Class Schedule
Spring 2016

Continuing student registration begins February 16, 2016
New student registration begins February 18, 2016
Basic Studies registration begins February 19, 2016
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*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
Apply - For Admission & Financial Aid

1. Apply for admission ($30 non-refundable fee) in person or online.
2. Complete your FAFSA online at fafsa.gov.
3. Check your new student email at RTC.edu/email.

Assess - Your Skills

2. Pay for the COMPASS assessment ($25 non-refundable) at the Cashier’s Office (Building I-230).
3. Take the COMPASS assessment in the Testing Center (Building J-218).

Connect - With a Counselor/Advisor

3. Review your COMPASS scores with a counselor/Advisor, explore career pathways, and select a program of study (Building I-218).
4. Students interested in pursuing professional/technical and direct transfer programs MUST meet with a counselor/Advisor prior to registration.
5. Visit the Financial Aid Department and submit necessary documents (Building I-205).

Register - For Classes, Pay Tuition & Buy Books

4. Register for classes in person or online at RTC.edu/getstarted.
5. Pay tuition and fees, purchase your books, and get your free parking pass.

Get Started!

For admission information and applications, visit: RTC.edu/getstarted
To schedule an appointment with an Advisor call (425) 235-2352 or visit Student Services in the Roberts Campus Center, Building I
# SPRING 2016 – ACADEMIC CALENDAR & IMPORTANT DATES

All dates subject to change

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1, 2016</td>
<td>Deadline to have a complete Financial Aid file to receive funding on the first day of Spring Quarter 2016</td>
</tr>
<tr>
<td>February 10, 2016</td>
<td>Student Advising Day - Current/Continuing Students</td>
</tr>
<tr>
<td>February 15, 2016</td>
<td>NO CLASSES – NON-WORK DAY FOR FACULTY</td>
</tr>
<tr>
<td>February 16, 2016</td>
<td>2016 Spring Quarter registration begins - Continuing Students</td>
</tr>
<tr>
<td>February 18, 2016</td>
<td>Spring Quarter registration begins - New &amp; Re-Entry Students</td>
</tr>
<tr>
<td>February 19, 2016</td>
<td>Spring Quarter registration begins - ABE/ESL/GED students</td>
</tr>
<tr>
<td>March 1, 2016</td>
<td>Spring Quarter Tuition Due</td>
</tr>
<tr>
<td>March 22, 2016</td>
<td>Spring textbooks &amp; supplies available in the Bookstore</td>
</tr>
<tr>
<td>March 25, 2016</td>
<td>Textbook Buyback in the Bookstore</td>
</tr>
<tr>
<td>March 28 – April 4, 2016</td>
<td>NO CLASSES – SPRING BREAK</td>
</tr>
<tr>
<td>April 1, 2016</td>
<td>2nd Spring Quarter STEPP (Student Tuition Easy Pay Plan) Payment Due</td>
</tr>
<tr>
<td>April 4, 2016</td>
<td>NO CLASSES – WORK DAY FOR FACULTY</td>
</tr>
<tr>
<td>April 5, 2016</td>
<td>SPRING QUARTER 2016 CLASSES BEGIN</td>
</tr>
<tr>
<td>April 6, 2016</td>
<td>Instructor Initiated Drop for NO SHOW students – Instructors email Enrollment Services to withdraw students who have missed the first day of the quarter.</td>
</tr>
<tr>
<td>April 6 - April 18, 2016</td>
<td>To ADD or DROP Professional/Technical classes - Requires INSTRUCTOR &amp; ADVISOR signature on registration form To ADD Academic/General Education classes - Requires INSTRUCTOR signature on registration form To DROP Academic/General Education classes - Requires ADVISOR signature only To ADD an overloaded/full class – Requires INSTRUCTOR &amp; DEAN signatures on registration form TO ADD OR DROP ABE/ESL/GED CLASSES – DOES NOT REQUIRE A SIGNATURE.</td>
</tr>
<tr>
<td>April 9, 2016</td>
<td>Last day for refunds on textbook purchases</td>
</tr>
<tr>
<td>April 11, 2016</td>
<td>Last day to withdraw from classes with 100% refund</td>
</tr>
<tr>
<td>April 12, 2016</td>
<td>First day to withdraw from classes with 50% refund</td>
</tr>
<tr>
<td>April 15, 2016</td>
<td>Last day to enroll in STEPP (Student Tuition Easy Pay Plan)</td>
</tr>
<tr>
<td>April 18, 2016</td>
<td>Last day to change to/from Audit grade at Enrollment Services</td>
</tr>
<tr>
<td>April 19, 2016</td>
<td>First day to withdraw from classes will post “W” grade on transcript</td>
</tr>
<tr>
<td>April 22, 2016</td>
<td>Last day to withdraw from classes with 50% refund.</td>
</tr>
<tr>
<td>May 2, 2016</td>
<td>3rd Spring Quarter STEPP (Student Tuition Easy Pay Plan) Payment Due</td>
</tr>
<tr>
<td>May 11, 2016</td>
<td>Student Advising Day - Current/Continuing Students</td>
</tr>
<tr>
<td>May 27, 2016</td>
<td>ONLY day students receiving Financial Aid may withdraw from all classes and not owe repayment of funding, except loans</td>
</tr>
<tr>
<td>May 27, 2016</td>
<td>Last day to withdraw from classes with “W” grade posted on transcript</td>
</tr>
<tr>
<td>May 30, 2016</td>
<td>HOLIDAY (CAMPUS CLOSED) – MEMORIAL DAY</td>
</tr>
<tr>
<td>May 31, 2016</td>
<td>NO CLASSES – WORK DAY FOR FACULTY</td>
</tr>
</tbody>
</table>
### SPRING 2016 – ACADEMIC CALENDAR & IMPORTANT DATES

All dates subject to change

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUNE 17, 2016</td>
<td>Instructor Briefcase opens for Spring Quarter faculty grading</td>
</tr>
<tr>
<td>JUNE 22, 2016</td>
<td>Summer textbooks &amp; supplies available in the Bookstore</td>
</tr>
<tr>
<td>JUNE 22 - JUNE 23, 2016</td>
<td>Textbook buyback in the Bookstore</td>
</tr>
<tr>
<td>JUNE 23, 2016</td>
<td>SPRING QUARTER 2016 ENDS</td>
</tr>
<tr>
<td>JUNE 23, 2016</td>
<td>COMMENCEMENT</td>
</tr>
<tr>
<td>JUNE 24 - JUNE 28, 2016</td>
<td>NO CLASSES - WORK DAY FOR FACULTY</td>
</tr>
<tr>
<td>JUNE 28, 2016</td>
<td>All grades submitted online by NOON</td>
</tr>
</tbody>
</table>
Careers Start Here

- Business and Education
  - Accounting
  - Administrative Office Management
  - Computer Applications
  - Early Childhood Careers
  - Legal Assistant
  - Medical Office Programs

- Allied Health
  - Anesthesia Technologist
  - Central Service Technician
  - Dental Assistant
  - Massage Therapy Practitioner
  - Medical Assistant -Phlebotomy
  - Nursing Assistant
  - Ophthalmic Assistant
  - Pharmacy Technician
  - Registered Nurse
  - Surgical Technologist
  - Veterinary Assistant

- Culinary
  - Culinary Arts
  - Professional Baking

- Technology
  - Applications Developer
  - BAS Application Development

For admission information visit: RTC.edu/getstarted or call (425) 235-2352

RTC
RENTON TECHNICAL COLLEGE
What is STEPP?

The Student Tuition Easy Payment Plan (STEPP) program allows you to pay your tuition on an installment plan.

- To enroll, complete a STEPP enrollment form at the Cashier’s office before the tuition due date, or at the time of registration (if later).
- Each quarter you must enroll with the Cashier when making your first payment.
- Payments are made in three installments (two for summer).
- There is a quarterly $25 nonrefundable enrollment fee.
- Any partial payment made toward tuition without enrolling in STEPP could result in administrative withdrawal from classes.

For more information about our Student Tuition Easy Payment Plan please contact Cashier’s office: (425) 235-2352, ext. 5910.

Enrollment Services (425) 235-2352
Student Success Center (425) 235-5840
Financial Aid (425) 235-5841

TUITION Table Includes:
Building, Comprehensive, Security, Technology and S&A Fees

TUITION & FEES

<table>
<thead>
<tr>
<th># of Credits</th>
<th>Washington Resident</th>
<th>Non-Washington Resident</th>
<th>International Student</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>$109.75</td>
<td>$122.98</td>
<td>$286.26</td>
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<tr>
<td>2</td>
<td>$219.50</td>
<td>$245.96</td>
<td>$572.52</td>
</tr>
<tr>
<td>3</td>
<td>$329.25</td>
<td>$368.94</td>
<td>$858.78</td>
</tr>
<tr>
<td>4</td>
<td>$439.00</td>
<td>$491.92</td>
<td>$1,145.04</td>
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<tr>
<td>5</td>
<td>$548.75</td>
<td>$614.90</td>
<td>$1,431.30</td>
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<tr>
<td>6</td>
<td>$658.50</td>
<td>$737.88</td>
<td>$1,717.56</td>
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<tr>
<td>7</td>
<td>$768.25</td>
<td>$860.86</td>
<td>$2,003.82</td>
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<tr>
<td>8</td>
<td>$878.00</td>
<td>$983.84</td>
<td>$2,290.08</td>
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<tr>
<td>9</td>
<td>$987.75</td>
<td>$1,106.82</td>
<td>$2,576.34</td>
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<tr>
<td>10</td>
<td>$1,097.50</td>
<td>$1,229.80</td>
<td>$2,862.60</td>
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<tr>
<td>11</td>
<td>$1,155.40</td>
<td>$1,288.40</td>
<td>$2,927.68</td>
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<tr>
<td>12</td>
<td>$1,213.30</td>
<td>$1,347.00</td>
<td>$2,992.76</td>
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<tr>
<td>13</td>
<td>$1,271.20</td>
<td>$1,405.60</td>
<td>$3,057.84</td>
</tr>
<tr>
<td>14</td>
<td>$1,329.10</td>
<td>$1,464.20</td>
<td>$3,122.92</td>
</tr>
<tr>
<td>15</td>
<td>$1,387.00</td>
<td>$1,522.80</td>
<td>$3,188.00</td>
</tr>
<tr>
<td>16</td>
<td>$1,444.90</td>
<td>$1,581.40</td>
<td>$3,253.08</td>
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<tr>
<td>17</td>
<td>$1,502.80</td>
<td>$1,640.00</td>
<td>$3,318.16</td>
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<tr>
<td>18</td>
<td>$1,560.70</td>
<td>$1,698.60</td>
<td>$3,383.24</td>
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<tr>
<td>19</td>
<td>$1,659.87</td>
<td>$1,797.77</td>
<td>$3,658.92</td>
</tr>
<tr>
<td>20</td>
<td>$1,759.04</td>
<td>$1,896.94</td>
<td>$3,934.60</td>
</tr>
<tr>
<td>21</td>
<td>$1,858.21</td>
<td>$1,996.11</td>
<td>$4,210.28</td>
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<tr>
<td>22</td>
<td>$1,957.38</td>
<td>$2,095.28</td>
<td>$4,485.96</td>
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<tr>
<td>23</td>
<td>$2,056.55</td>
<td>$2,194.45</td>
<td>$4,761.64</td>
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<tr>
<td>24</td>
<td>$2,155.72</td>
<td>$2,293.62</td>
<td>$5,037.32</td>
</tr>
<tr>
<td>25</td>
<td>$2,254.89</td>
<td>$2,392.79</td>
<td>$5,313.00</td>
</tr>
</tbody>
</table>

2015-2016 FEES: (all classes)
- S & A Fee: $10.58 per credit for 1-10 credits
- $6.15 per credit for 11-18 credit
- No fee charged beyond 18 credits
- Comprehensive Fee: $3 per credit
- Security Fee: $3 per credit
- Technology Fee: $1 per credit
- Building Fee: $10.77 per credit
- credits 1-10 (resident)
- $3.80 per credit, credits 11-18 (resident)
- $24.00 per credit, credits 1-10 (non-resident)
- $4.50 per credit, credits 11-18 (non-resident)

2015-2016 FEES: (all classes)
- Hybrid Online Fee: $4 per course
- Online Fee: $40 per course
- Culinary Arts Meal Fee: $17.28 per credit
- COMPASS Test Fee: $25
- Application Fee: $30
- International Application Fee: $50
- Clinical Placement Fee:
- $75 per 1-4 credit clinical course
- $100 per 5+ credit clinical course
- Late Registration Fee: $75
- Payment Plan Fee: $25
- Additional Fees:
- Additional fees may be charged for a specific class and are listed at the end of the course descriptions. Students participating in externships or internships may be required to pay $13 per year for medical malpractice insurance and $2.28 per quarter for general liability insurance.

STATE SUPPORT OF HIGHER EDUCATION STUDENTS ACROSS WASHINGTON

The following table indicates average state support by tuition category for students currently attending community and technical colleges:

<table>
<thead>
<tr>
<th>Tuition fee per credit:</th>
<th>Washington Resident</th>
<th>Non-Washington Resident</th>
<th>International Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits 1-10</td>
<td>$81.40</td>
<td>$81.40</td>
<td>$244.68</td>
</tr>
<tr>
<td>Credits 11-18</td>
<td>$40.95</td>
<td>$40.95</td>
<td>$47.43</td>
</tr>
<tr>
<td>Credits 19+</td>
<td>$92.17</td>
<td>$92.17</td>
<td>$268.68</td>
</tr>
</tbody>
</table>

The following table indicates the amount of state supported financial aid including that provided from the local institutional financial aid fund (3½ percent):
NOTIFICATION OF RIGHTS UNDER FERPA
The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

1. The right to inspect and review the student’s educational records within 30 days of when the Registrar’s Office receives a prior written request.
2. The right to request the amendment of the student’s educational records the student believes is inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with U.S. Department of Education concerning alleged failures by RTC to comply with the requirements of FERPA. RTC designates the following information as Directory Information: student name, address, telephone number, date of birth, level of education, major field of study, certificates or degrees awarded, and the most recent previous educational agency or institute attended by the student. Directory Information may be released by RTC without student consent unless the student specifically requests in writing that such information not be released. RTC will not release Directory Information for commercial or other purposes not related to the college program or the conduct of official government business. RTC will release Directory Information as required to do so under the Solomon Amendment. For more information contact Enrollment Services, Registrar’s Office (425) 235-2352.

ONLINE & HYBRID COURSES AT RTC
Students enrolling in online and/or hybrid courses will need the following to use Canvas, which is designed for maximum compatibility and minimal requirements.

Operating Systems:
- Windows XP SP3 and newer
- Mac OSX 10.6 and newer
- Linux - chromeOS

Mobile Operating Systems:
- iOS 7 and newer
- Android 2.3 and newer

Computer Speed and Processor:
- Use a computer 5 years old or newer when possible
- 1GB of RAM
- 2GHz processor
- Internet access: through an ISP. Minimum of 512kbps

Supported Browsers:
- Internet Explorer 10 and 11
- Chrome 43 and 44
- Safari 7 and 8
- Firefox 39 and 40 (Extended Releases are not supported)
- Flash 17 and 18 (for recording or viewing audio/video and uploading files)
- Respondus Lockdown Browser (supporting the latest system requirements)

TUITION PAYMENT
Tuition deadline is March 1, 2016. For students registering after this deadline, tuition is due five business days after registration unless other funding arrangements have been made. For students registering or adding classes on or after the first day of the quarter, tuition will be due one business day after registration. Save time, pay online at RTC.edu/studentonlineservices. You may also pay in person at the Cashier office in Building I.

REFUND DEADLINES:
100% refund withdrawing from classes by April 11, 2016, in person before 4:30PM at Enrollment Services.
50% refund if withdrawing from classes April 12-22, 2016, in person at Enrollment Services.
April 23, 2016 and on no refund.
Testing fees and admission application fees are nonrefundable

STUDENT SUCCESS CENTER
(425) 235-5840
Renton Technical College’s Student Success Center houses Academic Advising, Career Advising, Entry Services, High School Programs, International Student Services and the Dean of Student Success and Workforce programs.

Regular Hours:
Monday - Thursday 7:30AM - 6:00PM
Friday 9:00AM - 4:00PM

DISABILITY RESOURCE SERVICES (DRS)
(425) 235-5840 | TTY (425) 235-5811 | drs@rtc.edu
Students with disabilities are encouraged to meet with the Disability Resource Services Counselor. For hours, see Student Success Center.

BOOKSTORE
(425) 235-2323
Roberts Campus Center, Building I
You may purchase books, supplies, electronic and computer supplies, clothing, cards, gifts and other sundries.

ENROLLMENT SERVICES
(425) 235-5978
Admissions, Registration, records/transcripts, Registrar’s office.
Regular Hours
Monday - Thursday 7:30AM - 6:00PM
Friday 9:00AM - 4:00PM

FINANCIAL AID
(425) 235-5841
Financial Aid programs available at Renton Technical College include: Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Federal Direct Student Loan, State Need Grant, State Work Study, and various scholarships. You are encouraged to apply for financial aid at least six weeks before the start of your classes and or program. For more information, to speak to a Financial Aid Advisor or to schedule an appointment, contact the Financial Aid Office.

Regular Hours
Monday - Thursday 9:00AM - 4:30PM
Friday 9:00AM - 1:00PM

FOOD SERVICE
(425) 235-5845
Roberts Campus Center, Building I
RTC’s Culinary Arts program offers a variety of food services for students on campus, as well as an outside catering department. Vending machines are available in select locations on campus.

C.A.F.E. DINING - CAFETERIA STYLE DINING
Monday – Friday
Breakfast 7:00AM - 10:15AM
Lunch 11:15AM - 1:00PM

BAKERY - STUDENT OPERATED BAKERY
Monday – Friday 7:00AM - 1:00PM

CULINAIRE ROOM – SIT-DOWN RESTAURANT DINING
Monday – Friday 11:15AM - 1:00PM

CULINAIRE EXPRESS – FAST FOODS
Monday – Friday 11:15AM - 2:45PM

CATERING - FOR CATERING SERVICES, CALL
(425) 235-2352, ext. 5730 | RTC.edu/catering

FOUNDATION
(425) 235-2415 | RTC.edu/foundation
The RTC Foundation is a 501 (c) 3 non-profit organization dedicated to the needs of RTC’s students and programs. Established in 1993, the Foundation is overseen by a volunteer board, reflecting the diversity of the community and the industries served by the College. The Foundation raises funds to provide scholarships and emergency funds and to purchase equipment and technology.

LIBRARY
(425) 235-2331 | RTC.edu/library
Technology Resource Center, Building C
Monday - Thursday 7:00AM - 8:00PM
Friday 7:00AM - 4:30PM
Open hours during holidays and between quarters will vary.

RUNNING START
(425) 235-5840 (Student Success Center)
The Running Start program provides an opportunity for high school juniors and seniors to attend college-level classes at RTC and earn both college and high school credits, tuition-free. Home-schooled students who are at least 16 years of age and have not earned a high school diploma may also participate in the program.

THE PUGET SOUND DUAL CREDIT CAREER CONSORTIUM
(425) 235-5840 (Student Success Center)
RTC has articulation agreements with 32 high schools in the Puget Sound Dual Credit Career Consortium. These agreements allow students to get direct RTC credit for specific skills they have learned while in high school. For hours, see Student Success Center, on page 10.

TRANSFER CREDITS
(425) 235-2352 (Enrollment Services)
Transfer credits from other institutions will be considered upon validation of official transcripts and assessment of coursework.

TESTING SERVICES
(425) 235-2352, ext. 5704
Before students can enroll in an RTC Professional Technical program they are required to take the COMPASS placement test. The test will assess the student’s reading and math skills. The COMPASS is offered on the computer with no time limit. There is a $25 fee to take the COMPASS.

All tests administered in Testing Services require testers to bring picture identification and a copy of the receipt showing payment for the test.

The Testing Services calendar is located at:
rtc.edu/page/testing-services
For GED (General Educational Development) test registration go to: GED.com.

For information about Mathematics for Health Science AMATH 170 challenge exam visit:
rtc.edu/page/testing-services.
Veterans Services
(425) 235-5843

Students looking to enroll and use veteran benefits should contact Veterans Services by email at veterans@RTC.edu or by phone at (425) 235-5843. Once an appointment is set, Veterans Services staff will meet with the prospective student and discuss fields of study. Veterans Services will assist the prospective student in completing the admission process and applying for all available funding.

Basic Food Employment and Training (BFET)
(425) 235-5840 (Student Success Center)

If you are currently receiving Basic Food benefits (formerly known as “Food Stamps”), or are eligible to do so, our BFET program may help with tuition and books and provide access to other support services, including child care funding. This program is open to students in Basic Skills classes (including ESL, GED and ABE) as well as for career training programs.

Opportunity Grant
(425) 235-2352, ext. 5720 (Student Success Center)

Students eligible for the Opportunity Grant may receive funds to cover 45 credits of tuition/mandatory fees and up to $1,000 for books and supplies. Support services such as tutoring, college success workshops, emergency child care, and emergency transportation are also part of the Opportunity Grant program.

Residency Requirement/Tuition
(425) 235-2352, ext. 5521

The State of Washington has established specific criteria for students to qualify as residents for tuition paying purposes (references: RCW 288.15 and WAC 250.18).

For tuition purposes, a state resident is one who is a U.S. citizen, who has permanent immigrant status, refugee-parolee or a qualifying visa (A, E, G, H1, I, K, or L), and 1) has established a domicile (residence) in the state of Washington primarily for purposes other than educational for a period immediately prior to the first day of the quarter and was financially independent from parents or legally appointed guardians for the calendar year during which the college enrollment begins, or 2) is a financially dependent student, one or both of whose parents or legal guardians have maintained a domicile in the state of Washington for at least one year immediately prior to first day of the quarter. To apply for residency reclassification, students submit residency questionnaire and provide required documentation to Enrollment Services. Students may apply for residency reclassification through the 30th calendar day of the quarter. See residency questionnaire for complete details.

Non-Resident Waiver

The Washington State Board of Technical Colleges has authorized the colleges to waive a portion of the non-resident tuition rate for United States citizens and USCIS permanent residents who have not met the above criteria for in-state residency. RTC honors this automatic waiver at the time a student submit an application to the College. The student pays the non-Washington resident tuition rate.

HB 1079 (Undocumented Person) Waiver

Students who are not permanent residents or U.S. citizens may qualify for resident tuition at Washington State colleges, under provisions of HB 1079 passed July 1, 2003. To qualify students must complete an affidavit declaring they have resided in Washington State for three years immediately prior to receiving a high school diploma and completed a full senior year at a Washington State High School or completed the equivalent of a high school diploma in Washington. The Affidavit/Declaration/Certification form is available online. For more information please contact the Enrollment Services office (425) 235-2352.
HOW TO OBTAIN YOUR BACKGROUND CHECK MEDICAL AND DOCUMENT TRACKER - ALLIED HEALTH PROGRAMS
You will be required to obtain your own criminal background check, set up an account for immunizations and process documentation tracking prior to registration, for an $99.00 fee through the third party’s secure online platform.
CertifiedBackground.com
Directions:
Go to CertifiedBackground.com and enter the appropriate package code for your program.

Allied Health Programs
- Anesthesia Technologist – RR65
- Central Service Technician – RR64
- Dental Assistant – RR67
- Massage Therapy Practitioner – RR68
- Medical Assistant – RR69
- Medical Assistant - Phlebotomy – RR71
- Ophthalmic Assistant – RR76
- Nursing – RR75
- Registered Nurse (LPN to RN) – RR75l
- Nursing Assistant – RR75na
- Pharmacy Technician - RR72
- Surgical Technologist – RR73

You will then be directed to set up your CertifiedProfile account. Your results will be posted directly to your CertifiedProfile account, once available. You will be notified if there is any missing information needed to process your order. Your order will show as “In Process” until it has been completed in its entirety. Results of the background check are usually available within 3-5 days, although some searches take longer. Please allow adequate time when ordering. Your school’s administrator can also securely view your results online with their unique username and password.

If you need assistance please contact CertifiedProfile at (888) 666-7788 or studentservices@certifiedprofile.com and a student support representative will be available.
Monday - Thursday 8:00AM-8:00PM
Friday 8:00AM - 6:00PM EST.
Sunday 10:00AM - 6:30PM EST.

For a Summary of Your Rights Under the Fair Credit Reporting Act visit: ftc.gov
CertifiedBackground.com 888-666-7788

WORKER RETRAINING
(425) 235-5840 (Student Success Center)
You may be eligible to receive financial aid for approved training programs to help cover the cost of tuition, books, child care and transportation if you meet any of the following conditions:
- You are currently receiving unemployment benefits from the State of Washington.
- You have exhausted unemployment benefits within the last 48 months.
- You have received notice of a future layoff
- You are a displaced homemaker.
- You are a Veteran.

WORKFIRST SERVICES
(425) 235-5840 (Student Success Center)
If you receive TANF assistance through DSHS, you may be eligible for free career training at RTC. Parents must be referred by their DSHS case manager. Call (425) 235-5840 for more information and to sign up for a TANF student orientation.
<table>
<thead>
<tr>
<th>PROGRAM SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROGRAM</strong></td>
</tr>
<tr>
<td><strong>ACCOUNTING</strong></td>
</tr>
<tr>
<td>Accounting Clerk</td>
</tr>
<tr>
<td>Accounting Paraprofessional</td>
</tr>
<tr>
<td>Accounting Specialist</td>
</tr>
<tr>
<td><strong>AUTOMOTIVE</strong></td>
</tr>
<tr>
<td>Autobody Repair and Refinishing</td>
</tr>
<tr>
<td>Automotive Maintenance and Light Repair</td>
</tr>
<tr>
<td>Automotive Technology</td>
</tr>
<tr>
<td>Automotive, Ford ASSET</td>
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<tr>
<td>Automotive Technology/ITEC</td>
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<tr>
<td><strong>BAND INSTRUMENT REPAIR</strong></td>
</tr>
<tr>
<td>Guitar Repair Technology</td>
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<tr>
<td>Band Instrument Repair Technology</td>
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<td><strong>COMPUTER APPLICATIONS</strong></td>
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<td><strong>CONSTRUCTION &amp; BUILDING TECHNOLOGY</strong></td>
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<td>Civil CADD</td>
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<td>Industrial Engineering</td>
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<td>Construction Trades Preparation</td>
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<td>Leadership in Trades</td>
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<td><strong>CULINARY ARTS</strong></td>
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<td><strong>EARLY CHILDHOOD CAREERS</strong></td>
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<td>Early Childhood Careers</td>
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<td>Child Development Associate</td>
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Note: Length of program shown based on completion of certificate only. Degree completion can result in an extended program length.
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<td>Land Surveying – Geospatial Science</td>
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</table>
PROGRAM OPTIONS AVAILABLE:

The **English Language Acquisition (ELA) Foundations program** supports immigrants and refugees to improve their English for college and career success. Courses address skills in reading, writing, listening, speaking, technology, and math.

The **High School Equivalency (HSE) program** supports adults in improving their skills in reading, writing, oral communication and math in the context of science, social studies, art, health, and technology. Students may elect to prepare for their GED® exams or pursue their Adult High Diploma (HS21+). HS21+ is an opportunity for adults age 21 and over to complete their Washington State High School Diploma by demonstrating competency in the required subject areas. The program combines current coursework with previous learning and experience. Students select from courses focused on English Language Acquisition (ELA) or Science, Technology, Engineering, and Math (STEM). Bilingual Spanish/English courses are also available in the HSE program.

The **College & Career Readiness (CCR) program** supports students in intensive preparation for the next steps of their college and career pathway.

NEW STUDENTS

To register for all classes ON Campus you will register for Orientation and Educational Planning. During the 4-day Orientation, you will learn about the program, possible course options, and take placement tests. You will be placed into classes at the orientation. Register and pay tuition ($25) in person at the Enrollment Services office, Building I Roberts Campus Center.

CURRENT STUDENTS

Talk to your current instructor about placement and registration. If you are not currently enrolled in a spring quarter class, register for the Orientation and Educational Planning course.

ORIENTATION & EDUCATIONAL PLANNING

This course provides orientation, educational planning, and initial appraisal & assessment for class placement. The Orientation instructor will work with each student to determine the best course schedule to meet the student’s goals. This orientation is required for all new students. Register and pay tuition ($25) in person at the Enrollment Services office, Building I Roberts Campus Center. STUDENTS MUST PLAN TO ATTEND ALL 4 DAYS OF CLASS.

BAST 010 FEE: $25 ROOM: D102A

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<thead>
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<th></th>
<th>English Language Acquisition (ELA) Foundations</th>
<th>High School Equivalency (HSE)</th>
<th>Bilingual Spanish/English HSE</th>
<th>College &amp; Career Readiness</th>
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<tr>
<td>9:00AM - 12:00PM SAT</td>
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ON-CAMPUS COURSES AVAILABLE

Once you have completed Orientation and Educational Planning, you and your Orientation instructor will choose your courses. Your Orientation instructor will help you register. Courses are available during the following timeslots. There are also hybrid courses, which do not meet in class every day, but do include online coursework which must be completed outside of class time.

ADDITIONAL LOCATIONS AVAILABLE

English Language Acquisition (ELA) Foundations and High School Equivalency (HSE) courses are also offered at the following locations. To begin class at one of these locations, please call or visit during the class hours listed.

KENT LEARNING CENTER, SOUTH KING COUNTY ALLIANCE

515 W. Harrison, Suite 218, Kent, WA 98032  Phone (253) 852-7461

High School Equivalency (HSE)

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English Language Acquisition (ELA) Foundations

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WORKSOURCE RENTON, LEARNING CENTER, SUITE 100

500 SW 7th Street, Renton, WA 98057  Phone (206) 477-6982

High School Equivalency (HSE) & English Language Acquisition (ELA) Foundations

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<tbody>
<tr>
<td>8:00AM - 11:30AM M - F</td>
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<td>12:15PM - 3:00PM M - F</td>
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WorkSource Renton, Learning Center, Suite 100

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<td>6:00PM - 9:00PM M - Th</td>
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YOUTHSOURCE , WORKSOURCE RENTON (SECOND FLOOR) *This location for young adults only*

500 SW 7th Street, Renton, WA 98057 | Phone (206) 477-6991

High School Equivalency (HSE)

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<td>12:30PM - 3:30PM M - F</td>
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WORKSOURCE AFFILIATE DOWNTOWN SEATTLE, YWCA OPPORTUNITY PLACE
2024 3rd Avenue, 2nd Floor, Seattle WA 9812 | Phone (206) 436-8640
High School Equivalency (HSE) & English Language Acquisition (ELA) Foundations
8:30AM - 11:30AM M - F
12:15PM - 3:00PM M - F

BIRCH CREEK APARTMENTS
13111 SE 274th Street, Kent, WA 98030.
English Language Acquisition (ELA) Foundations
9:30AM - 12:30PM M - F (located in Family Center building, second floor)
6:00PM - 8:00PM M - Th (located in Youth Center building, second floor)

CRESTON POINT APARTMENTS
13445 MLK Jr Way S., Seattle, WA 98179
English Language Acquisition (ELA) Foundations
9:15AM - 1:00PM M - Th

ISSAQUAH YWCA
930 NE High Street, Suite 101, Community Room, Issaquah, WA
English Language Acquisition (ELA) Foundations
10:00AM - 1:00PM M/T/Th

ISSAQUAH VALLEY ELEMENTARY
555 NW Holly St. Issaquah, WA 98027
English Language Acquisition (ELA) Foundations
6:00PM - 8:30PM M/T/W

RENTON LIBRARY
100 Mill Avenue S., Community Room, Renton, WA
English Language Acquisition (ELA) Foundations.
12:00PM - 3:00PM T/Th

Adult High School Diploma Program

The Adult High School Diploma (HS21+) program is an opportunity for adults to earn their Washington state high school diploma. The program combines coursework with previous learning and work experience.

Wondering if HS21+ is right for you?

Are you 21 yrs. or older?
- Do you have high school credits?
- Do you have work, training, or military experience?
- Do you have any certifications (CPR, First Aid, Food Handlers Card, Forklift Operator, etc.)?
- Have you taken any GED tests or college classes?

Register for classes TODAY!

Visit: RTC.edu/node/877
(425) 235.2352 ext. 5752
RTC offers flexible online and hybrid courses to fit your busy life.

RTC offers flexible courses to fit your busy life. Online and hybrid courses provide academic benefit and convenience to students just like you!

- Earn your degree on your schedule.
- Save money on gas.

Register for classes TODAY!

Future Students: visit RTC.edu/getstarted
Current Students: visit RTC.edu/canvas

Renton Technical College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, marital status, gender, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Lesley Hogan, Executive Director of Human Resources; (425) 235-7873.
<table>
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<tr>
<th>Item Number</th>
<th>Course Title</th>
<th>Course Description</th>
<th>Prerequisites, fees &amp; other course information</th>
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<th>Time</th>
<th>Days</th>
<th>Flexible Option</th>
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<td>ENGLISH COMPOSITION</td>
<td>This is a college level writing course in which students learn to write essays that explain ideas, argue for a position, and evaluate information. Students write draft essays based on personal experience and information gathered from a variety of resources. Students revise and edit their draft essays based on constructive comments offered by their peers and their instructor. <strong>Prerequisite:</strong> COMPASS score of 75 or better or completion of COMP 100 with a 2.0 test. Basic computer and keyboarding skills strongly recommended.</td>
<td>*Lab Fee $5/credit.</td>
<td>5 credits</td>
<td>4/7/6/25</td>
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<td>BIOL 241 G508</td>
<td>5 credits</td>
<td>4/5-6/23</td>
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<td></td>
<td>BIOL 241 N440</td>
<td>5 credits</td>
<td>4/5-6/23</td>
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<td>ACAR B</td>
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<tr>
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<td>BIOL 241 N498</td>
<td>5 credits</td>
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<td>ACAR B</td>
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<td>BIOL 241 N542</td>
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<td>4/5-6/23</td>
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<td>BIOL 241 N546</td>
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<td>4/5-6/23</td>
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<td>TTh</td>
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<td>ACAR B</td>
<td>J312</td>
</tr>
</tbody>
</table>

**BIOLOGY**

**GENERAL BIOLOGY**

Students explore the basic biological principles that describe and explain the nature of life. Topics include cell biology, molecular biology (including basic biochemistry and DNA structure and function), metabolism, and genetics. Students practice skills in both the classroom and the laboratory through formats such as group exercises, laboratory activities, quizzes, and exams. *Lab Fee $5/credit.

**INTRODUCTION TO ANATOMY AND PHYSIOLOGY**

This course provides students with an introduction to the basic concepts of anatomy and physiology. It includes organization, classification and control of anatomical structures and an introduction to the major body systems. The course covers some medical terminology and introduces some concepts from chemistry, and biochemistry. This course is intended for non-science majors or entry level allied health majors. *Lab Fee $5/credit.

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
HUMAN ANATOMY AND PHYSIOLOGY II
This is the second of two classes designed for students who want to enter professional health care programs. It is a study of the gross anatomy and functioning of the human body. Covers body organization, cellular structure and function, fundamentals of chemistry and the physiology, structure and function of all the body systems. Lab includes microscopic tissue studies, dissection, work with ADAM software, and physiology projects related to the systems studied.
Prerequisite: Completion of BIOL& 241 Human Anatomy & Physiology I, with a 2.0 or higher. *Lab Fee $5/credit.

BIOL& 242 G516 5 credits
4/15-6/23 10:00AM-11:50AM TW Stover C
4/16-6/23 Th Lab F101

BIOL& 242 N442 5 credits
4/5-6/23 8:00AM-10:50AM ONLINE

Saturday Labs
4/16, 5/21, 6/18 1:00PM-5:00PM F101

ON CAMPUS PROCTORED FINAL TBD

HUMAN ANATOMY AND PHYSIOLOGY I AND II
(Linked)
This class combines the content from BIOL& 241 and 242 into a ten-credit unit. The order in which the material is taught however can vary and grades for both classes will be assigned at the end of the quarter. This course is very intensive and should only be considered by students who are well prepared and have considerable study time available to them. Students pay for both classes at the time they register.
Prerequisite: completion of BIOL& 160 with a 2.0 or higher. *Lab Fee $5/credit.

BIOL& 241 G518 5 credits
4/5-6/23 8:00AM-10:50AM TTh Th Lab REDD S
4/23, 5/28, 6/11 9:00AM-10:50AM F101

BIOL& 242 G528 5 credits
4/5-6/23 8:00AM-10:50AM TTh Th Lab REDD S
4/23, 5/28, 6/11 9:00AM-10:50AM F101

ON CAMPUS PROCTORED FINAL TBD

MICROBIOLOGY
Microbiology is a comprehensive course introducing classification, structure, and function of microbes. Focus includes disease causing bacteria, viruses, protozoa and fungi. The role of this microorganism in nature, environmental impact, and health applications is covered. Laboratory is an integral component, which includes training on microscope, slide prep, aseptic technique transfer/inoculation of bacteria, use of various media to select, isolate, and characterize organisms.
Prerequisite: Completion of BIOL& 160, General Biology, with a grade of 2.0 or higher. *Lab Fee $5/credit.

BIOL& 260 GB48 5 credits
4/5-6/23 8:00AM-9:00AM TThF Acar B
9:00AM-9:50AM TThF Lab J306

BIOL& 260 N428 5 credits
4/5-6/23 ARR ARR ACAR B

Saturday Lab
4/16, 5/21, 6/11 8:00AM-12:00PM J306

ON CAMPUS PROCTORED FINAL TBD

MICROECONOMICS (Hybrid)
Microeconomic concepts are applied to problems involving scarcity, choice, competition, and cost. Examines the basic principles and models of microeconomics and their application to contemporary issues and problems including production, allocation, supply and demand analysis, elasticity, consumer choice, market structures, antitrust and regulation, and public microeconomics.

ECON& 201 N500 5 credits
4/5-6/23 5:30PM-7:20PM T Dewitt C

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
### MACROECONOMICS
Macroeconomics focuses on the national economy - the determination of the national income level, economic growth and prosperity; government spending and taxation, money and banking, analysis of employment, inflation, aggregate output and economic growth, and fiscal and monetary policy tools including the intended and unintended effects of government policies including the effects of both demand-side and supply-side fiscal and monetary policies on the economy.

**ECON& 202 N492** 5 credits  
4/5-6/23  
ON CAMPUS PROCTORED FINAL TBD

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### ENGLISH

#### WRITING IMPROVEMENT I
Learn how to make your writing sizzle by improving your basic sentence structure. This course is designed to help you write a wide variety of strong sentences as well as maximize your knowledge of grammar basics. Instruction includes daily writing and use of technology to assist writer in improving their writing skills.

**COMP 080 G130** 5 credits  
4/5-6/23  
ONLINE  
5 credits  
4/5-6/23  
8:00AM-10:30AM  
TTh  
C109  
Dewitt C

**ON CAMPUS PROCTORED FINAL TBD**

#### WRITING IMPROVEMENT II
This writing improvement course helps students improve their composition skills by concentrating on paragraph construction. Paragraphs provide the foundation necessary for college level writing. The coursework assists students to move from sentences to paragraphs and prepares them for writing paper and reports.

**COMP 090 G136** 5 credits  
4/5-6/23  
8:00AM-10:30AM  
TTh  
C109  
Eyster L

#### APPLIED COMPOSITION
This practical writing course assists student with academic writing. The class incorporates journal summaries and basic essay formats to help students build on their sentence and paragraph strengths to be successful in college-level writing. This class assists students in moving their writing forward through practice.

**COMP 100 G102** 5 credits  
4/5-6/23  
12:00PM-2:30PM  
TTh  
C109  
Eyster L

**COMP 100 G134** 5 credits  
4/5-6/23  
8:00AM-10:30AM  
TTh  
C109  
Eyster L

**COMP 100 N412** 5 credits  
4/5-6/23  
ONLINE  
FREDRICKSON

**ON CAMPUS PROCTORED FINAL TBD**

#### ENGLISH COMPOSITION
This college-level writing course develops a wide-range of expository writing and critical-thinking skills, including audience awareness, persuasive purpose, independent editing, and resource and literacy analysis. Students incorporate composition ideas from primary experience and secondary sources. Students learn and demonstrate skills in integrating and documenting into their writing researched materials, according to an academically-recognized style, such as APA, Chicago, or MLA. Students revise drafts based on constructive comments offered by their peers and instructor. Upon successful completion of the course, students are able to write essays (of at least 1,000 words), demonstrating the conventions of standard written English.

**Prerequisite:** COMPASS score of 75 or better, or completion of COMP 100 with a 2.0, or recommended placement from the Directed Self-Placement test.

**ENGL& 101 G182** 5 credits  
4/6-6/22  
8:00AM-10:30AM  
MW  
C110  
Higgins K

**ENGL& 101 G204** 5 credits  
4/5-6/23  
10:45AM-1:15PM  
TTh  
C104  
Higgins K

**ENGL& 101 G142** 5 credits  
4/6-6/22  
10:45AM-1:15PM  
MW  
C104  
Hudspeth J

**ENGL& 101 G158** 5 credits  
4/5-6/23  
8:00AM-10:30AM  
TTh  
Hudspeth J

(Hybrid)  
**ENGL&101N754** 5 credits  
4/5-6/23  
2:45PM-5:45PM  
T  
C104  
FREDRICKSON

(Hybrid)  
**ENGL& 101 N750** 5 credits  
4/5-6/23  
5:30PM-8:30PM  
Th  
C104  
Hudspeth J

**ENGL& 101 N414** 5 credits  
4/5-6/23  
ARR  
C104  
POLLARD-JOHNSON

**ON CAMPUS PROCTORED FINAL TBD**

#### WRITING FROM RESEARCH
This course helps students develop ideas to guide research, to gather information from the library, internet, experts and other sources, and to judge the quality of the information. They learn to use ideas from a large number of sources as evidence in essays and longer research papers.

**Prerequisite:** Completion of ENGL& 101 with a grade of 2.0 or higher.

**ENGL& 102 G192** 5 credits  
4/5-6/23  
8:00AM-10:30AM  
TTh  
C110  
Higgins K

#### TECHNICAL WRITING
This course focuses on various aspects of professional and technical writing. Students study user guides, reports, proposals and other forms of business correspondence in order to successfully write for the workplace.

**Prerequisite:** Completion of ENGL& 101 with a grade of 2.0 or higher.

**ENGL& 235 N484** 5 credits  
4/5-6/23  
ARR  
C110  
Higgins K

**ON CAMPUS PROCTORED FINAL TBD**

#### WORLD LITERATURE
This course explores selected works of world literature, focusing on the cultural, philosophical and historical elements which help shape them.

**Prerequisite:** ENGL& 101 with a grade of 2.0 or higher.

**ENGL& 254 N446** 5 credits  
4/5-6/23  
ARR  
C110  
Staff

**ON CAMPUS PROCTORED FINAL TBD**

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*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
GENERAL EDUCATION
SPRING QUARTER 2016
*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.

GEOL& 101 N456 5 credits ONLINE
4/5-6/23 ARR ARR LEWICKI
ON CAMPUS PROCTORED FINAL TBD

HISTORY
SURVEY OF AMERICAN HISTORY
This survey course examines the creation and evolution of the United States beginning with the histories of pre-contact native peoples and continuing through the present time. Through the exploration of key figures, eras and events, students develop historical thinking skills, draw conclusions from competing and contradictory sources, and recognize the role of perspective in historical documentation.
HIST 110 G520 5 credits H305
4/6-6/22 11:00AM-1:30PM MW FOLDEN-SHORTT
HIST 110 N482 5 credits ONLINE
4/5-6/23 ARR FOLDEN-SHORTT
ON CAMPUS PROCTORED FINAL TBD

WORLD CIVILIZATION I
This course examines the development of civilizations from prehistoric through the beginning of the Middle Ages. It emphasizes economic, social and political global perspectives by studying worldviews and systems of thought.
Prerequisite: Eligible for COMP 100 or instructor’s permission.
HIST& 126 N490 5 credits ONLINE
4/5-6/23 ARR ARR FOLDEN-SHORTT
ON CAMPUS PROCTORED FINAL TBD

LANGUAGE
SPANISH I (Hybrid)
This is the first course in a series of classes that teaches the fundamentals of Spanish as a second language. While the course focuses on speaking and verbal comprehension, reading, writing and Hispanic culture are also integral to the class.
SPAN& 121 N772 5 credits H310
4/5-6/23 1:00PM-3:00PM T CARRILLO-MARTIN

SPANISH II (Hybrid)
This is the second course in a series of classes that teaches the fundamentals of Spanish as a second language. While the course focuses on speaking and verbal comprehension, reading, writing and Hispanic culture are also integral to the class.
Prerequisite: SPAN& 121.
SPAN& 122 N774 5 credits H310
4/5-6/23 3:30PM-5:30PM T CARRILLO-MARTIN

SPANISH III (Hybrid)
This is the third course in a series of classes that teaches the fundamentals of Spanish as a second language. While the course focuses on speaking and verbal comprehension, reading, writing and Hispanic culture are also integral to the class.
Prerequisite: SPAN& 122.
SPAN& 123 N778 5 credits H310
4/5-6/23 3:30PM-5:30PM Th CARRILLO-MARTIN

MATH 065 G216 5 credits H301
4/6-6/22 8:00AM-10:30AM MW COOKSEY M
MATH 065 G323 5 credits H301
4/6-6/23 8:00AM-10:30AM TTh STAFF
MATH 065 G318 5 credits H301
4/5-6/23 2:45PM-5:15PM TTh SELL D
MATH 065 G163 5 credits H301
4/5-6/23 11:30AM-2:00PM TTh SELL D
MATH 065 G164 5 credits H301
4/6-6/22 11:30AM-2:00PM MW SELL D
MATH 065 G232 5 credits H301
4/6-6/22 6:00PM-8:30PM MW CHAKRABARTI R
MATH 065 G744 5 credits H303
4/6-6/22 8:00AM-10:30AM MW STAFF
MATH 065 N401 5 credits H301
4/6-6/22 2:45PM-5:15PM W SELL D
MATH 065 N447 5 credits H301
4/5-6/23 6:00PM-7:30PM T SELL D
Saturday Lab
4/9, 4/23, 5/7, 5/21, 6/4, 6/15 9:00AM-11:00AM

FUNDAMENTALS OF MATHEMATICS
The course covers addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals, percentages, ratio and proportion, estimation, solving applied math problems.
MATH 075 G234 5 credits H301
4/6-6/23 6:00PM-8:30PM MW ROSENFELD
MATH 075 G166 5 credits H301
4/6-6/22 11:30AM-2:00PM MW SELL D
MATH 075 G234 5 credits H301
4/6-6/22 6:00PM-8:30PM MW STAFF

PREALGEBRA
This course lays the foundation for the study of algebra. The topics covered include: real numbers, properties of real numbers, operations on real numbers; absolute values, variables, simplifying algebraic expressions; solving linear equations; geometry; units of measurement; introduction to graphs, statistics and probability.
Prerequisite: completion of MATH 065 with a grade of 2.0 or higher, or a COMPASS Pre-Algebra score of 40 or greater.
MATH 075 G218 5 credits H301
4/6-6/22 8:00AM-10:30AM MW COOKSEY M
MATH 075 G325 5 credits H301
4/6-6/23 8:00AM-10:30AM TTh STAFF
MATH 075 G320 5 credits H301
4/6-6/23 2:45PM-5:15PM TTh SELL D
MATH 075 G165 5 credits H301
4/6-6/23 11:30AM-2:00PM TTh SELL D
MATH 075 G166 5 credits H301
4/6-6/22 11:30AM-2:00PM MW SELL D
MATH 075 G234 5 credits H301
4/6-6/22 6:00PM-8:30PM MW STAFF

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
BEGINNING ALGEBRA
This introductory course in algebra covers the following topics: solving linear inequalities, compound inequalities, absolute value equations and inequalities; exponential notation and simplifying exponents using the product, quotient and power rules; scientific notation; polynomial operations; factoring polynomials; solving quadratic equations by factoring; introduction to graphing; systems of two equations in two unknowns and their applications; solving a system of three equations in three variables; systems of inequalities; solving applied problems.
Prerequisite: completion of MATH 075 or AMATH 175 with a grade of 2.0 or higher, or a COMPASS Pre-Algebra score of 60 or greater.

INTERMEDIATE ALGEBRA
This course covers the following topics: rational expressions; solving rational equations; rational formulas and variation; rational exponents and radicals; complex numbers and operation with complex numbers; quadratic equations, completing the square and the quadratic formula; functions and their graphs; domain and range of functions; inverse functions; exponential and logarithmic functions; properties of logarithms; solving exponential and logarithmic equations.
Prerequisite: completion of MATH 085, or AMATH 185, with a grade of 2.0 or higher, or a COMPASS Algebra score of 40 or greater.
<table>
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<tr>
<th>Course Code</th>
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<th>Days</th>
<th>Lab Information</th>
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**ON CAMPUS PROCTORED FINAL TBD**

**INTRODUCTION TO STATISTICS**

This course is an introduction to statistics and how it may be applied in the analysis of numerical data. It includes the following topics: structure of data sets, central tendency, dispersion, means, standard deviation, correlation, regression, binomial and normal probability distributions, sampling methods, confidence intervals and hypothesis testing. Prerequisite: completion of MATH 95 or AMATH 195 with a 2.0 or higher, or a COMPASS Algebra score of 60 or greater.

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<td>MATH 146 G248</td>
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<tr>
<td>MATH 146 N426</td>
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**BUSINESS CALCULUS**

Introduction to Differential and Integral Calculus of elementary functions with emphasis on business applications and its use in optimization. Prerequisite: completion of MATH& 141 with a 2.0 or higher or placement by assessment.

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<tr>
<td>MATH&amp; 148 G337</td>
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<td>MATH&amp; 148 G340</td>
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<td>MATH&amp; 148 G198</td>
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<td>MATH&amp; 148 G244</td>
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<td>MATH&amp; 148 G336</td>
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<td>MATH&amp; 148 N429</td>
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<td>6:00PM-8:30PM</td>
<td>T</td>
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<tr>
<td>Saturday Lab</td>
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<td>9:00AM-11:00AM</td>
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**CALCULUS I**

Differential calculus. The definition and interpretation of the derivative, with applications to mathematical modeling. Derivatives of algebraic and transcendental functions. Prerequisite: completion of MATH& 142 with a 2.0 or higher or placement by assessment.

<table>
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<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Schedule</th>
<th>Days</th>
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<td>MATH&amp; 151 G339</td>
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<tr>
<td>MATH&amp; 151 G342</td>
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<tr>
<td>MATH&amp; 151 N430</td>
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<td>MATH&amp; 151 G200</td>
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<tr>
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<td>4/9, 4/23, 5/7, 5/21, 6/4, 6/15</td>
<td>9:00AM-11:00AM</td>
<td></td>
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</table>
### GENERAL EDUCATION

**CALCULUS II**

Integral calculus. The definition, interpretation and application of the definite integral. The Fundamental Theorem of Calculus, techniques of integration and definite integrals involving parametrically described curves. Introduction to differential equations. This class is taught either in traditional lecture mode or through individually tailored, interactive computer instruction that provides the student's primary method of learning, with the instructor available to assist students on an individual basis during the class period.

**Prerequisite:** completion of MATH& 151 with a grade of 2.0 or higher.

<table>
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<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Time</th>
<th>Day(s)</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>AMATH 175 G224</td>
<td>5</td>
<td>8:00 AM - 10:30 AM</td>
<td>TTh</td>
<td>COOKSEY M</td>
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<tr>
<td>AMATH 175 G228</td>
<td>5</td>
<td>8:00 AM - 10:30 AM</td>
<td>MW</td>
<td>COOKSEY M</td>
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</tbody>
</table>

**MATHEMATICS FOR HEALTH SCIENCES**

An introductory course developed to introduce mathematical concepts related to a variety of fields in the health sciences. The content is designed at the pre-algebra level (MATH 075) to promote student success in mathematics and to develop problem-solving skills. Topics covered include: review of whole number operations, fractions, decimals, percents, ratio and proportion; signed numbers and operations on signed numbers; real numbers; simplifying algebraic expressions; solving linear equations; geometry; conversions involving dimensional analysis; dosage calculations, mixture calculations, body surface area and body weight calculations; introductory solution calculations and a variety of health related application problems.

**Prerequisite:** completion of MATH 065 with a grade of 2.0 or higher, or a COMPASS Pre-Algebra score of 60 or greater.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
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<th>Day(s)</th>
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<tr>
<td>AMATH 170 G270</td>
<td>5</td>
<td>12:30 PM - 2:30 PM</td>
<td>MWF</td>
<td>JOHNSON R</td>
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<tr>
<td>AMATH 170 N410</td>
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**APPLIED MATHEMATICS FOR BUSINESS AND INDUSTRY**

This introductory course in algebra covers the following topics and their applications to business and industry: solving linear inequalities, compound inequalities, absolute value equations and inequalities; exponential notation and simplifying exponents using the product, quotient and power rules; scientific notation; polynomial operations; factoring polynomials; solving quadratic equations by factoring; introduction to graphing; systems of two equations in two unknowns and their applications; solving a system of three equations in three variables; systems of inequalities; solving applied problems.

**Prerequisite:** completion of MATH 075, or AMATH 175, with a grade of 2.0 or higher, or a COMPASS Pre-Algebra score of 40 or greater.

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<tr>
<th>Course Code</th>
<th>Credits</th>
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<th>Day(s)</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>AMATH 185 G213</td>
<td>5</td>
<td>8:00 AM - 11:00 AM</td>
<td>MW</td>
<td>COOKSEY M</td>
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<tr>
<td>AMATH 185 G343</td>
<td>5</td>
<td>8:00 AM - 11:00 AM</td>
<td>TTh</td>
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<tr>
<td>AMATH 185 G334</td>
<td>5</td>
<td>2:45 PM - 5:45 PM</td>
<td>TTh</td>
<td>SELL D</td>
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<tr>
<td>AMATH 185 G240</td>
<td>5</td>
<td>6:00 PM - 9:00 PM</td>
<td>MW</td>
<td>CHAKRABARTI R</td>
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<tr>
<td>AMATH 185 G307</td>
<td>5</td>
<td>11:30 AM - 2:30 PM</td>
<td>TTh</td>
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<tr>
<td>AMATH 185 G308</td>
<td>5</td>
<td>11:30 AM - 2:30 PM</td>
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<tr>
<td>AMATH 185 G774</td>
<td>5</td>
<td>8:00 AM - 10:30 PM</td>
<td>MW</td>
<td>STAFF</td>
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<tr>
<td>AMATH 185 N435</td>
<td>5</td>
<td>2:45 PM - 5:15 PM</td>
<td>W</td>
<td>ROTH A</td>
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<tr>
<td>AMATH 185 N487</td>
<td>5</td>
<td>6:00 PM - 7:30 PM</td>
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**MUSIC**

This course helps students develop an understanding of the elements and vocabulary of music while deepening their appreciation of music as a reflection of cultural tradition and innovation. Students gain tools for analysis such as the historical, political and cultural influences on musical traditions. Class activities include lectures, written materials, and a variety of listening experiences.

<table>
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<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Time</th>
<th>Day(s)</th>
<th>Instructor</th>
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<td>MUSC&amp; 105 N462</td>
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<td>MUSC&amp; 105 N468</td>
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*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
### Human Nutrition

This course provides students with information pertaining to the functions of nutrients in the body and the physiologic processes involved in digestion and absorption. Topics covered include anatomy and physiology of digestion and absorption; specific utilization of carbohydrates, protein, and fats; vitamin and mineral supplements. Other topics include factors that govern nutrient requirements, and the impact of diet on health and disease. Basic principles of chemistry, biology, and physiology are applied to the study of nutrition. This course is suggested for students majoring in nursing or other health-related areas.

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<tr>
<th>Course Code</th>
<th>Credits</th>
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<th>Days</th>
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<tbody>
<tr>
<td>NUTR &amp; 101 GS12</td>
<td>5</td>
<td>4/6-6/22</td>
<td>MW ACAR B</td>
<td>J312</td>
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<tr>
<td>NUTR &amp; 101 N458</td>
<td>5</td>
<td>4/6-6/23</td>
<td>ARR COLLIN-CLAUSEN</td>
<td>ONLINE</td>
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### American Government

This course explores the structure and dynamics of American national government. The course provides a broad-based introduction to the ideas and institutions that have shaped politics in the contemporary United States. Special areas of focus will include: the Constitution and the debates of the founding era, the institutions of modern American government, and the political behavior of the American mass public. The course will draw inspirationally on documents from America’s Revolutionary and Civil War periods as well as on key historical and contemporary Supreme Court opinions, Congressional laws, and Presidential policy papers. This course will also analyze how the dynamics of regional and global forces have impacted on domestic politics and American government, informing the shaping of its attitudes and policies to the rest of the world.

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<th>Course Code</th>
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<tr>
<td>POLS &amp; 202 GS14</td>
<td>5</td>
<td>4/6-6/22</td>
<td>MW BIGELOW D</td>
<td>C107</td>
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<tr>
<td>POLS &amp; 202 GS86</td>
<td>5</td>
<td>4/6-6/23</td>
<td>ARR FOLDEN-SHORTT</td>
<td>ONLINE</td>
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### Political Science

**Contemporary World Issues**

Topics will include currently relevant issues such as the rise of Islamic Fundamentalism and American defense policy, the debate between free market and socialist economic theories, globalization and the role of oil and energy technologies, the rise of China and its relations with other Asian countries and the US, the ongoing crises in Africa, nuclear proliferation and other weapons of mass destruction. Immigration and demographics will be covered. The role of the United Nations and international law are examined within the framework of evolving ideas about national sovereignty. This course will maintain some flexibility to prioritize emergent issues as the quarter develops.

<table>
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<th>Course Code</th>
<th>Credits</th>
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<th>Instructor</th>
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<tr>
<td>POLS 150 GS88</td>
<td>5</td>
<td>4/6-6/22</td>
<td>MW FOLDEN-SHORTT</td>
<td>ONLINE</td>
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</table>
**DEVELOPMENTAL PSYCHOLOGY**
This course covers the concepts of human life span development in psychology and research from the prenatal stage to end of life experiences. Life span development includes socio-emotional, cognitive, and physiological development. Included are the influences on human development by such factors as biology, life experiences, family, and culture. Each individual, although unique follows a process that is affected by Primary caregivers, siblings, extended family, teachers, friends, partners, and events. Emphasis will be on understanding human development and the influences of family and culture that includes ethnicity, beliefs, family structure, traditions, and gender.

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<th>Course</th>
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<tr>
<td>PSYC&amp; 200 G178</td>
<td>5</td>
<td>4/6-6/22 8:00AM-10:30AM</td>
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<td>PSYC&amp; 200 N420</td>
<td>5</td>
<td>4/5-6/23 ARR</td>
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**PUBLIC SPEAKING (Hybrid)**
This course in public speaking helps students develop effective speaking skills through understanding the elements involved in effective speech. Students will prepare speeches designed for a variety of purposes.

**Prerequisite:** Eligible for COMP 100 or instructor permission.

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<th>Course</th>
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<tr>
<td>CMST&amp; 101 N770</td>
<td>5</td>
<td>4/5-6/23 2:45PM-4:45PM</td>
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<td>EDWARDS M</td>
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</table>

**SOCIIOLOGY**

**SURVEY OF SOCIOLOGY**
Sociology is the study of human interaction. Students study modern society and the influences of culture, socialization, inequality and power. Topics include gender, class, race and ethnicity, conflict, and marriage and the family.

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<th>Course</th>
<th>Credits</th>
<th>Time</th>
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<tr>
<td>SOC&amp; 101 N448</td>
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<td>4/5-6/23 ARR</td>
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**INTRODUCTION TO COMMUNICATION**
In this course students study the fundamentals of the communication process and apply them to personal and workplace relationships. Emphasis is on applying communication theory to interviewing, small group communications and public speaking. Students are required to prepare and give oral presentations.

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<th>Course</th>
<th>Credits</th>
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<tr>
<td>CMST&amp; 101 G106</td>
<td>5</td>
<td>4/5-6/23 12:00PM-2:00PM</td>
<td>TTh</td>
<td>EDWARDS M</td>
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<tr>
<td>CMST&amp; 101 G110</td>
<td>5</td>
<td>4/5-6/23 8:00AM-10:30AM</td>
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<td>EDWARDS M</td>
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<tr>
<td>CMST&amp; 101 G116</td>
<td>5</td>
<td>4/6-6/22 8:00AM-10:00AM</td>
<td>MW</td>
<td>EDWARDS M</td>
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<tr>
<td>CMST&amp; 101 G104</td>
<td>5</td>
<td>4/6-3/22 10:45AM-11:15PM</td>
<td>MW</td>
<td>STAFF</td>
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<tr>
<td>CMST&amp; 101 N768 (Hybrid)</td>
<td>5</td>
<td>4/5-6/23 2:30PM-5:30PM</td>
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*Textbooks, Gear and More!*

[Bookstore.RTC.edu](http://Bookstore.RTC.edu)

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CONTINUING / COMMUNITY EDUCATION

SPRING QUARTER 2016

AUTOCAD CREATING 3D MODELS
In this course students learn the tools and techniques for creating and editing 3D models with AutoCAD. Topics covered include creating solid primitives, creating models from 2D profiles, editing solid models, and creating drawings from 3D models. (Note for architects: program number 3D2008, 16 LU hrs, non HSW).

DFTS 138 L446 1 credit  J315
4/23-4/30  8:00AM-4:30PM  Sa  MONTGOMERY L

REVIT ARCHITECTURE FUNDAMENTALS
This course is designed for new users of Revit Architecture. The course covers the basics of Autodesk Revit Building, from building design through construction documentation. Students are introduced to the concepts of Building Information Modeling and the tools for parametric design and documentation. In the hands-on lab sessions, the students use the parametric 3D design tools of Revit to design projects and use the automated tools for documenting projects. No previous CAD experience is necessary. However, architectural design, drafting or engineering experience is highly recommended. It is recommended that you have a working knowledge of Microsoft Windows (XP, 2000, or NT 4.0). (Note for architects: program number LRA011, 24 LU hrs, non HSW).

DFTS 136 L442 3 credits  J315
5/7-6/4  8:00AM-4:30PM  Sa  LEPESKA A

REVIT ARCHITECTURE ADVANCED
This course builds upon the Revit Architecture Essentials class and the students learn advanced techniques for creating complex designs and professional looking renderings, creating and customizing objects, and collaborating on designs with other team members using Autodesk Architecture. Other topics include phasing and design options, running interference checks, and ODBC database export.
Prerequisite: DFTS 136 or instructor permission. (Note for architects: program number MRA011, 24 LU hrs, non HSW).

DFTS 137 L444 CANCELED  J315
6/11-6/25  8:00AM-4:30PM  Sa  LEPESKA A

REVIT ARCHITECTURE CONCEPTUAL DESIGN
Students expand their knowledge in the areas of Conceptual Design, including massing studies, space planning, visualization, and rendering.
Prerequisite: DFTS 136 or working knowledge of Revit Architecture, (Note for architects: program number CRA013, 8 LU hrs, non HSW).

DFTS 139 L448 1 credit  J204
5/9-5/16  5:30PM - 9:30PM  Mon  LEPESKA A

REVIT ARCHITECTURE BIM MANAGEMENT
Building Information Modeling (BIM) is an approach to the entire building life cycle. Revit Architecture is a powerful BIM program that supports the ability to coordinate, update, and share design data with team members throughout the design, construction, and management phases of a building’s life. The objective of the Revit Architecture BIM Management course is to enable students who have worked with Revit to expand their knowledge in setting up office standards with templates that include annotation styles, preset views, sheets, and schedules, as well as creating custom element types and families. (Note for Architects: Program number BRA 011, 16 LU hrs, non HSW).

DFTS 141 L430 1 credit  J315
4/11-5/2  5:30PM-9:30PM  M  LEPESKA A

REVIT ARCHITECTURE COLLABORATION TOOLS
Revit Architecture is a Building Information Modeling (BIM) tool, which can be used by more than one person working on a new project. The objective of the Revit Architecture collaboration Tools course is to enable students who have a basic knowledge of Revit to increase their productivity while working with other people on a team, either in the same firm or with other firms, and use Revit files or other CAD files.

DFTS 142 L432 1 credit  J315
5/23-6/20  5:30PM-9:30PM  M  LEPESKA A

REVIT MEP
The students will learn each aspect of Revit MEP: mechanical, electrical, and plumbing. Using solid modeling, the students will create equipment and symbols that can be used in future projects. The class also includes instruction on templates and project set up.
Prerequisite: knowledge of AutoCAD 3D commands, Autodesk Revit, or instructor’s permission.

DFTS 144 L400 CANCELED  J315
4/9-4/30  8:00AM-4:30PM  Sa  LEPESKA A

ACCOUNTING:

PRINCIPLES OF ACCOUNTING I
Students develop skills in recording transactions to specific areas of accounting including: accounts receivable, inventories, plant and equipment, asset valuation, notes receivable and notes payable. Emphasis is on preparing general journal entries in accordance with Generally Accepted Accounting Principles (GAAP).

ACCT& 201 B323 5 credits  HYBRID  H309
4/5-6/23  8:00AM-9:00AM  MTWTh  HOLMAN

PRINCIPLES OF ACCOUNTING II
This course incorporates the basics covered in ACCT 110, Basic Math for Accounting, and ACCT& 201, Principles of Accounting I, and relates them to more complex accounting functions. Topics include forms of business (proprietorships, partnerships, and corporations), internal control, debt and equity, bonds, inventories, intangible assets, depreciation, statement analysis, and cash flow. This course concentrates on theory and assumes the student has some background in accounting. Prerequisite: placement into ACCT& 202 or completion of ACCT& 201 with a 2.0 or higher.

ACCT& 202 B327 5 credits  HYBRID  H309
4/5-6/23  12:30PM-1:30PM  MWTh  HOLMAN

PRINCIPLES OF ACCOUNTING III
This course will cover basic cost accounting concepts in addition to emphasis on applying accounting information to support and assist decision making. Topics covered include Job Order Costing, Process Costing, Cost Behavior, Cost-Volume-Profit analysis, Budgeting, Performance Evaluation and Special Business Decisions. This is an advanced accounting course. Successful completion of an intermediate level accounting course is required.

ACCT& 203 B331 5 credits  HYBRID  H307
4/5-6/23  11:00AM-12:00PM  DAILY  NEWCOME

BUSINESS LAW
This course provides an introduction to the fundamental Principles of law and the American legal system including its social and constitutional roots. It also examines the origin, evolution, and concepts of the law including criminal and tort law, contracts, Uniform Commercial Code, Real Property, Business Entities and Governmental Regulation of Business. The emphasis is gaining a basic practical understanding these topics.

BUS& 201 B371 5 Credits  H307
4/5-6/23  8:00AM-9:00AM  DAILY  NEWCOME

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.

SPRING QUARTER 2016
HEALTHCARE PROVIDER CPR/RENEWAL
Covers one and two person, adult, child and infant CPR. Practice caring for person with foreign body airway obstruction (FBAO), pocket mask, bag valve mask, personal barriers techniques and use of Automated External Defibrillator (AED). An AHA card will be issued upon the successful completion of a written exam and skills evaluation.
HCPCS 101 F101 1 credit B204
5/7 8:00AM-2:30PM Sa BERRYSMITH C

HEALTHCARE PROVIDER FIRST AID/CPR & AED
This course covers one and two person, adult, child and infant CPR. Students practice caring for person with foreign body airway obstruction (FBAO), pocket mask, bag valve mask, personal barriers techniques and use of Automated External Defibrillator (AED). The course teaches to effectively recognize and treat in critical minutes until Emergency Medical Services (EMS) arrive. Topics include: general first aid principles, medical, injury and environmental emergencies, and bloodborne pathogens. This course is approved by OSHA, WISHA (Labor and Industries) for healthcare providers: physicians, nurses, physical therapists, dental office and assisted living providers. An AHA card will be issued upon the successful completion of a written exam and skills evaluation.
HCPCS 102 F103 2 credits B204
4/9-4/16 8:00AM-4:30PM Sa BERRYSMITH C
HCPCS 102 F104 2 credits B204
5/14-5/21 8:00AM-4:30PM Sa ZYDEK P
HCPCS 102 F105 2 credits B204
6/4-6/11 8:00AM-4:30PM Sa BERRYSMITH C

AUTOCAD

AUTOCAD-LEVEL I & II
Students are introduced to the basics of engineering drafting and AutoCAD. Basic drawing commands, editing, dimensioning, and plotting are covered in this course. Requires a computer with a current version of AutoCAD. Class meets online at webol.org. RTC is a Premier Authorized Training Center for Autodesk, Inc.
DFTS 113 W664 6 credits ONLINE
3/31-6/8 ARR ARR LEPESKA A

AUTOCAD-LEVEL I
An introductory class to AutoCAD that equips the user to use AutoCAD on a basic level. The students learn the basic principles of the user interface, drawing setup procedures, function keys, basic 2D drawing creation commands, file management commands, layers, inquiring about drawing information, introduction to block creation, hatching, introduction to dimensioning techniques, object snaps, commands for object viewing, basic editing techniques, and text annotations. RTC is a Premier Authorized Training Center for Autodesk, Inc.
DFTS 114 L404 3 credits J304
4/12-5/12 5:30PM-9:30PM TTh LEPESKA A
DFTS 114 L402 3 credits J304
5/18-6/22 5:30PM-9:30PM MW MONTGOMERY L

AUTOCAD-LEVEL II
A second level AutoCAD course that takes the user into intermediate AutoCAD functions and concepts. Topics covered include: CAD standards, creating and editing Blocks, Attributes, Dimensioning concepts, Paper Space, Model Space, Layouts, External References, DesignCenter, Geometric calculator, Properties Windows, Options Dialog Box, Grips, basic plotting techniques in model space and paper space layouts, and plot style tables.

Prerequisite: DFTS 114 or instructor permission. RTC is a Premier Authorized Training Center for Autodesk, Inc.
DFTS 116 L408 3 credits J304
5/17-6/21 5:30PM-9:30PM TTh LEPESKA A
DFTS 116 L406 3 credits J304
4/11-5/16 5:30PM-9:30PM MW MONTGOMERY L

PROGRAMMING FOR AUTOCAD
This hands-on class focuses on VBA and ADO. The students use VBA to create and manipulate the AutoCAD database; also use ADO to connect the desktop databases to AutoCAD.
Prerequisite: DFTS 118, AutoCAD-Level III, and some programming experience with Visual Basic. RTC is a Premier Authorized Training Center for Autodesk, Inc.
DFTS 140 W666 6 credits ONLINE
4/11-6/22 ARR LEPESKA A

SKETCHUP BASICS
SketchUp is a 3D software tool that is very helpful in the initial stages of architectural (or interior) design. Using a very intuitive set of commands, you can visualize shapes and volumes in the computer. This course introduces the student to the commands and features of the SketchUp software and how they apply in the architectural or interior design fields.
HCPCS 102 F103 2 credits B204
6/7-6/16 5:30PM-9:30PM TTh DELANO T

BEGINNING AUTOBODY SHEET METAL REPAIR
This introduction level course covers the basics of how to repair the damaged sheet metal on most any car. Topics covered are dent repair, hammer and dolly, plastic filler, and beginning welding. Rust repair and the basics of panel operations when needed.
ABDYS 150 S012 3 credits FEE: $275 K110
4/5-6/23 6:00PM-10:00PM T ERVIN S

AVIATION GROUND SCHOOL - PRIVATE PILOT
This 60 hour aviation pilot ground course offers guidance and training to help pass the required FAA “written” knowledge test, the first step required toward achieving a FAA Pilot License. Also a great course for those just interested in learning more about aviation as it relates associated flight operations. 1/2 hour of Motion Simulator time is also included! (Subject to CFI availability). In addition, it provides an excellent in depth review for returning pilots. Some elements covered are generic piston aircraft systems, aerodynamics, weather, navigation, air & airspace operations, communications and Federal Air Regulations. Upon successful completion of the course a certificate will be provided allowing the student to take the actual FAA multiple choice “written” test. Includes all books and other items such a plotter and mechanical flight computer. Off campus site classroom is located at Renton Municipal Airport, allowing direct access to aircraft, associated support items and airport operations when needed.
AVIA101 S022 6 credits Fee: $435 RNT AIRP
4/5-6/9 10:30AM-1:30PM TTh ZENTNER
AVIA 101 S024 6 credits Fee: $435 RNT AIRP
4/5-6/9 4:45PM-7:45PM TTh ZENTNER

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
CONTINUING / COMMUNITY EDUCATION

SPRING QUARTER 2016

BAKING

CAKE DECORATING FUNDAMENTALS
This class covers the fundamentals of cake decorating: to include icing methods, basic bordering tips, icing recipes and the equipment needed to professionally decorate a cake. Professional cake decorator Akemi Kan will assist students in decorating their own cakes in this hands-on development class. Students are to bring their own cakes in classes 2 through 5. A list of supplies and basic decorating methods will be reviewed on the first night of class.

BAKS 103 M303  1 credit  I109
4/12-5/17  6:30PM-9:00PM  T  KAN A

CAKE DECORATING ADVANCED
Taking cake decorating to the next level in this advanced cake decorating class. Students will have the opportunity to learn about advanced cake decorating tips, the use of marzipan, fondant and the tricks of the trade to make the most elegant 3 dimensional cakes. Advanced equipment techniques and the use of silk and hand-molded flowers will be explained. Bring a cake and frosting for classes 2 through 5 for advanced hands-on training. A list of supplies and advanced techniques will be reviewed on the first night of class.

BAKS 104 M304  1 credit  I109
4/14-5/19  6:30PM-9:00PM  Th  KAN A

CUPCAKES
Students will learn to master moist chocolate and vanilla cakes and discover how to transfer these basic recipes into an array of tasty treats. We will be going over mixing, portioning, flavor profiles as well as American and European style buttercreams and fillings.

BAKS 119 M319  1 credit  Fee: $20 SUPPLY FEE  I109
4/18-4/27  6:00PM-9:00PM  MW  STAFF

ARTISAN BREAD
Learn the artisan bread basics with our Professional Baking Instructor. The art and science of traditional artisan bread baking will be reviewed in this class. Learn how to prepare breads such as: ciabatta, focaccia, pizza dough and baguettes. Review on safety procedures associated with operating bakery equipment as well as the practice of proper sanitation and food handling techniques in accordance with Kind County Public Health Department standards will be offered.

BAKS 140 M340  1 credit  Fee: $20 SUPPLY FEE  I109
5/10-5/19  6:00PM-9:00PM  TTh  STAFF

FRENCH MACARONS
One of the most classic and temperamental of all French pastries is the French Macaron. These meringue cookies are made with almond flour unlike their American cousin the Macaroon, which are made with coconut. Students will learn the basic technique for making French Macarons, as well as a variety of fillings in order to create Lemon, Red Velvet and Chocolate French Macarons.

BAKS 121 M321  1 credit  Fee: $20 SUPPLY FEE  I109
5/16-5/25  6:00PM-9:00PM  MW  STAFF

ITALIAN BREADS
Learn the traditional ways to make delicious Italian breads. As the instructor demonstrates, students prepare breads such as panetteria, focaccia, and panetone. Students also learn how to make flavorful pizza doughs, soft rolls, and move. Supply fee is included in the tuition fee.

BAKS 143 M343  1 credit  Fee: $20 SUPPLY FEE  I109
6/1-6/22  6:00PM-9:00PM  W  STAFF

PARENT/CHILD CUPCAKE CLASS
Parents and their children can learn together to make floral inspired cupcakes. Students will have the opportunity to take their cupcake making skills to a whole new level and create a lovely bouquet of floral inspired cupcakes that are good enough to eat. The focus in this class will be decorating your petite cakes with piped buttercream, fondant and royal icing decors. Participants must be 12 years of age or older. Each participant will need to register separately.

COMM 115 C515  FEE: $100  I109
5/2-5/11  6:00PM-9:00PM  MW  STAFF

BOILER OPERATOR

BOILER OPERATOR LICENSING CLASS 3 & 4
Students review boiler and pressure vessel construction and operation of steam and hot water heating plants and systems, including moderate size high-pressure boilers. This class is the first step in preparing individuals for a third or fourth grade license examination with the City of Seattle and the Tacoma Steam Advisory Certification Board. To qualify for license examination, eighty hours of observation time is also required. The eighty hours can be either observation on a job site or completion of BLRS 111, Boiler Operator Lab. For up-to-the-minute license exam information and changes, contact the City of Seattle or the City of Tacoma. Textbook required.
No class on 5/28.

BLRS 110 Q209  7 credits  J115
4/9-6/18  8:00AM-4:30PM  Sa  CARROLL

BOILER OPERATOR REFRESHER COURSE
The purpose of this refresher training is to ensure the safe operation of boilers and accessories with a review of the following areas: codes and regulations, safety, operation of boilers and new technology. A Certificate of Award is issued upon successful completion of this class as proof to the City of Seattle and the Tacoma Steam Advisory Certification Board for renewal of your boiler operator's license.

BLRS 210 Q214  1 credit  FRESHUTC
4/20-4/27  8:00AM-4:30PM  W  CHAPIN

BLRS 210 Q215  1 credit  F111
5/21-5/21  10:00AM-6:30PM  Sa  CHAPIN

CATIA OFF-HOUR CLASSES

INTRO TO CATIA V5 (INT101)
This is a beginning course in CATIA V5 that introduces you to the CATIA interface, the CATIA structure, opening and saving documents, and the tools to visually manipulate an object (solid) using absolute or relative axes. The course will also include the functions to create a solid model part, produce an assembly, and determine the mechanical properties of the object. Use of CATIA V5’s on-line documentation will also be emphasized.

Prerequisite: intermediate drafting skills and working knowledge of Windows 98 or later version. Online with an on-campus lab session; visit http://V5train.com/coll/rentontech.htm. PAYMENT IN FULL REQUIRED UPON REGISTRATION, AND CORPORATE VOUCHERS ACCEPTED.

DFTS 170 W602  Fee: $400  ONLINE
4/5-6/23  ARR  ARR  STAFF

V5 ASSEMBLY DESIGN FUNDAMENTALS (ADF101)
Learn how to use the tools to create and manage assemblies and sub-assemblies in CATIA V5. Topics include an introduction to assembly design, assembling components, flexible assemblies, analyzing and modifying an assembly, designing in context, inserting parts from the catalog browser,

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
and properly saving products (assemblies).

**Prerequisite:** DFTS 170 Intro to CATIA V5. Online with an on-campus lab session, visit [http://V5train.com/coll/rentontech.htm](http://V5train.com/coll/rentontech.htm). PAYMENT IN FULL REQUIRED UPON REGISTRATION, AND CORPORATE VOUCHERS ACCEPTED.

**DFTS 172 W604**
Fee: $400  
4/5-6/23  
ARR  
ARR  
STAFF

**V5 SKETCHER & AUTO-CONSTRAINTS (SAC101)**
Learn how to use the tools to create simple as well as complex profiles in the sketcher workbench of CATIA V5. You will learn the principles and processes for auto- and manual constraining of profiles. Concepts and processes for fully constraining a profile will be shown and practiced. You will also learn how profiles affect the part design and generative shape design workbenches. Use of formulas is emphasized.

**Prerequisite:** DFTS 172 Assembly Design Fundamentals. Online with an on-campus lab session, visit [http://V5train.com/coll/rentontech.htm](http://V5train.com/coll/rentontech.htm). PAYMENT IN FULL REQUIRED UPON REGISTRATION, AND CORPORATE VOUCHERS ACCEPTED.

**DFTS 174 W606**
Fee: $400  
4/5-6/23  
ARR  
ARR  
STAFF

**PART DESIGN FUNDAMENTALS (PDF101)**
Learn what information is needed and which tools are used to create simple as well as complex solids from profiles and surfaces. Topics include the use of the pad, pocket, shaft, and groove features, as well as the types of associated dimensional/geometrical limits. You will also discuss the numerous approaches to specific solid feature creation, the pros and cons of the different methods used, and the industry’s current best practices.

**Prerequisite:** DFTS 172 Assembly Design Fundamentals, DFTS 174 Sketcher and Auto-Constraints. Online with an on-campus lab session, visit [http://V5train.com/coll/rentontech.htm](http://V5train.com/coll/rentontech.htm). PAYMENT IN FULL REQUIRED UPON REGISTRATION, AND CORPORATE VOUCHERS ACCEPTED.

**DFTS 176 W608**
Fee: $400  
4/5-6/23  
ARR  
ARR  
STAFF

**PART & PRODUCT INTEGRATION (PPI101)**
This class is a must. It sums up previously learned CATIA V5 skills and focuses on how to use them to design mechanisms. Learn the use and requirements of a mono-detail dataset. You will learn in greater detail how parts and assemblies are structured and related to CATIA V5’s product hierarchy. Learn to use tools and techniques that make it possible for a single document to contain only one level of part design detail.

**Prerequisite:** DFTS 172, DFTS 174, and DFTS 176. Online with an on-campus lab session, visit [http://V5train.com/coll/rentontech.htm](http://V5train.com/coll/rentontech.htm). PAYMENT IN FULL REQUIRED UPON REGISTRATION, AND CORPORATE VOUCHERS ACCEPTED.

**DFTS 260 W622**
Fee: $400  
4/5-6/23  
ARR  
ARR  
STAFF

**V5 DRAFTING FUNDAMENTALS (DRF201)**
This course presents an in-depth knowledge of drafting in CATIA V5. Topics presented include: view creation; text; dimensions; geometric dimensioning and tolerances GD&T; title block and border creation; filtering assembly views; bills of materials; importing dimensions from Sketcher; properly saving drawings; and printing drawings. Students also learn about functions used to create flat (unfold) patterns on a drawing from a folded part, and how to customize default values.

**Prerequisite:** DFTS 260 Part and Product Integration. Online with an on-campus lab session, visit [http://V5train.com/coll/rentontech.htm](http://V5train.com/coll/rentontech.htm). PAYMENT IN FULL REQUIRED UPON REGISTRATION, AND CORPORATE VOUCHERS ACCEPTED.

**DFTS 262 W624**
Fee: $400  
4/5-6/23  
ARR  
ARR  
STAFF

**WIREFRAME FUNDAMENTALS (WFF201)**
This course provides a basic understanding of the skills needed to use CATIA V5 Wireframe. The basics of Wireframe (Points, Lines, Planes, Axes Systems, Splines, Connect Curves, and Curve Analysis within the Wireframe and Surface Design Workbench) are demonstrated and explained. This course is a prerequisite for the surfacing courses.

**Prerequisite:** DFTS 260 Part Product Integration. Online with an on-campus lab session, visit [http://V5train.com/coll/rentontech.htm](http://V5train.com/coll/rentontech.htm). PAYMENT IN FULL REQUIRED UPON REGISTRATION, AND CORPORATE VOUCHERS ACCEPTED.

**DFTS 264 W626**
Fee: $400  
4/5-6/23  
ARR  
ARR  
STAFF

**FUNCTIONAL TOLERANCING & ANNOTATION (FTA301)**
One of the most desirable goals for any industry (let alone the engineering industry) is to become a paperless environment. This course takes students one step closer to that concept by demonstrating how text and geometrical dimensioning and tolerancing (GDT) can be applied to solid geometry in space. 2 dimensional support planes are added followed by the necessary annotation to support production without the need to generate drawings.

**Prerequisite:** DFTS 260 Part and Product Integration. Online with an on-campus lab session, visit [http://V5train.com/coll/rentontech.htm](http://V5train.com/coll/rentontech.htm). PAYMENT IN FULL REQUIRED UPON REGISTRATION, AND CORPORATE VOUCHERS ACCEPTED.

**DFTS 265 W628**
Fee: $400  
4/5-6/23  
ARR  
ARR  
STAFF

**SURFACING INTRO (SF1201)**
In this course students explore the basics of general surface and supporting wire-frame construction. Students discover that wire-frame geometry consists of lines, circles, splines and points, and is usually used in support of solids and surfaces. Students also explore how surfaces are created primarily for use with solids, but many times are used for defining contoured areas in space as stand-alone entities. Using the V5 software students create extruded, loft, swept, and revolution surfaces.

**Prerequisite:** DFTS 264 Wireframe Fundamentals. Online with an on-campus lab session, visit [http://V5train.com/coll/rentontech.htm](http://V5train.com/coll/rentontech.htm). PAYMENT IN FULL REQUIRED UPON REGISTRATION, AND CORPORATE VOUCHERS ACCEPTED.

**DFTS 266 W642**
Fee: $400  
4/5-6/23  
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ARR  
STAFF

**SURFACING OPERATIONS (SFO201)**
This course provides the designer with the necessary skills to modify existing surfaces using CATIA V5. Topics include joining, healing, trimming and untrimming, disassembling, and splitting surfaces. Extracting, extrapolating and transforming are also covered.

**Prerequisite:** DFTS 266 Introduction to V5 Surfacing. Online with an on-campus lab session, visit [http://V5train.com/coll/rentontech.htm](http://V5train.com/coll/rentontech.htm). PAYMENT IN FULL REQUIRED UPON REGISTRATION, AND CORPORATE VOUCHERS ACCEPTED.

**DFTS 267 W644**
Fee: $400  
4/5-6/23  
ARR  
ARR  
STAFF

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.*
ASSEMBLY DESIGN ADVANCED (ADA201)
This course is a continuation of DFTS 172, Assembly Design Fundamentals. Learn to: manage the catalog browser; search for and insert parts from the catalog browser; use the assembly features toolbar; insert existing products (sub-assemblies) into the product; use the constraint creation toolbar; create stored scenes for the purpose of “filtering off” parts and assemblies; analyze assemblies for interfaces and clearances and material properties; properly save new products, sub-assemblies and parts.
Prerequisite: DFTS 260, Part and Product Integration. Online with an on-campus lab session; visit http://V5train.com/coll/rentontech.htm. PAYMENT IN FULL REQUIRED UPON REGISTRATION, AND CORPORATE VOUCHERS ACCEPTED.
DFTS 268 W646 Fee: $400 ONLINE
4/5-6/23 ARR ARR STAFF

CATIA INTRODUCTION BUNDLE
This bundle includes all five CATIA introduction courses for a discounted fee. The courses in this bundle are: DFTS 170, DFTS 172, DRTS 174, DFTS 176, and DFTS 260. PAYMENT IN FULL REQUIRED UPON REGISTRATION, AND CORPORATE VOUCHERS ACCEPTED.
DFTS 269 W648 FEE: $1725 ONLINE
4/5-6/23 ARR ARR STAFF

CATIA V5 FOR MECHANICS & MANUFACTURING ENGINEERS
This 7 seven hour class will cover the basic usage of the CATIA software. The students will learn how to identify all assembly components, locate parts from STA, BL, and WL cooperates, add measurements and notes, extract hidden information from the MDB, and use the mouse to pan, zoom and rotate. Minimum enrollment of 3 students to start class. PAYMENT IN FULL REQUIRED UPON REGISTRATION, AND CORPORATE VOUCHERS ACCEPTED.
DFTS 270 W468 FEE: $980 J315
4/13-6/23 3:00PM-6:30PM WTh STAFF
DFTS 270 W470 FEE: $980 J315
4/16-6/25 8:00AM-4:00PM Sa STAFF

CATIA LAB
This 4-hour optional lab component accompanies the CATIA V5 courses. PAYMENT IN FULL REQUIRED UPON REGISTRATION, AND CORPORATE VOUCHERS ACCEPTED.
DFTS 276 W652 Fee: $125 OFFCAMP
4/5-6/23 ARR ARR STAFF

CATIA V5 BOOT CAMP
Learn CATIA V5 in a week. Class meets once a day for five days to cover a different course of the CATIA Introduction Bundle each day. The class is instructor led and students have access to a CATIA workstation. After class completion the student will have two year access to the online courses in the CATIA Introduction Bundle in order to review and reinforce their training. The bundle consists of the following online courses: DFTS 170, DFTS 172, DRTS 174, DFTS 176, and DFTS 260. Class will start when the enrollment reaches a minimum of five (5) students. PAYMENT IN FULL REQUIRED UPON REGISTRATION, AND CORPORATE VOUCHERS ACCEPTED.
DFTS 278 S452 FEE: $2,800 J315
4/11-4/15 3:00PM-8:00PM DAILY STAFF
DFTS 278 S454 FEE: $2,800 J315
5/2-5/6 3:00PM-8:00PM DAILY STAFF
DFTS 278 S456 FEE: $2,800 J315
6/6-6/10 3:00PM-8:00PM DAILY STAFF

CIVIL CADD
CIVIL 3D FUNDAMENTALS
This course teaches the fundamentals of AutoCAD Civil 3D and it is geared for civil engineers, surveyors, and civil engineering designers. The students will learn the program interface and settings, points, surfaces, grading, alignments; profiles; corridors; grading, cross sections; pipe networks, and plans production.
Prerequisite: working experience with AutoCAD or instructor’s permission. No class on 5/11.
DFTS 180 L411 6 credits J204
4/11-6/22 5:30PM-9:30PM MW EL-GUINDY

COMPUTER SCIENCE
FUNDAMENTALS OF PROGRAMMING
This introductory course is designed to teach programming concepts and fundamentals to those students who have little or no programming experience. Basic concepts, such as flowcharting, pseudo code, data types, controls structures, arrays, relational databases, structured programming and object oriented programming are presented. The Visual Basic language is used to explore important concepts. No class on 5/11, 5/30.
CSIS 120 L204 6 credits J107
4/11-6/22 5:30PM-9:30PM MW JORDAN D

IT PROJECT MANAGEMENT
This course covers the topics of the CompTIA Project+ examination and it is geared to IT professionals interested in developing their project management files. The students learn the different phases of project life cycle and how to use simple tools to track project progress. NO CLASS ON 1/14 & 2/18/06.
CSIS 152 L152 6 credits J108
4/12-6/21 5:30PM-9:30PM TTh STAFF

CLOUD COMPUTING VIRTUALIZATION I
This course provides students with the knowledge and skills necessary to install virtual servers and determine the hardware required for its provisioning. The lab sessions allow for hands-on experience using VMWare Server and Microsoft Hyper-Vsoftware. Taught in hybrid mode with a weekly 4 hr session on Saturdays.
Prerequisite: experience installing Windows Sever infrastructure or instructor’s permission. No class on 5/11, 5/30.
CNTS 255 L010 6 credits J102
4/11-6/22 5:30PM-9:30PM MW SANDERSON

COMPUTER APPLICATION
INTRODUCTION TO WINDOWS I
This one-credit module prepares students to use computer applications in the classroom and in the workplace by giving a solid foundation in the knowledge and skills needed to work in the Windows environment. Basic concepts and programs used in Windows are covered. Effective use of Windows assists students in using all Windows-based applications.
APP 101 B601 1 credit H202
4/5-6/23 8:00AM-2:30PM DAILY JORDAN D
APP 101 W700 1 credit ONLINE JORDAN D
4/5-6/23 ARR ARR JORDAN D

ON CAMPUS PROCTORED FINAL TBD

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
INTRODUCTION TO WINDOWS II
This one-credit module prepares students to use computer applications in the classroom and in the workplace by building on the foundation and learning to utilize more advanced features in Windows as they customize the Windows environment with the Control Panel, learn to maintain a computer, and explore exchanging mail and news. Effective use of Windows assists students in using all Windows-based applications.

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ON CAMPUS PROCTORED FINAL TBD

INTRODUCTION TO KEYBOARDING
This one-credit module prepares students to use computers in the classroom and in the workplace by developing existing keyboarding skills through continuous, focused practice at a computer keyboard.

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ON CAMPUS PROCTORED FINAL TBD

KEYBOARDING SKILLBUILDING I
This one-credit module prepares students to use computers in the classroom and in the workplace by developing existing keyboarding skills through extensive, focused practice at a computer keyboard. Speed with accuracy is emphasized and applied to standard business documents.

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KEYBOARDING SKILLBUILDING II
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OUTLOOK I
This one-credit module offers a case-based, problem-solving approach to the basics of utilizing Outlook including email, contacts, and tasks and schedules. Real-world case scenarios that encourage problem solving are used to simulate activities that may be encountered in the classroom or workplace.

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<tr>
<th>Course Code</th>
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ON CAMPUS PROCTORED FINAL TBD

OUTLOOK II
This one-credit module offers a case-based, problem-solving approach to the more advanced features of Outlook including integration with other Microsoft Office applications and customizing Outlook. Real-world case scenarios that encourage problem solving are used to simulate activities that may be encountered in the classroom or workplace.

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<th>Course Code</th>
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ON CAMPUS PROCTORED FINAL TBD

WORD I
This one-credit module prepares students to word process documents in the classroom and in the workplace. Students create, edit, and format documents for use in the classroom and in the business environment utilizing a major word processing package.

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<th>Course Code</th>
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<td>APP 115 W714</td>
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ON CAMPUS PROCTORED FINAL TBD

WORD II
The one-credit module prepares students to utilize more advanced word processing features to increase the functionality of their documents. Students learn to utilize more advanced features of the word processing software to create and format tables, and work with graphics and mail merge documents utilizing a major word processing package.

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ON CAMPUS PROCTORED FINAL TBD

EXCEL I
This one-credit module prepares students to use a spreadsheet application in the classroom and in the workplace. Students build, edit, and format spreadsheets and create charts for use in the classroom and in the business environment utilizing a major spreadsheet processing package.

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<th>Course Code</th>
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<td>APP 120 W718</td>
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ON CAMPUS PROCTORED FINAL TBD

EXCEL II
This one-credit module prepares students to utilize more advanced spreadsheet features to increase the functionality of their documents. Students learn to utilize more advanced features of the spreadsheet processing package such as working with formulas and functions, creating macros, and preparing worksheets for the web utilizing a major spreadsheet processing package.

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<tr>
<th>Course Code</th>
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<td>APP 121 W720</td>
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ON CAMPUS PROCTORED FINAL TBD

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ACCCESS I
This one-credit module prepares students to use a database application in the classroom and in the workplace. Students create tables, queries, and forms as well as reports for use in the classroom and in the business environment utilizing a major database management software package.

APP 125 W722 1 credit  ONLINE
4/5-6/23  ARR  ARR  JORDAN D
ON CAMPUS PROCTORED FINAL TBD

ACCCESS II
This one-credit module prepares students to utilize more advanced database features to increase the functionality of their documents. Students learn to utilize more advanced features such as modifying the structure, multiple table queries as well as creating forms with sub forms utilizing a major database management software package.

APP 126 B620 1 credit  H202
4/5-6/23  8:00AM-2:30PM  DAILY  JORDAN D

HTML DESIGN I
This one-credit module offers a quick, visual, step-by-step approach to creating and formatting Web pages using HTML. Real-World case scenarios that encourage problem solving are used to simulate activities that may be encountered when using HTML to create or update Web pages.

APP 130 B623 1 credit  H202
4/5-6/23  8:00AM-2:30PM  DAILY  JORDAN D

HTML DESIGN II
This one-credit module offers a quick, visual, step-by-step approach to adding graphics and multimedia to Web pages using HTML. Real-World case scenarios that encourage problem solving are used to simulate activities that may be encountered when using HTML to create or update Web pages.

APP 131 B624 1 credit  H202
4/5-6/23  8:00AM-2:30PM  DAILY  JORDAN D

DATA ENTRY - I
This one-credit module prepares students to develop keyboarding skills through extensive keyboarding of alpha-numeric and keypad data. This course increases familiarity with actual business data entry applications to increase students’ knowledge of the importance of fast, accurate data entry in business today.

APP 135 B625 1 credit  H202
4/5-6/23  8:00AM-2:30PM  DAILY  JORDAN D

DATA ENTRY - II
This one-credit module continues to develop keyboarding skills with speed and accuracy through extensive keyboarding of alpha-numeric and keypad data. Speed with accuracy is emphasized and applied to standard business documents.

APP 136 B626 1 credit  H202
4/5-6/23  8:00AM-2:30PM  DAILY  JORDAN D

USING THE INTERNET I
This one-credit module prepares students to navigate the World Wide Web to access a variety of Internet resources available to business today. Basic concepts and programs used on the Internet are utilized including email, searching the Web, and gathering information from the Web.

APP 140 B627 1 credit  H202
4/5-6/23  8:00AM-2:30PM  DAILY  JORDAN D
APP 140 W732 1 credit  ONLINE
4/5-6/23  ARR  ARR  JORDAN D

ON CAMPUS PROCTORED FINAL TBD

USING THE INTERNET II
This one-credit module prepares students to utilize more advanced features of the Internet to access a variety of Internet resources available to business today. More advanced concepts and programs are utilized including using Web-based tools, advanced email, downloading programs, and increasing Web browser capabilities and security.

APP 141 B629 1 credit  H202
4/5-6/23  8:00AM-2:30PM  DAILY  JORDAN D
APP 141 W734 1 credit  ONLINE
4/5-6/23  ARR  ARR  JORDAN D
ON CAMPUS PROCTORED FINAL TBD

POWERPOINT I
This one-credit module prepares students to utilize a presentation application in the classroom and in the workplace. Students create, modify, and enhance a presentation for use in the classroom and in the business environment utilizing a major presentation software package.

APP 145 B631 1 credit  H202
4/5-6/23  8:00AM-2:30PM  DAILY  JORDAN D
APP 145 W736 1 credit  ONLINE
4/5-6/23  ARR  ARR  JORDAN D
ON CAMPUS PROCTORED FINAL TBD

POWERPOINT II
This one-credit module prepares students to utilize more advanced presentation features to increase the functionality of their presentations. Students learn to utilize more advanced features such as customizing the presentation, enhancing charts, and embedding and linking objects in the presentation utilizing a major presentation software package.

APP 146 B633 1 credit  H202
4/5-6/23  8:00AM-2:30PM  DAILY  JORDAN D

PUBLISHER I
This one-credit module prepares students to utilize a publishing application in the classroom and in the workplace. Students create, modify, and enhance a document for use in the classroom and in the business environment utilizing a major desktop publishing package.

APP 150 B635 1 credit  H202
4/5-6/23  8:00AM-2:30PM  DAILY  JORDAN D
APP 150 W740 1 credit  ONLINE
4/5-6/23  ARR  ARR  JORDAN D
ON CAMPUS PROCTORED FINAL TBD

PUBLISHER II
This one-credit module prepares students to utilize more advanced publishing features to increase the functionality of their presentations. Students learn to utilize more advanced features while creating brochures, newsletters, booklets and form letters utilizing a major desktop publishing package.

APP 151 B637 1 credit  H202
4/5-6/23  8:00AM-2:30PM  DAILY  JORDAN D

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
PHOTOSHOP I
This one-credit module prepares students to utilize current digital imaging software such as Photoshop in the classroom and in the workplace. Students learn through a series of hands-on projects that build a growing knowledge of the basic software features, such as selecting pixels and working with layers, using selection techniques, working with brushes and color effects.

APP 170 B639 1 Credit  H202
4/5-6/23  8:00AM-2:30PM  DAILY  JORDAN D

PHOTOSHOP II
This one-credit module prepares students to utilize the more advanced features of current digital imaging software such as Photoshop in the classroom and in the workplace. Through a series of hands-on projects students learn more advanced features, including working with brushes and color effects, working with special effects and blending modes and exploring productivity techniques.
Prerequisite: APP 170.

APP 171 B641 1 Credit  H202
4/5-6/23  8:00AM-2:30PM  DAILY  JORDAN D

DREAMWEAVER I
This one-credit module prepares students to utilize the basic features of current web design software such as Dreamweaver. No prior computer experience is assumed. Topics covered include how to create a web site and develop a web page. In addition, students will learn about formatting text and using and managing images.

APP 175 – B643 1 Credit  H202
4/5-6/23  8:00AM-2:30PM  DAILY  JORDAN D

DREAMWEAVER II
This one-credit module prepares students to utilize the more advanced features of web design software such as Dreamweaver. Topics covered include creating links and navigation bars. The course will explore other topics as well, such as using CSS to lay out pages and positioning objects with HTML tables. Prerequisite: APP 175.

APP 176 – B644 1 Credit  H202
4/5-6/23  8:00AM-2:30PM  DAILY  JORDAN D

CONSTRUCTION MANAGEMENT

SPANISH FOR CONSTRUCTION SUPERVISORS
This course covers Spanish vocabulary relevant to the construction industry, and basic grammatical structures used in Spanish. The course is designed for supervisors in the construction industry who want to learn some simple Spanish in order to communicate more effectively with Spanish-speaking employees.

CONST 105 K705  1 cr edit  F111
4/14-6/2  2:30PM-5:30PM  TTh  VELASTEGUI M

ACCOUNTING FOR CONSTRUCTION MANAGEMENT
Learn basic accounting principles and how to utilize them for the construction industry. Review how to track resources on construction accounting systems and how to manage costs, cash flow and profits at a project level.
Prerequisite: APPS 120 or concurrent enrollment, COMPASS Pre-Algebra score of 60 or completion of MATH 075 or AMATH 175 with a 2.0 or higher.

CONST 115 K767  5 credits  F107
4/5-6/23  5:00PM-8:00PM  W  PRICE L

CIVIL CONSTRUCTION
Introduction to road, storm drainage, water and sewer system construction. WSDOT/APWA standard specifications plans and environmental impact review included.

CONST 185 K781  1 cr edit
4/5-6/23  6:00PM-8:00PM  M  PULLIAM J

LABOR AGREEMENTS
Course covers the development and implementation of project labor agreements on large commercial construction projects. Case studies are discussed.

CONST 262 K781  1 credit  F111
4/5-6/23  7:00PM-9:00PM  Th  PULLIAM J

CULINARY ARTS

QUICK & LIGHT INTERNATIONAL CUISINE
Learn how to make international meals lighter in fats and sugars, and quicker to prepare. No mysterious ingredients or difficult techniques, just absolutely delicious, smart food and an introduction to a philosophy on whole food variations. Geared to the contemporary cook, this class reinterprets some favorite classic recipes by reducing fats while still preserving authentic flavors of the original dish. Please bring a clean apron and chef’s knife with you to class. Supply fee is included in the tuition cost.

CULS 130 M430  1 credit  Fee: $20 SUPPLY FEE  I101
4/11-5/2  6:00PM-9:00PM  M  STAFF

GREAT GRAINS
Do you know the difference between quinoa and amaranth? How do you cook bulgur? Go beyond potatoes and rice and learn to incorporate some of these ancient grains into your diet. Students will uncover the rich diversity and incredible nutritional value of some of these ancient foodstuffs. We’ll create side dishes, salads, and breads using these various grains and flours and the fresh produce of the season and learn how to incorporate these exotic wonders into our everyday meals. Increase your nutritional intake and taste the extraordinary difference quinoa can make. Please bring a clean apron and knife to class. Supply cost is included in the tuition fee.

CULS 124 M425  1 credit  Fee: $20 SUPPLY FEE  I101
4/15-5/6  6:00PM-9:00PM  F  STAFF

ACF CERTIFIED CULINARIAN BASICS
Four days of intensive training, demonstrations, and hands-on kitchen practice on the fundamentals of cooking. This course will assist a culinarian in preparing for the American Culinary Federation (ACF) certification exam for Certified Culinarian or build on existing skills. Deboning chicken, filleting a round and flat fish, various cooking methodologies, and knife skills will all be reviewed, demonstrated and completed. Important sanitation techniques will be stressed throughout the course. A practice ACF practical exam will be completed on the last day of class. Supply cost is included in the tuition fee.

CULS 110 M410  1 credit  Fee: $20 SUPPLY FEE  I101
4/25-5/16  6:00PM-9:00PM  M  STAFF

RTC.EDU
KNIFE SKILLS
Students learn how to maintain and sharpen a knife, and practice basic knife handling techniques for safety, accuracy and industry production. Also, different knife manufacturing methods, compositions and types used in the industry are reviewed. Students learn classic knife cuts based on ACF standards and learn chiffonade, bouquet garni, sachet d'epice, onion brulée and pique, tomato concassée, citrus peeling, zestig and segmenting, and various vegetable specific techniques. Students learn how to display proper knife skills and correct miseen for setting up a prep station per industry standards with emphasis on useable/unuseable trim and proper food handling in production and storage. Supply cost is included in the tuition fee.

CULS 172 M472  1 credit  Fee: $20 SUPPLY FEE  I101
4/30-5/21  8:00AM-12:00PM  Sa  STAFF

THE FUNDAMENTALS OF CHICKEN COOKING
Learn the many different methods of cooking and the basics of chicken preparation with our Culinary Arts instructor. He will assist students in learning how to create the most flavorful and to make any chicken dish turn out succulent, juicy and brimming with flavor. Chef demonstrations and student participation on: chicken fabrication, major cooking methodologies, sauce construction, presentation styles, and on creating a selection of excellent chicken recipes. As this class will be hands-on, it’s recommended that you bring a kitchen apron, fillet knife and a chef’s knife. Supply cost is included in the tuition fee.

CULS 117 M417  1 credit  Fee: $20 SUPPLY FEE  I107
5/3-5/12  6:00PM-9:00PM  TTh  STAFF

COOKING METHODOLOGIES
Learning new cooking techniques and methods in an industry kitchen can open your eyes to a whole new way of cooking. Students practice in a hands-on preparation of various proteins and side dishes using moist and dry heat cooking methodologies. Techniques that will be demonstrated, reviewed and tasted include, poaching, simmering, boiling, and steaming, broiling, grilling, roasting, baking, sautéing and pan-frying. Seasoning, presentation and hot food holding will be discussed. Please bring a clean apron and knife to class. Supply cost is included in the tuition fee.

CULS 140 M440  1 credit  Fee: $20 SUPPLY FEE  I101
6/6-6/15  6:00PM-9:00PM  MW  STAFF

BASIC SOUPS & SAUCES
This student participation course provides the culinary foundations that will assist students in learning the methods of how to make a variety of soups. The methodology of how to prepare rich stock, delicious soups and techniques of making roux, enriching sauces with liaisons and creams will be completed. Supply cost is included in the tuition fee.

CULS 141 M441  Fee: $20 SUPPLY FEE  I107
6/7-6/16  6:00PM-9:00PM  TTh  STAFF

SEAFOOD FUNDAMENTALS
Our Chef/Instructor will lead you through the fundamentals of proper seafood cookery. In this hands-on participation class, students learn a variety of simple cooking methods for seafood and shellfish. Recipes will include: salmon en papillote, scallop ceviche, grilled, smoked, poached and steamed fresh fish. Also included are sauces and side dishes to accompany each dish. Please bring a clean apron and knife to class. Supply cost is included in the tuition fee.

CULS 155 M455  1 credit  Fee: $20 SUPPLY FEE  I101
6/13-6/22  6:00PM-9:00PM  MW  STAFF

ELECTRICAL REPAIR

BASIC ELECTRICITY (PLANT & MACHINE MAINTENANCE-ELECTRICAL I)
Designed for plant and machine maintenance trainees, instruction includes electron theory and electrical current areas. Textbook and calculator are required. No class on 5/11, 5/30.

ELECS 115 Q401  7 credits  E405
4/11-6/22  6:00PM-10:00PM  MW  MEAKIN

PLANT & MACHINE MAINTENANCE - ELECTRICAL II
This theoretical course is designed for plant and machine maintenance trainees. Basic theory and application areas include continuation of theory on DC and AC circuits and introduction to complex AC circuits. Other areas covered are basic laws and formulae, resistive, inductive, and capacitive loads and calculations, power and power factor, self and mutual inductance, transformers, batteries, AC and DC generator/alternators, AC and DC motors, control circuits, test instruments, circuit diagrams, pilot devices, single and three phase circuits, maintenance issues, and safety. Prerequisite: Plant & Machine Maintenance-Electrical I or instructor approval. Textbook is required. No class on 5/31.

ELECS 116 Q402  7 credits  E405
4/12-6/21  6:00PM-10:00PM  TTh  MEAKIN

PLANT & MACHINE MAINTENANCE - ELECTRICAL III
This theoretical course is designed for plant and machine maintenance trainees. Basic theory areas include DC and AC solid state motor controls and static input/output devices and closed loop regulation concepts. Other areas covered include test equipment for advanced trouble shooting, circuit analysis, schematic analysis and basic introduction to Programmable Logic Controllers and their application to motor control. Textbook and calculator are required. This course is pending approval by the Department of Labor and Industries Electrical Section to offer hours of continuing education for electricians (Industry Related).

Prerequisite: Electrical II or instructor approval. No class on 5/28, 7/2.

ELECS 117 Q403  6 credits  E405
4/9-7/16  9:00AM-3:00PM  Sa  WALTER

BASIC HVAC & REFRIGERATION SYSTEMS
Students learn the theory of mechanical refrigeration and its various applications. Course work helps prepare students for the City of Seattle Refrigeration Operator’s License. It is suggested students also take ELECS 234. Textbook is required. No class on 5/28.

ELECS 232 Q412  4 credits  E415
4/9-6/18  8:00AM-12:00PM  Sa  CAMPBELL J

FORKLIFT TRAINING

FORKLIFT TRAINING
Students demonstrate skill, safety and efficiency in operating a sit-down, counter-balance forklift. Certification is available to students who qualify. However, current safety regulations require that an employer must test an employee’s ability and provide training on any machinery, attachments, or working conditions specific to a particular job site. Ives Certification. This class is limited to 8 students. A student must have experience driving a car or truck. Class times are: One Thursday, 5pm-9pm; Two consecutive Saturdays, 8AM-5PM.

WHFRS 101 Q601  1 credit  Fee: $299  L105A
5/12-5/21  4:00PM-8:00PM  ThSa  HAECKL

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
CONTINUING / COMMUNITY EDUCATION

LEADERSHIP IN THE TRADES

INTRODUCTION TO CONSTRUCTION & ARCHITECTURE
An overview of construction markets, factors driving investment in building, role of design, and career pathways in construction. Includes terminology and business practices: estimating, bidding, scheduling, and project management.

**CONST 101 K779**
2 credits  
4/5-6/23 6:00PM-8:00PM  M  PRICE L

**CONTRACT ADMINISTRATION**
Course covers the typical elements of a construction contract, as well as analysis, interpretation, and implementation of contracts.

**CONST 225 K753**
3 credits  
4/5-6/23 5:00PM-7:00PM  W  PULLIAM J

**SAFETY & ACCIDENT PREVENTION**
Learn to implement company safety plans and procedures. Topics covered include identifying and minimizing job hazards, complying with WISHA and OSHA requirements, and understanding a safety communications plan.

**CONST 250 K765**
3 credits  
4/5-6/23 5:00PM-8:00PM  T  PRICE L

**SAFETY PLANNING & ADMINISTRATION**
Learn to develop company safety plans and procedures. Topics covered include training, documenting, and creating a safety-conscious climate on the job site.

**CONST 251 K769**
1 credit  
4/5-6/23 5:00PM-7:00PM  ThSa  PRICE L

**HUMAN RELATIONS FOR THE CONSTRUCTION INDUSTRY**
Covers work styles, team building, and leadership techniques. Related topics include roles and responsibilities, task delegation, harassment prevention, racial and cultural awareness, problem solving skills, conflict resolution, time management, performance evaluation, and email etiquette. Practice resolving peer-to-peer, peer-to-supervisor, and company-to-company scenarios.

**CONST 261 K777**
3 credits  
4/5-6/23 5:00PM-7:00PM  T  PRICE L

**ADVANCED COMPUTERS FOR CONSTRUCTION I**
Focus on industry standard construction exercises utilizing computers to generate project costs. Advanced spreadsheet design, word-processing, databases, and estimating software is presented.

**CONST 266 K755**
1 credit  
4/5-6/23 5:00PM-6:00PM  M  PULLIAM J

**ADVANCED COMPUTERS FOR CONSTRUCTION II**
This class is an introduction to Microsoft Project. Create Gantt and PERT charts, resource sheets, and calendars. Tailor your reports to the nature of the project. Develop a project plan that identifies tasks, organizes tasks into a schedule, assigns resources and manages budgets.

**CONST 267 K783**
3 credits  
4/5-6/23 7:00PM-9:00PM  W  PULLIAM J

**LEED GREEN ASSOCIATE PREPARATION**
This course provides an introduction to green building and sustainable design principles, specifically as they relate to USGBC's LEED® green building rating system, summarizing the critical points of green design, construction and operations. It prepares individuals pursuing GBCI LEED Green Associate credential. Green Associate is the introductory-level credential for LEED®, and demonstrates a general understanding of all the LEED® rating systems. Students in this class will have access to take the LEED® GA Exam at no cost.

**CONST 269 K770**
1 credit  
4/5-6/23 9:00AM-1:00PM  Sa  WELLS-DRISCO

**MACHINING**

**MACHINING/LATHE**
Learn or upgrade skills in basic machine shop practices. Course is taught on an individual basis emphasizing basic shop and machine operation practices. All students are required to have a lathe tool bit, safety glasses, and leather shoes. No class on 5/28.

**MTECS 113 K312**
5 credits  
4/9-6/18 8:30AM-5:00PM  Sa  SHEEHAN

**INTRODUCTION TO SOLIDWORKS**
This course is an introduction to creating 3-D computer-aided design models. SolidWorks is a feature-based, parametric solid-modeling design program. Topics include base, boss, and cut feature creation using extruded, revolved, or simple swept shapes, and sketching techniques for detail and assembly drawing creation. No class on 5/31.

**MTECS 122 K316**
3 credits  
4/12-6/21 5:30PM-9:30PM  T  MARTINEZ F

**ADVANCED SOLIDWORKS**
This class is the second of the 2-class sequence for creating 3-D computer-aided design models using SolidWorks design software. Topics include, but are not limited to, sheet metal design, advanced swept and lofted shapes, and parametric surfaces generation.

**MTECS 123 K318**
3 credits  
4/12-6/21 5:30PM-9:30PM  T  MARTINEZ F

**INTRODUCTION TO MASTERCAM**
Explore the basics of CNC programming using Mastercam software. Learn geometric construction, write and document programs using contours, drill and pocket functions, tool path as well as file management, editing and post-processing. No class on 5/31.

**MTECS 220 K324**
3 credits  
4/12-6/21 5:30PM-9:30PM  T  MARTINEZ F

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.*
ADVANCED MASTERCAM
Discover advanced programming tools in Mastercam to program complex parts. Learn standard wireframe construction, 2D and 3D, swept surfaces, ruled surfaces, and solids. 3D tool path, 4th axis or rotary axis, parameters, printing and documentation of all NC programs.
Prerequisite: MTECS 220 or instructor approval. No class on 5/31.
MTECS 222 K326 3 credits  F109
4/12-6/21 5:30PM-9:30PM T MARTINEZ F

MICROSOFT IT ACADEMY

ADMINISTERING WINDOWS SERVER 2012
Microsoft course 20411C. This course focuses on the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as: configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (AD DS) and Group Policy, implementing Remote Access solutions such as Direct Access, VPNs and Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as update management and monitoring of Windows Server 2012 environments.
Prerequisite: experience working with Windows Server 2008 or instructor's permission.
CNTS 164 L028 6 credits  J102
4/16-6/25 8:00AM-4:30PM Sa STAFF

ADMINISTERING MICROSOFT SQL SERVER 2012 DATABASE
Microsoft course 10775A. The students will learn how to plan and install SQL Server with the most common configuration options, create SQL Server Backups, restore SQL Server databases, work with SQL Server security models, logins and users, work with SQL Server Agent, jobs and job history, configure database mail, alerts and notifications, and troubleshoot SQL Server databases. Implement SQL Server agent security proxy accounts and credentials.
Prerequisite: Working knowledge of relational databases and Transact-SQL or instructor's permission.
CSIS 117 L110 6 credits  J109
4/12-6/21 5:30PM-9:30PM TTh TIMKE N

QUERYING MICROSOFT SQL SERVER 2012
Microsoft course 10774A. This course is the foundation for all SQL Server-related disciplines. The students will learn how to write SELECT queries, query multiple tables, execute stored procedures, implement error handling, use table expressions, query SQL Server metadata, and program with T-SQL.
Prerequisite: Working knowledge of relational databases or instructor's permission. No class on 5/11, 5/30
CSIS 118 L112 6 credits  J109
4/11-6/22 5:30PM-9:30PM MW TIMKE

WINDOWS APPLICATIONS WITH VISUAL STUDIO
This course covers more advanced Windows Client design and development skills. Topics include WinForms and WPF programming models, advanced exception handling, and custom controls.
Prerequisite: Successful completion of CSIS 231 Advanced C# with a grade of 2.0 or better or instructor permission.
CSIS 261 L410 5 credits  J107
4/16-6/25 8:00AM-3:30PM Sa STAFF

REFRIGERATION SYSTEMS

BRAZING PRINCIPLES AND TECHNIQUES
Students braze ferrous and non-ferrous refrigeration tubing with silver and phosphorus alloys to appliance and refrigeration industry standards. Additional emphasis is on developing the skills to braze aluminum tubing. This course is usually taught concurrently with EPA and Evacuation. No class on 5/11.
MART 230 Q703 2 credits  E415
4/6-6/22 5:30PM-8:30PM W CAMPBELL J

RENTON EMERGENCY PREPAREDNESS ACADEMY

PET FIRST AID
Learn how to respond to health emergencies and provide basic first aid for your dog and cat. Practice and preparation will help you be calm and effective in an emergency, protecting you and your pet from further injury or suffering. Class includes hands-on practice with animal mannequins. Each student receives an instructional book and DVD. Class is offered in Renton through a partnership with the American Red Cross. Ages 18 and up. Sign up at cybersignup.org or call (425)430-6700.
Fee: $70  C111
4/7 6:00PM-9:00PM Th RED CROSS STAFF

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)
After a disaster people should be prepared to take care of their own needs for a period of time until help arrives. CERT teaches individuals how to prepare their homes and how to respond to disasters in their neighborhoods. Topics covered include personal preparedness, first aid, fire suppression, search and rescue, terrorism, and team organization. Instruction includes a combination of classroom and practical "hands-on" training. CERT graduates serve as neighborhood "first responders" during the critical period after a disaster when existing resources are overwhelmed. Ages 18 and up. Sign up at cybersignup.org or call (425)430-6700. Location: Fire Station 14, 1900 Lind Ave SW.
Fee: $25-30  RFS 14 RESIDENTS/NON-RESIDENTS
4/20-6/1 6:00PM-9:00PM W MATTSON M
6/4 8:00AM-12:00PM Sa PRACTICE DRILL

EARTHQUAKE-PROOF YOUR HOME
Is your house ready for the Big One? If a major earthquake shook your home today, would you still have a safe place to live? This class will cover the basics of earthquake-proofing your home, from securing furniture to easy ways to check the structural integrity of your house. Come learn how you can take practical, affordable steps to protect your household in the event of an earthquake. Ages 18 and up. Sign up at cybersignup.org or call (425)430-6700. Registration opens 4/5/2016.
Fee: FREE  Annex Rm 125
5/12 6:30PM-7:30PM Th SMITH K

WILDERNESS & REMOTE FIRST AID
Whether you're on a camping trip or the zombie apocalypse has occurred, being prepared for the wilderness is useful for everyone. This two-session class is offered in Renton through a partnership with the American Red Cross. Ages 10 and up. Sign up at cybersignup.org or call (425)430-6700. Registration opens 4/5/2016. Location: Renton Community Center
Fee: $110  RCC
5/7 & 5/14 9:00AM-5:00PM Sa RED CROSS STAFF
BABYSITTING CLASS
This course teaches 11 to 15-year-olds how to handle emergencies, prevent accidents, and understand children's needs at different ages. Class is offered in Renton through a partnership with the American Red Cross. Sign up at cybersignup.org or call (425)430-6700. Registration opens 4/5/2016. Location: Renton Community Center
Fee: $85
RCC
5/21
9:00AM-4:30PM
Sa
RED CROSS STAFF

DISASTER PSYCHOLOGY
Panic, chaos, the complete breakdown of civilization as we know it. This is often how movies and TV shows portray people reacting after a disaster, from earthquakes to sharknados to zombies. But in real life, the way people perceive and react is very different. Come learn about some of the common mental and emotional experiences of disaster survivors and discover some simple ways to help yourself and others recover. Ages 18 and up. Sign up at cybersignup.org or call (425)430-6700. Registration opens 4/5/2016.
Fee: FREE
6/7
6:30PM-7:30PM
T
SMITH K

PREPPERS – A BEGINNER’S GUIDE
Have you seen TV shows like Doomsday Preppers and thought that level of emergency preparedness was unmanageable for your household? Well, those preppers are on to something, and in this course you can learn some basic steps to prepare your home for a disaster. From canning food to an emergency evacuation kit to home sheltering from a chemical hazard, there are manageable, even fun ways to prep for disasters. No emergency bunker required. Ages 18 and up. Sign up at cybersignup.org or call (425)430-6700. Registration opens 4/5/2016.
Fee: FREE
6/15
6:30PM-7:30PM
W
SMITH K

OXYACETYLENE WELDING & BRAZING
Includes oxyacetylene welding in multiple positions on mild steel sheet metal and brazing in the flat position on mild steel plate and sheet. Learn to use personal protective equipment, understand welding processes and methods of application. Instruction on the safe use of oxyacetylene torch. No class on 5/11, 5/30.
WELDS 102A K602
4/11-6/13
6:00PM-10:00PM
MW
FORRESTOR M
WELDS 102A K658
4/12-6/9
6:00PM-10:00PM
TTh
NGUYEN
WELDS 102B K604
4/11-6/13
6:00PM-10:00PM
MW
FORRESTOR M
WELDS 102B K660
4/12-6/9
6:00PM-10:00PM
TTh
NGUYEN

SHIELDED METAL ARC WELDING I
Students receive individualized instruction in shielded metal arc welding in multiple positions on mild steel plate E6010 and E6011 electrodes. Learn to use personal protective equipment, understand welding processes and methods of application, and welding electricity and physics basics. No class on 5/11, 5/30.
WELDS 105A K610
4/11-6/13
6:00PM-10:00PM
MW
FORRESTOR M
WELDS 105A K662
4/12-6/9
6:00PM-10:00PM
TTh
NGUYEN

WELDS 105B K612
4/11-6/13
6:00PM-10:00PM
MW
FORRESTOR M
WELDS 105B K664
4/12-6/9
6:00PM-10:00PM
TTh
NGUYEN

SHIELDED METAL ARC WELDING II
Individualized instruction continues in shielded metal arc welding in multiple positions on mild steel plate with E7018 electrodes. Practice good safety habits, understand welding processes and methods of application, and welding electricity and physics basics. No class on 5/11, 5/30.
WELDS 106A K614
4/11-6/13
6:00PM-10:00PM
MW
FORRESTOR M
WELDS 106A K666
4/12-6/9
6:00PM-10:00PM
TTh
NGUYEN
WELDS 106B K624
4/11-6/13
6:00PM-10:00PM
MW
FORRESTOR M
WELD S106B K668
4/12-6/9
6:00PM-10:00PM
TTh
NGUYEN

WELDS 106B K624
4/11-6/13
6:00PM-10:00PM
MW
FORRESTOR M
WELDS 106B K628
4/11-6/13
6:00PM-10:00PM
MW
FORRESTOR M
WELDS 110B K672
4/12-6/9
6:00PM-10:00PM
TTh
NGUYEN

WELDS 110A K626
4/11-6/13
6:00PM-10:00PM
MW
FORRESTOR M
WELDS 110A K670
4/12-6/9
6:00PM-10:00PM
TTh
NGUYEN
WELDS 110B K628
4/11-6/13
6:00PM-10:00PM
MW
FORRESTOR M
WELDS 110B K672
4/12-6/9
6:00PM-10:00PM
TTh
NGUYEN

WELDS 110A K630
4/11-6/13
6:00PM-10:00PM
MW
FORRESTOR M
WELDS 111A K674
4/12-6/9
6:00PM-10:00PM
TTh
NGUYEN
WELDS 111B K632
4/11-6/13
6:00PM-10:00PM
MW
FORRESTOR M
WELDS 111B K676
4/12-6/9
6:00PM-10:00PM
TTh
NGUYEN

FLUX CORED ARC WELDING
This course includes individualized instruction in both gas shielded and self shielded flux core arc welding with E71T-1 and E71T-6 electrodes on mild steel plate in multiple positions. Learn to use personal protective equipment, understand welding processes and methods of application, and welding electricity and physics basics. No class on 5/11, 5/30.
WELDS 110A K626
4/11-6/13
6:00PM-10:00PM
MW
FORRESTOR M
WELDS 110A K670
4/12-6/9
6:00PM-10:00PM
TTh
NGUYEN
WELDS 110B K628
4/11-6/13
6:00PM-10:00PM
MW
FORRESTOR M
WELDS 110B K672
4/12-6/9
6:00PM-10:00PM
TTh
NGUYEN

GAS METAL ARC WELDING
This course includes individualized instruction in the following types of gas metal arc welding: short circuited arc with E70S-3 on mild steel sheet in multiple positions, spray arc with E70S-3 electrodes on mild steel plate in multiple positions, and spray arc with aluminum 5356 electrodes in multiple positions. Use personal protective equipment, understand welding processes and methods of application, and welding electricity and physics basics. No class on 5/11, 5/30.
WELDS 111A K630
4/11-6/13
6:00PM-10:00PM
MW
FORRESTOR M
WELDS 111A K674
4/12-6/9
6:00PM-10:00PM
TTh
NGUYEN
WELDS 111B K632
4/11-6/13
6:00PM-10:00PM
MW
FORRESTOR M
WELDS 111B K676
4/12-6/9
6:00PM-10:00PM
TTh
NGUYEN

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
**GAS TUNGSTEN ARC WELDING I**

Receive individualized instruction in gas tungsten arc welding on mild steel plate and sheet with ER70S-X rod filler in multiple positions; on stainless steel in multiple positions using 308, 309, and 316 filler rod; and on aluminum sheet in multiple positions using 4043 and 5356 filler rod. Use personal protective equipment, understand welding processes and methods of application, and welding electricity and physics basics. No class on 5/11, 5/30.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
</tr>
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<td>WELDS 114B K684</td>
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<td>6:00PM-10:00PM</td>
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</table>

**GAS TUNGSTEN ARC WELDING II**

Receive individualized instruction in gas tungsten arc welding on mild steel plate and sheet with ER70S-X rod filler in multiple positions; on stainless steel in multiple positions using 308, 309, and 316 filler rod; and on aluminum sheet in multiple positions using 4043 and 5356 filler rod. Use personal protective equipment, understand welding processes and methods of application, and welding electricity and physics basics. No class on 5/11, 5/30.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
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</table>

**CERTIFICATION SMAW**

This course option to WELD 122 Certification provides practice time for SMAW process. The goal is to fine-tune welding skills in order to gain welding certifications. (Instructors permission is required for entry into this class.) No class on 5/11, 5/30.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
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<td>WELDS 138B K688</td>
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</tbody>
</table>

**CERTIFICATION GMAW/FCAW**

This course provides practice time for the GMAW and FCAW processes. The goal is to fine-tune welding skills in order to gain welding certifications. (Instructors permission is required for entry into this class.) No class on 5/11, 5/30.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
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<tr>
<td>WELDS 140B K692</td>
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</table>

**PIPE WELDING I**

This advanced course is an option within the daytime Welding program. The course includes SMAW and/or GTAW to weld various diameters of pipe to WABO standards. WABO testing is optional. (Instructors permission is required for entry into this class.) No class on 5/11, 5/30.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
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<th>Time</th>
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<td>WELDS 142B K696</td>
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</table>

**PIPE WELDING II**

This advanced course is an option within the daytime Welding program. The course includes SMAW and/or GTAW to weld various diameters of pipe to WABO standards. WABO testing is optional. (Instructors permission is required for entry into this class.) No class on 5/11, 5/30.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
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<td>WELDS 143B K700</td>
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<td>6:00PM-10:00PM</td>
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</table>

**WELDING FABRICATION I**

This course provides fabrication instruction to those who are proficient in at least one arc welding process. The instruction includes project planning, trade math, welding blueprints, layouts, joint design, rolling, bending, plasma cutting, grinding, polishing, finishing and other various fabrication methods. Students are required to purchase their own materials for projects. **Prerequisite:** Instructor permission. No class on 5/31.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
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<td>A1</td>
<td>5:30PM-9:30PM</td>
<td>FORRESTOR M</td>
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<tr>
<td>WELDS 115 K622</td>
<td>5</td>
<td>A1</td>
<td>5:30PM-9:30PM</td>
<td>FORRESTOR M</td>
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</table>

**WELDING FABRICATION II**

This course provides fabrication instruction to those who are proficient in at least one arc welding process. In this class students design, plan, layout, cut and fabricate their own welding projects. Students are required to purchase their own materials for projects. **Prerequisite:** WELDS 114. No class on 5/31.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELDS 114 K618</td>
<td>5</td>
<td>A1</td>
<td>5:30PM-9:30PM</td>
<td>FORRESTOR M</td>
</tr>
</tbody>
</table>

**WELDING**

This course is designed to prepare welders for job entry, technical upgrading and certification in most processes of welding. Classroom and practical experience is offered in oxy-acetylene, SMAW, MIG and TIG. **Prerequisite:** Student's previous experience dictates starting point. WABO certification is available. No class on 5/28.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
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<td>4</td>
<td>A1</td>
<td>8:00AM-2:30PM</td>
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</tbody>
</table>

*N*ot all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
**WELDING BRUSH-UP**
This course is designed for individuals needing a brush-up course in welding. Practical experience is offered in gas, arc, MIG and TIG welding. The instruction in the program is individualized. Previous experience determines a student's starting point. Entrance into the program depends upon student space availability and instructor permission. This course is ideal for someone needing to practice for a qualification test. This course is not intended for beginner welding students in any welding process. No class on 5/11, 5/30.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELDS 108 K608</td>
<td>4</td>
<td>DAILY</td>
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**WELDER ENTHUSIASTS**
This series is designed for welding enthusiasts who enjoy the craft as a hobby or art. Students begin each course with an instructor assessment of previous experience, aptitude and interest in multiple welding processes. Depending on demonstrated, safe level of experience, students may complete one or several applications, beginning with oxyacetylene, shielded metal arc, flux core and gas tungsten welding. All students will learn proper personal protective equipment use and shop safety. Students may progress and continue with continuing education by registering in classes sequentially. If you are interested in learning a welding application for your employment, apprenticeship or to earn a certification, please register for the supplemental class meeting your needs. No class on 5/11, 5/30.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
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<td>WLDZ 102 K402</td>
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</tbody>
</table>

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.*
Major Appliance & Refrigeration Technology

Entry: Fall and Spring Quarters

Train in the repair and troubleshooting of all major appliances. Students develop a thorough understanding of electrical, mechanical and refrigeration.

Program also covers parts procurement, work order and parts development, and industrial communications.

Register for classes TODAY!

Learn more at:
rtc.edu/content/major-appliance-and-refrigeration-technology
or call (425) 235-2352.
### CAREER / ACADEMIC DEVELOPMENT PROGRAMS

#### ACCOUNTING

**ACCOUNTING CLERK**

**Program Options**
- Certificate of Completion
- Program length: 2 quarters
- Entry point: fall, winter or spring quarters

This program provides basic fundamental skills in accounting theory and procedures and basic computer training in word processing, database, electronic spreadsheets and general ledger. Upon completion of this program, students have the fundamental skills for entry into the job market and also have the foundation for additional accounting training. Students entering without keyboarding skills may take longer to complete.

<table>
<thead>
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<th>Start Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Days</th>
<th>Location</th>
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<td>H311</td>
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</table>

#### ACCOUNTING PARAPROFESSIONAL

**Program Options**
- Certificate of Completion
- Associate of Applied Science Degree
- Program length: 4 quarters
- Entry point: fall, winter or spring quarters

This program builds upon the fundamental skills learned in the Accounting Clerk program. This program provides additional training in specialized areas including small business accounting, income tax preparation, partnership and corporation accounting, financial applications, and also provides an introduction to business law as it relates to the business environment. To earn an Associate of Applied Science degree, the student must complete all requirements for the certificate programs as well as 30 credits of additional accounting and General Education coursework. Transfer credit from other institutions is considered upon validation of transcript and course work.

<table>
<thead>
<tr>
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#### ACCOUNTING SPECIALIST

**Program Options**
- Associate of Applied Science-Transfer Degree
- Program length: 6 quarters (7 quarters with Spring quarter entry)
- Entry point: fall, winter or spring quarters

Accounting Specialist program builds upon the fundamental skills learned in the Accounting Paraprofessional program. This program provides additional training in specialized areas including managerial/cost accounting, governmental and nonprofit accounting, federal and state business taxes, and additional studies of business law. Students enrolled in the Accounting Specialist program earn an Associate of Applied Science-Transfer (AAS-T) degree.

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</table>

#### AEROSPACE MANUFACTURING

**AEROSPACE MANUFACTURING CORE CERTIFICATE**

**Program Options**
- Certificate of Completion
- Program length: 20 days online
- Entry point: quarterly

This certificate will provide a basic understanding of general aviation manufacturing procedures, is the prerequisite for entering the Assembly Mechanic and Tooling programs. The student will be introduced to valuable skills in aviation technology needed as a foundation to qualify for entry level aerospace mechanic positions. Topics covered include basic aircraft familiarization, sealing, electrical bond and ground, aircraft drawings and work instructions, assembly hand tools, precision measuring and aviation materials and processes. The certificate includes 9 modules of theory and practical application. This certificate of completion requires successful completion of a minimum of 8 credits with a 3.0 minimum cumulative grade point average to advance into Assembly Mechanic or Tooling. Tuition and fees are $2400. The program is not FAFSA eligible.

<table>
<thead>
<tr>
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<th>Start Time</th>
<th>End Time</th>
<th>Days</th>
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</table>

(Also see Aerospace Manufacturing Tooling)

(Also see Aerospace Manufacturing Assembly Mechanic)

#### AEROSPACE MANUFACTURING ASSEMBLY MECHANIC

**Program Options**
- Certificate of Completion
- Program length: 2 quarters
- Entry point: fall, winter or spring quarters

Graduates of this program qualify for entry level positions as assembly mechanics. This position would perform a wide range of job duties from processing and fabrication to assembly and inspection. The assembly mechanic must possess an extensive knowledge of tools, processes and inspection methodologies. The certificate includes 13 modules: Mechanic Orientation, Power Island, Basic Drilling and Riveting, Advanced Fasteners, Countersinking and Flush Riveting, 90 Degree Drilling, Reaming and Permanent Fasteners, Wing Structure, Fuselage Skin, Drilling Titanium, Drilling Composite, Sealant Application, and Electrical Bond and Ground Composite Manufacturing. Many skills achieved in the Aerospace Assembly Mechanic program can readily transfer to other industries. This hybrid program includes interactive, simulation-based online learning that is blended with instructor-led, hands-on laboratory instruction. The program was created in collaboration with Washington Aerospace Training and Research Center and Edmonds Community College. Aerospace Manufacturing Core has to be passed with an 80% as well as the Capstone project at 80% to move forward into Aerospace Manufacturing Assembly program. This certificate of completion requires successful completion of a minimum of 18.5 credits with minimum of 3.0 cumulative grade point average. Tuition and fees are $2700. The program is not FAFSA eligible.

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<td>3/7-4/19</td>
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(Also see Aerospace Manufacturing Core Certificate)

#### AEROSPACE MANUFACTURING TOOLING

**Program Options**
- Certificate of Completion
- Program length: 2 quarters
- Entry point: fall, winter or spring quarters

Graduates of this program qualify for entry level positions as toolmakers. Toolmakers utilize a wide variety of machines, tools, processes and skills to create jigs, fixtures, patterns and other production supporting equipment. This position differs from production personnel in that many tooling projects require a very high degree of accuracy, designing of one-of-a-kind tools and parts, as well as a high degree of critical thinking and analytical problem solving skills. Toolmakers work with machinists, welders, and engineers to define, create, and validate tooling. Students completing this program will have received rigorous training in theory and application for entry into the aerospace tooling industry. Many skills built in the Aerospace Tooling program can readily transfer to other industries. This hybrid program includes interactive, simulation-based online learning that is blended with instructor-led, hands-on laboratory instruction. The program was created in collaboration with Washington Aerospace Training and Research Center and Edmonds Community College. Aerospace Manufacturing Core has to be passed with an 80% as well as the Capstone project at 80% to move forward into Aerospace Manufacturing Tooling program. This certificate of completion requires successful completion of a minimum of 17 credits with minimum of 3.0 cumulative grade point average. Tuition and fees are $2700. The program is not FAFSA eligible.

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<th>Start Time</th>
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<td>28</td>
<td>3/7-4/5</td>
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</table>

(Also see Aerospace Manufacturing Tooling)

(Also see Aerospace Manufacturing Core Certificate)
COHORT 28
3/7-4/5  ARR  ARR  ONLINE
(Also see Aerospace Manufacturing Core Certificate)
4/25-6/23  8:00AM-3:00PM  DAILY  J207  PHILLIPS MCELLELAN

ADMINISTRATIVE OFFICE MANAGEMENT

ENTREPRENEURSHIP AND SMALL BUSINESS
MANAGEMENT
Program Options
• Certificate of Completion
• Associate of Applied Science Degree
• Program length: 4 quarters
• Entry point: fall, winter or spring quarters

Learn skills to start and run a small business or manage someone else's. Learn about management, accounting, marketing, human relations and other skills, and apply the skills and concepts through a cooperative education option or internship.
4/5-6/23  8:00AM-2:30PM  DAILY  H210  DRINKWINE

OFFICE MANAGEMENT
Program Options
• Certificate of Completion
• Associate of Applied Science Degree
• Program length: 4 quarters
• Entry point: fall, winter or spring quarters

Learn management and supervision, office technology and computer applications, business procedures, business communications, business math, business law, principles of accounting, and human relations. A cooperative education option or internship may be available for qualified, approved students, allowing them to earn credit for work experience appropriate to their training.
4/5-6/23  8:00AM-2:30PM  DAILY  H210  DRINKWINE

ANESTHESIA TECHNOLOGIST

ANESTHESIA TECHNOLOGIST
Program Options
• Associate of Applied Science-Transfer (AAS-T) Degree
• Degree Program length: 6 quarters
• Entry point: fall quarter

This program provides entry level training leading to a degree. Curriculum is based on the American Society of Anesthesia Technologists and Technicians (ASATT) standards and guidelines. Course work includes the following: medical terminology, pharmacology, EKG analysis, anesthesia equipment principles and applications, and general medical knowledge. Included in the program are intensive clinical experiences in local area hospitals. Students must complete and pass a nationwide criminal background check prior to admission into the program at certifiedbackground.com (use package code Rf65). Students must meet immunization and program specified health requirements, and proof of health insurance is required for participation in the program. Must be 18 or older and have a high school diploma or GED
4/5-6/23  8:00AM-2:30PM  DAILY  B204  WEST

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
**AUTOMOTIVE**

**AUTobody REPAIR AND REFINISHING**

Program Options  
- Certificate of Completion  
- Associate of Applied Science Degree  
- Program length: 7 quarters  
- Entry point: fall quarter

This program prepares students for entrance into the automotive collision repair industry. All courses are taught in accordance with recommended industry procedures and standards set forth by industry-recognized organizations such as the National Institute for Automotive Service Excellence (ASE) and the Inter-Industry Conference on Auto Collision Repair (ICAR). The program courses are divided into five main areas of study: Non-Structural Analysis and Damage Repair, Structural Analysis and Damage Repair, Mechanical and Electrical Components, Plastics and Adhesives, and Painting and Refinishing. All shop training is performed using state-of-the-art tools and equipment within one of the most modern facilities in the nation. Emphasis is placed on safety and professionalism.

*Additional Program Fee: $20/credit, max 15 credits per quarter  
4/5-6/23  7:00AM-1:30PM  DAILY  
ERVIN/SLAYTON

**AUTOMOTIVE, FORD ASSET**

Program Options  
- Associate of Applied Science Degree  
- Program length: 8 quarters  
- Entry point: fall quarter, bi-yearly

Ford ASSET is a joint effort of Ford Motor Company, Renton Technical College and a sponsoring Ford or Lincoln dealership. The ASSET program utilizes specific periods (approximately nine weeks) of classroom/lab instruction alternating with specific periods of full-time work experience at a Ford or Lincoln dealership. Technical training on Ford automotive products is provided in all Automotive Service Excellence repair areas plus specific Ford Motor Company Service Technician Specialty Training certification courses and covers the latest Development of Ford technology including: engines, fuel management, electronics, transmission/transaxles, brake systems and air conditioning. The program applies, in a real work setting, what a student learns during the previous instructional session. The student becomes familiar with the dealership environment and the organization structure while developing competencies that are expected of a professional automotive technician.

*Additional Program Fee: $10/credit, max 15 credits per quarter  
4/5-6/23  7:00AM-1:30PM  DAILY  
K120/121  THOMPSON

**AUTOMOTIVE TECHNOLOGY/ITEC**

Program Options  
- Associate of Applied Science Degree  
- Program length: 4 quarters  
- Entry point: fall, winter and spring quarters

Automotive Technology/ITEC is a four-quarter Associate of Applied Science (AAS) program option that is a follow-on to the Light Maintenance & Repair certificate. Students receive training in all eight NATEF/ASE automotive repair areas (Engine Repair, Manual Drive Train, Automatic Transmission, Brakes, Steering and Suspension, Heating and Air Conditioning, Electrical/ Electronic Systems, and Engine Performance). Students gain real work experience in the automotive shop environment and develop the competencies of a professional automotive technician. Students are provided the opportunity for ASE certification in all eight automotive categories and Washington State Authorized Emission Specialist certification. In addition to the technical courses, four General Education courses are required to

**RTC.edu/getstarted or (425) 235-2352**

Enroll for classes TODAY!
This three-quarter program is a follow-on to the Automotive Maintenance and Light Repair certificate. As an ASE/NATEF Master Certified provider of technical education training, this program prepares students for the challenges of working on today’s sophisticated and complex automobiles. Students learn all aspects of automotive repair and are provided with hands-on training in real-world shops environments using modern state of the art technologically advanced equipment and facilities. Students graduate with a Washington State Emission Certification and an ASE Refrigerant Recovery and Recycling Certificate. Students are provided the opportunity for ASE certification in Engine Repair, Automatic Transmission/Transaxle, Manual Drive Train, Suspension and Steering, Brakes, Electrical/Electronic Systems, Heating and Air Conditioning, Engine Performance, and Advanced Engine Diagnostics. By combining mechanical, electronic, math, communication and problem-solving skills with hands-on training, students develop a solid foundation to ensure their success in the automotive field. This program articulates with TechPrep programs through Puget Sound Dual Credit Career Consortium.

*Additional Program Fee: $10/credit, max 15 credits per quarter

### MAINTENANCE AND LIGHT REPAIR TECHNICIAN

#### Program Options
- Certificate of Completion
- Program length: 4 quarters
- Entry point: fall, winter and spring quarters

The Automotive Maintenance and Light Repair Technician program is the entry point for both the Automotive Technology and ITEC Automotive Repair Technician programs. Students receive three quarters of ASE / NATEF training in a hands-on, live-work environment and a quarter of internship in an approved automotive repair facility where students can put their skills to work in a real work environment. Successful students should be able to pass ASE Certification exams in Maintenance and Light Repair, Brakes, Steering & Suspension, and Heating & Air Conditioning. Successful students may choose to advance to either the Automotive Technology or the ITEC Automotive Service Technician program for more advanced training in vehicle power trains and electronics.

*Additional Program Fee: $10/credit, max 15 credits per quarter

#### CENTRAL SERVICE TECHNICIAN

#### Program Options
- Certificate of Completion
- Program length: 2 quarters
- Entry point: winter or summer quarters

This program is designed to provide the training and the clinical experience required to prepare you for the International Association of Healthcare Central Service Materiel Management (IAHCSMM) Certified Registered Central Service Technician (CRCST). It can also be your first step towards a career in the healthcare field. Students gain knowledge of national and international standards for decontamination and sterilization. Students study the principles of microbiology with emphasis on decontamination, disinfection and sterilization, with an overview of medical terminology, fundamentals of human anatomy, proper care and handling of surgical instrumentation, basic surgical instrument identification, inventory control, distribution, purchasing, and healthcare trends. An internship at a local hospital is included in the program. Students must complete and pass a nationwide criminal background check prior to admission into the program at certifiedbackground.com (use package code Rr64). Students must meet immunization and program specified health requirements, and proof of health insurance is required for participation in the program.

### BAND INSTRUMENT REPAIR TECHNOLOGY

#### Program Options
- Certificate of Completion
- Associate of Applied Science Degree
- Program length: 3 quarters
- Entry point: fall quarter or with instructor permission

This program prepares graduates for entry-level employment in the band instrument repair and service trade. Students receive instruction in repair, maintenance, and adjustment of instruments belonging to the woodwind, brass, and percussion families. Special emphasis is placed on those skills, which make students employable in repair of these instruments. Related instruction is provided in safety, employment skills, and environmental concerns.

*Additional Program Fee: $20/credit, max 15 credits per quarter

### COMMERCIAL BUILDING & INDUSTRIAL ENGINEERING

#### Program Options
- Certificate of Completion
- Associate of Applied Science Degree
- Program length: 8 quarters (16 quarters for evening program)
- Entry point: winter or summer quarters

This program is designed so students can enroll for mornings, afternoon, or evenings to better fit their working schedule. Instruction areas include refrigeration and building systems, boiler operations, and hazardous waste management. Students learn to regulate and maintain heating, cooling, and ventilation systems for commercial buildings. An emphasis is placed on practical experience and hands-on training whenever possible. This program is a recognized “School of Technology” by the City of Seattle and the Tacoma Steam Advisory Certification Board.

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
INDUSTRIAL ENGINEERING

Program Options
- Certificate of Completion
- Associate of Applied Science Degree
- Program length: 4 quarters
- Entry point: open entry

This program is designed so students can enroll for mornings, afternoons, or evenings to better fit their work schedules. Instruction areas include electrical, refrigeration, boiler operations, basic welding, brazing, and pipe sweating, programmable logic controls, and mechanical maintenance. Students learn to maintain, troubleshoot, and repair equipment for industrial environments such as bakeries, breweries, and candy companies. An emphasis is placed on practical experience and hands-on training whenever possible. This program is a recognized "School of Technology" by the City of Seattle and the Tacoma Steam Advisory Certification Board. This program offers several industry certifications.

COMPUTER APPLICATIONS

Program Options
- Certificate of Completion
- Associate of Applied Science Degree
- Program length: 4 quarters
- Entry point: open entry

This program focuses on the use of computer hardware, operating systems, databases and network tools. These tools exist to organize information that support business decision making. The objective of this degree option is to prepare graduates for direct entry into computer applications related positions and information assistant positions in industry. Curriculum for this course is similar to the Computer Applications-Accelerated program but is taught over a longer period of time, with additional courses that have reduced assignment content with more practice thereby achieving a similar skill levels at completion.

*Additional Program Fee: $5/credit, max 15 credits per quarter

4/5-6/23 8:00AM-2:30PM DAILY JORDAN

COMPUTER APPLICATIONS, ADVANCED

Program Options
- Certificate of Completion
- Program length: varies, consult a counselor for details
- Entry point: open entry

This advanced program option focuses on advanced training in Word, Excel, Access, as well as desktop publishing and web design graphics. People with computer skills will have a considerable advantage over people with poor or nonexistent computer skills. Those who have a thorough understanding of common applications such as Word, Excel and PowerPoint software, will have the advantage. This course will also help students prepare for MCAS certification. Prerequisite: Computer Applications, or Computer Applications-Accelerated.

*Additional Program Fee: $5/credit, max 15 credits per quarter

4/5-6/23 8:00AM-2:30PM DAILY H202 JORDAN

COMPUTER APPLICATIONS, BASIC

Program Options
- Certificate of Completion
- Program length: varies, consult a counselor for details
- Entry point: open entry

This program prepares students for employment in a variety of entry-level office positions. You receive hands-on training in the Windows operating system and the popular software applications found in Microsoft Office, including Microsoft Word, Excel, Access, PowerPoint and Publisher. Keyboarding skills are recommended.

*Additional Program Fee: $5/credit, max 15 credits per quarter

4/5-6/23 8:00AM-2:30PM DAILY H202 JORDAN

CONSTRUCTION TRADES

CONSTRUCTION MANAGEMENT

Program Options
- Certificate of Completion
- Associate of Applied Science Degree
- Program length: varies, consult a counselor for details
- Entry point: varies, consult counselor for details

Prepare for careers in construction management as a project manager, superintendent, estimator, safety officer, and other administrators. Students learn estimating, scheduling, project management, human resources management, and other skills that are critical in the construction management field.

*Additional Program Fee: $5/credit, max 15 credits per quarter

4/5-6/23 HOURS VARY DAILY F111 PULLIAM

CONSTRUCTION TRADES PREPARATION

Program Options
- Certificate of Completion
- Program length: one quarter with co-operative option
- Entry point: varies, consult counselor for details

Students gain skills for apprenticeship, entry-level employment, or advanced professional-technical training options in construction, manufacturing, and related industries. Courses incorporate theory and hands-on application in a variety of trades including electrical, plumbing, carpentry, masonry, roofing, heat-frost installation,

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
Construction Trades Preparation

Now you can prepare for exciting careers in Welding, Major Appliance Repair Technologies (MART), or Construction Trades Apprenticeship by starting in our new Construction Trades Preparation program. This quarter-long certificate prepares students who plan to enroll in Welding or MART for these industries, or helps a student who wants to pursue an apprenticeship by earning the industry-recognized credentials needed to enter one of these competitive programs. In this course, students will gain math and communication skills, safety training, and gain entry-level skills for construction or maintenance jobs.

Industry Certifications:
- Forklift Operation
- Traffic Control (Flagging)
- Powder-Actuated Tools
- First Aid & CPR, OSHA 10

Program Length:
One Thursday, 5:00PM - 9:00PM
Two Saturdays, 8:00AM - 4:30PM

For admission information and applications, visit: RTC.edu/getstarted

LEADERSHIP IN THE TRADES

Program Options
- Certificate of Completion
- Program length: one quarter with co-operative option
- Entry point: quarterly

Introduces leadership concepts needed for advancement in construction and manufacturing careers. Certificates specifically present the topics of risk management, human resources management, contract management and compliance, safety management, job site control, scheduling and external relations. Targeted audiences include RTC program graduates, RTC current students, apprentices, journey workers, and professionals in the construction, energy or manufacturing sectors. Admission recommendations: eligible students through the Washington Integrated Sector Employment (WISE) TAACCCT grant.

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CULINARY ARTS

Program Options
- Certificate of Completion
- Associate of Applied Science Degree
- Associate of Applied Science-Transfer Degree
- Program length: 7 quarters
- Entry point: fall, winter or spring quarters

The Culinary Arts certificate program is accredited with the American Culinary Federation Education Foundation Accreditation Commission (ACFEFAC). It is designed to train a diverse workforce, increasing the number of women and people of color who are ready to enter apprenticeship and trades positions. A cooperative education option may be available for qualified, approved students.

*Additional Certification Fees: OSHA $95, Fork Lift $299, First Aid/CPR $125, Flagging $60.

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For admission information and applications, visit: RTC.edu/getstarted

LEADERSHIP IN THE TRADES

Program Options
- Certificate of Completion
- Program length: one quarter with co-operative option
- Entry point: quarterly

Introduces leadership concepts needed for advancement in construction and manufacturing careers. Certificates specifically present the topics of risk management, human resources management, contract management and compliance, safety management, job site control, scheduling and external relations. Targeted audiences include RTC program graduates, RTC current students, apprentices, journey workers, and professionals in the construction, energy or manufacturing sectors. Admission recommendations: eligible students through the Washington Integrated Sector Employment (WISE) TAACCCT grant.

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</table>

For admission information and applications, visit: RTC.edu/getstarted
DENTAL ASSISTANT

Program Options
- Certificate of Completion
- Associate of Applied Science Degree
- Associate of Applied Science-Transfer Degree
- Program length: 4 quarters
- Entry point: fall or winter quarters

This program has been granted accreditation approval by the Commission on Dental Accreditation, a division of the American Dental Association. Students are prepared for employment as Certified Dental Assistants (CDA). CDA’s work in dental offices performing such tasks as four-handed dentistry, bookkeeping, e-rays, and expanded functions. The program includes lectures, demonstrations, small and large group discussions, and practicum. Class meets Monday through Friday from 8:00AM-2:30PM On clinic days, class meets from 7:30AM-3:00PM. The last six weeks of the program is full-time internship at dental offices and/or clinics. Hours during internship vary depending on the intern site. Students must complete and pass a nationwide criminal background check prior to admission into the program at certifiedbackground.com (use package code Rr67). Must meet immunization and program specified health requirements and proof of health insurance coverage that covers the student during the length of the program.

*Additional Program Fee: $20/credit, max 15 credits per quarter

4/5-6/23 8:00AM-2:30PM DAILY
BERRY SMITH/STAFF

EARLY CHILDHOOD CAREERS

EARLY CHILDHOOD CAREERS

Program Options
- Certificate of Completion
- Associate of Applied Science Degree
- Associate of Applied Science-Transfer (AAS-T) Degree
- Program length: 3, 5, or 6 quarters
- Entry point: fall, winter or spring quarters

The Early Childhood Careers program prepares students for the care and early education of young children. Through classroom instruction and practical experience, this program builds the foundation for teaching and working effectively with children from birth to age eight. Students gain skills necessary for designing curriculum, creating positive learning environments, and providing developmentally appropriate activities while taking into consideration culturally relevant and anti-bias practices. Students are required to complete an internship at a childcare center or in early childhood facilities where students may be currently employed. This program meets the Washington State Licensing Requirements. Internships and practicums are 8:30AM-11:30AM daily. Classroom instruction is from 12:00PM-2:30PM. If currently working in the Early Childhood field, work time may be applied to practicum requirements. Please call (425) 235-2202 for information.

4/5-6/23 8:00AM-2:30PM DAILY
N 204
CULLER

I-BEST program. Students may be tested for eligibility and additional class hours may be required. Talk to a counselor for more information.

EARLY CHILDHOOD COURSES ONLINE

These Early Childhood Careers courses cover the same content as the daytime program; preparing students for work in the early childhood field. This option offers students more flexibility by offering classes individually, allowing students to take as many courses as they are able in a quarter. Instructor permission is required for enrollment. Online students can log on to Canvas at: RTC.edu/canvas. Students must have intermediate computer skills and Internet access 5-7 days per week with current email. Adobe Reader and Microsoft Office Suite are required. Call (425) 235-2202 to schedule an interview and obtain instructor permission to register. Face to face orientation is required. Proctored Finals Date TBD.

CURRICULUM DEVELOPMENT

Investigate learning theory, program planning, and tools for curriculum development promoting language, fine/gross motor, social-emotional, cognitive and creative skills and growth in young children (birth-age 8).

ECCED & 160 Y147 5 credits
4/5-6/23 8:30AM-3:00PM DAILY
CULLER

ECCED & 160 Y242 5 credits
4/5-6/23 ARR ARR
LEE

ON CAMPUS PROCTORED FINAL TBD

ENVIRONMENTS FOR YOUNG CHILDREN

Focus on the adult’s role in designing, evaluating, and improving indoor and outdoor environments which ensure quality learning, nurturing experiences, and optimize the development of young children.

ECCED & 170 Y107 3 credits
4/5-6/23 8:30AM-3:00PM DAILY
CULLER

ECCED & 170 Y222 3 credits
4/5-6/23 ARR ARR
STENSLIE

ON CAMPUS PROCTORED FINAL TBD

CULTURE AND DIVERSITY

In this Human Relations course, students examine biases in our communities and how these biases affect young children and the development of positive self-esteem. Techniques, principles and methodology used in “AntiBias Curriculum” text are discussed, and students recreate their curriculum and environment to reflect anti bias and culturally relevant principles in their setting in relation to specific groups of children and families served.

ECC 120 Y115 3 credits
4/5-6/23 8:30AM-3:00PM DAILY
CULLER

ECC 120 Y224 3 credits
4/5-6/23 ARR ARR
RANDALL

ON CAMPUS PROCTORED FINAL TBD

EXCEPTIONAL CHILD

A comprehensive introduction to the field of special needs children and their families, including an examination of legislative action, Individualized Education Program (IEP), handicapping conditions, child abuse, drug and alcohol effects, and socioeconomic, societal, and cultural factors that affect family functioning

EDUC & 203 Y109 3 credits
4/5-6/23 8:30AM-3:00PM DAILY
CULLER

EDUC & 203 Y210 3 credits
4/5-6/23 ARR ARR
STENSLIE

ON CAMPUS PROCTORED FINAL TBD

CHILD DEVELOPMENT ASSOCIATE III

Provides students with the opportunity to acquire knowledge and understanding of how children develop and skills a teacher needs to promote healthy growth and development for infants, toddlers and preschoolers. During this quarter the following areas are covered: guidance, families, program management and professionalism. Employment/ Internship in an early childhood facility required.

CHIHA S 127 W478 5 credits
4/5-6/23 ARR ARR
EMMERT

ON CAMPUS PROCTORED FINAL TBD
## CAREER / ACADEMIC DEVELOPMENT PROGRAMS

### SPRING QUARTER 2016

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.*

<table>
<thead>
<tr>
<th>Early Childhood Practicums</th>
<th>Engineering Design Technology</th>
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<tr>
<td><strong>PRACTICUM II</strong></td>
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<tr>
<td>ECC 192 Y129</td>
<td>4 credits</td>
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<td>4/5-6/23</td>
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<tr>
<td>ECC 192 Y230</td>
<td>4 credits</td>
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| **PRACTICUM III** |  |
| ECC 193 Y131 | 4 credits | TBD |
| 4/5-6/23 | DAILY | ARRT | CULLER |
| ECC 193 Y240 | 4 credits ONLINE |
| 4/5-6/23 | ARR | ARRT | PHILLIPS |

| **PRACTICUM IV** |  |
| ECC 290 Y143 | 5 credits | TBD |
| 4/5-6/23 | DAILY | ARRT | CULLER |
| ECC 290 Y250 | 5 credits ONLINE |
| 4/5-6/23 | ARR | ARRT | PHILLIPS |

### Curriculum Development II

Scaffold observational and planning skills to create curriculum that is culturally sensitive and inclusive, and then prepares children (0-8 years) for success in school.

| **CURRICULUM DEVELOPMENT II** |  |
| ECC 185 Y244 | 5 credits | N204 |
| 4/5-6/23 | 8:30AM-3:00PM | DAILY | CULLER |

### Early Childhood Capstone

Culminating course where students will demonstrate knowledge and understanding of early childhood education through research and implementation of current best practices.

| **EARLY CHILDHOOD CAPSTONE** |  |
| ECC 250 Y280 | 5 credits | N 204E |
| 4/5-6/23 | 8:30AM-3:00PM | DAILY | CULLER |

### Electrical Plant Maintenance

This program is designed for plant and machine maintenance trainees. Students learn AC and DC theory, related math, and various types of electrical equipment. Students learn troubleshooting skills to prepare them to diagnose and solve electrical problems in an industrial setting. An Electrical Plant Maintenance certificate of completion can be earned when the student completes all required courses. Students do have the option of enrolling in specific courses only, based on availability. Please see Electrical Repair section of this schedule for the list of classes offered this quarter.

| **ELECTRICAL PLANT MAINTENANCE** |  |
| ECC 192 Y129 | 4 credits | TBD |
| 4/5-6/23 | 6:00PM-10:00PM | M T W | E405 |
| MEAKIN |

### Engineering Design Technology

This program is designed to provide entry-level skills for students seeking employment in the drafting profession as a mechanical or architectural drafter. Students receive substantial training in mechanical drafting and industrial practices using both manual (board) and CAD (Computer Aided Drafting) techniques. Application of ANSI, ISO, and AIA standards is presented, with emphasis on standards used in the aircraft and aerospace industries. Advanced instruction in mechanical drafting, geometric dimensioning and tolerancing, and flat pattern Development is provided in the latter part of the program. Students become familiar with document control procedures and pictorial drawing. Related instruction in mathematics, oral and written communications, human relations/business leadership and employment skills, and basic computer and word processing applications are also provided.

| **ENGINEERING DESIGN TECHNOLOGY** |  |
| ECC 290 Y143 | 5 credits | TBD |
| 4/5-6/23 | 8:00AM-2:30PM | DAILY | J304/J315 |
| BIULL/B0GGS |

### Computer-Aided Drafting (CAD)

This program is intended for those individuals who wish to obtain employment in career fields where the production of technical drawings is an integral part of the organization's day-to-day operations. Course offerings are tailored to programming administration and address specific skill specialization areas within the drafting profession. The total course of instruction takes 15 credits, with a Certificate of Completion awarded. This program can be completed in as little as three quarters, but actual completion times will be a factor of individual student desires and scheduling. Courses required include DFTS 114, DFTS 116, DFTS 118 and DFTS 140. All courses must be completed as listed for a certificate to be awarded, unless evidence of prior learning can be provided. These courses are also available to industry professionals and others who have had prior computer aided drafting experience and wish to upgrade their skills and knowledge in specific areas. Students are welcome to take any course when offered which they feel may be of benefit and for which they have met any listed prerequisites. All courses emphasize hands-on training and are taught using the latest versions of AutoCAD software. Practical application is stressed whenever possible. Renton Technical College is an authorized Autodesk® Training Center. Please refer to Continuing/Community Education section of this schedule, and consult a counselor for details.

| **COMPUTER-AIDED DRAFTING (CAD)** |  |
| ECC 290 Y143 | 5 credits | TBD |
| 4/5-6/23 | 8:00AM-2:30PM | DAILY | J304/J315 |
| BIULL/B0GGS |

### Information Technology

This degree program will prepare graduates for employment in the field of information technology. Application Development is a high demand occupation that encompasses various aspects of data analysis, application and software development.

| **INFORMATION TECHNOLOGY** |  |
| BACHELOR OF APPLIED SCIENCE –APPLICATION DEVELOPMENT |  |
| Program Options |  |
| • Certificate of Completion |  |
| • Associate of Applied Science Degree |  |
| • Program length: 6 quarters |  |
| • Entry point: fall quarter |  |
programming, and project management. Students with associate technical degrees in information technology, database management, programming, and related areas will be good candidates for our BAS in Application Development program. Graduates of this program can expect to find work as software developers (applications and systems software), computer systems analysts, web developers and programmers, and database administrators to name a few. In some instances, students may work as IT project managers. In addition to a strong technical foundation, graduates will have received instruction in general education topics in science, communications, and quantitative reasoning; and have gained extensive experience working in teams, creating and conducting presentations, and authoring documentation for software development. The skills obtained by graduates of this degree program are transferrable to numerous information technology and computer systems positions across multiple industries, including corporations, nonprofit organizations, IT companies, and medical and research institutions. A cooperative work experience is possible for second year students upon recommendation of instructor and subject to availability. Please contact BAS Program Manager at (425) 235-5763 for the admission requirements and curriculum information.

ONLINE/HYBRID

4/5-6/23 5:30PM-9:30PM T J107/J108 CULLER/ZERROUKI

APPLICATIONS DEVELOPER

Program Options
• Certificate of Completion
• Program length: 4 quarters
• Entry point: fall or winter quarters

This is a one-year certificate option in the two-year Computer Science certificate/degree program. Students enrolled in the Computer Science program may opt to exit out one year after completing the requirements for a certificate as an Applications Developer. Graduates of the Applications Developer certificate program are qualified for job titles including: Website Developer, Database Designer, PC Support Specialist, Entry-level Software Tester, and Digital Imaging Specialist.

4/5-6/23 8:00AM-2:30PM DAILY J108 BRAUNSTEIN-POST/CULLER/ZERROUKI

COMPUTER SCIENCE

Program Options
• Certificate of Completion
• Associate of Applied Science Degree
• Associate of Applied Science-Transfer (AAS-T) Degree
• Program length: 4 quarters
• Entry point: fall or winter quarters

This Computer Science program is follow-on to the Applications Developer certificate. The student’s education is expanded to prepare for entry in various careers in the Information Technology Industry. Job titles include: Client-Server Application Developer/Programmer; Software Tester; Systems Analyst; Database Developer/Administrator; Internet Applications Developer/Webmaster and IT Project Manager. Students design, develop and test client server applications with emphasis placed on Microsoft Visual Studio.NET, C#, Web Development (ASP.NET), SQL database Development Microsoft SQL Server), graphics, XML, networking, software testing, e-commerce and Java. Reinforcement of theory is achieved through lab projects and close instructor contact. Safety is emphasized and leadership, ethics, teamwork, math and written/verbal communications are covered. Project management for Information Technology is presented with hands-on practice using curriculum modeled after the COMPTIA certification content.

4/5-6/23 8:00AM-2:30PM DAILY J108 BRAUNSTEIN-POST/CULLER/ZERROUKI

COMPUTER NETWORK TECHNOLOGY

Program Options
• Certificate of Completion
• Associate of Applied Science Degree
• Program length: 4 quarters
• Entry point: fall, winter or spring quarters

The Computer Network Technology program is designed for entry-level students to develop skills needed to gain employment as computer network installation, configuration, and support technicians. Students receive training in basic electronic theory and progress through classes in maintenance and repair of Microsoft Windows and Linux Operating system environments. Students are prepared for industry certifications, including CompTIA A+, CompTIA Network+, Linux+, and Microsoft Certified Technology Specialist. Both server and workstation configurations are taught in this one year program.

4/5-6/23 8:00AM-2:30PM DAILY J102 MCCORMICK/PARTAIN/SANDERSON

LEGAL ASSISTANT

Program Options
• Certificate of Completion
• Associate of Applied Science Degree
• Program length: 4 quarters
• Entry point: fall or winter quarters, or with instructor permission

This program prepares students to work in law firms, law-related offices, including the courts, government agencies, non-profits, and corporate legal departments as legal assistants, legal receptionists, clerks, litigation practice assistants, and legal support professionals. Word processing and computer applications are emphasized as well as legal/business terminology and communications, document preparation and procedures for today’s high-tech law offices. This program provides a foundation for students interested in preparing for the NALS Accredited Legal Professional (ALP) examination. A cooperative education option or internship may be available. (Students entering without keyboarding skills may take longer to complete.) This program offers scheduling flexibility and may be taken days with an option for a hybrid component or evenings as a hybrid program. Internet access with current RTC student email, Adobe Reader and MS Office is required.

Section One (Days with Hybrid Option)

4/5-6/23 8:00AM-2:30PM DAILY H203 JENNINGS

Section Two (Evening/Saturday Hybrid)

4/5-6/23 6:00PM-9:00PM TTh H203 HAWKINS

1/23, 2/6, 2/20, 3/5, 3/19 9:00AM-1:00PM Sa

MACHINING

PRECISION MACHINING TECHNOLOGIES

Program Options
• Certificate of Completion
• Associate of Applied Science Degree
• Program length: 9 quarters
• Entry point: summer or winter quarters

This two year program is designed to help students acquire and develop skills necessary to work in the manufacturing industry. The course integrates theory and practical applications in a fully equipped machine shop facility. Students study machining processes and procedures, properties of metals, blueprint reading, applied math, inspection techniques, Computer Aided Manufacturing utilizing Mastercam

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
software, and the operation of Computer Numerical Control (CNC) machines. The CNC equipment includes Vertical and Horizontal Machining Centers as well as CNC Lathes with live tooling. When appropriate, students may be assigned to a cooperative workstation in industry. This program articulates with Tech Prep Programs through the South King County Tech Prep Consortium.

*Additional Program Fee: $10/credit, max 15 credits per quarter

4/5-6/23 8:00AM-2:30PM DAILY F102
DICKSON/HATEM/POHLMAN

PREVENTATIVE MANUFACTURING MAINTENANCE

Program Options
- Certificate of Completion
- Entry point: quarterly
- Program length: 1 quarter

This short-term program prepares students/trainees to safely enter the machine shop environment as a Preventative Manufacturing Maintenance worker. Workplace safety is instilled in every aspect of this training program. Students learn to identify conventional lathes and milling machines, and CNC machinery, as well as grinders and other equipment commonly found in typical manufacturing facilities. Students also learn to perform standard service operations on this shop equipment. Students/trainees use oils, solvents, lubricants, and hand tools which are common to the machining industry. This program includes student-evaluation of service that may become necessary on specific equipment. Students are trained in basic blueprint reading, including the interpretation of machinery schematics, shop math as necessary for performing workplace tasks, communication skills written and verbal, and team work on every level of training. The program lab offers many brands of machining equipment, so students will become comfortable working on and around actual machine shop equipment in a production machining environment.

5/4-7/28 7:00AM-2:00PM DAILY J207
FLIPPO

MAJOR APPLIANCE AND REFRIGERATION

TECHNOLOGY

Program Options
- Certificate of Completion
- Associate of Applied Science Degree
- Program length: 8 quarters
- Entry point: fall or spring quarters

This program offers practical technical training in the repair and troubleshooting of all major appliances. Instruction is designed to duplicate conditions and requirements experienced by a technician working in the field. Emphasis is placed on developing a thorough understanding of electrical, mechanical, and refrigeration theory through classroom experiences and practical application. Proficiency is developed by using test equipment to improve diagnostic and repair techniques. Students are introduced to all aspects of the industry including parts procurement, work order/parts development, and industrial communications. This program is accredited by the Washington State Department of Labor and Industries, Electrical Section. This program is approved as an electrical specialty training school for Appliance Repair (07D) by the Washington State Department of Labor and Industries, Electrical Section. This program is accredited by the Professional Service Association, a national appliance industry organization.

*Additional Program Fee: $10/credit, max 15 credits per quarter

4/5-6/23 7:30AM-2:00PM DAILY E401A
BAEDER/CAMPBELL

KITCHEN MAJOR APPLIANCE TECHNOLOGY

Program Options
- Certificate of Completion
- Associate of Applied Science Degree
- Program length: 4 quarters
- Entry point: fall quarter

This program offers practical technical training in the repair and troubleshooting of all major kitchen appliances. Instruction is designed to duplicate conditions and requirements experienced by a technician working in the field. Emphasis is placed on developing a thorough understanding of electrical and mechanical theory through classroom experiences and practical application. Proficiency is developed by using test equipment to improve diagnostic and repair techniques. Students are introduced to all aspects of the industry including parts procurement, work order/parts development, and industrial communications. This program is accredited by the Professional Service Association, a national appliance industry organization.

*Additional Program Fee: $10/credit, max 15 credits per quarter

4/5-6/23 7:30AM-2:00PM DAILY E401A
BAEDER/CAMPBELL

LAUNDRY MAJOR APPLIANCE TECHNOLOGY

Program Options
- Certificate of Completion
- Associate of Applied Science Degree
- Program length: 4 quarters
- Entry point: fall quarter

This program offers practical technical training in the repair and troubleshooting of all domestic and light commercial laundry appliances. Instruction is designed to duplicate conditions and requirements experienced by a technician working in the field. Emphasis is placed on developing a thorough understanding of electrical and mechanical theory through classroom experiences and practical application. Proficiency is developed by using test equipment to improve diagnostic and repair techniques. Students are introduced to all aspects of the industry including parts procurement, work order/parts development, and industrial communications. This program is accredited by the Professional Service Association, a national appliance industry organization.

*Additional Program Fee: $10/credit, max 15 credits per quarter

4/5-6/23 7:30AM-2:00PM DAILY E401A
BAEDER/CAMPBELL

REFRIGERATION TECHNOLOGY DOMESTIC/COMMERCIAL

Program Options
- Certificate of Completion
- Associate of Applied Science Degree
- Program length: 4 quarters
- Entry point: fall or spring quarters

This training program for Refrigeration Technicians enables students to develop the skills necessary to work as domestic or commercial service technicians on refrigeration, air conditioning and heat pump systems. Emphasis is placed on developing a thorough understanding of electrical and refrigeration theory through classroom experiences and practical application. Service, repair, and troubleshooting techniques are taught on late model equipment in a fully equipped training facility. Students are taught how to safely handle, store, and dispose of CFC refrigerants, (HCFC & HFC refrigerants if emphasis on Commercial) according to EPA requirements, related to diagnostic, service, and repair procedures. Technical proficiency and competency are developed by using test and service equipment to improve diagnostic and repair techniques. Laboratory experience helps develop skills in...
brazing and soldering of copper, steel, and aluminum. This program is approved as an electrical specialty training school for Appliance Repair (07D) by the Washington State Department of Labor and Industries, Electrical Section. This program is accredited by the Professional Service Association, a national appliance industry organization.

*Additional Program Fee: $10/credit, max 15 credits per quarter

4/5-6/23  7:30AM-2:00PM DAILY  E401A
BAEDER/CAMPBELL

**MASSAGE THERAPY PRACTITIONER**

MASSAGE THERAPY PRACTITIONER

**Program Options**

- Certificate of Completion
- Associate of Applied Science Degree
- Associate of Applied Science-Transfer (AAS-T) Degree
- Program length: 3 quarters
- Entry point: fall quarter

This program, approved by the Washington State Board of Massage, prepares students to become professionally licensed to practice therapeutic massage for health maintenance, assessment, and rehabilitation of body tissues and systems. Therapeutic massage is an integral part of sports medicine, injury recovery, physical, mental, and emotional well-being. The program offers training in diverse modalities including Swedish massage, deep tissue massage, myofascial release, hydrotherapy and hot stone massage. Student clinic and internship experience are required. Successful completion of this program prepares the students to take the MBLEX licensing exam and to meet the licensing requirements for Washington State. A Certificate of Completion is awarded upon successful completion of core course requirements (two [2] attempts per course only). To earn an Associate of Applied Science (AAS) or Associate of Applied Science-Transfer (AAS-T) degree, students must complete all requirements of the certificate program plus 25 credits of General Education and 16 credits of Massage Electives. Students are required to join the American Massage Therapy Association and the Washington State Chapter. The cost is in addition to tuition. The cost includes AMTA membership, Washington Chapter membership, and liability insurance. Copy of proof of membership will be required at time of registration. Students must complete and pass a nationwide criminal background check within 3 months prior to admission into the program at http://certifiedbackground.com (use package code RR68).

*Additional Program Fee: $5/credit, max 15 credits per quarter

4/5-6/23  10:00AM-2:30PM DAILY  B102
SKOCZEN

**MEDICAL ASSISTANT**

**Program Options**

- Certificate of Completion
- Associate of Applied Science Degree
- Associate of Applied Science-Transfer (AAS-T) Degree
- Program length: 4 quarters
- Entry point: fall or winter quarter

The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assistant Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 (727) 210-2350, www.caahep.org. The program prepares students to become multi-skilled professionals to perform a variety of patient-related tasks in physician offices and other health care settings. The curriculum is designed to meet the requirements for Medical Assistant- Certified as described in RCW 18.360. Students learn to set up clients for examination, draw blood for basic lab studies, administer some medications, do EKGs, assist with minor surgical procedures and perform front office skills related to medical records and billing. A clinical externship is included.

To learn more visit RTC.edu/massagecareer or call (425) 235-2352

**MASSAGE THERAPY PRACTITIONER at Renton Technical College**

**ENROLL TODAY!**

9 MONTHS | AA DEGREE AVAILABLE

- Swedish Massage
- Trigger Point Release
- Manual Lymphatic Drainage
- Hydrotherapy
- Pregnancy Massage
- Hot Stone Massage
- Deep Tissue Massage
- Treatment Techniques
- Sports Massage
- Foot Reflexology
- Acupressure Modalities
- Entrepreneurial and job search skills

To learn more visit RTC.edu/massagecareer or call (425) 235-2352
MEDICAL REIMBURSEMENT SPECIALIST

Program Options

- Certificate of Completion
- Online option available fall starts
- Program length: 4 quarters
- Entry point: fall, winter or spring quarter

Develop skills and knowledge to work side-by-side with doctors and other healthcare professionals in clinics, insurance companies, hospitals, and other medical settings. Learn to provide the administrative support needed to schedule patients, compose, and produce documents, and manage medical and financial records. Jobs in this growing field offer variety, challenge, and the rewards of helping others.

4/5-6/23 8:00AM-2:30PM DAILY  H207
MAY-FARLEY/MAHER

MEDICAL TERMINOLOGY

Introduction to word origin and medical terminology relating to body structure, cells and organs, disease, surgery, diagnosis and treatment. Also includes introduction to basic anatomy. Students must purchase book from the RTC Bookstore prior.

MAPS 103 W404 5 credits ONLINE
4/5-6/23 ARR ARR SHARPE S

PROCTORED FINAL TO BE DETERMINED

NURSING ASSISTANT

Program Options

- Certificate of Completion
- Program length: 1 quarter
- Entry point: fall, winter, spring or summer quarter

This program meets both Washington State and Federal curriculum requirements for Nursing Assistant Certification. Once certified, graduates are eligible for employment in hospitals, clinics, long-term care facilities, retirement/assisted living facilities, adult family homes, and in-home health care. Students gain knowledge and learn skills caring for patients of various age groups during acute and chronic stages of diseases, surgery, and rehabilitation, as well as how to maintain health during the normal aging process. Included in the curriculum are patients' rights, basic bedside nursing skills, patient/personal safety, HIPAA, and HIV/AIDS education. Skills are practiced in the program laboratory. Clinical experience occurs in acute hospitals and/or skilled nursing facilities. Hours vary during clinical assignment including possible evening or weekend placement. Students must pass all coursework with a 2.0 average or better and a satisfactory completion of clinical and lab for their certificate. This program is the first phase of the career ladder option for students to become Licensed Practical or Registered Nurses. Students must complete and pass a nationwide criminal background check prior to admission into the program at http://certifiedbackground.com (use package code R75na). Must meet

4/5-6/23 8:00AM-2:30PM DAILY  H207
MAY-FARLEY/MAHER

MEDICAL CODING SPECIALIST

Program Options

- Certificate of Completion
- Associate of Applied Science Degree
- Online option available fall starts
- Program length: 6 quarters Entry point: fall, winter or spring quarters

Develop skills and knowledge to transform descriptions of diseases, injuries, conditions, and procedures into numerical designations in clinics, insurance companies, and other medical settings. Work with doctors, managers, and other healthcare professionals to translate written terminology or descriptions into a universal, common language. Learn medical terminology, word processing, spreadsheet applications, and MediSoft computerized patient accounting while using ICD-9 CM, CPT and HCPCS level II guidelines to complete the CMS-1500 claim form using patient data abstracted from the encounter form and medical record. This high-demand occupation provides many opportunities for people who like attention to detail and take pride in their work. Transfer credit from other institutions is considered upon validation of transcript and course work.

4/5-6/23 8:00AM-2:30PM DAILY  H207
MAY-FARLEY/MAHER

MEDICAL OFFICE PROGRAMS

MEDICAL CODING SPECIALIST

Program Options

- Certificate of Completion
- Associate of Applied Science Degree
- Online option available fall starts
- Program length: 6 quarters Entry point: fall, winter or spring quarters

Develop skills and knowledge to transform descriptions of diseases, injuries, conditions, and procedures into numerical designations in clinics, insurance companies, and other medical settings. Work with doctors, managers, and other healthcare professionals to translate written terminology or descriptions into a universal, common language. Learn medical terminology, word processing, spreadsheet applications, and MediSoft computerized patient accounting while using ICD-9 CM, CPT and HCPCS level II guidelines to complete the CMS-1500 claim form using patient data abstracted from the encounter form and medical record. This high-demand occupation provides many opportunities for people who like attention to detail and take pride in their work. Transfer credit from other institutions is considered upon validation of transcript and course work.

4/5-6/23 8:00AM-2:30PM DAILY  H207
MAY-FARLEY/MAHER

MEDICAL REIMBURSEMENT SPECIALIST

Program Options

- Certificate of Completion
- Online option available fall starts
- Program length: 2 quarters
- Entry point: fall or winter quarters

First impressions are important, and as the medical receptionist you provide the first positive response to patient needs. You train on computers, learn anatomy and terminology, oral and written communications, telephone techniques, how to triage, schedule appointments, and access patient records as you prepare yourself to become a valued member of the medical office team. Transfer credit from other institutions will be considered upon validation of transcript and course work.

4/5-6/23 8:00AM-2:30PM DAILY  H207
MAY-FARLEY/MAHER

MEDICAL TERMINOLOGY

Introduction to word origin and medical terminology relating to body structure, cells and organs, disease, surgery, diagnosis and treatment. Also includes introduction to basic anatomy. Students must purchase book from the RTC Bookstore prior.

MAPS 103 W404 5 credits ONLINE
4/5-6/23 ARR ARR SHARPE S

PROCTORED FINAL TO BE DETERMINED

NURSING ASSISTANT

Program Options

- Certificate of Completion
- Program length: 1 quarter
- Entry point: fall, winter, spring or summer quarter

This program meets both Washington State and Federal curriculum requirements for Nursing Assistant Certification. Once certified, graduates are eligible for employment in hospitals, clinics, long-term care facilities, retirement/assisted living facilities, adult family homes, and in-home health care. Students gain knowledge and learn skills caring for patients of various age groups during acute and chronic stages of diseases, surgery, and rehabilitation, as well as how to maintain health during the normal aging process. Included in the curriculum are patients' rights, basic bedside nursing skills, patient/personal safety, HIPAA, and HIV/AIDS education. Skills are practiced in the program laboratory. Clinical experience occurs in acute hospitals and/or skilled nursing facilities. Hours vary during clinical assignment including possible evening or weekend placement. Students must pass all coursework with a 2.0 average or better and a satisfactory completion of clinical and lab for their certificate. This program is the first phase of the career ladder option for students to become Licensed Practical or Registered Nurses. Students must complete and pass a nationwide criminal background check prior to admission into the program at http://certifiedbackground.com (use package code R75na). Must meet

4/5-6/23 8:00AM-2:30PM DAILY  H207
MAY-FARLEY/MAHER

MEDICAL REIMBURSEMENT SPECIALIST

Program Options

- Certificate of Completion
- Online option available fall starts
- Program length: 2 quarters
- Entry point: fall or winter quarters

First impressions are important, and as the medical receptionist you provide the first positive response to patient needs. You train on computers, learn anatomy and terminology, oral and written communications, telephone techniques, how to triage, schedule appointments, and access patient records as you prepare yourself to become a valued member of the medical office team. Transfer credit from other institutions will be considered upon validation of transcript and course work.

4/5-6/23 8:00AM-2:30PM DAILY  H207
MAY-FARLEY/MAHER

MEDICAL TERMINOLOGY

Introduction to word origin and medical terminology relating to body structure, cells and organs, disease, surgery, diagnosis and treatment. Also includes introduction to basic anatomy. Students must purchase book from the RTC Bookstore prior.

MAPS 103 W404 5 credits ONLINE
4/5-6/23 ARR ARR SHARPE S

PROCTORED FINAL TO BE DETERMINED

NURSING ASSISTANT

Program Options

- Certificate of Completion
- Program length: 1 quarter
- Entry point: fall, winter, spring or summer quarter

This program meets both Washington State and Federal curriculum requirements for Nursing Assistant Certification. Once certified, graduates are eligible for employment in hospitals, clinics, long-term care facilities, retirement/assisted living facilities, adult family homes, and in-home health care. Students gain knowledge and learn skills caring for patients of various age groups during acute and chronic stages of diseases, surgery, and rehabilitation, as well as how to maintain health during the normal aging process. Included in the curriculum are patients' rights, basic bedside nursing skills, patient/personal safety, HIPAA, and HIV/AIDS education. Skills are practiced in the program laboratory. Clinical experience occurs in acute hospitals and/or skilled nursing facilities. Hours vary during clinical assignment including possible evening or weekend placement. Students must pass all coursework with a 2.0 average or better and a satisfactory completion of clinical and lab for their certificate. This program is the first phase of the career ladder option for students to become Licensed Practical or Registered Nurses. Students must complete and pass a nationwide criminal background check prior to admission into the program at http://certifiedbackground.com (use package code R75na). Must meet

4/5-6/23 8:00AM-2:30PM DAILY  H207
MAY-FARLEY/MAHER

MEDICAL REIMBURSEMENT SPECIALIST

Program Options

- Certificate of Completion
- Online option available fall starts
- Program length: 2 quarters
- Entry point: fall or winter quarters

First impressions are important, and as the medical receptionist you provide the first positive response to patient needs. You train on computers, learn anatomy and terminology, oral and written communications, telephone techniques, how to triage, schedule appointments, and access patient records as you prepare yourself to become a valued member of the medical office team. Transfer credit from other institutions will be considered upon validation of transcript and course work.

4/5-6/23 8:00AM-2:30PM DAILY  H207
MAY-FARLEY/MAHER

MEDICAL TERMINOLOGY

Introduction to word origin and medical terminology relating to body structure, cells and organs, disease, surgery, diagnosis and treatment. Also includes introduction to basic anatomy. Students must purchase book from the RTC Bookstore prior.

MAPS 103 W404 5 credits ONLINE
4/5-6/23 ARR ARR SHARPE S

PROCTORED FINAL TO BE DETERMINED

NURSING ASSISTANT

Program Options

- Certificate of Completion
- Program length: 1 quarter
- Entry point: fall, winter, spring or summer quarter

This program meets both Washington State and Federal curriculum requirements for Nursing Assistant Certification. Once certified, graduates are eligible for employment in hospitals, clinics, long-term care facilities, retirement/assisted living facilities, adult family homes, and in-home health care. Students gain knowledge and learn skills caring for patients of various age groups during acute and chronic stages of diseases, surgery, and rehabilitation, as well as how to maintain health during the normal aging process. Included in the curriculum are patients' rights, basic bedside nursing skills, patient/personal safety, HIPAA, and HIV/AIDS education. Skills are practiced in the program laboratory. Clinical experience occurs in acute hospitals and/or skilled nursing facilities. Hours vary during clinical assignment including possible evening or weekend placement. Students must pass all coursework with a 2.0 average or better and a satisfactory completion of clinical and lab for their certificate. This program is the first phase of the career ladder option for students to become Licensed Practical or Registered Nurses. Students must complete and pass a nationwide criminal background check prior to admission into the program at http://certifiedbackground.com (use package code R75na). Must meet

4/5-6/23 8:00AM-2:30PM DAILY  H207
MAY-FARLEY/MAHER

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
Immunization and program specified health requirements and proof of health insurance coverage that covers the student during the length of the program.

SECTION 1 DAY PROGRAM H101A
4/5-5/10  8:00AM-2:30PM  DAILY  THEORY  KAUR
4/27-5/6  5:45AM-2:15PM  ARR  CLINICAL  KAUR

I-BEST program-daytime section only. Students may be tested for eligibility and additional class hours may be required. Talk to a counselor for more information.

SECTION 2 EVENING HYBRID PROGRAM H101A
4/5-5/23  6:00PM-9:30PM  MW  THEORY  KAUR
5/7-5/22  5:45AM-2:15PM  ARR  CLINICAL  KAUR

PLEASE NOTE: Class will meet M/Tu/W/Th during first two weeks for CPR/First Aid. A significant portion of the course material for this class will be provided on-line. Access to a computer while off campus is required. By meeting Quality RTC standards, this course provides a clear pathway to student success.

SECTION 3 DAY PROGRAM H101A
5/12-6/20  8:00AM-2:30PM  DAILY  THEORY  KAUR
6/8-6/17  5:45AM-2:15PM  WThF  CLINICAL  KAUR

I-BEST program-daytime section only. Students may be tested for eligibility and additional class hours may be required. Talk to a counselor for more information.

REGISTERED NURSE
Program Options
• Associate of Applied Science Transfer (AAS-T) Degree
• Program length: 6 quarters
• Entry point: fall and spring quarter

The Nursing Program at Renton Technical College prepares students for employment as registered nurses in a variety of health care environments in the surrounding community. Students who successfully complete the program will receive an Associate in Applied Sciences-Transfer (AAS-T) degree and be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) exam. The program also prepares students to transfer to an RN-BSN program after obtaining the RN license. Concept based curriculum supports students from varied backgrounds by relating new ideas to previously acquired knowledge in an engaging and supportive environment. Students are provided with many opportunities to acquire the necessary critical thinking skills for practice as Registered Nurses in the dynamic healthcare environment. Nursing students will be equipped to provide safe, comfort-oriented, culturally-sensitive nursing care that meets the highest professional standards and serves a diverse population. This includes the utilization of nursing informatics and information technology to provide optimal, evidence-based nursing care now and throughout their career. Students must complete and pass a nationwide criminal background check prior to admission into the program at [http://certifiedbackground.com](http://certifiedbackground.com) (use package code Rr75nur). Must meet immunization and program specified health requirements and proof of health insurance coverage that covers the student during the length of the program.

*Additional Program Fee: $10/credit, max 15 credits per quarter
4/5-6/23  8:00AM-2:30PM  DAILY  TBD
ALI/HINKSON/ZERBY/MCCONICO

OFFICE ASSISTANT/RECEPTIONIST
Program Options
• Certificate of Completion
• Program Length: 1 quarter
• Entry point: winter quarter

Students prepare for entry-level careers in the office occupations. In addition to keyboarding and hands-on training on computers using Microsoft Office applications, students study business math, business English, human relations and customer service, and develop general clerical skills. PLEASE NOTE: This is a hybrid program and a significant portion of the course material for this class will be provided on-line.

Considering a Career in Healthcare?
Consider RTC and train for one of these careers:

- Anesthesia Technologist
- Central Service Technician
- Dental Assistant
- Massage Therapy Practitioner
- Medical Assistant
- Medical Assistant - Phlebotomy
- Nursing Assistant
- Ophthalmic Assistant
- Pharmacy Technician
- Registered Nurse
- Surgical Technology
- Veterinary Assistant

Learn more at
[rtc.edu/content/health-care-wellness](http://rtc.edu/content/health-care-wellness)
or call (425) 235-2352

RTC
RENTON TECHNICAL COLLEGE

RTC.EDU
**OPHTHALMIC ASSISTANT**

This program provides entry level training leading to a certificate as an Ophthalmic Assistant. Curriculum is based on Commission on Accreditation of Ophthalmic Medical Programs standards and guidelines. The program provides entry level training as an Ophthalmic Assistant and qualifications for the Joint Commission on Allied Health Personnel in Ophthalmology (JACHPO) national certification exam. Course work includes the following: medical terminology, anatomy and physiology, history taking, visual and pupillary assessment, pathophysiology, lensometry, basic tonometry, instrument maintenance, medical ethics and regulatory and legal issues. Included in the program are extensive clinical experiences in ophthalmologist private clinics, teaching hospitals, and eye centers. Students must be attending high school, possess a high school equivalency certificate, or be a high school graduate. Students must complete and pass a nationwide criminal background check prior to admission into the program at [http://certifiedbackground.com](http://certifiedbackground.com) (use package code Rr72). Students must meet immunization and program specified health requirements and proof of health insurance coverage that covers the student during the length of the program.

**Program Options**
- Certificate of Completion
- Associate of Applied Science Degree
- Associate of Applied Science-Transfer (AAS-T) Degree
- Program length: 4 quarters
- Entry point: winter quarter

**OPHTHALMIC ASSISTANT**

**PHARMACY TECHNICIAN**

This ASHP (American Society of Health-System Pharmacists) accredited program prepares students for practice as Pharmacy Technicians performing a wide variety of tasks in both retail and hospital pharmacies under the supervision of a pharmacist. This course will give students the necessary foundation of information and skills for the required National Certification Exam. Program content includes but is not limited to theory in areas such as pharmacology, pharmacy law, pharmaceutical math, and drug product knowledge. Practical application skills such as intravenous admixture, prescription filling, and compounding of products to be dispensed are also acquired. Clinical externship experience in both hospital and a retail pharmacy is included. Student must be attending high school, possess a high school equivalency certificate, or be a high school graduate to enter the program. Students must complete and pass a nationwide criminal background check prior to admission into the program at [http://certifiedbackground.com](http://certifiedbackground.com) (use package code Rr72). Must meet immunization and program specified health requirements and proof of health insurance coverage that covers the student during the length of the program.

**Program Options**
- Certificate of Completion
- Program length: 4 quarters
- Entry point: open entry

**PHARMACY TECHNICIAN**

**PROPERTY MAINTENANCE FOR THE MULTI-FAMILY RESIDENCE**

Students gain skills necessary to secure positions in property maintenance for multi-family residences. The program is designed for all students including those with Limited English Proficiency of Level 4 and above. Students can enroll for the quarter to receive a certificate of completion or enroll in particular components of interest for skills upgrades. Training components include: safety and emergency procedures; painting and drywall repairs; maintaining an attractive outdoor environment; basic electrical theory, repairs and replacements; basic plumbing repairs and replacements; basic appliance repairs; customer service; First Aid; and job search skills. Students do have the option of enrolling in specific courses only, based on availability.

**Program Options**
- Certificate of Completion
- Entry point: winter
- Program length: 3 quarters

**PROPERTY MAINTENANCE**

**PROFESSIONAL BAKING**

Students have the opportunity to learn baking basics and the science of baking in an exciting well-equipped kitchen setting. This course is a fast paced program following industry standards and practices of classical and contemporary baking. A variety of learning competencies and learning methods designed for our progressive program enables the program to offer highly concentrated, focused, and hands-on curriculum. Participants participate in scaling and mixing, dough preparation, retail operations and oven work in a production kitchen. The courses reviewed include; breads, pies, pastries, cookies, doughnuts, cakes and specialty decorating. Bakery math, customer service and human relations courses will assist the student with developing a portfolio. The program supports a retail bakery offering a broad selection of baked goods, cakes and pastries finished to industry standards. If you enjoy teamwork, bakery production, timelines, and creating delicious baked goods in a commercial baking environment, this program is for you!

**Program Options**
- Certificate of Completion
- Program length: 4 quarters
- Entry point: open entry

**PROFESSIONAL BAKING**

*Additional Program Fee: $10/credit, max 15 credits per quarter*

**SURGICAL TECHNOLOGIST**

The Surgical Technologist program is accredited nationally by the Commission on Accreditation of Allied Health Education Programs in collaboration with the Association of Surgical Technologists and the American College of Surgeons. In this program, the student is trained to become an integral part of the team of medical
practitioners providing surgical care to patients. The student will be taught to facilitate the safe and effective conduct of invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. The student will be trained to possess expertise in the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician’s performance of invasive therapeutic and diagnostic procedures. A major portion of the course training occurs in a variety of regional healthcare facilities. A Certificate of Completion is awarded upon successful completion of core course requirements (two [2] attempts per course only). To earn an Associate of Applied Science (AAS) or Associate of Applied Science-Transfer (AAS-T) degree, students must complete the certificate program and meet the General Education course requirements. The prerequisite, a 5-credit Introduction to Anatomy & Physiology course, is part of the General Education requirements for the AAS degree. Students must complete and pass a nationwide criminal background check within 3 months prior to admission into the program at certifiedbackground.com (use package code Rr73) Must meet immunization and program specified health requirements and proof of health insurance coverage that covers the student during the length of the program.

*Additional Program Fee: $5/credit, max 15 credits per quarter
4/5-6/23 8:00AM-2:30PM DAILY B208/B126
SPENCE/SERBA

(Hours may vary during clinical rotation.)

SURVEYING – GEOSPATIAL SCIENCE

FIELD SURVEY TECHNICIAN

Program Options

• Certificate of Completion
• Program length: 4 quarters
• Entry point: fall quarter, bi-yearly

This program prepares students for work as a field survey technician, starting with "chain person" and advancing to "instrument person" or "party chief". Students learn field survey techniques, calculation and office skills through extensive hands-on training using a variety of up-to-date instruments, including total stations with data collectors, hand-held calculators and computers. Group projects in the classroom and in the field develop both experience and leadership skills. Projects involve all aspects of work, including planning, measuring and taking field notes. Transfer credit from other institutions will be considered upon validation of transcript and course work.

4/5-6/23 8:00AM-2:30PM DAILY J204 PAQUETTE

LAND SURVEYING, GEOSPATIAL SCIENCE

Program Options

• Certificate of Completion
• Associate of Applied Science Degree
• Program length: 3 quarters
• Entry point: fall quarter, bi-yearly

This program emphasizes professional land surveying practices to enable graduates to continue their careers toward their Professional Land Surveyor licenses. Students train on the industry’s most powerful software for survey reduction, coordinate geometry and drafting. They also learn land and field surveying practices, field and office techniques, and the use of a variety of up-to-date instruments, including total stations with data collectors and GPS. Group laboratory projects provided throughout the program develop leadership skills and awareness. To earn an Associate of Applied Science Degree, the student must complete all requirements for the Land Survey Technician certificate program plus all requirements for the Field Survey Technician certificate program and 15 credits of General Education. Transfer credit from other institutions is considered upon validation of transcript and course work. This program articulates to Oregon Institute of Technology Bachelor of Science Degree in Geomatics, Surveying option, and Idaho State University Bachelor of Science Degree, Geomatics Technology.

AVAILABLE FALL 2016.

VETERINARY ASSISTANT

VETERINARY ASSISTANT

Program Options

• Certificate of Completion
• Program length: 3 quarters
• Entry point: fall quarter

The Veterinary Assistant program prepares students to assist the veterinarian in all aspects of animal care. Veterinary Assistants provide surgical and nursing care to animals in clinics, as well as field settings. They also provide basic care, perform laboratory procedures, and assist in the veterinary clinic with other functions. Veterinary Assistants work in a variety of settings including animal hospitals and clinics, animal shelters, laboratories, zoos, and animal parks. The program includes classroom theory, laboratory, and internship experience in local veterinary clinics. Students receive hands-on experience with animals. Program content requires the application of basic math, technical reading, and communications skills. Proof of health insurance for length of program required.

4/5-6/23 5:00PM-8:00PM TTh B114 ROEDE

WELDING

WELDING

Program Options

• Certificate of Completion
• Associate of Applied Science Degree
• Program length: 7 quarters
• Entry point: fall, winter, spring quarters

This program is designed to prepare welders for job entry in most phases of the welding industry. The certifications in this program are progressively sequenced for multiple completion points, and the student must take each certification in order, unless prior learning is deemed satisfactory. Classroom and practical experience is offered in the seven most common manual and semi-automatic welding processes; Oxy/acetylene welding (OFW), Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), FCAW (flux cored and arc welding), GTAW, Submerged Arc Welding (SAW) (arc) (MIG and TIG) welding. The instruction in this program is hands on individualized as well as group lessons. Previous experience determines a student’s starting point. A student’s motivation and ability to move through the program competencies will determine the level of achievement in each welding process. Washington state welder certification, WABO (Washington Association of Building Officials) is available in six of the arc welding processes. This program articulates with Tech Prep programs through the South King County Tech Prep Consortium.

*Additional Program Fee: $40/credit, max 15 credits per quarter
4/5-6/23 8:00AM-2:30PM DAILY A1 GEIST/PARKER

RTC.EDU
Preventative Manufacturing Maintenance

- Program date: May 4, 2016 - July 28, 2016
- Nine week program
- Gain the skills to enter the machine shop environment:
  - Equipment Identification
  - Personal & Environmental Safety
  - Blueprint Reading
  - Machine Maintenance Procedures
  - Inventory Control
- Class times: Monday-Friday 8:00AM-2:30PM
- Worker Retraining & WorkFirst Eligible!

Learn more at RTC.edu/GetStarted or call (425) 235-2352.

Renton Technical College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, marital status, gender, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Lesley Hogan, Executive Director of Human Resources; (425) 235-7873.
**RTC CAMPUS GUIDE**

**DIRECTIONS TO THE RTC CAMPUS**

**MISSION STATEMENT**
Renton Technical College prepares a diverse student population for work, fulfilling the employment needs of individuals, business, and industry.

**DIVERSITY STATEMENT**
Renton Technical College seeks to create a healthy, positive, respectful environment where the many voices of our students, faculty, and staff are heard and valued. The RTC community will accomplish this through awareness and the ongoing development of the knowledge and skills necessary to learn, work, and thrive in a diverse community.

**PUBLICATION DISCLAIMER**
The Class Schedule is published for information purposes only. Although every effort is made to ensure accuracy at the time of publication, this class schedule shall not be construed to be an irrevocable contract between the student and Renton Technical College. The College reserves the right to make any changes in the content and provisions of the Class Schedule without notice. In addition, the College reserves the right to cancel, change class fees or meeting dates and times at any time, without notice. Be advised that new Programs proposed are subject to final approval by appropriate state agencies.

**NON-DISCRIMINATION STATEMENT**
We are an affirmative action and equal opportunity employer. Renton Technical College provides equal opportunity in education and employment and does not discriminate on the basis of race or ethnicity, creed, color, national origin, citizenship, sex, marital status, sexual orientation, gender identity, age, religion, disability, genetic information, or veteran status. The college complies with applicable laws prohibiting discrimination and harassment in employment, educational programs and admissions, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, the Age Discrimination Act and the state law against discrimination, chapter 49.60 RCW.

Inquiries regarding compliance procedures and complaints may be directed to the college’s Title IX Officer Lesley Hogan (425) 235-7873.

**LIMITATION OF LIABILITY**
The college’s total liability for claims arising from a contractual relationship with the student in any way related to classes or Programs shall be limited to the tuition and expenses paid by the student to the college for those classes or programs. In no event shall the college be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits.

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**Driving Directions to RTC Main Campus from I-405**

**NORTHBOUND**
Take Exit 4. After exiting, do not take the Maple Valley exit to the right. Stay to the left and take the Bronson Way exit to Renton. Turn right at bottom of the off-ramp. Continue to the next stoplight and turn right onto Sunset Boulevard. One block further at the stoplight, turn right onto NE 3rd Street. Follow NE 3rd Street to the top of the hill. RTC is on the left side after you crest over the top of the hill. Turn left on Monroe Avenue NE to access the main entrance.

*If your meeting/event is located in the Annex, turn right on Monroe Avenue NE, then left at NE Second Street (3407 NE Second Street).*

**SOUTHBOUND**
Take Renton Exit 4, merge onto Sunset Boulevard, turn left at the first stoplight onto NE 3rd Street. Follow NE 3rd Street to top of hill. RTC is on the left side after you crest over the top of the hill. Turn left on Monroe Avenue NE to access the main entrance.

*If your meeting/event is located in the Annex, turn right on Monroe Avenue NE, then left at NE Second Street (3407 NE Second Street).*
Renton Technical College provides equal opportunity in education and employment and complies with applicable laws prohibiting discrimination and harassment. For inquiries regarding the non-discrimination policies, contact: Executive Director of Human Resources, 3000 NE 4th Street, Renton, WA 98056, (425) 235-7873. To receive this information in an alternative format, please contact Disability Support Services at: (425) 235-2352 ext. 5705.

Renton Technical College
3000 NE 4th Street
Renton, WA 98056-4123
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