

Highline Community College – Short-term Training Programs

www.highline.edu

Program	Number of Quarters to Complete Program	College Credits
Accounting Certificate	1	15
Accounts Payable/Receivable Certificate	2	25
Bookkeeping Certificate	2	20
Front Office Certificate	1	8 (Hotel 218)
I-BEST Childcare Assistant	1 - 2	14
I-BEST Customer Service - Hospitality	1	8 (Hotel 208)
I-BEST Customer Service - Business Technology	1	13 (Credits apply to AAS degrees in Business Technology and Business at Highline)
I-BEST Intro to Business Information Technology	1	15
I-BEST Nursing Assistant Certificate	1	11
Medical Insurance Coding Specialist	1	18
Phlebotomist	1 - 2	12
Travel & Tourism Specialist	1 - 2	18

Renton Technical College – Short-term Training Programs

www.rtc.edu

Program	Number of Quarters to Complete Program	College Credits
Accounting Clerk	2	36
Bank Teller	1	5
Basic Welding	2	36
Central Service Technician	1	11
Computer Applications	2	31
Construction Trades Preparation	2	39
Electrical Plant Maintenance	2	29
I-BEST Central Service Technician	1	11
I-BEST Early Childhood Careers	4	82
I-BEST Licensed Practical Nursing	4	75
I-BEST Phlebotomy Technician	1	11
Medical Office Certificate	2	19
Nursing Assistant	10 weeks	14
Office Assistant/Receptionist	16 weeks	19
Property Maintenance	16 weeks	20

Shoreline Community College – Short-term Training Programs

www.shoreline.edu

Program	Number of Quarters to Complete Program	College Credits
Accounting Clerk	1	15
Accounts Receivable/Accounts Payable Clerk	1 - 2	20
Basic Manufacturing	1	21
Business Software Applications	1 - 2	19 - 20
I-BEST Automotive General Service Technician - ESL/ABE	3	45
I-BEST CNC Machinist	3	61
International Trade	1	25
Payroll Clerk	1 - 2	20
Purchasing & Supply Chain Management	2	31
Retail Management	2	18 - 20
Solar Photovoltaic Designer 2 (Short-term)	1	5
Word Processing	1 - 2	19
Zero Energy Technology	1	5

South Seattle Community College – Short-term Training Programs

www.southseattle.edu

Program	Number of Quarters to Complete Program	College Credits
ANEW: Pre-apprenticeship/Construction	1	18
Commercial Truck Driving	9 weeks (360 hours)	24
Community Corrections	10 weeks	15
First Step	1	19
I-BEST Automotive General Service Tech (through Seattle Jobs Initiative)	2	30
I-BEST Nursing Assistant Certificate	1	12
Medical Clerical Training	1	19
Office Occupations (through Seattle Jobs Initiative)	2	28
Transportation, Logistics and Supply Chain Management	2 (with an online component)	19
Warehouse and Distribution	3 weeks	--
Welding (through Seattle Jobs Initiative)	1	20