and teamwork in an office environment.

AHD – ALLIED HEALTH DENTAL**AHD 100 (1) V****Strategies for Success for Dental Assistant Students**

Develop study skills for life-long learning, using strategies effective in all classes. Explore lifelong applications of learning that can enhance personal and professional life.

AHD 101 (.5) V**CPR/First Aid**

Covers Cardiopulmonary Resuscitation (CPR) and First Aid procedures for infants, children and adults through demonstration and practice. Earn CPR and First Aid certificates from the American Red Cross by passing skills tests.

AHD 105 (.5) V**HIV/AIDS**

HIV/AIDS education for health care workers. Covers HIV epidemiology, four clinical manifestations of HIV infection, "at risk" populations, psychological impact, transmission of HIV, risks of transmission to health care workers, patient education in health promotion and disease prevention.

AHD 150 (1) V**Intro to Dental Assisting**

Intro to the field of dentistry and the dental assistant program with emphasis on attendance policy, academic progression, and professional appearance. Covers history of dentistry, dental terminology and the dental healthcare team.

AHD 151 (4) V**Clinical Science I**

Learn general anatomy and physiology, structures and functions of the human body, head and neck. Overview of disease processes impacting skeletal, muscular, nervous, cardiovascular, respiratory, digestive, endocrine, urinary, integumentary, and reproductive systems. Covers oral embryology/histology related to prenatal, embryonic, facial and oral cavity development and dentition, tooth life cycle and anatomy.

AHD 152 (4) V**Clinical Science II**

Gather diagnostic information from history, clinical and radiographic sources; learn patient assessment for medical and dental emergencies. Covers inflammation, microorganisms, disease transmission and immune system; principles and techniques of disinfection, instrument sterilization; documentation of prescribed medications, controlled and uncontrolled substances. Learn about CDC, OSHA, FDA and EPA.

AHD 153 (1) V**Dental Equipment and Instruments**

Learn dental equipment and tray set-ups for basic operative procedures of four/six-hand dentistry. Study pain control and topical anesthetic placement sites for local anesthesia. Chart entries of patient treatment through case studies.

AHD 154 (2) V**Dental Materials**

Intro to properties, uses and limitations of dental materials in clinical practice: gypsum, impression pastes, hydrocolloid materials, acrylics, metals; bases, liners and varnishes; amalgams, composite resins, inlays; abrasives, polishing agents and dentifrices; synthetic resins; and thermal conductivity and expansion.

AHD 155 (2) V
Clinical Laboratory I

Intro to a clinical and laboratory setting. Use of rubber dam, matrix/wedge placement and removal on anterior and posterior teeth, mixing temporary cements, liners, bases, varnish and preliminary impressions.

AHD 156 (2) V
Practice Management

Learn dental office procedures including appointment scheduling, accounts receivable, accounts payable, telephone techniques and inventory control.

AHD 157 (2) V
Preventative Dentistry

Intro to patient education, fluoridation, sealants, coronal polishing and nutritional analysis. Covers the dental caries process, early childhood caries, modes of transmission, the periodontium, types of periodontal diseases, stains, plaque, and calculus. Collect nutritional information for dietary analysis.

AHD 160 (10) V
Clinical Procedures I

Intro to clinical dental assistant skills. Interact with dentist, hygienist, peer, and patient. Learn professionalism and effective communication. Covers infection control, instrumentation, 4-and-6-handed dentistry, moisture control, asepsis, vital signs, topical placement, documentation, and computer software.

AHD 161 (6) V
Radiology Science

Covers principles of dental radiology science, and theory, safety, and application of oral radiographic techniques.

AHD 162 (4) V
Radiology Laboratory

Develop radiology proficiency for best possible diagnostic quality. Focuses on intraoral and extraoral radiographs, digital imagery, film duplication, mounting and dark room management. Includes infection control and patient management.

AHD 170 (10) V
Clinical Procedures II

Increase proficiency and time management skills in clinical procedures: composites amalgams, sealants, cavitation, radiology and patient exams. Demonstrate 90% or higher proficiency in all competency exams.

AHD 171 (4.5) V
Dental Specialties

Practice and demonstrate competency in both general and specialized areas of dentistry, including fixed and removable prosthodontics, endodontics, periodontics, pediatrics, orthodontics, dental implants, oral and maxillofacial surgery.

AHD 172 (3.5) V
Clinical Laboratory II

Increase skills in general dentistry procedures involving instrumentation, laboratory materials, study models, vacuum-formed thermoplastic resin and dental waxes.

AHD 173 (2) V
Human Relations

Covers ethics and law in dentistry: principles and guidelines, confidentiality, and the American Dental Assistant Association professional code of ethics. Examines the legal ramifications of licensing, auxiliary supervision, abandonment, negligence and malpractice suits. Includes treatment modifications for special needs patients.

AHD 190 (1.5) V
Job Seeking Skills I/Computer Lab

Learn basic skills involving employment applications, résumé, cover and thank you letters, and job interviews. Prepare for externship work assignment.

AHD 192 (16.5) V
Dental Assistant

Clinical practice in dental assisting functions, performed under direct supervision of the Board Certified Dentist in private practice, specialty office, and/or community dental clinic. Demonstrate knowledge and competency in clinical dental health care in accordance with minimum entry-level industry standards for dental assisting.

AHL – ALLIED HEALTH**AHL 100 (1) V**
Strategies for Success for MA Student

Learn health care and educational success strategies for lifelong learning. Assessment and skill development activities focus on goal setting, self management, positive image building and leadership qualities.

AHL 101 (.5) V
Health Care Provider CPR

Learn Cardiopulmonary Resuscitation (CPR) and First Aid procedures for infants, children and adults and earn American Red Cross CPR and First Aid certificates on successful completion.

AHL 105 (.5) V
HIV/AIDS

HIV/AIDS education for health care workers, including HIV epidemiology, four clinical manifestations of HIV infection, "at risk" populations, psychological impact, transmission of HIV, risks to healthcare workers, patient education in health promotion and disease prevention.

AHL 111 (6) V
Anatomy/Physiology/Pathophysiology I

Intro to human body structure and function. Overview of the disease processes of major conditions, including infectious diseases, major neoplastic conditions and congenital diseases. Focuses on human diseases that are first diagnosed in the clinical setting.

AHL 112 (6) V
Anatomy/Physiology/Pathophysiology II

Continuation of AHL 111. Study the structure and function of the human body: body parts, functions of systems, importance of homeostatic balances, organ placement within its appropriate body system. Learn disease etiology, signs and symptoms, diagnosis, treatment, prognosis and primary prevention of disease processes.

AHL 113 (6) V
Medical Terminology

Intro to terminology of anatomy, physiology, diagnostic procedures, pathological conditions and treatment procedures of body systems. Covers prefixes, suffixes, roots, connections and combinations of medical terms applying to human structure, function and diseases. Learn proper medical abbreviations, standard pronunciation, spelling and definitions for accurate and efficient communication.

AHL 123 (2) V
Insurance/Coding

Learn ICD-9 codes for different diagnoses, tests, and treatments; Current Procedural Terminology (CPT) coding; manual and computerized insurance and billing. Covers vocabulary specific to medical insurance, billing and coding; medical insurance forms; and medical plans including Medicare, Medicaid, CHAMPA, CHAMPVA, Disability Insurance, private Insurance companies and Workers Compensation.

AHL 124 (2.5) V
Medical Office Finance/Spreadsheets

Learn basic business records for the medical office including bookkeeping/accounting, journalizing, posting, collections, billing, credit arrangements, payroll, petty cash, accounts payable, accounts receivable, and account aging. Includes billing practices and common medical abbreviations.

AHL 125 (2.5) V
Medical Office Simulation

Practice medical office skills: patient information brochures, written health care documents, mail, telephone techniques, oral communication, teamwork, personnel manuals and orientation of new employees.

AHL 126 (2) V
Reception/Scheduling/Medical Records

Practice medical front office reception duties: scheduling appointments, referrals, surgeries; telephone triage, interviewing, and patient flow protocols; medical records management; safety rules and regulations; office facility and supply maintenance. Emphasizes professional demeanor and customer service.

AHL 128 (3) V
Law and Ethics

Covers laws, regulations, legal and ethical matters in healthcare: duty to treat, confidentiality, privacy, withholding and withdrawing treatment, euthanasia, liability, negligence, malpractice, consent, physician-patient relationship, ownership of genetic materials, allocation of resources. Includes moral dilemmas and issues relating to advances in medicine and medical research.

AHL 142 (2) V
Medical Computer Applications

Learn software systems and computerized account and information management for the medical office, including patient records, billing, insurance, and coding.

AHL 161 (2.5) V
Pharmacology Principles

Covers language of pharmacology, abbreviations, controlled substances act, drug dependency and prescriptions. Includes medication supply, patient care applications, drug classifications and interactions, safety, and routes of administration. Learn to administer oral medication, calculate dosages and prepare injections.

AHL 180 (8) V
Clinical I

Clinical experience with vital signs, charting, asepsis, infection control, minor surgery and wound care and bandage application. Intro to surgical instruments, minor surgical procedures, autoclaving, medical specialty exams, patient positioning, pediatric charting and OB/GYN procedures. Learn infection control, prevention and workplace safety.

AHL 183 (8) V
Medication Administration/Laboratory Skills

Intro to clinical skills: injections, oral medication administration, math calculations, venipuncture, capillary puncture, glucose measurement, urinalysis and waived tests. Covers basic hematology, microbiology, immunology; diagnostic imaging; medication records; safe disposal of potential contaminants; equipment and specimen protocol, handling and transport; quality control; and awareness of blood borne pathogens.

AHL 190 (8.5) V
Clinical Review/Certification Exam Prep

Review and practice all clinical and medical office skills, and apply critical thinking skills. Take computer-based practice tests to prepare for the Medical Assistant national certification examination.

AHL 192 (5) V
**Medical Assistant
Mandatory Clinical Practicum**

Includes 162 hours of supervised on-the-job training in applying basic outpatient administrative and clinical skills. This clinical experience is unpaid.

BCT – BUSINESS COMPUTER TECHNOLOGY**BCT 111 (2) V****Computer Literacy & Application Fundamentals**

Intro to computer use, concepts, terminology, word processing, presentation and database software. Learn business skills related to use of Internet, email, scheduling, contact management, directory and file management.

BCT 121 (2) V**Spreadsheets for Accounting Applications**

Learn advanced formulas and functions and efficiently produce spreadsheets for bookkeeping/accounting situations. Create business charts from spreadsheet data and link data from one spreadsheet to another.

BCT 123 (2) V**Spreadsheets**

Intro to MSExcel spreadsheets, workbooks and calculations for business. Integrates business math concepts and ten-key use to develop spreadsheets.

BCT 124 (1) V**Spreadsheet Production**

Covers advanced formulas, charts, graphs, and data entry in business spreadsheet production.

BCT 130 (4) V**Word Processing**

Learn word processing concepts and commands to produce business memos, letters, reports, tables, forms and other business documents in standard business English.

BCT 131 (1) V**Word Processing Production**

Covers advanced business document production including mail merge and multi-page documents. Emphasizes speed, efficiency and accuracy.

BOS – BUSINESS OFFICE SKILLS**BOS 104 (4) V****Keyboarding**

Covers basic keyboarding skill development, emphasizing accuracy and speed.

BOS 105 (2) V
Keyboarding Applications

Increase knowledge of applications, accuracy and speed in keyboarding.

BOS 116 (2) V
Math Fundamentals & Ten-Key

Learn ten-key functions with emphasis on accuracy and speed, using proper techniques and correct fingering to reach industry standards for numeric data entry. Apply basic math concepts to business problems.

BOS 121 (2) V
Office Procedures & Computerized Office Management

Learn organizational systems and develop skills in filing, storing documents, using common business machines and forms, and mail processing. Emphasizes professionalism.

BOS 180 (4) V
Office Simulation

Includes document production, processing, filing, storage and retention; common business forms development; reporting requirements; scheduling; data entry; and telephone procedures. Emphasizes office teamwork.

BOS 181 (5.5) V
Advanced Office Simulation

Covers more complex document production and processing, scheduling, data entry, and telephone procedures.

BTS – BASIC AND TRANSITIONAL STUDIES**BTS 090 (1) V**
Educational Planning

Intro to BTS and SVI resources and services; examines current abilities, background, barriers, and strategies; develops an educational plan to determine the next best educational step. Includes math and reading reviews and abilities assessment.

COR – CORE EMPLOYMENT READINESS**COR 100 (1) V**
Strategies for Success for AOP Students

Covers business professional and educational success strategies for lifelong learning. Assess and develop skills in goal setting, self-management, positive image building and leadership qualities.

COR 120 (3) V
Customer Service & Professionalism

Covers professional behavior and customer relations in the workplace. Practice customer service telephone techniques.

COR 126 (3) V
Business Communication & Research Skills

Develop professional quality business and communication skills. Covers techniques for producing good-news, routine and bad-news memos, letters and reports using standard business English.

COR 131 (3) V
Employment Skills

Use writing and critical thinking skills to compose résumés, cover and thank-you letters. Develop oral communication skills for contacting prospective employers and interviewing effectively.

COR 132 (1.5) V
Employment Preparation

Strategies and opportunities to obtain employment. Transition to employment with focus on getting a job. Update résumé with all experience and education, research companies and available jobs, prepare cover and thank-you letters, and prepare for interviews.

COS – COSMETOLOGY**COS 100 (1) V**
Strategies for Success for Cosmetology/Barbering Students

Explore business and educational success strategies in both educational and work environments, using skills development and assessment activities focusing on goal setting, time management, positive self-image and leadership.

COS 141 (4) V
Intro to Physical Hair Design

Intro to theory and methods of cosmetology for diverse hair types and textures. Covers tools, equipment and supplies; chemistry, electricity, light therapy and trichology; safety, hygiene and sanitary methods; personal behavior and human relations; and professional ethics.

COS 142 (14.5) V
Hair Design Practicum I

Apply theory from COS 141 and practice hair sculpting with clippers, razor and shears, styling with hairdryer, thermal iron or wet styling tool, and safety and sanitation of manikins and models.

COS 143 (.5) V
CPR/First Aid

Covers theory and practice of cardiopulmonary resuscitation (CPR), AED and other skills needed to provide First Aid to the injured.

COS 148 (12.5) V
Intro to Chemical Hair Design

Intro to theory and methods of chemical hair design for diverse hair types and textures. Covers tools, equipment and supplies for hair texture and coloring services, safety and sanitary methods, and human relations.

COS 149 (7.5) V
Hair Design Practicum II

Apply theory from COS 148 and practice permanent waving, hair straightening and coloring techniques, using proper safety and infection control procedures.

COS 161 (7.5) V
Intro to Esthetics for Cosmetology

Covers structure, functions, diseases and disorders of the skin, general anatomy and physiology, and basic massage of the head, face and neck. Includes techniques of hair removal, waxing, facials and makeup.

COS 162 (2.5) V
Intro to Natural Nail Care

Intro to theory and methods of natural nail care and structure and growth of the nail. Covers tools, equipment and supplies, safety and sanitary conditions, and identification of nail diseases, disorders and conditions.

COS 163 (10) V**Comprehensive Cosmetology Practicum I**

Apply theory from COS 161 and 162 by practicing hair removal, facial techniques and natural nail care following proper safety and infection control procedures. Continue building previous skills.

COS 171 (4.5) V**Principles of Salon/Shop Business**

Intro to proper salon business practices. Learn Washington state laws affecting salon businesses, proper setup of salon ownership and methods, operations and requirements for the good business practice.

COS 172 (3) V**Employment Skills**

Intro to strategies for finding a job in cosmetology: interview skills, résumé writing, preparation for entering the workforce in various facets of the industry. Covers importance of professional networking, advertising and promotions, and establishing rapport with clients as a beauty expert.

COS 173 (6) V**Comprehensive Cosmetology Practicum II**

Apply theory of COS 171 & 172 to developing successful professional relationships, building a clientele, and successfully completing retail sales in a simulated clinic. Practice all previously learned cosmetology services.

COS 174 (6.5) V**Comprehensive Hair & Facial Hair Design Practicum**

Apply theory of COS 171 & 172 to practical facial hair design using proper safety and infection control procedures. Demonstrate successful retail sales in a simulated clinic. Practice all previously learned services.

COS 181 (7.5) V**State Board Prep**

Understand and prepare for the expectations, requirements and procedures of the State Board written and practical Cosmetology examinations for licensure in Washington state.

COS 182 (7) V**Salon/Shop Simulation I**

Apply theory of COS 181 with a focus on upholding standards and requirements for the WA State Board practical and written exams. Continue developing professional relationships, a clientele, and retail sales, while practicing all previously learned services in a simulated clinic.

COS 183 (5.5) V**Salon/Shop Simulation II**

Apply all cosmetology services learned as well as mastery of beard and facial hair design. Focus on standards and requirements for the WA State Board exams. Continue developing professional relationships, a clientele and retail sales in a simulated clinic.

CTT – COSMETOLOGY INSTRUCTOR TRAINING**CTT 171 (5) V****Intro to Teaching**

Intro to concepts and methods of creating effective learning environments. Covers different learning styles and the communication skills needed for each; teaching methods and styles; classroom set-up; and preparing lesson plans. Includes classroom management, student evaluation, professional ethics and the responsibilities of being a role model. 85 lecture hours. Coreq: CTT 172

CTT 172 (10) V**Intro to Teaching Training Lab**

Apply concepts from CTT 171 to scenarios in classroom and simulated salon environment. Observe professional instructors and assist in teaching lessons, guiding and motivating students, preparing materials, and setting up the classroom appropriate for the lesson. 165 lab hours. Coreq: CTT 171

CTT 173 (5) V**Principles of Teaching**

Taken concurrently with CTT 174

Continue learning theory and methods of teaching, including different learning styles, communication skills, lessons plans, and teaching styles. Practice teaching in class with specific assignments. Review teaching fundamentals to prepare for the State Board exam. 85 lecture hours. Coreq: CTT 174

CTT 174 (10) V**Instructor Training Lab**

Apply the concepts from CTT 173 to scenarios in the classroom and simulated salon environment. Observe professional instructors, assist in teaching lessons, guide and motivate students, prepare materials, and set up the classroom appropriate for the lesson. Teach lessons and be responsible for an area in the simulated salon environment in the clinic. 165 lab hours. Coreq: CTT 173.

ESL – ENGLISH AS A SECOND LANGUAGE**ESL 050 (1-15) V****English as a Second Language Level 5**

High intermediate ESL includes reading, writing, speaking, listening and grammar skills. Emphasis on accuracy of sentence level grammar and reading skills involving vocabulary development and inference skills. Follows WA State Learning Standards. Aims for reading skills high enough to enter professional-technical programs.

GED – GENERAL EDUCATION DEVELOPMENT**GED 050 (1-18) V****Basic GED Preparation Level 5**

Prepare to pass the Language Arts Reading & Writing, Social Studies, Science and Math GED subject-area tests leading to the General Educational Development Certificate. Follows WA State Learning Standards. Aims for reading and math skills high enough to enter professional-technical programs.

GED 070 (1-6) V**Intensive GED Preparation**

For those who have already passed four of the five GED subject area tests. Prepare to pass the final GED subject-area test leading to the GED Certificate. Follows WA State Learning Standards. Aims for reading and math skills high enough to enter professional-technical programs.

MAS – MEDICAL ADMINISTRATIVE SPECIALIST**MAS 100 (1) V****Strategies for Success for MAS Student**

Covers health care and educational success strategies for lifelong learning. Assessment and skills development focus on goal setting, self-management, positive image building and leadership qualities.

MAS 114 (3) V
Anatomy & Physiology for Medical Administrative Specialists

Intro to the language of medicine and the structure, function and relationships of human body systems: integumentary, skeletal, sensory, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive. Includes cells, tissues, development, metabolism, fluid and electrolyte balance, acid-base balance, congenital disorders, infectious diseases and neoplastic conditions.

MAS 125 (2) V
Medical Administrative Specialist Office Simulation

Practice skills used in medical offices: document development, reception, scheduling, data entry, records management and storage, insurance forms and coding, computer applications and telephone skills.

MAS 126 (8.5) V
MAS Advanced Office Simulation

Practice activities used in hospital unit and medical clinic administration locations: transcribe doctors' orders; prepare and maintain patient charts; processing MD and RN orders for tests, therapies, services, and medication; complete admission, discharge, transfer, and surgery-related forms and processes; and maintain patient census logs and boards, assignment boards, and on-call schedules.

MAS 129 (4) V
MAS Reception/Scheduling/Medical Records

Practice medical front office reception duties: scheduling appointments, referrals, surgeries; telephone triage, interviewing, and patient flow protocols; medical records management; safety rules and regulations; office facility and supply maintenance. Emphasizes professional demeanor and customer service.

MAS 162 (2) V
Intro to Pharmacology & Clinical Skills

Learn basic pharmacological concepts, terms, abbreviations, symbols, systems of measurement and conversions. Covers controlled substances act; prescription meds administration and dosages; pharmacological reference books and online tools; medication forms, immunization logs, documentation; storage; equipment protocol and safety. Includes taking vital signs, preventing disease transmission, charting, and prepping patients for exams.

MTA – MULTIPLE TRADES APPRENTICE

MTA 100 (1) V
Strategies for Success

Explore opportunities for greater academic, professional and personal success. Learn that change is possible, using tools to develop cognitive skills so change can take place.

MTA 160 (2) V
Construction Job Skills

Study workplace issues, develop professional attitudes and workplace ethics, and learn how to survive in today's working environment.

MTA 161 (5.5) V
Construction Job Readiness

Prepare for entry-level employment as a beginning apprentice in a building/construction trade. Focuses on job hunting materials and skills, entry requirements for various trades, and knowledge of the union apprenticeship system.

MTA 162 (6) V
Trades Math I

Review fundamentals and develop competency in basic mathematical/arithmetic functions with applications to building/construction trades.

MTA 163 (3.5) V
Blueprint Reading

Learn basic blueprint terms and symbols and follow the plan in a construction application.

MTA 164 (.5) V
Industrial First Aid/CPR

Covers cardiopulmonary resuscitation (CPR) and basic industrial first aid as it applies to the building and construction trades. Learn to apply correct life saving techniques, assess and treat the sick and injured.

MTA 165 (.5) V
Road Flagging Certification

Prepare for road flagging certification. Learn to establish and maintain a safe traffic flow in a construction zone, understand hazardous and safe behaviors in flagger situations, and review material to successfully pass the Washington State 3-year flagger certification examination. Continuing Education class.

MTA 167 (3) V
Construction Trades Training I

Survey of skills and responsibilities of 12 building/construction trades. Visit the training centers of several trades: carpentry, laborer, electrician, plumber, drywall installer, brick layer, painter, cement mason, sheet metal worker, and ironworker.

MTA 168 (3.5) V
Construction Trades Training II

Intro to terminology of carpentry trade. Includes basic components and methods of frame construction and wallboard installation; accurate measuring techniques using appropriate tools; proper use of hand and power tools; workplace safety and protection from falls.

MTA 169 (3.5) V
Construction Trades Training III

Continuation of MTA 168. Includes more skill training, construction safety and hands-on experience through community projects.

MTA 170 (2) V
ASSET Test Preparation

Review and/or learn language arts, mathematical computation and reading comprehension skills to achieve at least minimum required test scores of the ASSET exam for placement into apprenticeship. Practice taking tests.

MTA 172 (1) V
Forklift Operation & Certification

Covers functions and parts of a forklift, OSHA forklift regulations, safety habits, and proper picking, placing, and moving of a variety of loads through a work site. Take the test to become an OSHA certified forklift operator, a federal requirement in industry. Continuing Education Class.

MTA 174 (2) V
Tools & Material Identification & Handling

Intro to construction-related tools and building materials. Learn proper use of tools and materials: lumber, brick, blocks, scaffolds, wheelbarrows, and shovels. Emphasizes occupational safety.

MTA 175 (2) V
Forms & Grades

Learn form-building for pouring concrete, including proper techniques of measuring, digging, compacting, leveling, laying out and building concrete forms.

MTA 176 (2.5) V

Trades Math II

Continuation of MTA 162. Develop competency and review fundamentals of general mathematics with applications to building and construction trades.

MTA 177 (2) V

Fitness & Nutrition I

Develop competency in personal dietary management and physical fitness through regular stretching and aerobic exercise to assure a more injury free and healthier career in construction.

MTA 178 (2.5) V

Fitness & Nutrition II

Continuation of MTA 177. More stretching, dietary information, aerobic exercise and upper body strengthening exercises.

MTA 179 (1) V

OSHA 10 Safety Certification

Occupational Safety and Health Administration regulates construction safety, and certifies workers on safety practices. OSHA 10 (first level) provides 10 hours of safety training: intro to OSHA, personal protective equipment, stairways and ladders, electrical, fall protection, confined space, scaffolds, cranes, excavations, and materials handling.

PSG – PSYCHOLOGY

PSG 110 (2) V

Behavioral Psychology

Identify life stages, changes, the role of threats to life adjustments, anger management and effective behavior in the workplace. Gain personal insight and emotional control, while developing better interpersonal relations with patients and health care team members. Emphasizes communication skills, patient education, and death and dying issues.