

South Offers Many Short-Term Training Programs...

WELDING (SJI): Students learn the welding skills needed for entry-level jobs in the industry. This is an intensive hands-on program. Classes will count toward an Associate's Degree in Welding Fabrication Technology. (Low-income Seattle residents only.) **Typical wages \$12-16/hour.**

- Basic Layout Skills
- Fabrication Estimating
- Oxyacetylene Cutting & Joining
- Gas Metal & Flux Core Arc Welding
- Blueprint Reading
- Applied Math
- Forklift Certification
- Industrial First Aid/CPR

Offered with Seattle Jobs Initiative: Call (206) 764-5804 to get referral
Program Dates (1 Quarter): June 30th - September 12th
Class Times: 11:30am-5:30pm, Mon-Fri

OFFICE OCCUPATIONS (SJI): Prepares students for office support positions - office clerk, receptionist, admin assistant, etc. This program is intensive and includes both classroom training and on-the-job experience. Classes will count towards an Associate's Degree in Business Information Technology. **Typical wages \$10-14/hour.**

- Full MS Office: Word, Excel, PowerPoint, Outlook, & Access
- Office Skills and Equipment
- Typing & 10-Key / Data Entry
- Business English
- Business Math
- Soft Skills / Customer Service
- 170 hour Office Internship

Offered with Seattle Jobs Initiative: Call (206) 764-5804 to get referral
Program Dates (2 Quarters): June 30th - mid-December
Class Times: 9am-5pm, Mon-Fri

COMMUNITY CORRECTIONS: This program equips students with the tools to succeed in a career in corrections & protective services. Students complete classroom training and an internship. **Typical wages \$10-18/hour.**

**Must be 21 Years Old * No Felonies * Drug Testing **

Required Orientation: Date to be determined - Call for more info
Program Dates (1 Quarter): July 7th - September 12th
Class Times: 12noon-5pm, Mon-Fri (at New Holly Campus)

PRE-APPRENTICESHIP / CONSTRUCTION (ANEW):

Students learn Basic Carpentry skills, Carpentry materials, Construction tools, Builders Math, Masonry, Blueprint training, Fitness training, Forklift, construction Flagging, Customer Relations & Communication, and optional of HAZMAT training. This is a great opportunity to move on to an apprenticeship program. **Typical wages \$12-17/hour.**

Required Orientation: Every Thursday, 10am, Georgetown Campus, Building A (call 768-6671 to confirm)
Program Dates (1 Quarter): June 30th - September 19th
Class Times: 8am-4:30pm, Mon-Fri

FIRST STEP: Intro to Office & Computers:

Helps prepare students for entry-level customer service and office support positions, and/or to learn the computer skills they need to move up in their current field. **Typical wages \$9-13/hr.**

- Intro MS Office: Word, Excel, PowerPoint, and Access
- Typing & 10-Key
- Email and Internet
- Business English & ESL
- Business Math
- Filing
- Workplace Issues

Required Orientation: March 19th, 1:00pm
Program Dates (1 Quarter): June 30th - September 12th
Class Times: 9am-4:30pm, Mon-Thurs + 9am-1pm Fri

COMMERCIAL TRUCK DRIVING: Teaches students the technical and background knowledge necessary to test for their Washington State Commercial Drivers License written test. Student will then get behind-the-wheel practice and test for their Class "A" CDL License. **Typical wages \$12-18/hour.**

** Regular driver's license & clean driving record required **

Required Orientation: Every Wednesday, 3:30pm
 Rainier Hall, room 118
Program Dates (1 Quarter): June 30th - September 5 + workshops week of June 10th (permit, physical, etc.)
Class Times: 7am-4:30pm, Mon-Fri

MEDICAL OFFICE: Course includes Medical Terminology, Medical Insurance Processing, Medical Coding, MediSoft Billing Software, Medical Administrative Procedures, and Medical Document Processing. **Typical wages \$11-15/hour.**

**NOT an entry level training! Take First Step first, if you don't have enough office and computer skills.*

Required Orientation: March 19th, 10:00am
Program Dates (1 Quarter): June 30th - September 12th
Class Times: 9am-4:30pm, Mon-Thurs + 9am-1pm Fri

ELECTRONIC ASSEMBLY: This program is designed primarily for non-native English speakers, offering hands-on instruction in wire harness, crimping, soldering, blueprint and schematic reading, and other basic skills used in a growing industry in the Puget Sound Region. **Typical wages \$10-12hour.**

No Required Orientation: Just sign up and go to class
Program Dates (1 Quarter): July 7th - September 12th
Class Times: 12noon-6pm, Mon-Thurs
Room: Composite Lab

WORK DISCOVERIES: Helps students build English, math, and computer skills for entry into other training programs or employment. Also helps students explore careers and search for jobs or research school options depending on their goals. ESL support for those who need it.

No Required Orientation: Just sign up and go to class
Open Enrollment - Start Any Time!
Class Times: 11:30am-4pm, Mon-Fri **Room:** Library 216

CERTIFIED NURSING ASSISTANT (CNA): First Aid, CPR, & HIV/AIDS certification, providing basic care, following care procedures, controlling infections, emergency preparedness, restorative care, dealing with death and dying. **Typical wages \$12/hour.**

**Must Meet Physical Requirements * No Felonies **

Required Orientation: 5/22, 6/19, 2pm, Rainier Hall, rm 125
Program Dates (1 Quarter): June 23rd - August 15th
Class Times: 8:00-4:30, Tues-Sat

WAREHOUSE & DISTRIBUTION: Students will learn warehousing operations, inventory, documentation, forklift operation, pallet jack and hand truck use, safety, and ergonomics. Students will earn Forklift Operator Certification plus industrial First Aid and CPR certification upon completion. **Typical wages \$10-15/hour.**

Orientation: Call for more information
Program Dates (3 weeks): May 19th - June 7th
 + another session, dates TBD
Class Times: 9am - 3pm, Mon-Fri + one Saturday

Interested? Call or Stop By:

Workforce Education Office
Robert Smith, Room 81
6000 16th Avenue SW
Seattle, WA 98106
 (206) 764-5835 • Bus Lines 125 & 128

Thinking of Going Back to School?



South Seattle Community College has lots of great job training and education programs—and lots of ways to help you pay for your education! You can start in fall, winter, spring or summer.

South and its community partners provide a variety of support services you will need to learn new skills and find a new job:

- Financial Assistance (tuition, books, and more, depending on eligibility)
- Referrals for Support Services
- Tutoring
- Disability Accommodations
- WorkSource Center & Job Search Help
- Computer Labs & Library

Take the Next Step!

If you want to go to school at South to get a better career, here's what you will need to do:

1. **Choose a program** you are interested in (we can help you if you have questions)
2. **Fill out some short eligibility paperwork** in our office, Room 81 in the Robert Smith Building
3. **Find out what funding you are eligible for** and if there is anything else you need to do to get it
4. **Go to Orientation** for your program and take a placement test
5. **Go to class**
6. **Get a job** using your new skills!

We have many ways to help pay for job training...

Food Stamp Education & Training Program (FSET): People receiving Food Stamps (Basic Food) who do not receive TANF. Can fund short-term training or professional/technical degree programs.

Worker Retraining: People receiving unemployment benefits, people who have exhausted their unemployment in the last 2 years, small business owners who no longer have their business, or home-makers who need to enter the workforce. Can only fund training for in demand occupations.

WorkFirst: People receiving TANF. Your DSHS case worker must put in a referral in E-JAS for you (contractor 3BA), and the training must be added to your IRP. Can fund short-term training programs.

Low-Income Working Parents (WBL): Parents working part-time or full-time, who meet income guidelines (approximately <\$2k/month family of 2, <\$2500/mo family of 3, <\$3k/mo family of 4, etc). Can fund short-term training or programs up to 1 year.

Workforce Investment Act (WIA Adult): Low-Income adults (approximately <\$1500/mo single, <\$2k/month family of 2, <\$2500/mo family of 3, <\$3k/mo family of 4, etc). Can only fund training for in-demand occupations (short-term training or degree programs).

Community Partners: Eligibility and funding varies. Center for Career Alternatives (CCA), TRAC Associates, Asian Counseling Referral Services, Airport Jobs, & others.



CONTACT US:
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Want a Better Career?



Need Training?


**South Seattle
 Community College**
 Start Here, Go Anywhere!

www.southseattle.edu