Renton Technical College
2007–2008 Catalog
Renton Technical College Learning Outcomes
Renton Technical College students, faculty, staff and administration are committed to the employability of our certificate and degree graduates. We promote the knowledge, habits and skills leading to success in a diverse, technological, information driven society.

Reason
by interpreting and applying mathematical operations
» Use logic and appropriate methodology to draw conclusions from available information
» Use technology as a tool to obtain and organize information

Interact
ethically in diverse and complex situations
» Communicate successfully across cultures
» Value own and others’ individuality
» Use honest and ethical behavior in all actions

Perform
job-specific technical skills
» Demonstrate skills for entry level employment
» Meet industry-specific or certification standards
» Assume responsibility for assigned tasks

Think
creatively, critically and reflectively
» Apply decision making strategies
» Take responsibility for own learning
» Use multiple resources to gather information to solve problems

Communicate
with clarity and originality
» Demonstrate speaking, listening and writing skills effectively
» Analyze and respond to customer needs with sensitivity
» Utilize lines of communication to convey information effectively

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

Our Vision
Renton Technical College will be the premiere technical college in Washington State preparing students for certificates and associate and baccalaureate technical degrees.

Our Values
Renton Technical College is committed to the following values as we fulfill our mission and move towards our vision:

Student-focused their success is our success
Quality without compromise
Integrity to say and do what is right
Respect for people and feelings, ideas and resources
Teamwork together, we all accomplish more
Service to our customers and our community
Welcome to Renton Technical College

For over 65 years, Renton Technical College has been proud to serve the community by providing relevant, quality training and education, giving our students the opportunity to develop the necessary skills to compete in the job market. Our full-time and part-time career training programs are designed to replicate the work environment, giving our students the opportunity to train on equipment that is used in the workplace.

Whether you intend to be a welder, surgical technologist or drafter, your experience at RTC will be hands-on and relevant. When you successfully complete your program at RTC, you'll be ready to seek employment in your chosen field.

We encourage you to look through this catalog and find the career training that interests you. Then, take the time to talk with one of our counselors who can help you determine the best route to reach your goals. Keep in mind there is a variety of financial assistance available to those who qualify. Above all, remember this: we are here to help you succeed.

Students are at the center of all we do at Renton Technical College. They enjoy our caring environment, small class sizes and the individualized attention they receive. In fact, the majority of our students tell us they come to RTC because they were referred by a relative or friend who had a positive experience here. Over 95 percent of our students find employment when they leave our campus.

Each year, approximately 16,000 people come to RTC to learn a new skill or upgrade skills in their chosen field. During the day, you can find around 2,000 students in more than 48 full-time career training programs throughout our campus. Our instructors keep close ties with industry to ensure that learning is relevant to today's workplace. In fact, over 400 business members consult with RTC regularly.

In addition to full- and part-time career training, we offer a variety of short-term professional development classes through our Continuing Education and Community Education programs. Our quarterly Class Schedule has a complete listing of current offerings. For students who find they need a brush-up in general skill areas such as English and Math, Basic Studies classes are available to help them get started.

Thank you for your interest in Renton Technical College. We look forward to partnering with you to reach your personal and professional goals.

Donald E. Bressler, Ph.D.
President
The College

Mission Statement & Learning Outcomes ........................................ 2
Message from the President ............................................................. 3
Career Training Programs Listed by Career Field ............................... 5
About Renton Technical College .................................................... 6
School Calendar ............................................................................. 9
Instructional Programs/Degrees & Certificates ................................ 10
Admissions/Registration ................................................................. 15
Full-Time Programs: Estimated Cost & Length ............................... 19
Student Services & Financial Aid ..................................................... 20
Academic Regulations .................................................................... 28
Career Training Programs ............................................................... 32
Accounting Clerk ............................................................................ 33
Accounting Paraprofessional .......................................................... 34
Accounting Specialist .................................................................... 35
Applications Developer .................................................................... 36-37
Autobody Repair and Refinishing .................................................. 38-39
Automotive, Ford ASSET ................................................................ 40
Automotive Service Technician, ITEC .......................................... 41
Automotive Technology ................................................................... 42
Band Instrument Repair Technology .............................................. 43
Bank Teller ..................................................................................... 44
Basic Computer Applications ......................................................... 45
Basic Machining ............................................................................. 46
Basic Welding .................................................................................. 47
Central Service Technician ............................................................. 48
Certified Office Professional/Executive Assistant ......................... 49
Certified Office Professional/Office Support Specialist ................. 50
Child Development Associate ......................................................... 51
Children with Special Needs .......................................................... 52
Civil CADD ..................................................................................... 53
Commercial Building Engineering ............................................... 54
Computer-Aided Drafting ............................................................... 55
Computer Applications .................................................................. 56
Computer Network Technology ...................................................... 57
Computer Numerical Control ......................................................... 58
Computer Programming ................................................................. 59
Computer Science .......................................................................... 60
Construction Management .............................................................. 61
Construction Trades Preparation .................................................... 63
Cosmetology ................................................................................... 62
Culinary Arts .................................................................................. 64-65
Dental Assistant ............................................................................. 66
dest Dispatcher ............................................................................... 67
Early Childhood Careers ............................................................... 68
Electrical Plant Maintenance ........................................................ 70
Electronic Service Technician ......................................................... 71
Engineering Design Technology ..................................................... 72-73
Healthcare Custodial Services ....................................................... 74
Industrial Engineering ................................................................. 75
Industrial Studies .......................................................................... 76-77
Kitchen Major Appliance Technology ............................................ 78-79
Land Surveying/Field Survey Technician ........................................ 80-81
Land Surveying/Land Survey Technician ........................................ 82
Language Interpreter ...................................................................... 83
Laundry Major Appliance Technology ............................................ 84
Legal Office Assistant ..................................................................... 85
Legal Secretary/Legal Assistant ..................................................... 86
Licensed Practical Nurse ................................................................. 87
Major Appliance and Refrigeration Technology ......................... 88-89
Management of Child Care Programs ........................................... 90
Massage Therapy Practitioner ....................................................... 91
Medical Assistant .......................................................................... 92
Medical Coding Specialist – Physician Based ............................... 93
Medical Laboratory Technician, Certified ....................................... 94
Medical Office Certificate .............................................................. 95
Medical Receptionist ..................................................................... 96
Medical Reimbursement Specialist ............................................ 97
Multi-Occupational Trades (Apprenticeships) ............................... 131
Nursing Assistant .......................................................................... 98
Office Assistant/Receptionist ......................................................... 99
Ophthalmic Assistant ..................................................................... 100
Paraeducator/Bilingual Assistant ................................................ 101
Pharmacy Technician ..................................................................... 102
Phlebotomy Technician .................................................................. 103
Practical Accounting for Small Business ...................................... 104
Precision Machining Technologies ................................................ 105
Professional Baking ................................................................. 106-107
Property Maintenance ................................................................. 108
Refrigeration Technology ............................................................... 109
Registered Nurse, Associate Degree ............................................ 110-111
School Age Child Care ................................................................. 112
Supervision and Management ....................................................... 113
Surgical Technologist ..................................................................... 114-115
Technical Studies ........................................................................ 116
Veterinary Assistant ..................................................................... 117
Welding ......................................................................................... 118-119

General Education Classes ............................................................. 120
Table of Contents ......................................................................... 121
Apprenticeship Programs ............................................................... 129-130
Multi-Occupational Trades ........................................................... 131
Basic Studies ................................................................................. 132
Adult Basic Education ..................................................................... 133
General Education Development (GED) Preparation .................... 133
Brush Up ......................................................................................... 133
English as a Second Language ....................................................... 134
External Diploma Program ............................................................. 134
Tutoring ......................................................................................... 134

Program Course Descriptions ....................................................... 135-210
Appendix ......................................................................................... 211
Board of Trustees ........................................................................... 212
Advisory Council/Foundation ......................................................... 213
Administration/Support Staff ........................................................ 213
Full-Time Faculty .......................................................................... 214
Index ......................................................................................... 219
Campus Guide ............................................................................... 223
Career Training Programs Listed by Career Field

Allied Health Careers
For medical office programs, see Business Technology Careers
Central Service Technician .................. 48
Dental Assistant ................................ 66
Dispatcher .......... ........................ 67
Healthcare Custodial Services ............. 74
Licensed Practical Nurse .................. 87
Massage Therapy Practitioner ............ 91
Medical Assistant ............................ 92
Medical Laboratory Technician, Certified . 94
Nursing Assistant ............................ 98
Ophthalmic Assistant ......................... 100
Pharmacy Technician ......................... 102
Phlebotomy Technician ....................... 103
Registered Nurse, Associate Degree ... 110-111
Surgical Technologist ....................... 114-115
Veterinary Assistant ........................ 117

Automotive Technology Careers
Autobody Repair and Refinishing ...... 38-39
Automotive, Ford ASSET ................. 40-41
Automotive Service Technician, ITEC ... 41
Automotive Technology .................... 42

Business Technology Careers
Accounting Clerk ....................... 33
Accounting Paraprofessional .......... 34
Accounting Specialist ................... 35
Bank Teller .................... 44
Basic Computer Applications ....... 45
Certified Office Professional/Executive Assistant .. 59
Certified Office Professional/Office Support Specialist .. 50
Computer Applications ................. 56
Legal Office Assistant ................. 85
Legal Secretary/Legal Assistant ...... 86
Medical Coding Specialist—Physician Based .... 93
Medical Office Certificate .............. 95
Medical Receptionist .................... 96
Medical Reimbursement Specialist ... 97
Office Assistant/Receptionist ....... 99
Practical Accounting for Small Business .. 104

Construction & Building Technology Careers
Basic Welding .............................. 47
Civil CADD .................................. 53
Commercial Building Engineering .... 54
Computer-Aided Drafting ............. 55
Construction Management .......... 61
Construction Trades Preparation ...... 63
Electrical Plant Maintenance .......... 70
Engineering Design Technology ...... 72
Industrial Engineering .................. 75
Industrial Studies ......................... 76-77
Land Surveying/Field Survey Tech ... 80-81
Land Surveying/Land Survey Technician .. 82
Property Maintenance .................. 108
Welding ................................... 118-119

Cosmetology Careers
Cosmetology ................................ 62

Culinary Careers
Culinary Arts ................................ 64-65
Professional Baking ........................ 106-107

Education & Human Services Careers
Child Development Associate .......... 51
Children with Special Needs ............ 52
Dispatcher ................................... 67
Early Childhood Careers ............... 68
Language Interpreter .................... 83
Management of Child Care Programs ... 90
Paraeducator/Bilingual Assistant .... 101
School Age Child Care .................. 112

Manufacuring & Product Service Careers
Band Instrument Repair Technology ... 43
Basic Machining ....................... 46
Basic Welding ............................ 47
Computer Numerical Control .......... 58
Electronic Service Technician ......... 71
Industrial Engineering ................. 75
Industrial Studies ......................... 76-77
Kitchen Major Appliance Technology .. 78-79
Laundry Major Appliance Technology .. 84
Major Appliance and Refrigeration Technology .... 88-89
Precision Machining Technologies .... 105
Refrigeration Technology .............. 109
Welding ................................... 118-119

Technology Careers
Applications Developer ............. 36-37
Civil CADD ......................... 53
Computer-Aided Drafting ............ 55
Computer Network Technology ....... 57
Computer Programming ............... 59
Computer Science .................... 60
Electronic Service Technician ....... 71
Engineering Design Technology ...... 72-73
Land Surveying/Field Survey Tech ... 80-81
Land Surveying/Land Survey Technician .. 82

General Occupational Degree Programs
Industrial Studies ...................... 76-77
Multi-Occupational Trades (Apprenticeships) .................. 131
Technical Studies ....................... 116

2007–2008 Catalog
About Renton Technical College

Renton Technical College (RTC) is one of 34 colleges in the State of Washington operated by the State Board for Community and Technical Colleges. RTC provides training, retraining and upgrading for persons seeking marketable job skills or upgrading current skills. Specialized programs allow students with or without high school credentials to enter at numerous times, progress in accordance with individual aptitudes, and complete low-cost training making job entry and success possible.

The College is able to monitor and respond to the needs of the local workforce through the guidance of program advisory committees comprised of both management and labor. Almost 400 volunteers serve on 40 program advisory committees to recommend instructors, assess the adequacy of educational materials and equipment, assist in placement, evaluate programs and specify training needs.

Training at Renton Technical College is relevant. The worker of tomorrow is trained by the journey-level instructor of today. Trainees are ensured that only those skills and concepts essential for seeking, gaining and holding a job are taught. At the same time, they are guaranteed they will not be taught superfluous skills and concepts. Mathematical, scientific, communication and human relation skills are integrated into practical instruction.

RTC’s goal is to provide job training in the shortest period of time at the least cost – an important concept for both the student and the Washington taxpayer. Professional-technical training at the College is comprised of three programs: full-time, initial job training; part-time, retraining or upgrading existing skills; and apprenticeship-related instruction.

For students who need a “brush-up,” the College provides instruction in the basic skills of reading, writing, and math; assistance studying for a high school diploma or equivalency certificate; or developing better comprehension of English to make additional studies possible.

History

In December of 1941, Renton Technical College came into existence as a war production school. Throughout the duration of World War II, the College provided customized pre-employment training and job upgrading-retraining.

After the war, the College became a state-funded professional-technical school with the mission of assisting industry in converting from a war-time to a peace-time economy. For the next 20 years, the College conducted a large number of upgrading-retraining classes and a small number of high quality training programs.

In 1965, the College moved to a central campus comprised of three new buildings. For the next five years, the basis of the specialized College was laid with its emphasis on open-entry, open-exit, and continuous progress instruction based on achievement of measurable competencies.

Since 1971, the College has grown to nearly 400,000 square feet and the student body has increased 500 percent. The original three buildings have been remodeled and expanded, 10 new structures have been built, four portables have been added, and the college has acquired numerous off-campus facilities.

The growth of the central campus has enabled the College to improve and expand training in the growing industries of health, service, and information technology—especially those fields that are affected by new technologies. The College continues to provide customized training and services to Puget Sound-area businesses both on our campus and at business sites.

The second 50 years, beginning in 1991, were marked by the conversion of the state’s vocational-technical institutes to technical colleges. As part of this change, governance was shifted to the State Board for Community and Technical Colleges and authorization was given to grant two year, sub-baccalaureate degrees and certificates of completion. Degrees are awarded in 37 preparatory programs, in apprenticeship and through three general occupational degree programs. Certificates are currently provided in over 60 programs. RTC’s full-time programs are listed on page 18 and part-time programs on page 10.
Renton Technical College continued

Significant Facts

- Renton Technical College was recognized as one of 14 exemplary professional-technical institutions in the nation by the National Center for Research in Vocational Education at the University of California of Berkeley.
- Renton Technical College was recognized by the U.S. Department of Education with one of two Certificates of Achievement given in Region X for the Secretary’s Award for Outstanding Education programs.
- Of the 34 public two-year colleges in Washington state, Renton Technical College had the second largest number of workforce certificates awarded.
- Of the 19 public two-year colleges in Western Washington state, Renton Technical College had the third highest employment rate for career training graduates.*
- 81% of career training graduates were employed after graduation.*
- RTC was selected as one of six community and technical colleges in Washington State to join Achieving the Dream, a national initiative to help more community and technical college students succeed.

* State Board for Community and Technical Colleges Academic Year Report 2003-2004

Enrollment & Student Composition

The majority of students come from Western Washington. Some come from out of state, and a small number come from foreign countries.

During the 2006-2007 school year a total of 20,280 students registered for classes at RTC. Of these students:

- 3,301 (16.3%) of all students were enrolled for basic education;
- 10,666 (52.6%) of all students were enrolled in a full-time career training program.
- 6,286 (31%) of our students attended on-campus day classes; 10,843 (53.5%) attended evening classes.
- 1,695 (15.9%) of students were enrolled in an apprenticeship program.
- Of our degree-seeking students (902), 72.6% attended full-time.

Our student body is diverse. The median age is 31 (20–24 year olds are the largest age group), 48.3% of the students are female, 50.8% are male; 33.5% of students are persons of color or mix racial background* (Asian, 12.9%; African American, 8.5%; American Indian/Alaskan Native, 0.09%; Hispanic, 8.6%; Pacific Islander/Hawaiian, 2.5%; White: 46.7%).

* of those who reported their race.

Non-Discrimination Statement

Renton Technical College is committed to non-discrimination in all of its educational and employment activities, and to provide equal access to each of its educational programs and activities, and employment opportunities. This policy shall apply to all students and applicants for admission, as well as all employees and applicants for employment, without regard to race; color; creed; religion; national origin; sex; sexual orientation; marital status; age; the presence of any sensory, mental or physical disability; or whether a Vietnam-era or disabled veteran. Questions regarding the college affirmative action policies, harassment or discrimination should be directed to Director of Human Resource Development at 425.235.7873. Accommodations for both physical and mental disabilities should be directed to Student Services at 425.235.2352, ext. 5705.

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.
Renton Technical College Continued

Accreditation

- Renton Technical College is governed by the State Board for Community and Technical Colleges.
- Renton Technical College is accredited by the Northwest Commission on Colleges and Universities (NWCCU) and is listed in the current issue of Accredited Institutions of Higher Education.
- Applicable professional-technical courses offered by Renton Technical College are fully approved for benefits under the following Veterans Administration regulations: Chapter 30 (Vocational Rehabilitation), Chapter 32 (Veterans Educational Assistance Program), Chapter 35 (Survivors’ and Dependents’ Educational Assistance Program) of Title 38, and Chapter 106 of Title 10 (Montgomery G. I. Bill), U.S. Code.
- The Autobody Repair & Refinishing program is certified by the Inter-Industry Conference on Automotive Repair (I-CAR) and the National Institute for Automotive Service Excellence (ASE) through the National Automotive Technicians Education Foundation, Inc. (NATEF).
- The Automotive, Ford ASSET program is certified by the National Institute for Automotive Service Excellence (ASE) through the National Automotive Technicians Education Foundation, Inc. (NATEF).
- The Automotive Technology program is certified by the National Institute for Automotive Service Excellence (ASE) through the National Automotive Technicians Education Foundation, Inc. (NATEF).
- The ITEC Automotive Service Technician program is approved by the Independent Technician Education Coalition and certified by the National Institute for Automotive Service Excellence (ASE) through the National Automotive Technicians Education Foundation, Inc. (NATEF).
- The Boiler Operator Licensing 3rd and 4th and Boiler Lab courses qualify for the City of Seattle’s and the Tacoma Steam Advisory Certification Board requirement for “eighty-hours of on-site training or instruction relating to the care and operation of boilers.”
- The Commercial Building and Industrial Engineering program is certified as a School of Technology by the City of Seattle and the Tacoma Steam Advisory Certification Board.
- The Culinary Arts program is accredited by the American Culinary Federation Educational Institute (ACFEI).
- The Dental Assistant program is approved for accreditation by the American Dental Association.
- The Flagger Training course is approved by the State of Washington Department of Transportation.
- The First Aid/CPR course is approved by the American Heart Association.
- The Legal Assistant/Legal Secretary program is approved by NALS, a national association for legal professionals
- The Licensed Practical Nurse and Nursing Assistant programs are approved by the Washington State Nursing Commission.
- The Massage Therapy Practitioner program is approved by the Washington State Board of Massage.
- The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP).
- The Motor Vehicle Emission Specialist I, II and Master Emission Specialist courses are approved by the Washington State Department of Ecology.
- The Pharmacy Technician program is certified by the American Society of Health-System Pharmacists (ASHP).
- The Professional Baking program is approved by the Retail Baking Association.
- The Surgical Technologist program is accredited by the Committee for Accreditation of Allied Health Education Programs (CAAHEP).
- The Welding program is approved by the Washington Association of Building Officials (WABO) as a testing center.
- The Commercial Building and Industrial Engineering and the Major Appliance and Refrigeration Technology programs are approved by the Department of Labor and Industries Electrical Section for hours towards an electrical license. Several classes in our Continuing Education section are approved for electrical continuing education units.

Transfer Opportunities

Renton Technical College has agreements with the following institutions to accept certain credits earned at RTC:

- Bastyr University
- Capella University
- Central Washington University
- City University
- DeVry University
- Eastern Washington University
- Gonzaga University
- The Evergreen State College
- Oregon Institute of Technology
- Seattle University
- University of Phoenix
- University of Washington
- Washington State University
- Whitman College

Accepting credits, however, is at the discretion of the receiving institution. Effective academic planning for those who think they may want to transfer includes a complete understanding of how the receiving institution will evaluate courses taken from RTC. We recommend you discuss your proposed educational plan with the receiving institutions and ask for an evaluation of credits. Not all courses you take will be directly transferable; check with the receiving institution about what options may be available to you to receive credit for non-transferring courses. If you intend to transfer following completion of RTC’s courses or programs, alert your Admissions Advisor so you can receive additional help during your program planning process.
School Calendar

2007–2008 School Year

Summer Quarter – 2007
First Day of Quarter ......................................................... July 2
Independence Day ............................................................. July 4
Last Day of Quarter ......................................................... August 9

Fall Quarter – 2007
Faculty in-service day ...................................................... September 13
First Day of Quarter ......................................................... September 17
Veterans Day ............................................................... November 12
Thanksgiving .......................................................... November 22, 23
Last Day of Quarter ......................................................... December 13

Winter Quarter – 2008
First Day of Quarter ......................................................... January 2
Martin Luther King, Jr. Day .............................................. January 21
Presidents’ Day ........................................................ February 18
Last Day of Quarter ......................................................... March 27

Spring Quarter – 2008
First Day of Quarter ......................................................... April 7
Memorial Day ........................................................ May 26
Last Day of Quarter ......................................................... June 27

2008–2009 School Year

Summer Quarter – 2008
First Day of Quarter ......................................................... July 1
Independence Day ............................................................. July 4
Last Day of Quarter ......................................................... August 8

Fall Quarter – 2008
Faculty in-service day ...................................................... September 5
First Day of Quarter ......................................................... September 17
Veterans Day ............................................................... November 10
Thanksgiving .......................................................... November 27, 28
Last Day of Quarter ......................................................... December 18

Winter Quarter – 2009
First Day of Quarter ......................................................... January 5
Martin Luther King, Jr. Day .............................................. January 19
Presidents’ Day ........................................................ February 16
Last Day of Quarter ......................................................... March 26

Spring Quarter – 2009
First Day of Quarter ......................................................... April 6
Memorial Day ........................................................ May 25
Last Day of Quarter ......................................................... June 29
**Full-Time Career Training Programs**

Renton Technical College offers specialized professional and technical training programs to people 18 years of age and older. Our primary mission is to provide training, retraining and skills upgrading for employment in occupations that do not require a baccalaureate (or higher) degree. In most cases, RTC programs accept students with or without a high school diploma, and allow as many entry points as possible during the school year. Full-Time training at RTC typically means six hours a day of instruction.

RTC programs encourage students to master job skills and concepts in order to progress and complete their studies to maximize job entry and retention opportunities. Advisory committees, composed equally of management and labor, help direct program emphasis to meet industry needs. These committees recommend instructors; assess supplies, materials and equipment; assist in job placement; evaluate courses; and specify training needs. A careful examination of placement records further ensures that training programs are responsive to industry needs.

RTC strives to ensure that its programs are relevant and include skills required for success in employment. All instructors are experienced in the fields they teach. Programs emphasize the communicative, numerical, scientific and human relations skills necessary to be a good employee, as well as the technical skills that employers certify to be appropriate for the occupation.

Through the Cooperative Work Experience option available in many full-time job training programs, the College blends realistic training settings with job placement and workplace success. In these programs, students (with instructor approval) receive credit for employment or internships appropriate to their training. Some employers pay a wage. Students must remain with the training program to complete course competencies. This partnership benefits students, the College and local employers. For a listing of RTC’s full-time career training programs see page 19.

**Part-Time Career Training Programs**

RTC also offers part-time programs which allow students to earn a certificate in specific fields of study. Current RTC part-time career training programs are:

- Bank Teller
- Basic Computer Applications
- Central Service Technician
- Child Development Associate
- Children with Special Needs
- Commercial Building Engineering
- Computer-Aided Drafting (CAD)
- Computer Programming
- Construction Management
- Electrical Plant Maintenance
- Electronic Service Technician
- Industrial Engineering
- Industrial Studies
- Language Interpreter
- Legal Office Assistant
- Management of Child Care Programs
- Medical Office Certificate
- Nursing Assistant
- Office Assistant/Receptionist
- Phlebotomy Technician
- Practical Accounting for Small Business
- School Age Child Care
- Supervision and Management
- Technical Studies
- Veterinary Assistant

**Apprenticeship Programs**

Renton Technical College cooperates with 13 Joint Apprenticeship Training Committees (JATC) in making classes available for apprentices in a wide variety of job titles. Admission information is available from the Department of Labor and Industries’ website www.lni.wa.gov/scs/apprenticeship/index.htm, or from the specific JATC listed on pages 126–127.

**General Education**

The Associate of Applied Science (AAS) degree program is designed to lead the individual directly to employment in a specific career. General Education courses are an essential part of those degrees, enabling the student to attain necessary competencies in analysis, communication, qualitative and quantitative methods, synthesis, and teamwork for further growth as a productive member of society and providing a foundation for lifelong learning.

General Education requirements vary for each program. Entry into General Education courses in writing and math requires acceptable scores on the COMPASS test. Students may schedule the COMPASS test by calling the Registration Office at 425.235.2352.
Instructional Programs/Degrees and Certificates continued

Continuing Education, Retraining, and Upgrading Programs
Renton Technical College offers many part-time day and evening classes for credit to those who wish to upgrade their skills for job advancement or those who wish to develop new skills, perhaps in a different career.

Here is a sampling of the many types of classes offered throughout the year. For a listing of current classes being offered each quarter, see the quarterly Class Schedule or call the Registration Office at 425.235.2352.

- Allied Health
- Arts and Humanities
- Automotive
- Boiler Operator
- Business Technology Classes
- Child Care Training
- Computer-Aided Drafting
- Computer Science
- Computer Workshops*
- Culinary Arts
- Electrical
- Electronics/Electronic Service Technician
- First Aid
- Flagger Training
- Forklift Training
- Land Surveying
- Machine Technology
- Parent Education
- Personal Development
- Real Estate
- Refrigeration/HVAC
- Sewing
- Welding

*Our workshops provide hands-on training for the beginner needing training in computer basics, as well as for the experienced computer user looking for training in the more advanced features of a software package. RTC also can provide, in our campus computer labs or on-site at local businesses or organizations, computer training customized to your needs. Call 425.235.2285 for information.

Basic Studies
Basic Studies programs are offered to students who need and want the background skills and knowledge necessary to enter and complete technical education programs.

Classes are scheduled at convenient times—morning, afternoon, and evening—to meet student needs. Students can improve their basic skills to be successful in technical programs, obtain employment, qualify for job promotions, and improve the quality of their personal lives.

Programs include:
- Adult Basic Education
- Brush Up
- English As A Second Language (ESL)
- External Diploma Program (EDP)
- General Educational Development (GED) Preparation

See pages 130-132 for complete information related to all Basic Studies offerings.

Contract Training
Working with business, industry, and community organizations, Renton Technical College has the ability to deliver high quality training programs to any organization when, where and how they want it.

The college has a long history of providing education and training on demand. We have forged successful relationships with large and small employers and agencies which have lasted for many years.

If your company is interested in learning more about how Renton Technical College can work with you, call the Director of Business Development at 425.235.7821.

Community Education LifeStyle Program
The Community Education LifeStyle Program provides educational, cultural, and recreational non-credit offerings that are of interest to people and reflect the college’s service area. LifeStyle classes are intended to develop hobby or personal interests rather than employment skills.

The Community Education LifeStyle Program at Renton Technical College has offerings for people of all ages, though most classes are directed at adults. Many LifeStyle classes are project-oriented, short-term in length, and reasonable in cost. The Community Education LifeStyle Program offers classes in categories such as Financial Planning, Real Estate, Home Improvement, Language and Communication, Photography, Arts and Crafts (sewing, quilting, album making), Recreation and Water Exercise, Cooking/Wine, Dog Training/Care, Writing, and much more! Classes are designed to be contemporary and, in some cases, trendy and as such class offerings are constantly changing. For a complete listing of current course offerings, see the website at www.RTC.edu, or call the Community Education LifeStyle Office at 425.235.2352, ext. 5727.
Associate of Applied Science Degree
All students enrolled in an Associate of Applied Science (AAS) degree program must complete core course requirements for the Certificate of Completion and a minimum of 20 credits of prescribed General Education classes (see page 11). Students must take the COMPASS test prior to enrolling in some General Education courses. All AAS degree programs are approved by the Washington State Board for Community and Technical Colleges.

- Accounting Paraprofessional
- Autobody Repair & Refinishing
- Automotive, Ford ASSET
- Automotive Technology
- Band Instrument Repair Technology
- Certified Office Professional/Executive Assistant
- Civil CADD
- Commercial Building Engineering
- Computer Network Technology
- Computer Science
- Construction Management
- Culinary Arts
- Dental Assistant
- Early Childhood Careers
- Engineering Design Technology
- Industrial Engineering
- Industrial Studies
- ITEC Automotive Service Technician
- Land Surveying/Land Survey Technician
- Legal Secretary/Legal Assistant
- Major Appliance & Refrigeration Technology
- Massage Therapy Practitioner
- Medical Assistant
- Medical Coding Specialist—Physician Based
- Multi-Occupational Trades (Apprenticeship)
- Ophthalmic Assistant
- Paraeducator/Bilingual Assistant
- Pharmacy Technician
- Precision Machining Technologies
- Refrigeration Technology
- Surgical Technologist
- Technical Studies
- Welding

Associate of Applied Science-Transfer (AAS-T) Degree
An Associate of Applied Science-Transfer (AAS-T) degree facilitates transfer to some institutions. This degree option is currently offered in these programs:

- Accounting Specialist
- Culinary Arts
- Dental Assistant
- Early Childhood Careers
- Massage Therapy Practitioner
- Medical Assistant
- Medical Laboratory Technician, Certified
- Ophthalmic Assistant
- Paraeducator/Bilingual Assistant
- Pharmacy Technician
- Registered Nurse, Associate Degree
- Supervision and Management
- Surgical Technologist

Certificate of Completion
A Certificate of Completion is issued to a student enrolled in a certificate or degree program when the student successfully completes the course competencies.

Certificate of Award
A Certificate of Award is issued to a student upon request when the student has successfully completed a unit of study in part-time, apprenticeship, basic studies or community education classes.

General Educational Development (GED)
A General Educational Development certificate is issued to an individual who successfully completes the General Education Development Test. The GED is generally accepted in lieu of a high school diploma.

External Diploma Program (EDP)
This high school diploma program offers adults the opportunity to demonstrate competency through assessment and assignments, meeting criteria established by the American Council on Education.
Modes of Instruction

Renton Technical College provides students with a variety of instructional methods and learning experiences. In addition to traditional ways of teaching such as lecture, demonstration, and laboratory, students may participate in clinicals, work study, distance education, cooperative training (co-op) with employers, on-the-job training, internships and other field experiences. Emphasis is on training with the latest, appropriate equipment and technology.

Online
Students enrolling in online and or hybrid courses will need the following:
Operating System–Windows 2000/NT/XP Service Pack 4 or later, Pentium 600 mHz Processor, 128 MB RAM, 800x600 resolution, 56 Kbps modem or faster.
For MacIntosh computers, Operating System–OS 9.2/10, Internet access through an ISP (Internet Service Provider) including email and World Wide Web.
Minimum browser requirements:
For PC users: Internet Explorer 6.0, Netscape 7.1, or Mozilla Firefox 1.5.
For MacIntosh users: Internet Explorer 5.2, Netscape 7.1, or Mozilla Firefox 1.5.
Note for AOL users: AOL is currently not recommended for use with Blackboard. You will need to use either Internet Explorer or Mozilla Firefox.
Want to know if online is right for you? Visit www.waol.org/getstarted/Isonline4me.asp
For a list of our online courses go to www.RTC.edu/Programs/OnlineCourses/

Telecommunications
A joint effort of the state’s community and technical colleges allows RTC to expand educational opportunities through cable technology, offering telecourses and teleconferences as appropriate to students and faculty.

Telecourses
A telecourse is a college credit class in which the student views specific video programs, completes textbook reading and assigned exercises, and attends classes for review and examinations. Telecourses are designed to expand opportunities for students working to meet General Education requirements. Since they can be accessed via the home television, telecourses are convenient for students whose family or work commitments prevent them from attending regularly scheduled classes.
Telecourses are fee-supported, and listed in RTC’s quarterly Class Schedule.

Teleconferences
An effective communications tool for College administration and faculty, teleconferences link the state’s community and technical colleges through shared programming and live telephone feedback. Teleconferences are used for administrative and management training, faculty inservice, and from time to time are expanded to offer discussion on topics of interest to the community.
Admissions and Registration

Education For Life
Admissions

Admission Procedures
Prospective applicants interested in enrolling in a Full-Time Career Training program must:
1. Complete all necessary interviews and take the COMPASS test.
2. Complete and submit an application form.
3. Complete admission requirements.
4. Pay course fees or pre-registration list fees, if applicable.

Applicants for Part-Time Career Training programs must:
1. Complete an application form and submit it in person or by mail.
2. Pay course fees.

Admission/Registration Office
To enroll in person, the Registration Office is open:
Monday–Thursday .................................. 7:30am–8:00pm
Friday...................................................... 8:30am–4:30pm
The Registration Office can be reached by calling 425.235.2352.

Counseling
RTC offers counseling services to prospective students to assist them in selecting college offerings that fit their interests, goals and aptitudes, as well as to offer insights on other career-related issues.

The Counseling Office is located on the second floor of the Robert C. Roberts Campus Center (Building I) just across from the Registration office. It is open from 7:30am to 6:00pm, Monday through Thursday, 7:30am to 5:00pm on Friday. Saturday appointments are available on request.

Counseling services are free and appointments are recommended by calling 425.235.5840.

Entrance Requirements
Applicants must be 18 years of age, possess the vocational interest and goals related to their chosen program of study, and be able to benefit from instruction. Individual programs may have additional entrance requirements related to licensure or require specific educational credentials. Admission to the College may be initiated in person, by phone, by mail or through referral by an agency.

In some full time programs and evening classes, applicants can be 16 years of age.

Pre-Registration List
If a student applies for entry into a program in which there is neither a current training station nor a predictable opening, he or she must take the COMPASS test, complete an application, and pay a non-refundable $30 pre-registration fee, which will be credited to tuition at the time of class registration. Students completing a sequence of training and currently enrolled in a program will have first priority for registration.

The applicant will be notified by telephone and/or mail when a training station becomes available. Assignments to programs will be according to positions on the pre-registration list.

Withdrawal
A student withdrawing from a program must notify the Registration Office. Tuition will be refunded if withdrawal is within the refund period. A student who has withdrawn may re-enroll in the program if an immediate training station is available, or placed on the pre-registration list.
Tuition Payment

Full-Time Career Training Programs
Students in Full-Time Career Training Programs pay tuition fees each quarter. Fees are calculated for each individual based on the number of hours the student is taking that quarter. Tuition and supply costs are estimated totals for the entire length of the program and do not include General Education classes required for degree programs.

Beginning Fall Quarter 2006, a $75.00 late fee will be charged to students currently enrolled in a program at RTC who have not registered before the first day of the quarter. This does not apply to new students registering for the first time.

Tuition
$3.35 per hour of instruction

Culinary Arts Students
$.50 per hour of instruction to cover the cost of student meals.

I-20 Students
$6.70 per hour of instruction

Refund Policy:
Full-Time Students
If a full-time student wishes to withdraw from class and receive a refund of program fees, he/she must make a request for refund either in person at the registration office or in writing. If the request is received before the first class session, all fees except the $30 registration fee will be refunded. After the class has started, whether the student has attended or not, a refund for withdrawal may be issued on the following basis:

Before the start date:
100%… less registration fee

Within first seven (7) calendar days:
80%… less registration fee

After the first seven days and before 20th calendar day:
40%… less registration fee

After 20th calendar day:
No refund

Refund Policy: Online classes
Before start date:
100%… less registration fee

Within first seven (7) calendar days:
80%… less registration fee

After 7th calendar day:
No refund.

Refund Policy: Continuing Education
If a student enrolled in a Continuing Education, Online, or Community Education class wishes to withdraw from class and receive a refund of program fees, he or she must make a request for a refund either in person at the registration office or in writing. If the request is received before the first class session, all fees except the $30 registration fee will be refunded. After the class has started, whether the student has attended or not, a refund for withdrawal may be issued on the following basis:

Before start date:
100%… less registration fee

Within first 8% of class hours:
80%… less registration fee

From 9%–25% of class hours:
40%… less registration fee

After 25% of class hours:
No refund

Refund Policy: Community Education
At least two (2) business days prior to start date:
100%… less registration fee

Less than 2 business days prior to first class:
No refund.

Cost of Training
The State of Washington contributes approximately 66 percent of the cost of students’ education through the support of the basic instruction costs. Students are responsible for the remaining 34 percent. In addition to the state support of the basic instructional cost, students may also receive state-supported financial aid if eligible.
Other Admissions

Running Start
The Running Start program at Renton Technical College provides an opportunity for high school juniors and seniors to attend college-level classes, tuition-free, and earn both college and high school credits. However, Running Start students and their parents are responsible for textbooks, supplies, transportation, and any other special fees. Running Start students are treated as college students and are subject to the standards and rules and regulations of the College. To participate in Running Start, students must demonstrate college-level skills on the COMPASS placement. In addition, the data from the COMPASS will be used to assist in the selection of occupational/technical programs and will ensure appropriate placement in English, Mathematics, and other academic courses. Individuals interested in obtaining more information about Renton Technical College’s Running Start program may call 425.235.2352, ext. 5714 or 425.235.5840.

Tech Prep
Renton Technical College encourages early pre-registration to high school students for their college program of choice, to assure timely entry. In some cases advanced placement may be granted to students with the Tech Prep credits. Through the South King County Tech Prep Consortium, Renton Technical College has developed agreements with Auburn, Enumclaw, Federal Way, Highline, Issaquah, Kent, Puyallup, the Occupational Skills Center, Sumner, Tahoma and White River school districts. RTC currently has articulation agreements in the following program areas:

- Allied Health
- Accounting
- Autobody Repair and Refinishing
- Automotive Technology
- Certified Office Professional
- Computer Network Technology
- Computer Science
- Culinary Arts
- Early Childhood Careers
- Engineering Design Technology
- Legal Secretary/Legal Assistant
- Precision Machining Technologies
- Medical Office Technology
- Welding

Renton Technical College can recommend appropriate high school subjects for programs without articulation agreements. Tech Prep arrangements are available to all consortium and non-consortium high schools.

Find out more about becoming a Tech Prep student. Contact your high school counselor or vocational teacher, or Renton Technical College’s Student Services office at 425.235.5840.

ADA Accommodations
The college is dedicated to providing reasonable services for students requiring special accommodations. Students with disabilities are encouraged to meet with the Special Needs Counselor. For more information call 425.235.5840.

Hearing Impaired (TTY) Services
RTC provides access to all current and prospective students, employees and job applicants who are hearing impaired by calling these numbers:

Student Services TTY: 425.235.5811
Human Resources TTY: 425.235.2359
### Full-Time Programs: Estimated Costs & Program Lengths

<table>
<thead>
<tr>
<th>FULL-TIME PROGRAM</th>
<th>TUITION</th>
<th>QUARTERS</th>
<th>SUPPLIES (1)</th>
<th>ENTRY POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Clerk</td>
<td>$2,412.00</td>
<td>2</td>
<td>$643.00</td>
<td>Fall, Winter or Spring</td>
</tr>
<tr>
<td>Accounting Paraprofessional</td>
<td>$4,221.00</td>
<td>4</td>
<td>$991.00</td>
<td>Fall, Winter or Spring</td>
</tr>
<tr>
<td>Accounting Specialist</td>
<td>$6,633.00</td>
<td>6</td>
<td>$891.00</td>
<td>Fall, Winter or Spring</td>
</tr>
<tr>
<td>Applications Developer</td>
<td>$4,221.00</td>
<td>4</td>
<td>$520.00</td>
<td>Fall or Winter</td>
</tr>
<tr>
<td>Autobody Repair and Refinishing</td>
<td>$7,839.00</td>
<td>7</td>
<td>$2,533.00</td>
<td>Fall only</td>
</tr>
<tr>
<td>Automotive, Ford ASSET</td>
<td>$9,656.80</td>
<td>8</td>
<td>$2,250.00</td>
<td>Fall only</td>
</tr>
<tr>
<td>Automotive, ITEC Service Technician</td>
<td>$9,656.80</td>
<td>8</td>
<td>$2,250.00</td>
<td>Fall only</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>$7,839.00</td>
<td>7</td>
<td>$1,890.00</td>
<td>Fall only</td>
</tr>
<tr>
<td>Band Instrument Repair Technology</td>
<td>$4,221.00</td>
<td>3</td>
<td>$1,000.00</td>
<td>mid-August</td>
</tr>
<tr>
<td>Basic Machining</td>
<td>$4,221.00</td>
<td>4</td>
<td>$1,230.00</td>
<td>Fall or Winter</td>
</tr>
<tr>
<td>Basic Welding</td>
<td>$2,412.00</td>
<td>2</td>
<td>$500.00</td>
<td>Open Entry</td>
</tr>
<tr>
<td>Certified Office Professional/Executive Assistant</td>
<td>$6,030.00</td>
<td>5</td>
<td>$730.00</td>
<td>Fall only</td>
</tr>
<tr>
<td>Certified Office Professional/Office Support Specialist</td>
<td>$3,618.00</td>
<td>3</td>
<td>$520.00</td>
<td>Fall, Winter or Spring</td>
</tr>
<tr>
<td>Civil CADD</td>
<td>$4,221.00</td>
<td>4</td>
<td>NA</td>
<td>Fall only</td>
</tr>
<tr>
<td>Commercial Building Engineering</td>
<td>$6,646.40</td>
<td>8</td>
<td>$750.00</td>
<td>Open Entry</td>
</tr>
<tr>
<td>Computer Applications</td>
<td>$2,412.00</td>
<td>2</td>
<td>$551.69</td>
<td>Open Entry</td>
</tr>
<tr>
<td>Computer Network Technology</td>
<td>$4,221.00</td>
<td>4</td>
<td>$1,100.00</td>
<td>Fall, Winter or Spring</td>
</tr>
<tr>
<td>Computer Numerical Control</td>
<td>$2,412.00</td>
<td>2</td>
<td>$600</td>
<td>Fall, Winter or Spring</td>
</tr>
<tr>
<td>Computer Science</td>
<td>$4,221.00</td>
<td>4</td>
<td>$520.00</td>
<td>Fall or Winter</td>
</tr>
<tr>
<td>Construction Management</td>
<td>$3,517.50</td>
<td>Varies</td>
<td>TBD</td>
<td>Open Entry</td>
</tr>
<tr>
<td>Construction Trades Preparation</td>
<td>$2,070.30</td>
<td>2</td>
<td>$235.00</td>
<td>September or March</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>$6,030.00</td>
<td>5</td>
<td>$800.00–$875.00</td>
<td>Open Entry</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>$7,623.00</td>
<td>6</td>
<td>$1,070.00</td>
<td>Fall, Winter or Spring</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>$3,979.80</td>
<td>4</td>
<td>$2,660.00</td>
<td>Fall or Winter</td>
</tr>
<tr>
<td>Dispatcher</td>
<td>$2,110.50</td>
<td>2</td>
<td>$374.22</td>
<td>September or March</td>
</tr>
<tr>
<td>Early Childhood Careers</td>
<td>$3,015.00–$7,075.20</td>
<td>3–5</td>
<td>$300.00</td>
<td>Open Entry</td>
</tr>
<tr>
<td>Engineering Design Technology</td>
<td>$4,221.00</td>
<td>4</td>
<td>$725.00</td>
<td>Fall only</td>
</tr>
<tr>
<td>Healthcare Custodial Services</td>
<td>$1,005.00</td>
<td>1</td>
<td>TBD</td>
<td>Fall, Winter, Spring, Summer</td>
</tr>
<tr>
<td>Industrial Engineering</td>
<td>$6,123.80</td>
<td>8</td>
<td>$1,000.00**</td>
<td>Open Entry</td>
</tr>
<tr>
<td>Kitchen Major Appliance Technology</td>
<td>$4,221.00</td>
<td>4</td>
<td>$1,000.00**</td>
<td>Fall or Spring</td>
</tr>
<tr>
<td>Land Surveying/Field Survey Technician</td>
<td>$4,221.00</td>
<td>4</td>
<td>$850.00</td>
<td>Fall only</td>
</tr>
<tr>
<td>Land Surveying/Land Survey Technician</td>
<td>$3,618.00</td>
<td>3</td>
<td>$750.00</td>
<td>Fall only</td>
</tr>
<tr>
<td>Laundry Major Appliance Technology</td>
<td>$4,100.40</td>
<td>4</td>
<td>$1,000.00</td>
<td>Fall or Spring</td>
</tr>
<tr>
<td>Legal Secretary/Legal Assistant</td>
<td>$4,221.00</td>
<td>4</td>
<td>$800.00</td>
<td>Fall, Winter or Spring</td>
</tr>
<tr>
<td>Licensed Practical Nurse</td>
<td>$3,979.80</td>
<td>4</td>
<td>$1,200.00</td>
<td>Fall or Spring</td>
</tr>
<tr>
<td>Major Appliance &amp; Refrigeration Technology</td>
<td>$8,442.00</td>
<td>8</td>
<td>$1,200.00</td>
<td>Fall or Spring</td>
</tr>
<tr>
<td>Massage Therapy Practitioner</td>
<td>$3,658.20</td>
<td>3</td>
<td>$1,739.00</td>
<td>Fall or Winter</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>$4,221.00</td>
<td>4</td>
<td>$750.00</td>
<td>Fall or Winter</td>
</tr>
<tr>
<td>Medical Coding Specialist – Physician Based</td>
<td>$6,633.00</td>
<td>6</td>
<td>$1,192.61</td>
<td>Fall or Spring</td>
</tr>
<tr>
<td>Medical Laboratory Technician, Certified</td>
<td>$7,839.00</td>
<td>7</td>
<td>$1,500.00</td>
<td>Fall only</td>
</tr>
<tr>
<td>Medical Receptionist</td>
<td>$2,412.00</td>
<td>2</td>
<td>$816.22</td>
<td>Fall or Winter</td>
</tr>
<tr>
<td>Medical Reimbursement Specialist</td>
<td>$4,221.00</td>
<td>4</td>
<td>$1,058.57</td>
<td>Fall or Spring</td>
</tr>
<tr>
<td>Ophthalmic Assistant</td>
<td>$4,381.80</td>
<td>4</td>
<td>$1000.00</td>
<td>Winter only</td>
</tr>
<tr>
<td>Paraeducator/Bilingual Assistant</td>
<td>$4,824.56–$6,633.00</td>
<td>4–6</td>
<td>$376.33</td>
<td>Fall, Winter or Spring</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>$4,455.50</td>
<td>4</td>
<td>$380.00</td>
<td>Fall or Winter</td>
</tr>
<tr>
<td>Precision Machining Technologies</td>
<td>$8,442.00</td>
<td>8</td>
<td>$1,430.00</td>
<td>Fall or Winter</td>
</tr>
<tr>
<td>Professional Baking</td>
<td>$4,221.00</td>
<td>4</td>
<td>$232.00</td>
<td>Open Entry</td>
</tr>
<tr>
<td>Property Maintenance</td>
<td>$1,206.00</td>
<td>1</td>
<td>TBD</td>
<td>Fall only</td>
</tr>
<tr>
<td>Refrigeration Technology</td>
<td>$4,221.00</td>
<td>4</td>
<td>$500.00</td>
<td>Fall or Spring</td>
</tr>
<tr>
<td>Registered Nurse, Associate Degree</td>
<td>$2,572.80</td>
<td>2</td>
<td>$1,000.00</td>
<td>Fall or Spring</td>
</tr>
<tr>
<td>Surgical Technologist</td>
<td>$4,824.00</td>
<td>4</td>
<td>$517.24</td>
<td>Fall or Winter</td>
</tr>
<tr>
<td>Welding</td>
<td>$5,427.00</td>
<td>4</td>
<td>$1,000.00</td>
<td>Open Entry</td>
</tr>
</tbody>
</table>

Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts.

Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes. “Supplies” = tools, books, uniforms, etc. See the RTC Bookstore for a current list.

Call to schedule a program visit prior to entry. For more information, call Student Services at 425.235.5840.
**Bookstore**

The RTC Bookstore in the Robert C. Roberts Campus Center, (Building I), stocks the textbooks and supplies required for classes, reference books and material, electronic/computer supplies, clothing, gifts and cards. A special order service is also available on request.

**Bookstore hours:**
- Mondays and Tuesdays ....................... 7:30am–7:45pm
- Wednesday through Friday ..................... 7:30am–4:30pm

Extended and Saturday hours available for the beginning of Fall, Winter and Spring quarters. Please call the Bookstore for extended, school break, holiday and Summer hours. For additional information call 425.235.2323.

**Cash Machine**

An automated teller machine (ATM) is available outside the entrance to the Cafeteria in the Robert C. Roberts Campus Center, (Building I). Users pay a nominal fee.

**Computer Labs**

Computer labs are available for student use. Full-Time career training students receive a computer lab pass quarterly. Other students may purchase a quarterly lab pass. The open computer lab is located in the Technology Resource Center (Building C), Room 102. All lab usage is on a drop-in basis. For information, call the Registration Office at 425.235.2352.

**Bus Routes**

Metro buses #105, #111, #908, and #909 serve the College’s main campus. For bus schedules or information on bus routes to our other sites, call Metro Transit Information Line at 206.553.3000 or log on to http://transit.metrokc.gov/

**Campus Security**

RTC provides campus security to ensure the safety of our students. In case of emergency on campus, or to reach Campus Security, call 425.235.7871.

**Child Care**

RTC offers on-campus high quality child care services for students, staff, faculty and the local community. The child care center is located on the northeast corner of campus in Building M at 7th and Monroe. We meet or exceed all licensing requirements for the State of Washington. We are accredited by the National Association for the Education of Young Children, an honor which is enjoyed by only 8% of licensed child care centers nationwide.

Our hours of operation are 7:30-3:00 for students unless additional hours are prearranged to accommodate work-study or employment. Our hours for community clients and students who work are 6:30-5:00. We do not accept enrollments for less than five days per week.

We accept children ages 12 months through 5 years old. Our adult-to-child ratios are 1:7 for toddlers and 1:10 for preschoolers.

The tuition for the 07/08 school year is $38 per day for toddlers and $33 for preschoolers. Half day child care is available for RTC students who are enrolled half time for five days per week only, and for mornings only. The half day tuition is $22 per day for toddlers and $19 per day for preschoolers. The registration fee is $50 at the time of enrollment and each September thereafter.

Our caring, professional staff have education, training and experience in Early Childhood Education. Several of our staff have been with the program for more than 15 years. In addition to our paid staff, we collaborate with the RTC’s Early Childhood Careers program to give student teachers the opportunity to work in the classroom with young children along side our professional staff. Paid staff are required to have current CPR/First Aid and Food Handler’s cards. All staff and student teachers have criminal history clearance.

Our program is developmentally appropriate, individualized and carefully planned to support the children’s healthy growth and development and school readiness. Our classrooms and playgrounds are well equipped with a large variety of educational toys and materials.

Renton Technical College provides students with a wide variety of programs and services to support student success both in and out of the classroom.

The Student Services Center is located on the second floor of the Robert C. Roberts Campus Center (Building I), just across from the Registration office.

For information, call 425.235.5840.
Cooperative Education
Many of the training programs offer a cooperative education component, a combination of classroom instruction and related work experience. Cooperative positions often become full-time jobs when the training is over because employers want to retain proven workers. Instructors coordinate and seek out cooperative opportunities.

Counseling
RTC offers counseling services to prospective students to assist them in selecting college offerings that fit their interests, goals and aptitudes, as well as to offer insights on other career-related issues. The Counseling Office is located on the second floor of the Robert C. Roberts Campus Center, (Building I), just across from the Registration office. It is open from 7:30am to 6:00pm, Monday through Thursday, 7:30am to 5:00pm on Friday. Saturday appointments are available on request. Counseling services are free and appointments are recommended by calling 425.235.5840.

Food Services
Visit RTC’s Culinary Arts facility on the first floor of the Robert C. Roberts Campus Center, (Building I). Our restaurants and bakery provide a hands-on environment for training students. A wide variety of vending machines are available in Buildings B, I, and L for all your night and weekend food needs. Weekly menus are available online at www.RTC.edu/CommunityResources/ FoodServices/.

Culinaire Room
A sit-down restaurant featuring upscale daily menus at reasonable prices. A delicious selection of Northwest, ethnic and international cuisine.
Monday–Friday ........................................... 11:15am–1:00pm

Express Dining “scatterline”
The College cafeteria features daily specials from the grill, breakfast, deli, salad bar and beverage station.
Monday–Friday ........................................... 6:30am–1:00pm

Culinaire Express
Fast foods for people on the go! Quick burgers, wraps, baskets, and specials are offered daily.
Monday–Friday ........................................... 11:15am–2:45pm

Bakery
An assortment of freshly baked goods is prepared daily by students in the Professional Baking program and sold in the RTC Bakery. Special order cakes, pies or other breads and pastries are available by calling 425.235.2353, ext. 5996.
Monday–Friday ........................................... 7:00am–1:00pm

Catering
Let RTC make your event special, whether it’s a wedding, box lunch, sit-down meal, or special occasion at home or at work. Facilities on campus are available for rental for any size group, from small business meetings to weddings and conferences. Also available for rental are staging, draping, audiovisual and other equipment. Call the Catering Department to discuss special orders and catering arrangements, 425.235.5845.

Hearing Impaired (TTY) Services
RTC provides access to all current and prospective students, employees and job applicants who are hearing impaired at the following numbers:

Student Services TTY........................................ 425.235.5811
Human Resources TTY................................. 425.235.2359

International Students
The college issues Certificates of Eligibility (student visas) to international students who plan to enroll in a full-time vocational, academic or language program. For more information, call 425.235.5840.

Job Placement
Job placement is one of the most effective measures of a training program’s success. RTC emphasizes placing those who have completed training programs or left training programs with marketable skills. Placement responsibility rests with program instructors and the program advisory committees. Advisory committee members keep instructors informed of potential job opportunities in industry. These personal contacts often reveal jobs which are not yet advertised.
An integral part of RTC’s training program is the development of skills for finding and retaining a job, writing job applications, learning interview techniques, establishing proper work habits, and improving leadership ability.
Library Resource Center

The Renton Technical College Library occupies the entire second floor of the Technology Resource Center at the south end of campus. The library has a full range of books, periodicals, DVD's, video tapes, and audio tapes. In addition, the library subscribes to many on-line databases that expand the library collection with thousands of full-text resources. Library staff members are eager to help students locate information and do research to support instructional and career development. The library staff will also help users identify and obtain items from other libraries. The library has ample study space, including many private group study rooms. The library on-line catalog and most databases are available from off-campus at www.RTC.edu/library. For more information call 425.235.2331.

Normal library hours during the academic quarter are:
- Monday–Thursday: 7:30am–7:30pm
- Friday: 7:30am–4:00pm
- Saturday: 8:00am–4:00pm

Hours between academic quarters:
- Monday–Friday: 8:00am–4:00pm

The library is closed most holidays and on Saturdays during holiday weekends. Exceptions to the library’s schedule of open hours are posted on the library’s website: www.RTC.edu/library.

Parking

Free student parking is available in designated areas throughout the main campus.

The Renton Police and Fire Departments will ticket students who improperly park their vehicles in handicapped, fire lanes, or other designated spaces. Repeated violations may lead to the impounding of vehicles at the owners expense.

Special Needs Student Services

The College is dedicated to providing reasonable services for students requiring special accommodations, in compliance with the Americans with Disabilities Act (ADA) and Washington laws.

The college catalog is available in alternative formats.

Students with disabilities are encouraged to meet with the Special Needs counselor. For more information, call 425.235-5840.

Student Housing & Transportation

While RTC does not provide housing or transportation for students, we will assist in providing information. Housing in the Renton area, for rental and purchase, is generally available in a variety of price ranges.

Student Insurance

Accident and health insurance is available for all students of Washington State's Community and Technical Colleges. Students are responsible for paying the insurance premiums outlined in the plan. For an application or more information call 425.235.2352.

Student Success Center

The Student Success Center, located in the DeMoss Building (J), Room 218, supports the college mission by providing students a welcoming environment and resources to help them complete their training and become gainfully employed. Students can find learning strategies and support, as well as job-readiness assistance and encouragement so they can achieve their education, training, and employment goals. Students can find the Post-Assessment Counselor and Special Needs Counselor, as well as the Placement Coordinator and an Employment Securities Counselor. The center has a variety of equipment: computers with Internet access, Microsoft Office software, adaptive technology, printer, scanner, fax machine, and a photo copier.

As you consider registering for a professional or technical program, come and visit us in the Student Success Center. You can take free skills and aptitude tests, and access labor market information to help you make an informed decision about entering a training program. You can find information about the instructor, the program, unemployment insurance, and available training benefits.

As you enter your program, you may find balancing school needs with your other responsibilities a bit of a challenge. The Student Success Center can offer you information to help you build the necessary skills to manage your responsibilities and school projects with confidence. We can help you find learning resources on campus, form a study group, or provide you with a Peer Tutor to help you in your full-time professional-technical program.

During training, or upon completion, you can find employment-related services, including full and part-time job postings, and unemployment problem-solving. You can also receive assistance with preparing your resume, cover letter, and job applications. You can even practice your interviewing skills.

For questions regarding employment assistance, please call 425.235.2352, ext. 7785, and for learning assistance call 425.235.2352, ext. 5514.
Testing

Testing Center
located in DeMoss Building (J), Room 219
Phone 425.235.2352, ext. 5704
Please arrange for child care; children are not permitted in the Testing Center

Placement Testing
Before students can enroll in a RTC Professional Technical Program they are required to take the COMPASS placement test. The test will assess the student’s writing, reading and math skills. The COMPASS is offered on the computer with no time limit. After the test a counselor will review the scores with the tester to help develop an educational plan.

There is a $20.00 fee to take the COMPASS test.
All tests administered in the Testing Center require picture identification and a copy of the receipt showing payment for the test.

Other Tests Administered in the Testing Center

GED: General Education Development
$75.00 fee
Orientation is required before testing can begin.

CLEP: College Level Examination Program
$60.00 fee per test and a $25.00 proctor fee.
Credit is granted based on the scores recommended by the American Council of Education.

CLEP (College Level Examination Program) is a computer-based test that allows a student to demonstrate their performance on a particular subject and receive college credits by obtaining a certain score on specific subjects.

RTC grants credit for the following CLEP tests:
- Applied Math for Business and Industry, 101
- Chemistry 120
- College Algebra 110
- English Composition 101
- General Biology 101
- General Psychology 101

Testing Center Hours
The Testing Center is located in DeMoss Building (J), Room 219. Tests are available mornings, afternoons and evenings, with some Saturday hours. The Testing Center publishes a monthly calendar which is available in Registration, on the RTC website, and on the Testing Center door. The Testing Center often locks its doors during testing; please call ahead or leave a detailed message at 425.235.2352, ext. 5704.

All tests administered in the Testing Center require picture identification and a copy of the receipt showing payment for the test.

Websites
RTC Testing Center:
www.RTC.edu/StudentServices/TestingCenter/

COMPASS Practice Test:
www.act.org

GED Practice Test:
www.gedpractice.com
www.testprepreview.com

CLEP Practice Test:
www.collegeboard.com/clep

Special Accommodations
The RTC Testing Center works closely with the college’s Special Needs Counselor. Accommodations can be requested by contacting the Special Needs Counselor.
How to Apply for Financial Aid

It's easy to apply for financial aid. Students may submit the Free Application for Federal Student Aid (FAFSA) by mail or online. The FAFSA collects financial data and other information that is used to calculate the Expected Family Contribution (EFC) that ultimately determines a student’s eligibility for aid. The federal code for Renton Technical College is 014001.

The key to obtaining financial aid is to apply early. Students should apply at least three months prior to the time they expect to enter school. Students may begin the process at any time; however, financial aid will not be awarded until a start date has been assigned.

1. The FAFSA form can be picked up in the Financial Aid Office for those students who wish to submit the application by mail.
2. Students who wish to submit the FAFSA electronically may visit the following website:
   FAFSA on the WEB http://www.fafsa.ed.gov/
   This website is provided by the Department of Education and allows students to transmit the application online.
3. Complete the Renton Technical College Student Information Form and return it to the Financial Aid Office.
4. Stay in touch with the Financial Aid Office to be certain that all information needed to complete your file has been turned in on time.

Eligibility Requirements

All financial aid recipients must meet the following requirements:

- Be a citizen of the United States or an eligible non-citizen.
- Have a high school diploma, GED or pass the COMPASS or ASSET (approved ability to benefit tests).
- Have a valid Social Security Number
- Be enrolled in an eligible program of 600 or more clock-hours.
- Not owe a repayment on a grant or be in default on a student loan.
- Have financial need as determined by the federal need analysis.
- Be registered with Selective Service if required.

Satisfactory Progress

The Financial Aid Satisfactory Progress Policy at RTC requires students to meet the combined standards of grades and attendance. All financial aid recipients must maintain a 2.0 grade point average or a “C” grade and complete at least 91% of the possible clock hours in the training program. Grades and attendance are reviewed each month and before each disbursement. Students who fail to meet either the attendance or grade requirement will be placed on financial aid probation.

Types of Aid

Renton Technical College offers financial assistance to eligible students in the form of grants, work study, loans and scholarships. A financial aid award may consist of one or more of the following programs:

Grants

Grants are considered gift aid and do not require repayment unless a student fails to maintain satisfactory progress or leaves school before completing more than 60% of a payment period. RTC participates in the Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Academic Competitiveness Grant, opportunity grant, and Washington State Need Grant programs.

Work Study Programs

Work Study programs provide part-time employment to eligible students, on and off campus. The maximum a student can earn is determined by financial need and funds available. Students can work up to 19 hours per week while school is in session. Every effort is made to place students in jobs which relate to their training. RTC participates in both the federal and state work study programs.
Loans
The Federal Family Education Loan Program offers long term loans which allow students to postpone paying for a portion of their school expenses until after they graduate or leave school. Repayment begins six months after completion or withdrawal from the professional-technical program. RTC participates in the Stafford Loan Program (subsidized, unsubsidized and PLUS).

- Subsidized Stafford Loans are need-based. A student's eligibility to borrow is based on financial need as determined by the federal government which pays interest on the loan while the student is in school.
- Unsubsidized Stafford Loans do not require a student to show financial need; however, the cost of the student's education must exceed any other financial aid offered. The student, not the federal government, is responsible to pay all interest that accrues on this loan.

* PLUS loans are loans a dependent student's parents take out to help the student pay for their education. Eligibility to borrow is based on the parents' credit worthiness and the student's unmet need. Repayment begins as soon as the funds are disbursed.

The Emergency Student Loan is a $100 short-term institutional loan available to full-time financial aid students who are making satisfactory progress. Students are required to sign a promissory note for the amount borrowed. All loans must be repaid no later than the end of the quarter in which they are received. Funds are limited.

Scholarships
The Renton Technical College Foundation, in partnership with various service, business and professional organizations in the community, provides in excess of $30,000 in scholarships annually. All scholarships are awarded through the financial aid office on a quarterly basis.


Many additional scholarships are awarded on a program-specific basis: Celebrity Chef Scholarship Series, Frank Adams Welding, Frank E. Wright Professional Baking, Ronald B. Fahey Memorial Automotive Scholarship, Suzanne Armstrong Memorial (LPN), Dik Wilkinson Memorial (Admin Office Mgmt), Robert Bozich Memorial (Health), Joseph M. Holliday (Plasterers' Apprenticeship), Vern Gambrieu Endowment Scholarship (Construction), and Ric Deputy Memorial (Major Appliance & Refrigeration) as well as several general scholarships.

In addition, many scholarship announcements are received in the financial aid office throughout the school year. Eligibility criteria, application process and deadlines are posted in the Financial Aid Office located in the Robert C. Roberts Campus Center, (Building I).

Veterans Programs
Most of the training programs at Renton Technical College which offer a Certificate of Completion or an Associate of Applied Science degree are approved for benefits under the following Veterans Administration regulations: Chapter 31 (Vocational Rehabilitation), 30 (Montgomery Bill), 32 (VEAP), 35 (Survivors and Dependents Educational Assistance) and 106 (Reserves) of Title 38, U.S. Code.

Students who plan to use their veteran's benefits are required to contact the Veterans Specialist located in the Financial Aid Office. A determination of eligibility by the Veterans Administration and the receipt of your first month's benefits can take 4 to 6 weeks, so it's a good idea to apply well in advance of your anticipated start date if you plan to use your benefits to pay for initial tuition costs. Veterans who have not previously used their benefits must complete Form 22-1990 and submit a certified copy of their form DD-214. Veterans who have used their educational benefits at a prior college must submit an academic transcript for evaluation of credits. All veterans are required to keep the Veterans' Specialist apprised of enrollment plans each quarter and are expected to conform to the attendance and academic standards of the financial aid satisfactory progress policy to remain eligible for benefits.

Agency Funded Students
The Financial Aid Office acts as the liaison between students and the various public and private agencies who offer funding, including:

- Division of Vocational Rehab (DVR)
- Department of Labor and Industries (L&I)
- Bureau of Indian Affairs (BIA)
- Washington State Department of Social and Health Services (DSHS)
- Employment Security
- Private Insurance

Worker Retraining
If you have been terminated or received notice of termination from your job, are currently receiving unemployment benefits from the state of Washington, or have exhausted unemployment benefits within the last two years, or have been self-employed or are a displaced homemaker, you may be eligible to receive financial aid for approved training programs to help cover the costs of tuition, books, child care and transportation. For information on Worker Retraining programs or eligibility, call 425.235.5840.
The primary objective of financial aid is to assist students and their parents in meeting basic educational costs. All financial aid programs at Renton Technical College are administered in accordance with established state and federal regulations and policies. At the core of these policies is the belief that financing a student’s education is the primary responsibility of the student and his/her family. If combined resources are not sufficient to cover expenses, a student may be eligible for financial aid. A student’s financial aid award is based on a demonstrated financial need. That need is calculated as follows:

\[
\text{Cost of Attendance} - \text{Expected Family Contribution (EFC)} = \text{FINANCIAL NEED}
\]
Academic Regulations
Student Handbook

The Student handbook outlines College services available to students and summarizes students’ rights and responsibilities. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student’s educational records.
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Renton Technical College to comply with the requirements of FERPA.
5. The right to obtain a copy of Renton Technical College’s student records policy. The policy is available in the Registrar’s Office, Robert C. Roberts Campus Center (Building I). For information regarding the Student Records Policy, please contact the Registrar’s Office at 425.235.2352, ext. 5537.

Attendance

The College encourages daily attendance at all classes and labs to enable students to gain maximum benefit from the instruction that is offered. Students are expected to be responsible for their own attendance.

Individual programs may have specific attendance standards, and some instructors may have their own attendance and punctuality criteria which will factor into the student’s grades. Students who receive financial aid must adhere to additional attendance requirements to maintain their eligibility to receive aid. If attendance drops below these additional attendance requirements, the student will be placed on attendance probation and their aid may be withheld.

Attendance Awards

Students who achieve perfect attendance during each enrollment period will be eligible for a perfect attendance award. The record, as kept by the instructor, will be considered the official record for computing attendance.

Leave of Absence

The College does not grant formal leaves of absence to students.

Standards of Progress

Full-Time students will receive letter grades each quarter for attempted course work. Students must maintain an average of “C” or better in the program and a grade of “C” or better in designated courses or they will be placed on probation for the subsequent quarter. Students receiving less than “C” average in the program for two consecutive quarters cannot reenroll in the program without special permission. After consulting with the instructor, the program dean may grant special permission to those students who have had extenuating circumstances.

Letter grades are given to students in full-time programs and General Education classes. Satisfactory/Unsatisfactory or letter grades are given to students in part-time classes. Students in GED Preparation, Adult Education, Community Education and Apprenticeship classes are not issued grades.

The definition of grades for reporting purposes is listed below.

Students will not receive a Certificate of Completion unless they received an average of “C” or above in program coursework.

The symbols + or– are used to differentiate levels of achievement within a grade range:

- A: Exceptionally competent
- B: Highly competent
- C: Competent
- D: Less than competent
- F: Not competent
- N: Incomplete
- NG: Not graded
- S: Satisfactory
- U: Unsatisfactory
- W: Withdrawal
- X: Insufficient time to grade
Mid-Term Progress Report
If a student's progress is not satisfactory, the instructor will so inform him or her in writing at least four weeks before the end of the academic reporting period. At that time, the instructor will advise the student to take appropriate steps to rectify the situation.

Credits
The academic year for full-time training programs and for Basic Studies at Renton Technical College is divided into three quarters of 12 weeks each, and a summer session of six weeks. One credit is earned for each 12 hours of lecture/discussion or for 24 hours of laboratory/applied learning. For work site instruction or on-the-job training, a different ratio may apply.
For General Education courses and for part-time training, retraining and upgrading programs, one credit is earned for each 10 hours of lecture/discussion or for 20 hours of laboratory/applied learning.
For Apprenticeship programs, credit is awarded as a block at the end of the program for those earning the Multi-Occupational Trades degree. Credit is not earned for Community Education instruction.

Transfer of Credits
When a student transfers to another college, that college determines the transferability of specific courses and programs. RTC maintains credit reciprocity agreements with many institutions of higher learning, but students are advised to check carefully with the institution where they expect to transfer. Students transferring to RTC from other institutions must have an official transcript. Courses with less than a "C" grade will not be accepted by RTC.

Transcripts
Students may request official transcripts by submitting a completed transcript request form from the Registration Office with a $3.00 service fee. Orders are generally processed within one week. To obtain a transcript request form, call the Registration Office at 425.235.2352.

Credit Assessment
Students who have had program-related coursework at other institutions prior to attending Renton Technical College may be awarded credit for advanced placement. Credit transfer is awarded by the Registrar in the following ways:

College Credit
For coursework which was completed at another college or university accredited by a regional or national accrediting agency recognized by the Department of Education.

Tech Prep Credit
Credit earned through participation in Tech Prep programs as determined by the South King County Tech Prep Consortium Articulation Agreement Manual and governed by the rules and regulations between the college and school districts.

Military Coursework
Credit for coursework completed while the individual was in one of the branches of the U.S. Armed Services including the Coast Guard.

Credit for Industry Courses
Industry courses are courses (graded or nongraded) offered by industry for its employees and are usually taught by industry personnel.

Individual Course Challenge Credit
Credit is awarded when the individual has passed a comprehensive test of the course content. There are limited opportunities to challenge individual courses at this time. Applicants are encouraged to contact the program Dean/Director for more information.
Academic Achievement

All USA Academic Team
The All USA Academic Team Scholarship competition is co-sponsored by the USA Today newspaper and Phi Theta Kappa. Students who have been in an AAS program for at least two quarters, have excellent grades and a history of community service may be nominated by their instructors for the campus competition. To compete, students must write an essay and get two letters of recommendation. The college selects two representatives to go on to state-wide competition, receive a monetary award and attend a luncheon with the Governor. One individual is chosen from the state to participate in a national competition. Watch for an announcement in early October, or contact the Office of Instructional Improvement in H-211 or write instructimprove@RTC.edu.

National Vocational Technical Honor Society
Renton Technical College brought the Vocational Technical Honor Society to campus beginning the 2005-06 school year. Students who have a GPA of 3.5 or higher for two (2) consecutive quarters are eligible to be nominated for membership by a faculty or staff member. Students who achieve this distinction are eligible to wear a NVTHS sash during the graduation ceremony. Besides the recognition, and chapter events, members will receive three free letters of reference from the national organization to use when applying for employment.

President’s Honors List
Students who complete a Certificate, AAS or AAS-T degree of 360 hours or more with a GPA of 3.5 or higher by the end of the previous quarter are recognized with the right to wear gold cords to distinguish them during the graduation ceremony. If they continue to qualify after the grades for their graduating quarter are posted, students will receive a letter signed by the President of the college and a statement will appear on their transcript.

Vice-President’s Honors List
To qualify for the Vice-President’s List, students must be in a professional-technical program of 360 hours or more. Each quarter, the student must complete at least 75% of the classes for which the student registered with a GPA of 3.5 or higher, and with no more than 25% of the classes in progress with a GPA of 3.5 or higher. There is no limit to the number of quarters that a student may appear on the list. Students who achieve this distinction will receive a letter signed by the Vice-President of Instruction acknowledging their achievement.
Career Training Programs

Renton Technical College
Option

» Certificate of Completion (720 hours/38 credits)

Accounting is the “language of business.” 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 the student will have the fundamental skills for entry into the job market and will also have the foundation for additional accounting training.

Program Length

- 2 quarters
- 720 hours/38 credits
- Monday–Friday, 8:00am–2:30pm

(Students entering without keyboarding skills may take longer to complete.)

Admission Requirements

- Minimum age: 18 years
- Must take COMPASS test (minimum math score of 30) before entering the program or being placed on the pre-registration list.

Admission Recommendations

- Counselor and instructor interview.
- High school diploma or GED.

Enrollment

Students may enter at the beginning of fall, winter, or spring quarter.

Total Estimated Program Costs*

- Tuition $2,412.00
- Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 100</td>
<td>Basic Math for Accounting</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>ACC 105</td>
<td>Computer Skills</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>ACC 110</td>
<td>Intro to Financial Accounting</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>ACC 132</td>
<td>Basic Excel*</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>ACC 141</td>
<td>Applied Math for Accounting</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>ACC 160</td>
<td>Human Relations in an Accounting Office</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>ACC 201</td>
<td>Principles of Accounting</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>ACC 232</td>
<td>Intermediate Excel*</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>ACC 234</td>
<td>Advanced Excel*</td>
<td>(72)</td>
<td>(3)</td>
</tr>
<tr>
<td>APP 101</td>
<td>Introduction to Windows I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 105</td>
<td>Introduction to Keyboarding</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 115</td>
<td>Word I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Human Relations</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>ENG 075</td>
<td>Business English</td>
<td>72</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL: 720 38

*Students must successfully complete 2 of the 3
Accounting Paraprofessional

Options

» Certificate Of Completion (1260 hours/70 credits)

» Associate of Applied Science Degree
(1500-1512 hours/90 credits)

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 certification program plus 20 credits of General Education. Transfer credit from other institutions is considered upon validation of transcript and course work.

Program Length

• 4 quarters
• 1260 hours/70 credits
• Monday–Friday, 8:00am–2:30pm

Admission Requirements

• Minimum age: 18 years
• Must take the COMPASS test (minimum math score of 30) before entering the program or being placed on the pre-registration list.

Admission Recommendations

• Counselor and instructor interview.
• High school diploma or GED.
• Keyboarding skills. (Students entering without keyboarding skills may take longer to complete.)

Enrollment

Students may enter at the beginning of fall, winter, or spring quarter.

Total Estimated Program Costs*

• Tuition $4,221.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*(Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 100</td>
<td>Basic Math for Accounting</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>ACC 105</td>
<td>Computer Skills*</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>ACC 110</td>
<td>Intro to Financial Accounting</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>ACC 124</td>
<td>Small Business Accounting</td>
<td>108</td>
<td>5</td>
</tr>
<tr>
<td>ACC 132</td>
<td>Basic Excel*</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>ACC 141</td>
<td>Applied Math for Accounting</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>ACC 142</td>
<td>Algebra for the Paraprofessional</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>ACC 150</td>
<td>Introduction to Business Law</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>ACC 160</td>
<td>Human Relations in an Accounting Office</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>ACC 179</td>
<td>Taxation I - Individuals</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>ACC 201</td>
<td>Principles of Accounting I</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>ACC 202</td>
<td>Principles of Accounting II</td>
<td>84</td>
<td>6</td>
</tr>
<tr>
<td>ACC 224</td>
<td>Financial Applications</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>ACC 232</td>
<td>Intermediate Excel*</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>ACC 234</td>
<td>Advanced Excel*</td>
<td>72</td>
<td>(3)</td>
</tr>
<tr>
<td>APP 101</td>
<td>Introduction to Windows I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 105</td>
<td>Introduction to Keyboarding</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 115</td>
<td>Word I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Human Relations</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>ENG 075</td>
<td>Business English</td>
<td>72</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL: 1260 70

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>One of the following ENG courses:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 100</td>
<td>Applied Composition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>One of the following MATH courses:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Algebra for Business and Industry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 107</td>
<td>Contemporary Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 110</td>
<td>College Algebra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 141</td>
<td>Pre-Calculus I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 142</td>
<td>Pre-Calculus II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 148</td>
<td>Business Calculus I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 151</td>
<td>Calculus I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 210</td>
<td>Introduction to Statistics</td>
<td>60-72</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL: 240-252 20

*Students must successfully complete 2 of the 3
Accounting Specialist

Option
 » Associate of Applied Science-Transfer Degree
   (1980 hours/113 credits)

This 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 non-profit 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.

Program Length
 • 6 quarters
 • 1980 hours/113 credits
 • Monday–Friday, 8:00am–2:30pm

Admissions Requirements
 • Minimum age: 18 years.
 • Must take COMPASS test (minimum math score of 30) before entering the program or being placed on the pre-registration list.

Admissions Recommendations
 • High school diploma or GED
 • Counselor and instructor interview
 • Keyboarding skills (Students entering without keyboarding skills may take longer to complete)

Cooperative/Internship Work Experience
A cooperative work experience allows students to receive credit for work experience appropriate to their training.

Enrollment
Students may enter at the beginning of the fall, winter, or spring quarter

Total Estimated Program Costs*
 • Tuition $6,633.00
 • Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 100</td>
<td>Basic Math for Accounting</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>ACC 105</td>
<td>Computer Skills</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>ACC 110</td>
<td>Intro to Financial Accounting</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>ACC 124</td>
<td>Small Business Accounting</td>
<td>108</td>
<td>5</td>
</tr>
<tr>
<td>ACC 130</td>
<td>Cost Accounting</td>
<td>108</td>
<td>5</td>
</tr>
<tr>
<td>ACC 132</td>
<td>Basic Excel**</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>ACC 141</td>
<td>Applied Math for Accounting</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>ACC 142</td>
<td>Algebra for the Paraprofessional</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>ACC 143</td>
<td>Beginning Algebra for Accounting</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>ACC 150</td>
<td>Introduction to Business Law</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>ACC 179</td>
<td>Taxation I - Individuals</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>ACC 201</td>
<td>Principles of Accounting I</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>ACC 202</td>
<td>Principles of Accounting II</td>
<td>84</td>
<td>6</td>
</tr>
<tr>
<td>ACC 203</td>
<td>Principles of Accounting III</td>
<td>108</td>
<td>5</td>
</tr>
<tr>
<td>ACC 224</td>
<td>Financial Applications</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>ACC 232</td>
<td>Intermediate Excel**</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>ACC 234</td>
<td>Advanced Excel**</td>
<td>(72)</td>
<td>(3)</td>
</tr>
<tr>
<td>ACC 273</td>
<td>Government and Non-Profit Accounting*</td>
<td>84</td>
<td>5</td>
</tr>
<tr>
<td>ACC 275</td>
<td>Taxation II – Business Entities</td>
<td>108</td>
<td>5</td>
</tr>
<tr>
<td>ACC 294</td>
<td>Cooperative Work Experience</td>
<td>72</td>
<td>2</td>
</tr>
<tr>
<td>APP 101</td>
<td>Introduction to Windows I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 105</td>
<td>Introduction to Keyboarding</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 115</td>
<td>Word I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>BUS 201</td>
<td>Business Law*</td>
<td>(84)</td>
<td>(5)</td>
</tr>
<tr>
<td>ENG 075</td>
<td>Business English</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 095</td>
<td>Intermediate Algebra</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

One of the following MATH courses:

MATH 110  College Algebra
MATH 141  Pre-Calculus I
MATH 142  Pre-Calculus II
MATH 148  Business Calculus I
MATH 151  Calculus I
MATH 210  Introduction to Statistics

TOTAL 1980 113

* Students must successfully complete 1 of the 2
**Students must successfully complete 2 of the 3

(Course descriptions listed alphabetically by course number on pages 133-210)
Applications Developer

Option

Certificate of Completion
(1260 hours/75 credits)

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 in 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.

Program Length

- 4 quarters
- 1260 hours/75 credits
- Monday–Friday
- 8:00am–2:30pm

Admission Requirements

- Minimum age: 18 years
- Must take COMPASS test before entering the program or being placed on the pre-registration list.

Admission Recommendations

Counselor and instructor interview.

Enrollment

Students may enter at the beginning of fall or winter quarter.

Cooperative/Internship Work Experience

A cooperative work experience is possible for second year students upon recommendation of instructor and subject to availability.

Total Estimated Program Costs*

- Tuition: $4,221.00
- Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI 101</td>
<td>Networking Essentials</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CSI 102</td>
<td>Introduction to Microsoft Office</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CSI 145</td>
<td>Introduction to the Internet and Web Authoring</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>CSI 147</td>
<td>Digital Imaging Fundamentals</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CSI 150</td>
<td>Developing Rich Clients with Flash</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CSI 152</td>
<td>Introduction to Programming</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CSI 154</td>
<td>Introduction to Programming Using Microsoft Visual Studio</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CSI 155</td>
<td>Object-Oriented Programming Using .NET Framework</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CSI 156</td>
<td>Introduction to Database Theory and Design</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CSI 159</td>
<td>Applied Database Development</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CSI 171</td>
<td>Software Testing</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>CSI 172</td>
<td>Computer Mathematics</td>
<td>60</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL 1260 75
Applications Developer continued
Autobody Repair and Refinishing

Options

» Certification of Completion (2340 hours/135 credits)
» Associate of Applied Science Degree
   (2592 hours/155 credits)

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 areas of study have been evaluated by the National Automotive Technicians Education Foundation (NATEF) for certification by ASE. This certification reflects the highest level of achievement awarded to any autobody program by ASE. All shop training is performed using state-of-the-art tools and equipment within one of the most modern facilities in the state. Emphasis is placed on safety and professionalism.

In order to earn an Associate of Applied Science degree, the student must complete all requirements for the certificate program plus 20 credits of General Education. Transfer credit from other institutions will be considered upon validation of transcript and course work. Students holding a recent Certificate of Completion from RTC should contact the Registrar for degree options. This program articulates with TechPrep programs through the South King County TechPrep Consortium.

Program Length

• 7 quarters
• 2340 hours/135 credits
• Monday–Friday; 7:00am–1:30pm

Admission Requirements

• Minimum age: 18 years.
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.

Admission Recommendations

• GED or high school diploma.
• Mechanical aptitude and good eye-to-hand coordination.
• Good physical health.
• Counselor and instructor interview.
• High School level classes in power mechanics or auto mechanics.
• Valid Washington Driver’s License.

Enrollment

Students enter at the beginning of fall quarter, or with instructor permission.

Cooperative/Internship Work Experience

A cooperative education option may be available for qualified, approved students.

Total Estimated Program Costs*

• Tuition $7,839.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDS 101</td>
<td>First Aid/CPR &amp; AED</td>
<td>16</td>
<td>2</td>
</tr>
<tr>
<td>ABDY 101</td>
<td>Beginning Estimating</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ABDY 102</td>
<td>Surface Preparation I</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>ABDY 105</td>
<td>Paint Application I</td>
<td>92</td>
<td>5</td>
</tr>
<tr>
<td>ABDY 106</td>
<td>Color Theory</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ABDY 107</td>
<td>Color Match &amp; Blend</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>ABDY 111</td>
<td>Safety for Autobody Repair</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>ABDY 112</td>
<td>Welding for Autobody Repair</td>
<td>144</td>
<td>7</td>
</tr>
<tr>
<td>ABDY 116</td>
<td>Autobody Plastics Repair and Refinishing</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>ABDY 117</td>
<td>Live Autobody Repair</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>ABDY 118</td>
<td>Live Autobody Refinishing</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>ABDY 120</td>
<td>Autobody Repair Industry Careers</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>ABDY 121</td>
<td>Autobody Construction I</td>
<td>84</td>
<td>5</td>
</tr>
<tr>
<td>ABDY 123</td>
<td>Metal Work</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>ABDY 126</td>
<td>Dent Repair</td>
<td>228</td>
<td>11</td>
</tr>
<tr>
<td>ABDY 129</td>
<td>Shop Management</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>ABDY 132</td>
<td>Autobody Structure and Mechanics I</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ABDY 161</td>
<td>Math for Autobody Repair</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>ABDY 171</td>
<td>Communications for Autobody</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>ABDY 202</td>
<td>Estimation II</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ABDY 206</td>
<td>Advanced Autobody Repair</td>
<td>216</td>
<td>10</td>
</tr>
<tr>
<td>ABDY 207</td>
<td>Shop Safety and Human Relations</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>ABDY 208</td>
<td>Surface Preparation II</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>ABDY 209</td>
<td>Paint Application II</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>ABDY 211</td>
<td>Auto Detail</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>ABDY 221</td>
<td>Autobody Construction II</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>ABDY 226</td>
<td>Door and Quarter Panel Replacement</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>ABDY 232</td>
<td>Autobody Structure and Mechanics II</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>ABDY 233</td>
<td>Unibody Repair</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ABDY 250</td>
<td>Collision Related Mechanical Repair</td>
<td>144</td>
<td>11</td>
</tr>
<tr>
<td>ABDY 259</td>
<td>Live Autobody Repair and Refinishing</td>
<td>192</td>
<td>9</td>
</tr>
<tr>
<td>ABDY 291</td>
<td>Job Search Skills</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>ABDY 295</td>
<td>Internship I (optional)</td>
<td>(360)</td>
<td>(15)</td>
</tr>
<tr>
<td>ABDY 296</td>
<td>Internship II (optional)</td>
<td>(180)</td>
<td>(7)</td>
</tr>
</tbody>
</table>

TOTAL 2340 135

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Applied Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Algebra for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 252 20

(Course descriptions listed alphabetically by course number on pages 133-210)

Renton Technical College
Automotive, Ford ASSET

Option

» Associate of Applied Science Degree
(2772 hours/149 credits)

Ford ASSET is a joint effort of Ford Motor Company, Renton Technical College, and a sponsoring Ford or Lincoln Mercury 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-Mercury dealership.

Technical training on Ford automotive products is provided in all Automotive Service Excellence (ASE) 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 organizational structure while developing competencies that are expected of a professional automotive technician.

Program Length

• 8 quarters
• 2772 hours/149 credits
• Monday–Friday; 7:00am–1:30pm

Admission Requirements

The applicant must be:

• Minimum age: 18 years at the time of the first dealership Internship.
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.
• High school diploma or GED required before graduating.
• Able to meet the admission requirements of Renton Technical College, Ford Motor Company, and the sponsoring dealership.
• Sponsored by a Ford, Lincoln/Mercury, or Mazda dealer.
• Hold and maintain a valid driver’s license.
• Insurable to school (good driving record) and sponsoring dealership requirements.
• Completion of MATH 075 with a 2.0 GPA or higher, or equivalent score on the COMPASS test.

Admission Recommendations

• High school level courses in math, science, power, or auto mechanics.
• Counselor and instructor interview

Enrollment

You must:

• Apply to the program on both Renton Technical College and Ford ASSET application forms.
• Arrange for an interview with Ford ASSET instructor
• Be selected (sponsored) by a dealer.
• Students enter at the beginning of fall quarter or with instructor permission.

Total Estimated Program Costs*

• Tuition $9,656.80
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 101</td>
<td>First Aid/CPR &amp; AED</td>
<td>16</td>
<td>2</td>
</tr>
<tr>
<td>FAS 101</td>
<td>Safety and Environmental Issues</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>FAS 111</td>
<td>Pre-delivery Inspection</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>FAS 112</td>
<td>Basic Shop Skills</td>
<td>32</td>
<td>1</td>
</tr>
<tr>
<td>FAS 115</td>
<td>Electrical/Electronic Systems</td>
<td>156</td>
<td>9</td>
</tr>
<tr>
<td>FAS 123</td>
<td>Diesel Fundamentals</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>FAS 124</td>
<td>Climate Control Systems</td>
<td>90</td>
<td>6</td>
</tr>
<tr>
<td>FAS 125</td>
<td>Engine Repair</td>
<td>90</td>
<td>6</td>
</tr>
<tr>
<td>FAS 131</td>
<td>Brake Systems</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>FAS 132</td>
<td>Steering &amp; Suspension Systems</td>
<td>144</td>
<td>8</td>
</tr>
<tr>
<td>FAS 160</td>
<td>Automotive Mathematics</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>FAS 171</td>
<td>Written Communications</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>FAS 182</td>
<td>Human Relations/Workplace Skills</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>FAS 191</td>
<td>Internship I</td>
<td>252</td>
<td>10</td>
</tr>
<tr>
<td>FAS 192</td>
<td>Internship II</td>
<td>252</td>
<td>10</td>
</tr>
<tr>
<td>FAS 193</td>
<td>Internship III</td>
<td>252</td>
<td>10</td>
</tr>
<tr>
<td>FAS 216</td>
<td>Manual Transmissions &amp; Drive trains</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>FAS 217</td>
<td>Automatic Transmissions</td>
<td>132</td>
<td>8</td>
</tr>
<tr>
<td>FAS 223</td>
<td>Engine Performance</td>
<td>216</td>
<td>14</td>
</tr>
<tr>
<td>FAS 294</td>
<td>Internship IV</td>
<td>252</td>
<td>10</td>
</tr>
<tr>
<td>FAS 295</td>
<td>Internship V</td>
<td>252</td>
<td>10</td>
</tr>
<tr>
<td>ENG 100</td>
<td>Applied Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Algebra for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL** 2772 149

Transfer credit from other institutions will be considered upon validation of transcripts and evaluation of course work.
Automotive Service Technician, ITEC

Option

» Associate of Applied Science Degree

(2772 hours/145 credits)

ITEC is a comprehensive two-year automotive training program featuring cooperative training with an approved automotive repair facility. Students receive training in the classroom/lab at RTC for approximately nine weeks followed by approximately nine weeks of paid full-time mentored work experience at an ITEC approved automotive repair facility through five cycles over the two-year program.

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 obtain an Associate of Applied Science (AAS) degree.

Program Length

• 8 quarters
• 2772 hours/145 credits
• Monday–Friday; 7:00am–1:30pm

Admission Requirements

The applicant must be:

• Minimum age: 18 years.
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.
• Able to meet the admission requirements of Renton Technical College and the sponsoring repair facility.
• Sponsored by an automotive repair facility.
• Hold and maintain a valid driver’s license.
• Insurable to school requirements (good driving record).
• Completion of MATH 075 with a 2.0 GPA or higher, or equivalent score on the COMPASS test.

Admission Recommendations

• High school diploma or GED equivalent recommended.
• High school level courses in math, science, power, or auto mechanics.
• Counselor and instructor interview.

Enrollment

• Students may enter at the beginning of fall quarter or with instructor permission.
• Apply to the program on both Renton Technical College and ITEC application forms.
• Arrange for an interview with ITEC instructor.
• Be selected by an automotive repair facility.

Total Estimated Program Costs*

• Tuition $9,656.80
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDS 101</td>
<td>First Aid/CPR &amp; AED</td>
<td>16</td>
<td>2</td>
</tr>
<tr>
<td>ITEL 101</td>
<td>Safety/Environmental Issues</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>ITEL 112</td>
<td>Basic Shop Skills</td>
<td>104</td>
<td>5</td>
</tr>
<tr>
<td>ITEL 115</td>
<td>Electrical/Electronic Systems I</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>ITEL 124</td>
<td>Heating and Air Conditioning</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>ITEL 125</td>
<td>Engine Repair</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>ITEL 131</td>
<td>Brakes</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>ITEL 132</td>
<td>Steering and Suspension</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>ITEL 160</td>
<td>Automotive Mathematics</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>ITEL 171</td>
<td>Written Communications</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>ITEL 182</td>
<td>Human Relations/Customer Relations</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>ITEL 191</td>
<td>Internship I</td>
<td>252</td>
<td>10</td>
</tr>
<tr>
<td>ITEL 192</td>
<td>Internship II</td>
<td>252</td>
<td>10</td>
</tr>
<tr>
<td>ITEL 193</td>
<td>Internship III</td>
<td>252</td>
<td>10</td>
</tr>
<tr>
<td>ITEL 216</td>
<td>Manual Drive Train and Axles</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>ITEL 217</td>
<td>Automatic Transmission/Transaxle</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>ITEL 223</td>
<td>Engine Performance</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>ITEL 226</td>
<td>Electrical/Electronic Systems II</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>ITEL 227</td>
<td>Emission Certification</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>ITEL 294</td>
<td>Internship IV</td>
<td>252</td>
<td>10</td>
</tr>
<tr>
<td>ITEL 295</td>
<td>Internship V</td>
<td>252</td>
<td>10</td>
</tr>
<tr>
<td>ENGR 100</td>
<td>Applied Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Algebra for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 104</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 2772 145

(Course descriptions listed alphabetically by course number on pages 133-210)
Automotive Technology

Options

» Certificate of Completion
  (2340 hours/135 credits)

» Associate of Applied Science Degree
  (2592 hours/155 credits)

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 shop 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 the South King County TechPrep Consortium.

Program Length

- 7 quarters
- 2340 hours/135 credits
- Monday–Friday; 7:00am–1:30pm

Admission Requirements

- Minimum age: 18 years.
- Must take COMPASS test before entering the program or being placed on the pre-registration list.

Admission Recommendations

- High school diploma or GED.
- High school level courses in math, science, power, or auto mechanics.
- Counselor and instructor interview.
- Valid Washington State Driver's License.
- Insurable to school requirements (good driving record).

Enrollment

Students enter at the beginning of fall quarter or with instructor permission.

Cooperative/Internship Work Experience

Cooperative work experience is possible during the second year, subject to availability and upon recommendation of the instructor.

Fees

Students are responsible for purchasing books, coveralls and program hand tools (tool list available upon request).

Total Estimated Program Costs*

- Tuition $7,839.00
- Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 101</td>
<td>First Aid/CPR &amp; AED</td>
<td>16</td>
<td>2</td>
</tr>
<tr>
<td>AUTC 112</td>
<td>Basic Shop Skills</td>
<td>144</td>
<td>8</td>
</tr>
<tr>
<td>AUTC 117</td>
<td>Electrical/Electronic Systems I</td>
<td>176</td>
<td>9</td>
</tr>
<tr>
<td>AUTC 118</td>
<td>Brakes</td>
<td>144</td>
<td>8</td>
</tr>
<tr>
<td>AUTC 124</td>
<td>Heating and Air Conditioning</td>
<td>180</td>
<td>10</td>
</tr>
<tr>
<td>AUTC 128</td>
<td>Engine Repair</td>
<td>180</td>
<td>10</td>
</tr>
<tr>
<td>AUTC 132</td>
<td>Steering and Suspension</td>
<td>180</td>
<td>10</td>
</tr>
<tr>
<td>AUTC 133</td>
<td>Manual Drive Train and Axles</td>
<td>180</td>
<td>10</td>
</tr>
<tr>
<td>AUTC 160</td>
<td>Automotive Mathematics</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>AUTC 181</td>
<td>Safety/Environmental Issues</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>AUTC 204</td>
<td>Automatic Transmissions/Transaxle</td>
<td>288</td>
<td>16</td>
</tr>
<tr>
<td>AUTC 216</td>
<td>Engine Performance</td>
<td>360</td>
<td>20</td>
</tr>
<tr>
<td>AUTC 226</td>
<td>Electrical/Electronic Systems II</td>
<td>180</td>
<td>10</td>
</tr>
<tr>
<td>AUTC 230</td>
<td>Advanced Vehicle Repair</td>
<td>144</td>
<td>8</td>
</tr>
<tr>
<td>AUTC 271</td>
<td>Written Communications</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>AUTC 281</td>
<td>Emission Certification</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>AUTC 282</td>
<td>Human Relations/Customer Relations</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>AUTC 292</td>
<td>Job Search Skills</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>AUTC 293</td>
<td>Co-op (optional)</td>
<td>(144)</td>
<td>(4)</td>
</tr>
</tbody>
</table>

TOTAL 2340 135

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Applied Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Algebra for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 252 20

(Course descriptions listed alphabetically by course number on pages 133-210)
Band Instrument Repair Technology

Options

» Certificate of Completion (1260 hours/74 credits)
» Associate of Applied Science Degree
   (1512 hours/94 credits)

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, human relations, mathematics, employment skills, communications, and environmental concerns.

To earn an Associate of Applied Science degree, the student must complete all requirements for the certificate program plus 20 credits of General Education.

Program Length

• 3 quarters
• 1260 hours/74 credits
• Monday–Friday, 7:00am–1:30pm

Admission Requirements

• Minimum age: 18 years
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.
• Experience playing at least one brass or woodwind instrument.

Admission Recommendations

• High School Diploma or GED
• Counselor and instructor interview.
• Able to lift heavy instruments

Enrollment

Students may enter mid-August, or with instructor permission.

Total Estimated Program Costs*

• Tuition: $4,221.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIR 101</td>
<td>Introduction to Band Instrument Repair</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>BIR 102</td>
<td>Shop Practices and Safety for Band Instrument Repair</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>BIR 103</td>
<td>Chemical Cleaning of Band Instruments</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>BIR 104</td>
<td>Soldering and Brazing Techniques</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>BIR 105</td>
<td>Acoustical Aspects of Wind Instruments</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>BIR 115</td>
<td>Dent Removal Techniques</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>BIR 116</td>
<td>Band Instrument Polishing and Refinishing Techniques</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>BIR 122</td>
<td>The Percussion Instruments</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>BIR 123</td>
<td>Woodwind Padding Techniques</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>BIR 124</td>
<td>Clarinet Family Repair Techniques</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>BIR 125</td>
<td>Saxophone Family Repair Techniques</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>BIR 126</td>
<td>Flute Family Repair Techniques</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>BIR 127</td>
<td>Double Reed Family Repair</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>BIR 130</td>
<td>Advanced Woodwind Repair Techniques</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>BIR 134</td>
<td>Woodwind Performance and Testing Techniques</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>BIR 135</td>
<td>Small Piston Valve Instrument Repair Techniques</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>BIR 136</td>
<td>Large Piston Valve Instrument Repair Techniques</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>BIR 137</td>
<td>Rotary Valve Instrument Repair Techniques</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>BIR 138</td>
<td>Trombone Repair Techniques</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>BIR 144</td>
<td>Brasswind Performance and Testing Techniques</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>BIR 150</td>
<td>Capstone Project in Band Instrument Repair</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>BIR 161</td>
<td>Mathematics for Band Instrument Repair</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>BIR 173</td>
<td>Written &amp; Oral Communications for Band Instr. Repair</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>BIR 185</td>
<td>Human Relations for Band Instrument Repair</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>BIR 188</td>
<td>Employment Skills for Band Instrument Repair</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>BIR 191</td>
<td>String Instrument Repair for Band Instrument Repair</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>BIR 192</td>
<td>Machining Topics for Band Instrument Repair</td>
<td>60</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL

1260    74

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Applied Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Algebra for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL

252    20

(Course descriptions listed alphabetically by course number on pages 133-210)
Bank Teller
Part-Time Program

Option

Certificate Of Completion (63 hours/5 credits)

This program prepares you for an immediate part or full-time position as a bank teller and provides a foundation for a long-term career in banking. Learn banking procedures and terminology, customer service skills, communications, fraud prevention, current banking regulations, and how to balance daily transactions. Training in resume preparation and interviewing techniques assists you in your job search. Recommended that students be bondable, have a high school diploma or GED, and be able to speak English clearly.

Program Length

- 63 hours/5 credits
- Tuesday–Thursday, 6:00–9:00pm

Admission Requirements

- High school diploma or GED
- Must take COMPASS test before entering the program or being placed on the pre-registration list.
- Bondable
- Ability to speak English clearly.

Enrollment

Students may enter at the beginning of fall, winter, or spring quarter.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL 500</td>
<td>Bank Teller</td>
<td>63</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 63 5
Basic Computer Applications
Part-Time Program

Option

Certificate of Completion (312 hours/13 credits)

This program prepares students for employment in a variety of entry-level office positions. You receive hands-on computer 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 for entering students.

Program Length

- 312 hours/13 credits
- See current quarterly Class Schedule for course availability.

Admission Requirements

- Minimum age: 18 years
- Must take the COMPASS test before entering the program or being placed on the pre-registration list.

Admission Recommendations

- High School diploma or GED.
- Counselor and instructor interview.
- Keyboarding skills.
- Keyboarding courses will be waived upon demonstrated ability to type 35 wpm.

Enrollment

- Students may enter at any time.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP 101</td>
<td>Introduction to Windows I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 102</td>
<td>Introduction to Windows II</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 105</td>
<td>Introduction to Keyboarding</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 106</td>
<td>Keyboarding Skillbuilding I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 110</td>
<td>Outlook I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 115</td>
<td>Word I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 116</td>
<td>Word II</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 120</td>
<td>Excel I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 121</td>
<td>Excel II</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 125</td>
<td>Access I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 140</td>
<td>Using the Internet I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 145</td>
<td>Powerpoint I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 150</td>
<td>Publisher I</td>
<td>24</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL 312 13
Option

» Certificate of Completion
   (1260 hours/83 credits)

This program prepares students to be manual machinists. Students learn to use conventional lathes and milling machines, as well as grinders and other equipment commonly found in manufacturing facilities. Students learn manufacturing theory and practical skills, as well as blueprint reading, math, communications and human relations. The program lab includes many brands of machining equipment, so students will become comfortable using a variety of controls and displays.

This program articulates with Tech Prep programs through the South King County Tech Prep Consortium.

Program Length

• 4 quarters
• 1260 hours/83 credits
• Monday–Friday
• 8:00am–2:30pm

Admission Requirements

• Minimum age: 18 years.
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.

Admission Recommendations

• High school-level courses in advanced math, advanced science, mechanical drawing, or metal shop.
• Counselor and instructor interview.

Enrollment

Students may enter in fall or winter quarter.

Total Estimated Program Costs*

• Tuition: $4,221.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

---

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTEC 101</td>
<td>Machine Technology I</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>MTEC 103</td>
<td>Machine Technology II</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MTEC 105</td>
<td>Machine Technology III</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MTEC 111</td>
<td>Blueprint Reading I</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MTEC 113</td>
<td>Blueprint Reading II</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MTEC 115</td>
<td>Blueprint Reading III</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MTEC 121</td>
<td>Machining Fundamentals–Lathe</td>
<td>192</td>
<td>8</td>
</tr>
<tr>
<td>MTEC 123</td>
<td>Machining Fundamentals–Mill</td>
<td>168</td>
<td>7</td>
</tr>
<tr>
<td>MTEC 125</td>
<td>Machining Fundamentals–Precision Machining</td>
<td>180</td>
<td>8</td>
</tr>
<tr>
<td>MTEC 130</td>
<td>Basic Metrology</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MTEC 140</td>
<td>Geometric Dimensioning and Tolerancing</td>
<td>108</td>
<td>9</td>
</tr>
<tr>
<td>MTEC 161</td>
<td>Basic Math for Machining</td>
<td>72</td>
<td>6</td>
</tr>
<tr>
<td>MTEC 162</td>
<td>Algebra for Machine Technology</td>
<td>72</td>
<td>6</td>
</tr>
<tr>
<td>MTEC 163</td>
<td>Geometry for Machine Technology</td>
<td>72</td>
<td>6</td>
</tr>
<tr>
<td>MTEC 164</td>
<td>Trigonometry for Machining</td>
<td>72</td>
<td>6</td>
</tr>
<tr>
<td>MTEC 171</td>
<td>Communications I</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>MTEC 172</td>
<td>Communications II</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>MTEC 173</td>
<td>Communications III</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>MTEC 185</td>
<td>Human Relations</td>
<td>36</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL** 1260 83
Option

Certificate of Completion
(720 hours/36 credits)

This basic welding program is designed to prepare welders for job entry in gas, arc, and MIG welding. WABO Certification is available.

Program Length

- 2 quarters
- 720 hours/36 credits
- Monday–Friday
- 2:45pm–9:15pm

Admission Requirements

- Minimum age: 18 years.
- Must take the COMPASS test before entering the program or being placed on the pre-registration list

Admissions Recommendations

- High school diploma or GED
- Good eyesight. Glasses are permitted.
- Counselor and instructor interview.

Enrollment

Qualified students may enter as openings occur.

Fees

Students are responsible for purchasing books, tools (program tool list available upon request), and protective equipment.

Total Estimated Program Costs*

- Tuition $2,412.00
- Supplies: Contact the RTC Bookstore at 425.235.235.232

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 103</td>
<td>Thermal Cutting</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>WELD 108</td>
<td>Occupational Related Safety</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>WELD 112</td>
<td>Welding Fundamentals</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>WELD 116</td>
<td>Shielded Metal Arc Welding I</td>
<td>168</td>
<td>7</td>
</tr>
<tr>
<td>WELD 117</td>
<td>Shielded Metal Arc Welding II</td>
<td>192</td>
<td>8</td>
</tr>
<tr>
<td>WELD 118</td>
<td>Gas Metal Arc Welding</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>WELD 119</td>
<td>Flux Cored Arc Welding</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>WELD 120</td>
<td>Blueprint Reading I</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>WELD 191</td>
<td>Job Search Skills</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>720</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

(Course descriptions listed alphabetically by course number on pages 133-210)
Central Service Technician

Option

» Certificate of Completion (192 hours/11 credits)

This program is designed to provide the training required to prepare you for Central Service Certification. It can also be your first step towards a career in the healthcare field. You gain knowledge of National and International standards for decontamination and sterilization. You 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.

Program Length

• 1 quarter
• 192 hours/11 credits

Admission Requirements

• Minimum age: 18 years.
• Must take COMPASS test before entering the program or being placed on the pre-registration list.
• Ability to pass a nationwide criminal background check.
• Students must meet vaccination and program specified health requirements in compliance with the Centers for Disease Control guidelines (vaccination list is provided at time of registration).
• Health insurance, both injury and sickness, is required for participation in the clinical portion of the program.
• Current (within one year) evaluation by a physician or nurse practitioner to ensure student and patient safety. The evaluation should address the following areas in respect to the student's ability to perform the laboratory skills and clinical responsibilities related to becoming a Central Service Technician:
  – Ability to lift a minimum of 50 pounds and to reach overhead.
  – Ability to stand or walk for long periods.

Enrollment

Enrollment occurs quarterly. See the current RTC Class Schedule for specific course information.

Total Estimated Program Costs*

• Tuition $643.20
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes. “Supplies” = tools, books, uniforms, etc. See RTC Bookstore for a current list.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST 500</td>
<td>Central Service Technician</td>
<td>192</td>
<td>11</td>
</tr>
</tbody>
</table>

**TOTAL** 192 11
Certified Office Professional/Executive Assistant

Option

» Associate Of Applied Science Degree
   (1800 hours/101 credits)

Students receive extensive hands-on experience using the Windows operating system and business software such as Microsoft Office (MS Word, Excel, Access, PowerPoint, and Outlook). Emphasis is placed on developing oral and written communication skills, understanding current office procedures, working in teams, and developing critical-thinking and problem-solving skills. This program provides a foundation for students in preparing for industry certifications such as MOS®, IC³, CPS®, and CAP®. Our graduates are gaining employment fully confident in their abilities to meet the needs of today’s office in fields such as banking, hi-tech, service, manufacturing, educational, and government agencies. A cooperative education option or internship is required. Transfer credit from other institutions is considered upon validation of transcript and course work.

Program Length

• 5 quarters
• 1800 hours/101 credits
• Monday–Friday, 8:00am–2:30pm

Admission Requirements

• Minimum age: 18 years
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.

Admission Recommendations

Keyboarding skills. (Students with low keyboarding skills may need more time to complete course work.)

Cooperative/Internship Work Experience

A cooperative work experience or internship option is required. This allows you to apply learned skills, gain actual on-the-job experience, and receive credit for work experience appropriate to your training while completing your course of study.

Enrollment

Students may enter at the beginning of fall, winter, or spring quarter.

Total Estimated Program Costs*

• Tuition $6,030.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECY 115</td>
<td>Health and Safety</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>SECY 131</td>
<td>Computer Concepts</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>SECY 145</td>
<td>Integrated Computer Applications</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>SECY 150</td>
<td>Access Data Entry</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>SECY 152</td>
<td>PowerPoint</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>SECY 154</td>
<td>Excel</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>SECY 156</td>
<td>Desktop Management/Outlook</td>
<td>84</td>
<td>5</td>
</tr>
<tr>
<td>SECY 160</td>
<td>Business Math</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>SECY 171</td>
<td>Writing Lab</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>SECY 181</td>
<td>Interpersonal Skills</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>SECY 231</td>
<td>Word Processing</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>SECY 238</td>
<td>Desktop Publishing</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>SECY 242</td>
<td>Business Procedures</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>SECY 275</td>
<td>Introduction to Web Design</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>SECY 277</td>
<td>Integrated Business Applications</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>SECY 281</td>
<td>Job Search and Career Readiness</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>SECY 290</td>
<td>Certification Preparation</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>SECY 292</td>
<td>Applied Professional Training</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>SECY 294</td>
<td>Cooperative Work Experience/Internship</td>
<td>180</td>
<td>5</td>
</tr>
<tr>
<td>APP 105</td>
<td>Introduction to Keyboarding</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 106</td>
<td>Keyboarding Skillbuilding I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 107</td>
<td>Keyboarding Skillbuilding II</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>ENG 075</td>
<td>Business English</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>ENG 085</td>
<td>Business Communication</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>ENG 100</td>
<td>Applied Composition –OR–</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Human Relations</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Applied Mathematics for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPECH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 1800 101

(Course descriptions listed alphabetically by course number on pages 133-210)
Certified Office Professional/Office Support Specialist

Option

Certificate Of Completion (1080 hours/63 credits)

Experience hands-on computer training for the foundation necessary for an entry-level career position in today’s office as a receptionist or office support specialist. In addition to keyboarding and hands-on training on computers using the Windows operating system and Microsoft Office applications, students study business math, business English, human relations and customer service, and develop general clerical skills. This program provides a foundation for students in preparing for industry certifications such as MOS® and IC³. A cooperative education option or internship may be available.

Program Length

• 3 quarters
• 1080 hours/63 credits
• Monday–Friday, 8:00am–2:30pm

Admission Requirements

• Minimum age: 18 years
• Must take the COMPASS test before entering the program or being placed on the pre-registration list

Admission Recommendations

Keyboarding skills. (Students with low keyboarding skills may need more time to complete course work.)

Enrollment

Students may enter at the beginning of fall, winter, or spring quarter.

Cooperative/Internship Work Experience

A cooperative work experience or internship option may be available to qualified, approved students. This allows you to apply learned skills, gain actual on-the-job experience, and receive credit for work experience appropriate to your training while completing your course of study.

Total Estimated Program Costs*

• Tuition: $3,618.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECY 115</td>
<td>Health and Safety</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>SECY 131</td>
<td>Computer Concepts</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>SECY 145</td>
<td>Integrated Computer Applications</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>SECY 150</td>
<td>Access Data Entry</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>SECY 152</td>
<td>PowerPoint</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>SECY 154</td>
<td>Excel</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>SECY 156</td>
<td>Desktop Management/Outlook</td>
<td>84</td>
<td>5</td>
</tr>
<tr>
<td>SECY 160</td>
<td>Business Math</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>SECY 171</td>
<td>Writing Lab</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>SECY 181</td>
<td>Interpersonal Skills</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>SECY 231</td>
<td>Word Processing</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>SECY 242</td>
<td>Business Procedures</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>SECY 281</td>
<td>Job Search and Career Readiness</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>SECY 292</td>
<td>Applied Professional Training</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>SECY 294</td>
<td>Cooperative Work Experience/Internship (optional)</td>
<td>180</td>
<td>5</td>
</tr>
<tr>
<td>APP 105</td>
<td>Introduction to Keyboarding</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 106</td>
<td>Keyboarding Skillbuilding I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 107</td>
<td>Keyboarding Skillbuilding II</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>ENG 075</td>
<td>Business English</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>ENG 085</td>
<td>Business Communication</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Human Relations</td>
<td>36</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTALS 1080 63

(Course descriptions listed alphabetically by course number on pages 133-210)
Option

Certificate of Completion (180 hours/15 credits)

The Child Development Associate (CDA) part-time program is designed to offer training opportunities for early childhood staff who want to enhance the quality of child care and early education they provide by defining, evaluating, recognizing, and implementing the competencies established by the Council for Early Childhood Professional Recognition.

The CDA competency standards and coursework define the skills needed by providers and the strategies to demonstrate their ability to work effectively with young children. CDA training addresses various settings: center-based infant and toddler programs and preschool classrooms, as well as family child care homes and home visitors.

The final assessment and credentialing of child care providers is administered by the Council out of Washington, D.C. This program assists potential CDA candidates in completing the preparation steps for assessment, collecting documentation and required items for the resource file, and applying to the Council for their credential and verification visit.

Program Length

- 180 hours/15 credits
- Monday to Friday – individual child care setting
- One Saturday per month: 8:30am–12:30pm or 1:00pm–5:00pm
- One Wednesday evening per month: 6:30pm–9:30pm

Admission Requirements

- High school diploma or equivalent before submitting to the Council
- 18 years of age or older before submitting to the Council
- Ability to speak English clearly
- Access to or be working in a licensed facility with young children.

Enrollment

Enrollment occurs quarterly. See the current RTC Class Schedule for specific course information.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAS 125</td>
<td>Child Development Associate I</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>CHCAS 126</td>
<td>Child Development Associate II</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>CHCAS 127</td>
<td>Child Development Associate III</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td><strong>180</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

(Course descriptions listed alphabetically by course number on pages 133-210)
Option

Certificate of Completion (180 hours/15 credits)

This series of classes assists early childhood professionals in their work with young children with special needs and disabilities. Students focus on the laws for inclusion, teaching strategies, behavior management methods to use in the classroom, the theories and philosophies behind those strategies, effective inclusive environments, various communication techniques (American Sign Language), and lesson planning. Upon completion of the series of classes, students receive a special needs certificate – worth 15 credits.

Program Length

- 180 hours/15 credits
- Monday to Friday – individual child care setting
- Thursdays: 6:30pm–9:45pm

Admission Requirements

- Minimum age: 18 years before submitting to the Council
- High school diploma or equivalent before submitting to the Council
- Access to or be working in a licensed facility with young children

Admission Recommendations

Ability to speak English clearly

Enrollment

See the current RTC Class Schedule for specific course information.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 101</td>
<td>American Sign Language</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ECCS 206</td>
<td>Children with Special Needs—Behavior Management</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ECCS 207</td>
<td>Children with Special Needs—Creating an Inclusive Classroom</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTALS 180 15

(Course descriptions listed alphabetically by course number on pages 133-210)
Civil CADD

Options

» Certificate of Completion
  (1260 clock hours/79 credits)

» Associate of Applied Science Degree
  (1512 clock hours/99 credits)

This program prepares individuals to apply technical knowledge and skills to develop working drawings in support of civil engineers engaged in designing and executing projects such as highways, dams, bridges, tunnels and other facilities, as well as commercial and residential development projects. The students learn to produce site/civil drawings, layouts and designs under the supervision of an engineer or senior designers. The program includes instruction in basic civil engineering principles, mapping, computer-aided drafting (CAD), pipe drafting, survey interpretation and blueprint reading.

To earn an Associate of Applied Science degree, the student must complete all requirements for the certificate program plus 20 credits of General Education (see below).

Program Length

- 4 quarters
- 1260 hours/79 credits
- Monday – Friday - 8:00 am - 2:30 p.m.

Admission Requirements

- Minimum age: 18 years
- Must take COMPASS or ASSET test before entering the program or being placed on the pre-registration list.

Admission Recommendations

- High school diploma or GED
- Counselor and instructor interview

Enrollment

Students may enter at beginning of fall quarter, or with instructor permission.

Cooperative/Internship Work Experience

Students may participate in a cooperative/internship education option allowing them to receive credit for on-the-job work experience appropriate to their training. Through cooperative/internship work experience, students have the opportunity to apply learned skills and gain actual on-the-job experience while completing their program of study.

Total Estimated Program Costs*

- Tuition $4,221.00
- Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIV 101</td>
<td>Introduction to Civil Drafting</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>CIV 106</td>
<td>Orthographic Projections and Sections</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>CIV 111</td>
<td>Field Surveying Lab Civil CADD</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>CIV 113</td>
<td>Introduction to Computer Aided Design</td>
<td>156</td>
<td>9</td>
</tr>
<tr>
<td>CIV 125</td>
<td>Road Design</td>
<td>132</td>
<td>8</td>
</tr>
<tr>
<td>CIV 131</td>
<td>Computer Familiarization</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>CIV 151</td>
<td>Advanced Computer Applications</td>
<td>156</td>
<td>9</td>
</tr>
<tr>
<td>CIV 156</td>
<td>Subdivision Design</td>
<td>132</td>
<td>8</td>
</tr>
<tr>
<td>CIV 159</td>
<td>Scheduling and Estimating</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CIV 161</td>
<td>Technical Mathematics for Civil CADD I</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>CIV 162</td>
<td>Technical Mathematics for Civil CADD II</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>CIV 163</td>
<td>Physics for Civil CADD</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>CIV 183</td>
<td>Careers in Civil CADD</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>CIV 248</td>
<td>Introduction to Geographic Information Systems</td>
<td>84</td>
<td>5</td>
</tr>
<tr>
<td>CIV 294</td>
<td>Cooperative Education/Internship (optional)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DFT 173</td>
<td>Technical Writing for Drafting</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>SUR 101</td>
<td>Introduction to Field Surveying</td>
<td>72</td>
<td>6</td>
</tr>
</tbody>
</table>

TOTAL 1260 79

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Algebra for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communications</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 252 20

(Course descriptions listed alphabetically by course number on pages 133-210)
Commercial Building Engineering

Options
» Certificate of Completion
   (1984 hours/127 credits)
» Associate of Applied Science Degree
   (2236 hours/147 credits)

This program is designed so students can enroll for
mornings, afternoons, 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. This program offers several
industry certifications as well as a Commercial Building
Engineering certificate or an Associate of Applied Science
degree in Commercial Building Engineering.

Program Length

• 8 quarters – Certificate of Completion
• 8 quarters – AAS Degree
• Monday–Thursday, 7:00am–11:00am;
  12:00pm–4:00pm; 5:00pm–9:00pm

Admission Requirements

• Minimum age: 18 years
• Must take the COMPASS test before entering the
  program or being placed on the pre-registration list.

Admission Recommendations

• Able to lift 50 lbs occasionally, climb ladders and
  work in confined spaces.
• Write, speak and understand English.
• Mechanically inclined with good eye/hand
  coordination.
• Willing to work shift work, weekends and holidays.
• To be employed in this field, the student must be
  able to perform moderately physically demanding
tasks on a regular basis.

Enrollment
Open entry, open exit.

Total Estimated Program Costs*

• Tuition $6,646.40
• Supplies: $750.00, or contact the RTC Bookstore at
  425.235.2323.

*Full-Time tuition fees are calculated and paid quarterly.
See Registration regarding quarterly payment amounts.
Tuition and supply costs are estimated totals for the entire
length of the program. Tuition for degree programs does
not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 101</td>
<td>First Aid/CPR &amp; AED</td>
<td>16</td>
<td>2</td>
</tr>
<tr>
<td>CBE 101</td>
<td>Fundamentals of Electricity and Lab</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>CBE 102</td>
<td>Advanced Electrical Theory and Lab</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>CBE 103</td>
<td>National Electrical Code</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>CBE 104</td>
<td>Computer Fundamentals</td>
<td>96</td>
<td>6</td>
</tr>
<tr>
<td>CBE 105</td>
<td>Boiler Operators</td>
<td>96</td>
<td>8</td>
</tr>
<tr>
<td>CBE 106</td>
<td>Boiler Lab</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>CBE 107</td>
<td>Refrigeration Systems</td>
<td>96</td>
<td>8</td>
</tr>
<tr>
<td>CBE 108</td>
<td>Refrigeration Lab</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>CBE 111</td>
<td>Control Fundamentals</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>CBE 112</td>
<td>Pneumatic Controls and Lab</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>CBE 113</td>
<td>Preventive Maintenance and Lab</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>CBE 115</td>
<td>Hazardous Waste Management and Lab</td>
<td>108</td>
<td>7</td>
</tr>
<tr>
<td>CBE 116</td>
<td>Utility Distribution</td>
<td>108</td>
<td>7</td>
</tr>
<tr>
<td>CBE 160</td>
<td>Math Refresher</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>CBE 170</td>
<td>Communications for the Stationary Engineer</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>CBE 180</td>
<td>Human Relations and Leadership Skills</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>CBE 201</td>
<td>Direct Digital Controls and Lab</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>CBE 202</td>
<td>Advanced Direct Digital Controls and Lab</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>CBE 203</td>
<td>Energy Conservation and Lab</td>
<td>84</td>
<td>5</td>
</tr>
<tr>
<td>CBE 204</td>
<td>Architectural Prints and Lab</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>CBE 205</td>
<td>Fire and Life Safety Systems</td>
<td>84</td>
<td>6</td>
</tr>
<tr>
<td>CBE 206</td>
<td>Air and Water Balancing and Lab</td>
<td>108</td>
<td>7</td>
</tr>
<tr>
<td>CBE 207</td>
<td>Indoor Air Quality and Lab</td>
<td>108</td>
<td>7</td>
</tr>
</tbody>
</table>

Total: 1984 hours/127 credits

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Algebra for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

Total: 252 hours/20 credits

(Course descriptions listed alphabetically by course number on pages 133-210)
Option

Certificate of Completion
(see Program Length below for hours and credits)

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 two option areas: programming administration and surveying administration. Both of the option areas address specific skill specialization areas within the drafting profession. Depending upon the option selected, the total course of instruction takes either 200 or 280 hours, with a Certificate of Completion awarded. Both options can be completed in as little as three quarters, but actual completion times will be a factor of individual student desires and scheduling. Four quarters is considered nominal time to finish either of the options available. 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.

Program Length

- Option 1: 200 hours/15 credits
- Option 2: 280 hours/21 credits
- Monday–Saturday (varies)
- Various part-time schedules

Admission Requirements

Minimum age: 18 years

High school diploma or GED.

Enrollment

Enrollment occurs quarterly. See the current RTC Class Schedule for specific course information.

Course Requirements*  

<table>
<thead>
<tr>
<th>Course Requirements*</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course #</td>
<td>Course Title</td>
<td>Hours</td>
</tr>
<tr>
<td>DFTS 114</td>
<td>AutoCAD® – Level I</td>
<td>40</td>
</tr>
<tr>
<td>DFTS 116</td>
<td>AutoCAD® – Level II</td>
<td>40</td>
</tr>
<tr>
<td>DFTS 118</td>
<td>AutoCAD® – Level III</td>
<td>40</td>
</tr>
<tr>
<td><strong>TOTAL CORE REQUIREMENTS</strong></td>
<td>120</td>
<td>9</td>
</tr>
</tbody>
</table>

Option I–CAD/Programming Administration

<table>
<thead>
<tr>
<th>Course Requirements*</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #</td>
<td>Course Title</td>
<td>Hours</td>
</tr>
<tr>
<td>DFTS 140</td>
<td>Programming for AutoCAD®</td>
<td>80</td>
</tr>
<tr>
<td>Core Requirements</td>
<td>120</td>
<td>9</td>
</tr>
<tr>
<td><strong>TOTAL OPTION I</strong></td>
<td>200</td>
<td>15</td>
</tr>
</tbody>
</table>

Option II–CAD/Surveying Administration

<table>
<thead>
<tr>
<th>Course Requirements*</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #</td>
<td>Course Title</td>
<td>Hours</td>
</tr>
<tr>
<td>Surs 135</td>
<td>AutoCAD Land Desktop I</td>
<td>40</td>
</tr>
<tr>
<td>Surs 136</td>
<td>AutoCAD Land Desktop II</td>
<td>40</td>
</tr>
<tr>
<td>DFTS 140</td>
<td>Programming for AutoCAD®</td>
<td>80</td>
</tr>
<tr>
<td>Core Requirements</td>
<td>120</td>
<td>9</td>
</tr>
<tr>
<td><strong>TOTAL OPTION II</strong></td>
<td>280</td>
<td>21</td>
</tr>
</tbody>
</table>

*Course offerings may change as new technologies develop. Substitution of prior credits earned for current certificate requirements will be approved on a case by case basis.
Computer Applications

Options

» Certificate of Completion (720 hours/31 credits)

This program prepares students for employment in a variety of entry-level office positions. You receive hands-on computer 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 for entering students. (Students entering without keyboarding skills may take longer to complete.)

Program Length

• 2 quarters
• 720 hours/31 credits
• Monday–Friday, 8:00am–2:30pm

Admission Requirements

• Minimum age: 18 years
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.

Admission Recommendations

• High School diploma or GED.
• Counselor and instructor interview.
• Keyboarding skills.
• Keyboarding courses will be waived upon demonstrated ability to type 35 wpm.

Enrollment

Students may enter at any time.

Cooperative/Internship Work Experience

Students may participate in a cooperative education option allowing them to receive credit for on-the-job work experience appropriate to their computer training. Through cooperative work experience, students have the opportunity to apply learned skills and gain actual on-the-job experience while completing their course of study.

Total Estimated Program Costs*

• Tuition $2,412.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP 101</td>
<td>Introduction to Windows I</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 102</td>
<td>Introduction to Windows II</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 105</td>
<td>Introduction to Keyboarding</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 106</td>
<td>Keyboarding Skillbuilding I</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 107</td>
<td>Keyboarding Skillbuilding II</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 110</td>
<td>Outlook I</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 111</td>
<td>Outlook II</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 115</td>
<td>Word I</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 116</td>
<td>Word II</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 120</td>
<td>Excel I</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 121</td>
<td>Excel II</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 125</td>
<td>Access I</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 126</td>
<td>Access II</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 130</td>
<td>Basic HTML Design I*</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 131</td>
<td>Basic HTML Design II*</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 135</td>
<td>Data Entry I*</td>
<td>(24)</td>
<td>(1)</td>
</tr>
<tr>
<td>APP 136</td>
<td>Data Entry II*</td>
<td>(24)</td>
<td>(1)</td>
</tr>
<tr>
<td>APP 140</td>
<td>Using the Internet I</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 141</td>
<td>Using the Internet II</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 145</td>
<td>PowerPoint I</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 146</td>
<td>PowerPoint II</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 150</td>
<td>Publisher I**</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 151</td>
<td>Publisher II**</td>
<td>.24</td>
<td>1</td>
</tr>
<tr>
<td>APP 170</td>
<td>Digital Imaging I**</td>
<td>(24)</td>
<td>(1)</td>
</tr>
<tr>
<td>APP 171</td>
<td>Digital Imaging II**</td>
<td>(24)</td>
<td>(1)</td>
</tr>
<tr>
<td>APP 175</td>
<td>Web Design I*</td>
<td>(24)</td>
<td>(1)</td>
</tr>
<tr>
<td>APP 176</td>
<td>Web Design II*</td>
<td>(24)</td>
<td>(1)</td>
</tr>
<tr>
<td>APP 180</td>
<td>Beginning Skill Development</td>
<td>.72</td>
<td>3</td>
</tr>
<tr>
<td>APP 181</td>
<td>Advanced Skill Development</td>
<td>.96</td>
<td>4</td>
</tr>
<tr>
<td>APP 191</td>
<td>Job Search Skills</td>
<td>.48</td>
<td>3</td>
</tr>
<tr>
<td>APP 192</td>
<td>Cooperative Work Experience (optional)</td>
<td>(200)</td>
<td>(4)</td>
</tr>
</tbody>
</table>

TOTAL 720 31

*Students must take either APP 130 and APP 131, APP 135 and APP 136, or APP 175 and APP 176.

**Students may take either APP 150 and APP 151, or APP 170 and APP 171.

(Course descriptions listed alphabetically by course number on pages 133-210)
Options

» Certificate of Completion
   (1260 hours/72 credits)

» Associate of Applied Science Degree
   (1512 hours/72 credits)

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+, Microsoft Certified Profession (MCP) and Red Hat Certified Technician (RHCT). Both server and workstation configurations are taught in this one-year (1260 hour) program.

Students who successfully pass all competencies are awarded a Certificate of Completion. Advanced standing is possible for Tech Prep students or for those able to present transcript evidence of prior training.

To earn an Associate of Applied Science degree, the student must complete all requirements for the certificate program plus 20 credits of General Education.

Program Length

- 4 quarters
- 1260 hours/72 credits
- Monday–Friday
- 8:00am–2:30pm

Admission Requirements

Minimum age: 18 years

Must take COMPASS test before entering the program or being placed on the pre-registration list.

Admission Recommendations

Counselor and instructor interview.

Enrollment

Students may enter at the beginning of fall, winter, or spring quarter, or with instructor permission.

Total Estimated Program Costs*

- Tuition $4,221.00
- Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Cooperative/Internship Work Experience

A cooperative work experience option may be available for qualified, approved students. Students apply learned skills, gain actual on-the-job experience, and receive credit for work experience appropriate to training while completing the program of study.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT 111</td>
<td>Survey of Electronics with Mathematics</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>CNT 151</td>
<td>CompTIA A+ Essentials</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>CNT 156</td>
<td>CompTIA A+ IT Technician</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>CNT 159</td>
<td>CompTIA Network+</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>CNT 252</td>
<td>Windows Server Network Environments</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CNT 253</td>
<td>Windows Server Network Infrastructure</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CNT 254</td>
<td>Microsoft Exchange Server</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CNT 256</td>
<td>Red Hat Linux Computing Essentials</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CNT 257</td>
<td>Wireless Networking Fundamentals</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CNT 258</td>
<td>Red Hat Linux Core System Administration</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CNT 259</td>
<td>Enterprise Network Technology</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CNT 271</td>
<td>Business Communications and Job Search Strategies</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>CNT 294</td>
<td>Internship/Cooperative Education</td>
<td>(180)</td>
<td>(5)</td>
</tr>
</tbody>
</table>

TOTAL 1260 72

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Applied Composition - OR-</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Algebra for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 252 20

(Course descriptions listed alphabetically by course number on pages 133-210)
Option

» Certificate of Completion
(720 hours/37 credits)

This two-quarter program is designed for students who have experience in machine operation, feeds and speeds, and an understanding of basic shop math. Instruction is both theoretical and practical, and includes manual and computer programming using the latest CNC/CAM software.

This program is taught in a machine shop facility equipped with industrial size 3- and 4-axis vertical and horizontal milling machines and 3-axis turning center with conversational control and live tooling.

In this program, students are introduced to micro-computer hardware, the Windows operating system, and the basics of computer numerical control (CNC) machines, and programming CNC machines using MasterCAM software. Students also learn information literacy, hazardous material processes, and manufacturing trends.

Program Length

• 2 quarters
• 720 hours/37 credits
• Monday–Friday
• 8:00am–2:30pm

Admission Requirements

• Minimum age: 18 years.
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.
• Prior experience in Machine Trades.

Admission Recommendations

• High school-level courses in advanced math, advanced science, mechanical drawing, or metal shop.
• Counselor and instructor interview.

Enrollment

Students may enter in fall or winter quarter.

Total Estimated Program Costs*

• Tuition: $2,412.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

### Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTEC 212</td>
<td>Manufacturing Resource &amp; Research</td>
<td>96</td>
<td>6</td>
</tr>
<tr>
<td>MTEC 220</td>
<td>Hazardous Materials</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MTEC 231</td>
<td>CNC I</td>
<td>264</td>
<td>12</td>
</tr>
<tr>
<td>MTEC 232</td>
<td>CNC II</td>
<td>264</td>
<td>12</td>
</tr>
<tr>
<td>MTEC 240</td>
<td>Manufacturing Trends</td>
<td>72</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 720 37

Computer Numerical Control

(A course descriptions listed alphabetically by course number on pages 133-210)
Option

Certificate of Completion (320 hours/24 credits)

This program is ideal for those individuals with no previous experience who wish to enter this exciting and demanding career field. Course offerings are designed to take students from learning the fundamentals of programming through the creation of complex programs written in higher-level languages. The full program consists of 320 hours of instruction, with a certificate of completion awarded. Students who progress through the program without interruption may be able to complete the program in as little as one year, with six quarters being nominal. 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 applicable language compilers and interpreters. Practical applications are stressed wherever possible. All courses must be completed for certificate award, unless evidence of prior learning can be provided. Students with no previous programming experience must enroll in CSIS 120, Fundamentals of Programming, prior to attempting any of the programming language offerings.

Program Length

- 320 hours/24 credits
- Monday–Thursday, 5:30–9:30pm
- Saturday 8:00am–4:30pm

Admission Requirements

Minimum age: 18 years

Admission Recommendations

High school diploma or GED.

Enrollment

Enrollment occurs quarterly. See the current RTC Class Schedule for specific course information.

Cooperative/Internship Work Experience

None.

Course Requirements*

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS 127</td>
<td>Beginning C++</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>CSIS 131</td>
<td>Introduction to C# Programming</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>CSIS 132</td>
<td>Intermediate C# Programming</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>Elective**</td>
<td></td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
</tr>
</tbody>
</table>

TOTAL 320 24

*Course offerings may change as new technologies develop. Substitution of prior credits earned for current certificate requirements will be approved on a case by case basis.

**Elective option must be chosen from one of the following course offerings:

- CSIS 128 Advanced C++
- CSIS 137 Introduction to Software Testing
- CSIS 152 IT Project Management
- CSIS 231 Advanced C# Programming
**Computer Science**

**Options**
- Certificate of Completion
  - (1260 hours/73 credits)
- Associate of Applied Science Degree
  - (2772 hours/168 credits)

This Computer Science program is a 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; Network Administrator/Specialist; Internet Applications Developer/Webmaster, 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 COMPITA certification content.

To earn an Associate of Applied Science degree, the student must complete all requirements for the Computer Science certificate (1260 hours) program plus all requirements for the Applications Developer certificate (1260 hours) and 20 credits of General Education.

Transfer credit from other institutions will be considered upon validation of transcript and course work. Students completing the AAS degree requirements may transfer to City University, DeVry University, and University of Phoenix with junior standing in a variety of business and computer related Bachelor degree programs.

**Program Length**
- 4 quarters
- 1260 hours/73 credits
- Monday–Friday
- 8:00am–2:30pm

**Admission Requirements**
- Minimum age: 18 years
- Must take the COMPASS test before entering the program or being placed on the pre-registration list.

**Admission Recommendations**
Counselor and instructor interview.

**Enrollment**
Students may enter at the beginning of fall or winter quarter.

**Cooperative/Internship Work Experience**
A cooperative work experience is possible for second year students upon recommendation of instructor and subject to availability.

**Total Estimated Program Costs**
- Tuition: $4,221.00
- Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

**Course Requirements**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI 220</td>
<td>Project Management for Information Technology</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CSI 245</td>
<td>Beginning/Intermediate Java Programming</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CSI 253</td>
<td>Advanced Client-Server Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSI 255</td>
<td>Using Microsoft.NET Technologies</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CSI 256</td>
<td>Advanced Programming Concepts</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CSI 258</td>
<td>Database Server Administration &amp; SQL Development</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CSI 277</td>
<td>IT Industry Research and Writing</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CSI 281</td>
<td>E-Commerce Foundations</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CSI 282</td>
<td>Leadership and Teamwork in Systems Analysis</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CSI 285</td>
<td>Advanced Topics in Computer Science</td>
<td>84</td>
<td>6</td>
</tr>
<tr>
<td>CSI 291</td>
<td>Advanced Web Application Development/XML</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>CSI 293</td>
<td>Capstone Design and Development Project</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>CSI 294</td>
<td>Cooperative Education/Internship (optional)</td>
<td>630</td>
<td>(17)</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>1260</td>
<td>73</td>
</tr>
</tbody>
</table>

**Additional Requirements for AAS Degree**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI 500</td>
<td>Applications Developer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>1260</td>
<td>75</td>
</tr>
</tbody>
</table>

**General Education Course Requirements for AAS Degree**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Applied Composition –OR–</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Algebra for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>252</td>
<td>20</td>
</tr>
</tbody>
</table>

Total hours and credits for Computer Science AAS Degree: 2772 168
Options
» Certificate of Completion
  (838-1050 clock hours, 75 credits)
» Associate of Applied Science Degree
  (1018-1230 clock hours, 90 credits)
This program prepares people for careers in construction management, including superintendents, project managers, field engineers, estimators, foremen, and other administrators. Students learn estimating, scheduling, project management, human resources management, and other skills that are critical in the construction management field. Students can enroll on a part-time or full-time basis, and can earn a certificate or an associate degree.

Program Length
838-1050 hours/75 credits

Admission Requirements
• Minimum age: 18 years.
• Vocational interest and goals related to the program.

Admission Recommendations
• High school diploma or GED.
• Counselor interview.
• COMPASS test to determine English and math readiness (required for certain courses within the program).

Enrollment
Enrollment occurs quarterly. See the current RTC Class Schedule for specific course information.

Cooperative/Internship Work Experience
A cooperative education option may be available for qualified, approved students. Students apply learned skills, gain actual on-the-job experience, and receive credit for work experience appropriate to training while completing the program of study.

Fees
Students are responsible for purchasing books, tools (program tool list available upon request), and protective equipment.

Course Requirements (65 credits required)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 101</td>
<td>Introduction to Construction and Architecture</td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>CMS 105</td>
<td>Construction Blueprint Reading</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>CMS 110</td>
<td>Safety Planning and Administration I (OSHA 30)</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>CMS 120</td>
<td>Construction Materials and Methods</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>CMS 130</td>
<td>Mechanical and Electrical Systems</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>CMS 145</td>
<td>Building Codes</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>CMS 150</td>
<td>Structural Elements of Design</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>CMS 160</td>
<td>Quantity Survey</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>CMS 200</td>
<td>Estimating</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>CMS 225</td>
<td>Contract Administration and Law</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>CMS 230</td>
<td>Project Labor Agreements</td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>CMS 240</td>
<td>Planning and Scheduling</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>CMS 250</td>
<td>Project Management</td>
<td>50</td>
<td>4</td>
</tr>
<tr>
<td>SURS 110</td>
<td>Basic Surveying</td>
<td>40</td>
<td>3</td>
</tr>
</tbody>
</table>

Required Business and Management Courses
- ACCS 121 Accounting I | 60 | 5
- CMS 280 Managing Employees in the Construction Industry | 40 | 4

Required Math, Science, Computers, and Communications Courses
- APP 115 Word I | 24 | 1
- APP 120 Excel I | 24 | 1
- ENG 100 Applied Composition | 60 | 5
- ENG 101 English Composition | 60 | 5
- MATH 102 Applied Algebra for Business and Industry | 72 | 5
- MATH 110 College Algebra | 60 | 5

TOTAL 738-750 65

Elective Courses (10 credits required)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
</table>
| ACCS 122 | Accounting II | 60 | 5
| AGCS 101 | Construction Law | 20 | 2
| CMS 103  | Spanish for Construction Supervisors | 20 | 2
| CMS 155  | Construction Equipment | 20 | 2
| CMS 190  | Cooperative Work Experience, Trades | 150 | 5
| CMS 210  | Safety Planning and Administration II | 30 | 3
| CMS 215  | Safety Planning and Administration (WISHA) | 30 | 3
| CMS 290  | Cooperative Work Experience, Construction Management | 150 | 5
| DFTS 114 | AutoCAD® - Level I | 40 | 3
| DFTS 116 | AutoCAD® – Level II | 40 | 3

TOTAL 100-300 10

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
</table>
| GEO 100  | Introduction to Geology | 60 | 5
| PSYC 101 | General Psychology | 60 | 5
| SPCH 101 | Speech Communication | 60 | 5

TOTAL 180 15

(Course descriptions listed alphabetically by course number on pages 133-210)
Construction Trades Preparation

Option

» Certification of Completion (618 hours/37 credits)

Students gain skills for apprenticeship or entry-level employment in construction, manufacturing, public utilities, and related industries. Courses incorporate theory and hands-on application in a variety of trades including electrical, plumbing, carpentry, iron work, masonry, metal stud framing, oxy-acetylene cutting and arc welding. Course work also includes safety standards training, strength building, trades math, writing a resume, cover letters, and preparing for job interviews. Students receive industry certifications for Industrial First Aid/ CPR, Hilti powder-actuated tools, flagging, and forklift. One of the program's goals is to train a diverse workforce, increasing the number of women and people of color who are ready to enter apprenticeship and trades positions.

Program Length

• 2 quarters
• 618 hours/37 credits
• Monday–Friday, 8am–2:30pm

Admission Requirements

• Minimum age: 18 years
• Must take COMPASS test before entering the program or being placed on the pre-registration list.
• Attend an orientation of the program.
• Arrange for an interview with RTC staff.

Admission Recommendations

• Students should have a high school diploma or GED prior to program entry, or complete this while enrolled.
• A valid Washington State Driver’s License.

Enrollment

Eligible students may enter the program in September or March.

Cooperative/Internship Work Experience

A cooperative education option may be available for qualified, approved students.

Total Estimated Program Costs*

• Tuition: $2,070.30
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 101</td>
<td>First Aid/CPR &amp; AED</td>
<td>16</td>
<td>2</td>
</tr>
<tr>
<td>JSTI 101</td>
<td>Core Construction Skills I</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>JSTI 102</td>
<td>Core Construction Skills II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>JSTI 105</td>
<td>Job and Life Skills</td>
<td>54</td>
<td>4</td>
</tr>
<tr>
<td>JSTI 107</td>
<td>Physical Fitness for the Trades</td>
<td>82</td>
<td>3</td>
</tr>
<tr>
<td>JSTI 109</td>
<td>Tool and Equipment Certification</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>JSTI 111</td>
<td>Structural Trades</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>JSTI 117</td>
<td>Electrical and Mechanical Trades</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>JSTI 119</td>
<td>Mechanics and Heavy Equipment</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>JSTI 125</td>
<td>Heavy Construction</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>JSTI 168</td>
<td>Trades Math</td>
<td>82</td>
<td>6</td>
</tr>
<tr>
<td>JSTI 194</td>
<td>Cooperative/Internship Work Experience (optional)</td>
<td>(312)</td>
<td>(13)</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>618</td>
<td>37</td>
</tr>
</tbody>
</table>
Option

» Certificate of Completion (1800 hours/92 credits)

This program, open to both men and women, trains students to take the Washington State Cosmetology Licensing Exam and become entry-level cosmetologists. Cosmetologists shampoo, cut, style, give permanents, and color hair for men, women, and children.

Students gain theory and lab experience in skin, scalp, and hair analysis; shampooing; styling; cutting hair; permanent waving; chemical hair relaxing; hair coloring and lightening; manicuring and pedicuring; skin care; make-up; and safety and disinfection. The program also covers business ethics and salon management, math, communications, and human relations.

Instruction takes place at state-licensed beauty schools in King County that have a contract with Renton Technical College. Students are expected to purchase kits, uniforms, and supplies.

Note: The beauty schools do not follow the RTC calendar. Check with the schools for exact starting dates.

Program Length

- 5 quarters
- 1800 hours/92 credits
- Hours vary by school:
  - Monday–Friday, 8:00am–4:30pm
  - Tuesday-Saturday, 8:30am–5:00pm

Admission Requirements

- Minimum age: 18 years
- Must take COMPASS test before entering the program or being placed on the pre-registration list.
- High school completion or GED certificate is required upon completion of the program for state licensing and job placement.

Admission Recommendations

Counselor and instructor interview before starting the program.

Enrollment

Students may enter as openings occur with instructor or counselor permission.

Total Estimated Program Costs*

- Tuition: $6,030.00
- Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.
Culinary Arts

Options

- Certificate of Completion (1980 hours/104 credits)
- Associate of Applied Science Degree (2232 hours/124 credits)
- Associate of Applied Science-Transfer Degree (2220 hours/124 credits)

The Culinary Arts certificate program is an American Culinary Federation Educational Institute (ACFEI) accredited program designed to train students to function professionally in the restaurant industry. All phases of basic fundamental cookery are addressed in a concise curriculum with emphasis on development of skills and techniques necessary for advancement in the hospitality industry. The program offers a wide range of subject areas that include beginning knife skills, safety and sanitation, nutrition, culinary math; to advanced courses that include fundamentals of soup and sauce preparations, ala carte cooking, garde manger techniques, and more. Upon completion of Renton Technical College’s Culinary Arts program, graduates who are American Culinary Federation (AFC) members at the time of graduation have the opportunity to be certified as a “Certified Culinarian” by the AFC.

To earn an Associate of Applied Science (AAS) or Associate of Applied Science-Transfer (AAS-T) degree, the student must complete all requirements for the certificate program plus 20 credits of General Education. Transfer credit from other institutions will be considered upon validation of transcript and course work. Students holding a recent Certification of Completion from RTC should contact the Registrar for degree options.

Program Length

- 6 quarters
- 1980 hours/104 credits
- Monday–Friday, 7:00am–1:30pm

Admission Requirements

- Minimum age: 16 years
- Must take the COMPASS test before entering the program or being placed on the pre-registration list.
- Food handler’s permit

Admission Recommendations

Counselor and instructor interview.

Enrollment

Students may enter fall, winter, or spring quarter.

Cooperative/Internship Experience

A cooperative work experience provides students with applying learned skills, gaining on-the-job experience, and receiving credit for work experience appropriate to training while completing the program.

Total Estimated Program Costs*

- Tuition: $7,623.00
- Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 101</td>
<td>Culinary Safety - Sanitation</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>CUL 102</td>
<td>Introduction to Food Industry</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>CUL 103</td>
<td>Knife Skills-Meat Fabrication</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>CUL 104</td>
<td>Cost Control</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>CUL 105</td>
<td>Nutrition</td>
<td>40</td>
<td>5</td>
</tr>
<tr>
<td>CUL 106</td>
<td>Food Production I</td>
<td>40</td>
<td>5</td>
</tr>
<tr>
<td>CUL 107</td>
<td>Food Production II</td>
<td>276</td>
<td>14</td>
</tr>
<tr>
<td>CUL 108</td>
<td>Delicatessen I</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>CUL 109</td>
<td>Delicatessen II</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>CUL 110</td>
<td>Garde Manger</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>CUL 111</td>
<td>Breakfast Cookery</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>CUL 112</td>
<td>Bakery Basics</td>
<td>108</td>
<td>5</td>
</tr>
<tr>
<td>CUL 113</td>
<td>Purchasing &amp; Receiving</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>CUL 114</td>
<td>Dining Room-Beverage Management</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>CUL 115</td>
<td>Ala Carte Cooking</td>
<td>300</td>
<td>14</td>
</tr>
<tr>
<td>CUL 116</td>
<td>Pantry</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>CUL 117</td>
<td>Advanced Techniques-Practical</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>CUL 118</td>
<td>Sous Chef</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>CUL 160</td>
<td>Culinary Math</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>CUL 170</td>
<td>Industry Communications/Job Search</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>CUL 180</td>
<td>Human Relations-Life Skills</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>CUL 190</td>
<td>Co-operative/Internship Work Experience</td>
<td>204</td>
<td>7</td>
</tr>
</tbody>
</table>

**TOTAL** 1980 104

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Applied Composition –OR–</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Applied Mathematics for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL** 252 20

General Education Course Requirements for AAS-T Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 210</td>
<td>Introduction to Statistics</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL** 240 20

(Course descriptions listed alphabetically by course number on pages 133-210)
Dental Assistant

Options

» Certificate of Completion
  (1188 hours/71 credits)

» Associate of Applied Science Degree
  (1440 hours/91 credits)

» Associate of Applied Science-Transfer Degree
  (1440 hours/91 credits)

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). CDAs work in dental offices performing such tasks as four-handed dentistry, bookkeeping, x-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. Beginning second quarter, students are required to volunteer in a dental office a minimum of two hours per week after school. The first six weeks of the program is full-time internship at dental offices and/or clinics. The hours during internship vary depending on the site.

A Certificate of Completion is awarded upon successful completion of core course requirements. To earn an Associate of Applied Science (AAS) or Associate of Applied Science-Transfer (AAS-T) degree, you must complete the certificate program and meet the general education course requirements.

Program Length

» 4 quarters
» 1188 hours/71 credits
» Monday–Friday, 8:00am–2:30pm

(Hours vary during clinical and internship experience.)

Admission Requirements

» Minimum age: 18 years old.
» Must take COMPASS test prior to entering the program or being placed on the pre-registration list.
» High School Diploma or GED.
» Ability to pass a nationwide criminal background check.
» Satisfactory completion of Allied Health for Success or college preparation course.
» Students must meet vaccination and program specified health requirements in compliance with the Centers for Disease Control guidelines (vaccination list is provided at time of registration).
» Health insurance, both injury and sickness, is required for participation in the clinical portion of the program.
» Current (within one year) evaluation by a physician or nurse practitioner to ensure student and patient safety. The evaluation should address the following areas in respect to the student’s ability to perform the laboratory skills and clinical responsibilities related to become a Dental Assistant:
  – Ability to lift a minimum of 50 pounds and to reach overhead
  – Ability to stand or walk for long periods

Enrollment

Students may enter at the beginning of fall or winter quarter.

Total Estimated Program Costs*

» Tuition $3,979.80
» Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCPSC 102</td>
<td>Healthcare Provider First Aid/CPR &amp; AED</td>
<td>16</td>
<td>2</td>
</tr>
<tr>
<td>DENT 101</td>
<td>Dental Profession</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>DENT 102</td>
<td>Pre-Clinical Chairside Assisting</td>
<td>152</td>
<td>9</td>
</tr>
<tr>
<td>DENT 103</td>
<td>Clinical Chairside Assisting</td>
<td>144</td>
<td>6</td>
</tr>
<tr>
<td>DENT 104</td>
<td>Dental Materials</td>
<td>84</td>
<td>5</td>
</tr>
<tr>
<td>DENT 105</td>
<td>Expanded Functions</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>DENT 132</td>
<td>Sciences</td>
<td>108</td>
<td>9</td>
</tr>
<tr>
<td>DENT 133</td>
<td>Infection Control</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>DENT 134</td>
<td>Specialties</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>DENT 135</td>
<td>Preventive Dentistry &amp; Nutrition</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>DENT 136</td>
<td>Radiology</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>DENT 137</td>
<td>Laboratory Procedures</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>DENT 138</td>
<td>Business Administration</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>DENT 161</td>
<td>Mathematics</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>DENT 171</td>
<td>Communications</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>DENT 181</td>
<td>Human Relations</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>DENT 191</td>
<td>Job Seeking Skills</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>DENT 192</td>
<td>Internship</td>
<td>228</td>
<td>10</td>
</tr>
</tbody>
</table>

TOTAL: 1188 71

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 101</td>
<td>Applied Mathematics for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>ENG 100</td>
<td>Applied Composition –OR–</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPC 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL: 252 20

General Education Course Requirements for AAS-T Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 210</td>
<td>Microbiology</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 110</td>
<td>College Algebra</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL: 252 20

(Course descriptions listed alphabetically by course number on pages 133-210)
Dispatcher

Option

» Certificate of Completion (630 hours/39 credits)

The Dispatcher program prepares students for careers in emergency and non-emergency dispatch centers, including 9-1-1, alarm monitoring, private ambulance communications, private security, and other call receiving and dispatch centers.

A unique feature of this program is the simulation lab that is fully-equipped with computer workstations, computer-aided dispatch software, radios and phones. This lab provides students with a realistic training environment not found anywhere else in the state.

Emergency dispatchers receive calls for service and direct the activity of law enforcement, fire service, and emergency medical units. Non-emergency dispatchers coordinate the movements of goods and service workers.

All dispatchers have some duties in common. They usually receive requests for service by phone. They listen carefully and question callers about their needs. They use maps to determine if a call for service is in their area. They determine the type of response they need to send, and the priority for each call for service. They dispatch the appropriate personnel or equipment, usually by radio, pager, or a computerized notification system, and maintain records of all service calls.

Graduates of the Dispatcher program learn the transferable skills needed to be successful in a wide range of emergency and non-emergency dispatch careers.

Program Length

- 2 quarters
- 630 hours/39 credits
- Monday–Friday, 8:00am–2:30pm

Admission Requirements

- Minimum age: 18 years prior to program completion.
- Must take the COMPASS test before entering the program or being placed on the pre-registration list.
- Public safety agencies will complete a criminal justice background screening of students before tours, observations or ride-alongs. A complete background investigation will be conducted prior to offers of employment. If you cannot pass the Washington State Patrol background investigation, you will not be employable in public safety positions. A copy of disqualifying drug and illegal activities is available from the program instructor, registration or student services. Or, see http://www.wsp.wa.gov/hrd/requirmt.htm

Admission Recommendations

- High school diploma or GED
- Counselor and instructor interview.
- Good hearing and the ability to speak English clearly.
- Keyboarding at 35 WPM

Enrollment

Students may enter in September or March.

Total Estimated Program Costs*

- Tuition: $2,110.50
- Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDS 101</td>
<td>Emergency Medical Communications</td>
<td>54</td>
<td>4</td>
</tr>
<tr>
<td>EDS 102</td>
<td>Fire and Life Safety Communications</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>EDS 103</td>
<td>Law Enforcement Communications</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>EDS 104</td>
<td>Homeland Security</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>EDS 131</td>
<td>Emergency Radio Application</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>EDS 132</td>
<td>Emergency Call Taker Application</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>EDS 133</td>
<td>Keyboarding and Computer Applications</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>EDS 134</td>
<td>Computer-Aided Dispatch Application</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>EDS 161</td>
<td>Entry Exam Preparation</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>EDS 180</td>
<td>Human Relations in Public Safety</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>EDS 190</td>
<td>Career Placement and Development</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>EDS 193</td>
<td>Introduction to Public Safety Operations</td>
<td>48</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTALS: 630 39

(Course descriptions listed alphabetically by course number on pages 133-210)
Early Childhood Careers

Options

- Certificate of Completion (900 hours/51 credits)
- Associate of Applied Science Degree (1512 hours/91 credits)
- Associate of Applied Science-Transfer Degree (1812-2112 hours/113-121 credits)

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 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 for program supervisor and/or director.

A Certificate of Completion is awarded upon successful completion of core course requirements. Both Associate of Applied Science (AAS) and Associate of Applied Science-Transfer (AAS-T) degrees are available to students completing additional General Education and technical course work.

Program Length

- Certificate of Completion: 3 quarters 900 hours/51 credits
- Associate of Applied Science Degree: 5 quarters 1512 hours/91 credits
- Associate of Applied Science-Transfer Degree: 6 quarters 1812-2112 hours/113-121 credits
- Internship required: approximately 10–15 hours per week.

Admission Requirements

- Instructor permission
- Minimum age: 18 years or Running Start
- High school diploma, GED or Running Start
- Must take the COMPASS test before entering the program or being placed on the pre-registration list.
- Ability to pass the Washington State Patrol Criminal Background Check prior to internship.

Enrollment

Students may enter as openings occur.

Total Estimated Program Costs*

- Tuition $3,015.00-$7,075.20
- Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECC 101</td>
<td>Introduction to Early Childhood</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>ECC 106</td>
<td>Child Development</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ECC 107</td>
<td>Guidance and Discipline</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>ECC 108</td>
<td>Learning Environments and Curriculum Planning</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>ECC 109</td>
<td>Working with Children with Special Needs</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ECC 110</td>
<td>Art and Creativity</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>ECC 115</td>
<td>Health, Safety, and Nutrition</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>ECC 120</td>
<td>Culturally Relevant and Anti-Bias Curriculum</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>ECC 160</td>
<td>Practical Math for the ECE Professional</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>ECC 161</td>
<td>Math and Science Activities</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ECC 171</td>
<td>Music and Movement Experiences</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>ECC 172</td>
<td>Language and Literacy</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>ECC 173</td>
<td>Communication with Families and Community</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ECC 180</td>
<td>Job Skills and Professional</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>ECC 191</td>
<td>Introduction to Children, Families and Community</td>
<td>108</td>
<td>3</td>
</tr>
<tr>
<td>ECC 192</td>
<td>Introduction to Safe, Healthy Learning Environments: Observations</td>
<td>108</td>
<td>3</td>
</tr>
<tr>
<td>ECC 193</td>
<td>Introduction to Curriculum: Guidance and Discipline</td>
<td>108</td>
<td>3</td>
</tr>
<tr>
<td>ECC 201</td>
<td>Technology in Early Childhood</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>ECC 210</td>
<td>Observations and Assessments</td>
<td>48</td>
<td>3</td>
</tr>
</tbody>
</table>

Total for Certificate of Completion 900 51

Early Childhood Careers continues on next page…
Students wishing to pursue their AAS degree must take the core courses for the program as well as those listed below:

### Additional Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECC 290</td>
<td>Implementing DAP, Anti-Bias &amp; Effective Communication</td>
<td>180</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Applied Mathematics for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

One of the following series of three classes:

- CHCAS 125 Child Development Associate I ........................................... 60 ............... 5
- CHCAS 126 Child Development Associate II ......................................... 60 ............... 5
- CHCAS 127 Child Development Associate III ....................................... 60 ............... 5

- OR -

- ECCS 201 Mgmt. of Child Care Programs – Working with Adults .......... 60 ............... 5
- ECCS 203 Mgmt. of Child Care Programs – Managing Quality Prgms .......... 60 ............... 5
- ECCS 204 Mgmt. of Child Care Prgms. – Financial Management .............. 60 ............... 5

- OR -

- ASL 101 American Sign Language ................................................................ 60 ............... 5
- ECCS 206 Children with Special Needs – Behavior Management .............. 60 ............... 5
- ECCS 207 Children w/Special Needs – Creating an Inclusive Classroom ........ 60 ............... 5

**Total for AAS Degree** 1512 91

Students wishing to pursue their AAS-T degree must take the core courses for the certificate program as well as those listed below:

### Additional Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECC 290</td>
<td>Implementing DAP, Anti-Bias &amp; Effective Communication</td>
<td>180</td>
<td>5</td>
</tr>
</tbody>
</table>
| ECC 291  | Implementing Safe, Healthy Learning Environments .................................. 36-180 1-5
| ECC 292  | Implementing Culturally Diverse Curriculum ......................................... 36-180 1-5
| ENG 101  | English Composition                                                          | 60    | 5       |
| ENG 102  | Writing from Research                                                        | 60    | 5       |
| MATH 075 | Pre-Algebra                                                                  | 60    | 5       |
| MATH 085 | Beginning Algebra                                                            | 60    | 5       |
| MATH 095 | Intermediate Algebra                                                         | 60    | 5       |
| SPCH 101 | Speech Communication                                                         | 60    | 5       |
| SOC 110  | Survey of Sociology                                                          | 60    | 5       |

One of the following:

- MATH 107  Contemporary Mathematics
- MATH 110  College Algebra
- MATH 210  Introduction to Statistics ........................................... 60 ............... 5

One of the following:

- PSYC 101  General Psychology
- PSYC 210  Developmental Psychology ............................................... 60 ............... 5

One of the following:

- BIO 101  General Biology
- GEO 100  Introduction to Geology ................................................... 60-72 ........... 5

One of the following:

- ASL 101  American Sign Language
- ENG 210  Children’s Literature
- HIST 136  American History I ......................................................... 60 ............... 5

**Total for AAS-T Degree** 1812-2112 113-121
Electrical Plant Maintenance

Part-Time Program

Option
   » Certificate of Completion (320 hours/29 credits)

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.

Program Length
320 hours/29 credits

Admission Requirements
   • Minimum age: 18 years
   • Vocational interest in electrical plant maintenance.

Admission Recommendations
High school diploma or GED

Enrollment
Quarterly (See current Class Schedule for course availability.)

<table>
<thead>
<tr>
<th>Course Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #</td>
</tr>
<tr>
<td>ELECS 115</td>
</tr>
<tr>
<td>ELECS 116</td>
</tr>
<tr>
<td>ELECS 117</td>
</tr>
<tr>
<td>ELECS 118</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>
Electronic Service Technician
Part-Time Program

Option

Certificate Of Completion (600 hours/45 credits)

The Electronic Service Technician courses are offered with two goals in mind. Students may sequence through a 600-hour program and receive a Certificate of Completion. Students who progress without interruption may complete the program as quickly as one year (6 quarters nominal).

Alternatively, the courses are also available to persons already employed in related fields who wish to upgrade their skills and knowledge in specific areas, and to anyone wishing to enhance their knowledge of electronics. Students are welcome to take any course when offered which they feel may be of benefit.

All courses emphasize hands on training oriented toward repair, maintenance, adjustment, and installation. Practical application is stressed wherever possible. Safety is stressed in all laboratory courses.

Students seeking a Certificate of Completion must complete all core program requirements and take a minimum of three additional courses from the elective list for a total of 600 hours or 45 credits.

Graduates of the Electronic Service Technician program may seek employment in electronics installation, service, maintenance, and repair.

Program Length

- 600 hours/45 credits
- Monday-Thursday, 5:30pm–9:30pm

Admission Requirements

- Minimum age: 18 years
- Vocational interest and goals related to electronic service.

Admission Recommendations

It is recommended that students complete ESTS-110, ESTS-111, and ESTS-112 prior to taking other courses unless they possess a strong background in basic electronics or have related industry experience.

Enrollment

Students may enter at the beginning of fall, winter, or spring quarter. See the current Class Schedule for classes being offered.

Cooperative/Internship Work Experience

None.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESTS 110</td>
<td>Basic Electronics I</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>ESTS 111</td>
<td>Basic Electronics II</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>ESTS 112</td>
<td>Basic Electronics III</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>DFTS 114</td>
<td>AutoCAD® - Level I</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>EASS 100</td>
<td>Electronic Manufacturing for Technicians</td>
<td>80</td>
<td>6</td>
</tr>
</tbody>
</table>

Electives

Students choose three electives from appropriate 80-hour courses. Electives can be chosen from supplemental listings of Electronic Service Technician (ESTS), Computer Science (CSIS), Electronics Technology (EETS), or Computer Network Technician (CNTS).

Some combination of classes might cause the grand total to be higher than 600 hours or 45 credits.
Engineering Design Technology

Options
» Certificate of Completion  
  (1260 hours/77 credits)

» Associate of Applied Science Degree  
  (1512 hours/97 credits)

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, including 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 electronic schematics, 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. Ample time is devoted to hands-on instruction throughout the program.

To earn an Associate of Applied Science degree, the student must complete all requirements for the certificate program plus 20 credits of General Education (see below).

Program Length
• 4 quarters
• 1260 hours/77 credits
• Monday–Friday - 8:00am–2:30pm

Admission Requirements
• Minimum age: 18 years
• Must take COMPASS test before entering the program or being placed on the pre-registration list.

Admission Recommendations
• High school diploma or GED
• Counselor and instructor interview

Enrollment
Students may enter at beginning of fall quarter, or with instructor permission.

Cooperative/Internship Work Experience
Students may participate in a cooperative/internship education option allowing them to receive credit for on-the-job work experience appropriate to their training. Through cooperative/internship work experience, students have the opportunity to apply learned skills and gain actual on-the-job experience while completing their program of study.

Total Estimated Program Costs*
- Tuition: $4,221.00
- Supplies: Contact the RTC Bookstore at 425.235.2323.

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFT 101</td>
<td>Introduction to Drafting</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>DFT 106</td>
<td>Mechanical Drafting</td>
<td>108</td>
<td>7</td>
</tr>
<tr>
<td>DFT 113</td>
<td>Introduction to Computer Aided Design</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>DFT 115</td>
<td>Industrial Computer Aided Drafting</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>DFT 117</td>
<td>Architectural/Technical Computer Aided Drafting</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>DFT 121</td>
<td>Introduction to Architectural Drafting</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>DFT 124</td>
<td>Pictorial Drawing</td>
<td>96</td>
<td>6</td>
</tr>
<tr>
<td>DFT 128</td>
<td>Civil Design</td>
<td>96</td>
<td>6</td>
</tr>
<tr>
<td>DFT 131</td>
<td>Computer Familiarization</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>DFT 132</td>
<td>Document Control</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>DFT 154</td>
<td>Software Applications for Drafting</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>DFT 160</td>
<td>Technical Mathematics for Drafting I</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>DFT 162</td>
<td>Technical Mathematics for Drafting II</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>DFT 163</td>
<td>Technical Mathematics for Drafting III</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>DFT 171</td>
<td>Oral Communications for Drafting</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>DFT 173</td>
<td>Technical Writing for Drafting</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>DFT 183</td>
<td>Business Leadership for Drafting</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>DFT 185</td>
<td>Job Readiness</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>DFT 201</td>
<td>Geometric Dimensioning &amp; Tolerancing</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>DFT 202</td>
<td>Flat Pattern Development</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>DFT 206</td>
<td>Advanced Mechanical Drafting</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>DFT 213</td>
<td>Advanced CAD</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>DFT 294</td>
<td>Cooperative Education/Internship (optional)</td>
<td>150</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL  

The above courses fulfill the requirements for the program.

General Education Course Requirements for AAS Degree:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Applied Composition –OR–</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Algebra for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communications</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 252 20

(Course descriptions listed alphabetically by course number on pages 133-210)

72 Renton Technical College
Engineering Design Technology  continued

(Course descriptions listed alphabetically by course number on pages 133-210)
Healthcare Custodial Services

Option
» Certificate of Completion (300 hours/16 credits)
Healthcare/hospital custodians are important members of every healthcare organization. This program provides training in infection control, sterilization, sanitation, safety procedures, isolation procedures, and patient room cleaning procedures. Students learn computer skills, keyboarding, e-mail, job search, and customer service skills. With your certificate in Healthcare Custodial Services you can work in any healthcare setting, including hospitals, medical clinics, medical-professional offices and private healthcare agencies. With your training you may also work in major hotels and resorts.

Program Length
• 10 weeks
• 300 hours/16 credits
• Monday–Friday, 8:00am–2:30pm

Admission Requirements
• Minimum Age: 18
• ESL Level 4

Admission Recommendations
Counselor interview

Enrollment
Students may enter quarterly.

Total Estimated Program Costs*
• Tuition: $1,005.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN 101</td>
<td>Basic Cleaning Procedures</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>MAIN 102</td>
<td>Specialized Cleaning</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MAIN 103</td>
<td>Safety in the Workplace</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 180</td>
<td>Human Relations in the Workplace</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 190</td>
<td>Employment/Computer Skills</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>MAIN 191</td>
<td>Practicum</td>
<td>36</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL 300 16
Industrial Engineering continues on next page…
Industrial Studies
General Occupational Degree

Option
» Associate of Applied Science Degree
(Aproximately 1200 hours/93 credits)

The Associate of Applied Science in Industrial Studies is an evening degree program for welders, machinists, drafters, HVAC technicians, and others in manufacturing/industrial positions who want to broaden their skills or move into supervisory positions.

Students can earn an Associate of Applied Science degree in Industrial Studies by completing 70 credits of courses related to their interests or occupations; and an additional 23 credits of related general education. The degree is designed to allow greater flexibility in course selection and scheduling, and to make maximum use of students’ prior learning and work experience.

Prior Learning, Advanced Placement, and Transfer Credit
To allow students to complete degree requirements in the shortest time, RTC grants credit for prior learning and accepts transfer credits up to 25% of the total requirements. Students may also request a vertical challenge, whereby credit for prerequisite classes is granted (after registration and payment of the challenge fee) upon successful completion of an advanced class.

RTC counselors can assist you in assessing your prior learning, transferring credits, and challenging classes to tailor your degree to meet your occupational goals. Call 425.235.5840 to schedule an appointment.

Program Length
The AAS in Industrial Studies requires 93 credits: 70 credits of electives, and 23 credits of general education. Students able to complete 15 credits per quarter could complete the degree requirements in seven quarters. Individuals with prior learning may complete in shorter time.

Admission Requirements
• Minimum age: 18 years
• Vocational interest in the industrial studies

Admission Recommendations
High school diploma or GED

Enrollment
Quarterly (See current Class Schedule for course availability.)

Elective Course Cluster (70 Credits Required)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLRS 110</td>
<td>Boiler Operator Licensing Class 3 &amp; 4</td>
<td>80</td>
<td>7</td>
</tr>
<tr>
<td>BLRS 111</td>
<td>Boiler Operator’s Lab</td>
<td>80</td>
<td>5</td>
</tr>
<tr>
<td>CAPS 101</td>
<td>PCs &amp; Applications Basics</td>
<td>18</td>
<td>1</td>
</tr>
<tr>
<td>CMS 101</td>
<td>Introduction to Construction and Architecture</td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>CMS 110</td>
<td>Safety Planning and Administration (OSHA 30)</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>CMS 120</td>
<td>Construction Materials and Methods</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>CMS 130</td>
<td>Mechanical and Electrical Systems</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>DFTS 114</td>
<td>AutoCAD* – Level I</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>DFTS 116</td>
<td>AutoCAD* – Level II</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>DFTS 118</td>
<td>AutoCAD* – Level III</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>DFTS 126</td>
<td>3D Solid Modeling Using AutoCAD</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>DFTS 127</td>
<td>AutoDesk Inventor I</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>DFTS 156</td>
<td>CATIA V5 Fundamentals</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>EASS 100</td>
<td>Electronics Manufacturing for Technicians</td>
<td>80</td>
<td>5</td>
</tr>
<tr>
<td>EETS 253</td>
<td>Microprocessors Controllers</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>ELECS 115</td>
<td>Basic Electricity (Plant &amp; Machine Maint. - Electrical I)</td>
<td>80</td>
<td>8</td>
</tr>
<tr>
<td>ELECS 116</td>
<td>Plant and Machine Maintenance – Electrical II</td>
<td>80</td>
<td>8</td>
</tr>
<tr>
<td>ELECS 117</td>
<td>Plant and Machine Maintenance – Electrical III</td>
<td>80</td>
<td>7</td>
</tr>
<tr>
<td>ELECS 232</td>
<td>Basic HVAC &amp; Refrigeration Systems</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>ELECS 234</td>
<td>Basic HVAC &amp; Refrigeration Electrical Schematics</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>ESTS 110</td>
<td>Basic Electronics I</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>ESTS 111</td>
<td>Basic Electronics II</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>ESTS 112</td>
<td>Basic Electronics III</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>ESTS 113</td>
<td>Repairing &amp; Upgrading Your PC</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>ESTS 122</td>
<td>PLC’s Ladder Logic &amp; Relay Controls</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>ESTS 126</td>
<td>Electric Motor Control</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>ESTS 134</td>
<td>Electronic Troubleshooting Techniques</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>ESTS 151</td>
<td>Introduction to Fiber Optics</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>IND 101</td>
<td>First Aid/CPR &amp; AED</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>MARTS 235</td>
<td>Certified Refrigerant Certification</td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>MTECS 110</td>
<td>Blueprint Reading, Mechanical</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MTECS 113</td>
<td>Machining/Lathe</td>
<td>80</td>
<td>5</td>
</tr>
<tr>
<td>MTECS 115</td>
<td>Machining/Milling</td>
<td>80</td>
<td>5</td>
</tr>
<tr>
<td>MTECS 122</td>
<td>Introduction to SolidWorks</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>MTECS 123</td>
<td>Advanced SolidWorks</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>MTECS 125</td>
<td>Introduction to Lean Manufacturing and 5S Systems</td>
<td>18</td>
<td>1</td>
</tr>
<tr>
<td>MTECS 126</td>
<td>Team Building</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>MTECS 127</td>
<td>Strategies for Coping with Change in Manuf. Organizations</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>MTECS 216</td>
<td>CNC Set-Up and Operation</td>
<td>80</td>
<td>5</td>
</tr>
<tr>
<td>MTECS 220</td>
<td>Introduction to MasterCam</td>
<td>40</td>
<td>2</td>
</tr>
<tr>
<td>MTECS 222</td>
<td>Intermediate MasterCam</td>
<td>40</td>
<td>2</td>
</tr>
<tr>
<td>MSTC 130</td>
<td>Help Your Employees Find New Work at Work</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>MSTC 131</td>
<td>Path Forward Supervisory &amp; Mgmt. Leadership Workshops</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>MSTC 132</td>
<td>Effective Supervisory Skills Training</td>
<td>33</td>
<td>3</td>
</tr>
<tr>
<td>SBMS 110</td>
<td>Starting Your Own Small Business</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>WELDS 102</td>
<td>Welding (Oxy-Acetylene &amp; ARC)*</td>
<td>80</td>
<td>5</td>
</tr>
<tr>
<td>WELDS 106</td>
<td>Welding*</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>WELDS 110</td>
<td>Welding (MIG &amp; TIG)*</td>
<td>80</td>
<td>5</td>
</tr>
<tr>
<td>WELDS 112</td>
<td>Certified Welding Inspector Training</td>
<td>60</td>
<td>6</td>
</tr>
</tbody>
</table>

*Students may take up to 20 credits of Welding, including both ARC and MIG/TIG.

Industrial Studies continues on next page…
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Applied Composition -OR-</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUM 101</td>
<td>Human Relations</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Algebra for Business and Industry -OR-</td>
<td>60-72</td>
<td>5</td>
</tr>
<tr>
<td>MATH 110</td>
<td>College Algebra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 276–288 23
Kitchen Major Appliance Technology

Option
» Certificate of Completion
(1260 hours/79 credits)

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 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.

Program Length
• 4 quarters
• 1260 hours/79 credits
• Monday–Friday; 7:30am–2:00pm

Admission Requirements
• Minimum age: 18 years.
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.

Admission Recommendations
• Good physical health.
• Mechanical aptitude.
• Counselor and instructor interview.
• Valid Washington State driver’s license.
• Insurable to school requirements (good driving record).

Enrollment
Qualified students may enter the program at the beginning of fall or spring quarter.

Total Estimated Program Costs*:
• Tuition: $4,221.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDS 101</td>
<td>First Aid/CPR &amp; AED</td>
<td>16</td>
<td>2</td>
</tr>
<tr>
<td>MART 111</td>
<td>Industrial Direct Current (D-C)</td>
<td>144</td>
<td>9</td>
</tr>
<tr>
<td>MART 112</td>
<td>Industrial Alternating Current (A-C)</td>
<td>108</td>
<td>7</td>
</tr>
<tr>
<td>MART 120</td>
<td>Industrial Solid State Electronics - Basics</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MART 123</td>
<td>Diagnostic Techniques &amp; Test Equipment</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MART 125</td>
<td>Electric Motors</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>MART 136</td>
<td>Water Heaters</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>MART 141</td>
<td>Waste Disposers &amp; Compactors</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>MART 143</td>
<td>Dishwashers</td>
<td>180</td>
<td>11</td>
</tr>
<tr>
<td>MART 160</td>
<td>Industrial Math for Electrical (D-C)</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MART 162</td>
<td>Industrial Math for Electrical (A-C)</td>
<td>32</td>
<td>2</td>
</tr>
<tr>
<td>MART 163</td>
<td>Industrial Math for Water Heaters</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MART 164</td>
<td>Industrial Math for Compactors</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MART 172</td>
<td>Industrial Communications</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MART 180</td>
<td>Human Relations/Leadership</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MART 222</td>
<td>Cooking Equipment</td>
<td>180</td>
<td>11</td>
</tr>
<tr>
<td>MART 224</td>
<td>Microwave Ovens</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MART 291</td>
<td>Job Search Skills</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>1260</td>
<td>79</td>
</tr>
</tbody>
</table>

(Course descriptions listed alphabetically by course number on pages 133-210)
Kitchen Major Appliance Technology continued

(Course descriptions listed alphabetically by course number on pages 133-210)
Land Surveying/Field Survey Technician

Option

» Certificate of Completion
(1260 hours/66–67 credits)

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, from planning, measuring and taking field notes. Transfer credit from other institutions will be considered upon validation of transcript and course work.

Program length

• 4 quarters
• 1260 hours/66–67 credits
• Monday–Friday
• 8:00am–2:30pm

Admission Requirements

• Minimum age: 18 years
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.

Admission Recommendations

• Counselor and instructor interview.
• Enrollment
• Program entry is fall quarter or instructor permission.

Cooperative/Internship Work Experience

Cooperative work experience is possible during the first spring & summer session subject to availability and upon recommendation of the instructor.

Total Estimated Program Costs*

• Tuition: $4,221.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Students may take either a spring practicum and a summer co-op, or a spring co-op and a summer practicum. Both a practicum and a cooperative course must be completed.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUR 101</td>
<td>Introduction to Field Surveying</td>
<td>72</td>
<td>6</td>
</tr>
<tr>
<td>SUR 102</td>
<td>Intermediate Field Surveying</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>SUR 103</td>
<td>Construction Surveying</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>SUR 111</td>
<td>Field Surveying Lab I</td>
<td>192</td>
<td>8</td>
</tr>
<tr>
<td>SUR 112</td>
<td>Field Surveying Lab II</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>SUR 113</td>
<td>Field Survey Summer Practicum* – OR – (180)</td>
<td></td>
<td>(8)</td>
</tr>
<tr>
<td>SUR 191</td>
<td>Field Survey Summer Cooperative Education*</td>
<td>180</td>
<td>5</td>
</tr>
<tr>
<td>SUR 114</td>
<td>Field Survey Spring Practicum* – OR –</td>
<td>108</td>
<td>5</td>
</tr>
<tr>
<td>SUR 190</td>
<td>Field Survey Spring Cooperative Education*</td>
<td>108</td>
<td>3</td>
</tr>
<tr>
<td>SUR 145</td>
<td>Public Land System I</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>SUR 161</td>
<td>Basic Mathematics for Field Surveying</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>SUR 162</td>
<td>Intermediate Mathematics for Field Surveying</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>SUR 163</td>
<td>Advanced Mathematics for Field Surveying</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>SUR 164</td>
<td>Survey Calculations</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>SUR 174</td>
<td>Computer Applications</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>SUR 175</td>
<td>Communications</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>SUR 181</td>
<td>Human Relations</td>
<td>24</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL 1260 66–(67)

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.
K Land Surveying/Field Survey Technician continued
Land Surveying/Land Survey Technician

Options

» Certificate of Completion
  (1080 hours/66–68 credits)

» Associate of Applied Science Degree
  (2520 hours/147–150 credits)

This three-quarter program is a follow-on to the Field Survey Technician certificate program. 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. The General Education requirements are listed below.

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 in Land Surveying Program.

Program Length

• 3 quarters
• 1080 hours/66–68 credits
• Monday–Friday
• 8:00am–2:30pm

Admission Requirements

• Minimum Age: 18 Years
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.
• Completion of Field Survey Technician certificate program.

Admission Recommendations

• Counselor and instructor interview.
• Enrollment
• Program entry is fall quarter or instructor permission.

Cooperative/Internship Work Experience

Cooperative work experience is possible during the first spring session subject to availability and upon recommendation of the instructor.

Total Estimated Program Costs*

• Tuition: $3,618.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 104</td>
<td>Intermediate Algebra with Analytical Geometry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>SUR 205</td>
<td>Survey Adjustments</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>SUR 214</td>
<td>Land Survey Spring Practicum –OR–</td>
<td>108</td>
<td>(5)</td>
</tr>
<tr>
<td>SUR 290</td>
<td>Land Survey Spring Cooperative Education</td>
<td>108</td>
<td>3</td>
</tr>
<tr>
<td>SUR 235</td>
<td>Boundary Law</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>SUR 242</td>
<td>Legal Descriptions</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>SUR 245</td>
<td>Public Land System II</td>
<td>72</td>
<td>6</td>
</tr>
<tr>
<td>SUR 247</td>
<td>Photogrammetry</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>SUR 248</td>
<td>Introduction to Geographic Information</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>SUR 249</td>
<td>Survey Research and Project Planning</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>SUR 250</td>
<td>CAD for Surveying</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>SUR 251</td>
<td>Advanced Computer Applications</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>SUR 255</td>
<td>Global Positioning System</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>SUR 256</td>
<td>Subdivision Design</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>SUR 257</td>
<td>Geodetic Surveying</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>SUR 261</td>
<td>Basic Mathematics for Land Surveying</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>SUR 263</td>
<td>Special Topics in Mathematics</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SUR 270</td>
<td>Technical Writing for Land Surveying</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>SUR 281</td>
<td>Business Fundamentals and Ethics</td>
<td>24</td>
<td>2</td>
</tr>
</tbody>
</table>

Total

1080 66–68

Additional Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUR 500</td>
<td>Field Survey Technician</td>
<td>1260</td>
<td>66–67</td>
</tr>
</tbody>
</table>

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

Total

180 15

Total hours and credits for Land Surveying AAS Degree: 2520 .... 147–150

(Course descriptions listed alphabetically by course number on pages 133-210)
Option

» Certificate of Completion
(1032-1080 hours/69-73 credits)

Foreign language interpreters are in demand by public agencies and private corporations that seek to provide services and employment to people from refugee and immigrant communities. This program trains students for entry level positions as interpreters. Students must have native fluency in a non-English language and good verbal and written English skills. Students learn sequential, simultaneous and sight interpretation as well as workplace expectations. Since many interpreters are independent contractors, students also the skills necessary to act in this capacity.

Program Length

• 3 quarters
• 1032-1080 hours/69-73 credits

Admission Requirements

• Minimum age: 18 years.
• High School diploma, GED, or Running Start
• Counselor and instructor interview
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.

Enrollment

Students may enter at the beginning of fall, winter, or spring quarter.

Total Estimated Program Costs*

• Tuition: $3,618.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes. "Supplies" = tools, books, uniforms, etc. See RTC Bookstore for a current list.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTP 101</td>
<td>Introduction to Language Interpreting</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>INTP 105</td>
<td>Ethics</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>INTP 120</td>
<td>Technical Skills</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>INTP 150</td>
<td>Career Management</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>INTP 155</td>
<td>Business Practice</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>INTP 197</td>
<td>Practicum</td>
<td>108</td>
<td>3</td>
</tr>
<tr>
<td>INTP 198</td>
<td>Seminar</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>INTP 205</td>
<td>Vocabulary Integration</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>INTP 211</td>
<td>Interpreting Skills I</td>
<td>84</td>
<td>5</td>
</tr>
<tr>
<td>INTP 212</td>
<td>Interpreting Skills II</td>
<td>84</td>
<td>5</td>
</tr>
<tr>
<td>INTP 213</td>
<td>Interpreting Skills III</td>
<td>84</td>
<td>5</td>
</tr>
<tr>
<td>INTP 245</td>
<td>Specialized Vocabulary</td>
<td>12-60</td>
<td>1-5</td>
</tr>
<tr>
<td>SPCH 098</td>
<td>Speech and Communications for Second Language Students</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ENG 090</td>
<td>Writing Improvement II</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>ENG 100</td>
<td>Applied Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Applied Mathematics for Business and Industry</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td><strong>1032-1080</strong></td>
<td><strong>69-73</strong></td>
</tr>
</tbody>
</table>

Testimonial:

"The Language Interpreter program at RTC has been a valuable resource for our community. The program prepares students for high demand positions that need bilingual skills.RTC..."
Laundry Major Appliance Technology

Option

» Certificate of Completion
(1224 hours/77 credits)

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 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.

Program Length

- 4 quarters
- 1224 hours/77 credits
- Monday–Friday; 7:30am–2:00pm

Admission Requirements

- Minimum age: 18 years.
- Must take the COMPASS test before entering the program or being placed on the registration list.

Admission Recommendations

- Good physical health.
- Mechanical aptitude.
- Counselor and instructor interview.
- Valid Washington State driver's license.
- Insurable to school requirements (good driving record).

Enrollment

Qualified students may enter the program at the beginning of fall or spring quarter.

Total Estimated Program Costs*

- Tuition: $4,100.40
- Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDS 101</td>
<td>First Aid/CPR &amp; AED</td>
<td>16</td>
<td>2</td>
</tr>
<tr>
<td>MART 111</td>
<td>Industrial Direct Current (D-C)</td>
<td>144</td>
<td>9</td>
</tr>
<tr>
<td>MART 112</td>
<td>Industrial Alternating Current (A-C)</td>
<td>108</td>
<td>7</td>
</tr>
<tr>
<td>MART 120</td>
<td>Industrial Solid State Electronics - Basics</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MART 123</td>
<td>Diagnostic Techniques &amp; Test Equipment</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MART 125</td>
<td>Electric Motors</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>MART 160</td>
<td>Industrial Math for Electrical (D-C)</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MART 162</td>
<td>Industrial Math for Electrical (A-C)</td>
<td>32</td>
<td>2</td>
</tr>
<tr>
<td>MART 172</td>
<td>Industrial Communications</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MART 180</td>
<td>Human Relations/Leadership</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MART 181</td>
<td>Industrial Business Procedures</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MART 203</td>
<td>Laundry Theory</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MART 204</td>
<td>Automatic Washers</td>
<td>324</td>
<td>18</td>
</tr>
<tr>
<td>MART 206</td>
<td>Gas Control Systems</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MART 217</td>
<td>Clothes Dryers</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>MART 218</td>
<td>Stack Laundry Equipment</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MART 220</td>
<td>Combination Washer &amp; Dryer</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MART 291</td>
<td>Job Search Skills</td>
<td>36</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTALS 1224 77
Career Training Programs

Legal Office Assistant

Part-Time Program

Option

Certificate of Completion
(360 hours/36 credits)

This part-time program allows students with computer and office experience prepare for careers as legal support professionals. Students acquire the necessary terminology and knowledge of legal procedures to provide clerical and administrative assistance to attorneys and paralegals. Upon completion students may go to work in law offices, government agencies, or in corporate legal departments.

Program Length
360 hours/36 credits

Admission Requirements

- Minimum age: 18 years
- Must take COMPASS test (minimum math score of 30) before entering the program or being placed on the pre-registration list.
- Students must have the Basic Computer Applications Certificate or test out.

Admission Recommendations

- Counselor and instructor interview.
- High school diploma or GED.

Enrollment
Students may enter at the beginning of fall, winter, spring, or summer quarter.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGLS 101</td>
<td>Business Law Practices and Procedures</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>LGLS 105</td>
<td>Office Procedures in the Legal Office</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>LGLS 110</td>
<td>Basic Legal Transcription</td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>LGLS 115</td>
<td>Litigation and Criminal Law Practices and Procedures</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>LGLS 120</td>
<td>Communications in the Legal Office</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>LGLS 125</td>
<td>Ethics and Professionalism in the Legal Office</td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>LGLS 130</td>
<td>Legal Document Processing</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>LGLS 136</td>
<td>Family Law and Estate Planning Practices</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>LGLS 140</td>
<td>Basic Legal Research</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>360</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

(Course descriptions listed alphabetically by course number on pages 133-210)
Legal Secretary/Legal Assistant

Options
» Certificate of Completion (1260 hours/72 credits)
» Associate of Applied Science Degree (1512 hours/92 credits)

This program prepares students to work in law firms, law-related offices, and in the courts as legal secretaries, legal receptionists, clerks, litigation practice assistants, and legal word processors.

To earn an Associate of Applied Science degree, the student must complete an additional 20 credits of general education courses. Transfer credit from other institutions is considered upon validation of transcript and course work.

Program Length
• 4 quarters
• 1260 hours/72 credits
• Monday–Friday, 8:00am–2:30pm

Admission Requirements
• Minimum age: 18 years
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.

Admission Recommendations
• High school diploma or GED
• Minimum typing speed of 30 wpm
• Students entering without keyboarding skills may take longer to complete.

Enrollment
Students may enter at the beginning of fall, winter, or spring quarter.

Cooperative/Internship Work Experience
A cooperative work experience or internship option may be available to qualified, approved students. This allows you to apply learned skills, gain actual on-the-job experience, and receive credit for work experience appropriate to your training while completing your program of study.

Total Estimated Program Costs*
• Tuition: $3,490.20
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Supplies = tools, books, uniforms, etc. See RTC Bookstore for a current list.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGL 107</td>
<td>Legal Resources and Citations</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>LGL 108</td>
<td>Records Management</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>LGL 109</td>
<td>Law Office Procedures</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>LGL 110</td>
<td>Family Law and Estate Planning Procedures</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>LGL 112</td>
<td>Litigation Procedures</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>LGL 113</td>
<td>Business Law Procedures</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>LGL 136</td>
<td>Legal Internet Applications</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>LGL 137</td>
<td>Word Processing</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>LGL 139</td>
<td>Spreadsheets</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>LGL 140</td>
<td>Database Applications</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>LGL 142</td>
<td>Presentation Software</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>LGL 150</td>
<td>Legal Keyboarding</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>LGL 162</td>
<td>Business Math</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>LGL 176</td>
<td>Legal Transcription I</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>LGL 177</td>
<td>Legal Transcription II</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>LGL 178</td>
<td>Legal Transcription III</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>LGL 180</td>
<td>Professionalism in the Legal Office</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>LGL 192</td>
<td>Job Search</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>LGL 194</td>
<td>Co-op. Work Exp./Internships (optional)</td>
<td>(324)</td>
<td>(9)</td>
</tr>
<tr>
<td>APP 105</td>
<td>Introduction to Keyboarding</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 106</td>
<td>Keyboarding Skillbuilding I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 107</td>
<td>Keyboarding Skillbuilding II</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Human Relations</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>ENG 075</td>
<td>Business English</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>ENG 085</td>
<td>Business Communication</td>
<td>72</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL 1260 72

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Applied Composition –OR–</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Applied Mathematics for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 252 20

(Course descriptions listed alphabetically by course number on pages 133-210)
Option
» Certificate of Completion
  (1188 hours/75 credits)

This program prepares students for professional licensure and employment as Licensed Practical Nurses. The program is approved by the Washington State Commission of Nursing. The program course of study includes courses in medical, surgical, geriatric, obstetric, and pediatric nursing, pharmacology and medication administration, clinical nursing procedures, communications, legal aspects of nursing, and professional development. Under the guidance of a nursing instructor, students participate in clinical practice in various settings in acute, ambulatory, and long-term care. Upon successful completion of the program, students are eligible to take the Licensing Examination for Practical Nurses (NCLEX-PN).

A Certificate of Completion is awarded upon successful completion of core course requirements.

Program Length
• 4 quarters
• 1188 hours/75 credits
• Monday–Friday, 8:00am–2:30pm (Hours vary during clinical assignment including possible evening or weekend placement)

Admission Requirements
• Minimum age: 18 years (at time of taking licensing examination).
• Must take COMPASS test before entering the program or being placed on the pre-registration list.
• High school diploma or GED (to be completed by time of taking licensing examination).
• Ability to read, write and converse in English.
• Satisfactory completion of a 10-credit Anatomy and Physiology course, or its equivalent, with a minimum 2.0 GPA within 10 years prior to entry.
• Satisfactory completion of a 5-credit Math for Health Sciences course, or its equivalent, with a minimum 2.0 GPA within 5 years prior to entry.
• Satisfactory completion of a 3-credit Medical Terminology course with a minimum 2.0 GPA within 5 years prior to entry.
• Satisfactory completion of a 5-credit Human Nutrition course with a minimum 2.0 GPA within 5 years prior to entry.
• Must have a current, valid and unencumbered license as a Certified Nursing Assistant for the State of Washington.
• Ability to pass a nationwide criminal background check.
• Students must meet vaccination and program specified health requirements in compliance with the Centers for Disease Control guidelines (vaccination list is provided at time of registration).
• Health insurance, both injury and sickness, is required for participation in the clinical portion of the program.
• Current (within one year) evaluation by a physician or nurse practitioner to ensure student and patient safety. The evaluation should address the following areas in respect to the student’s ability to perform the laboratory skills and clinical responsibilities related to becoming a Licensed Practical Nurse:
  – Ability to lift a minimum of 50 pounds and to reach overhead.
  – Ability to stand or walk for long periods.

Enrollment
Students may enter program in fall or spring quarter.

Total Estimated Program Costs*
• Tuition $3,979.80
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 101</td>
<td>Fundamentals of Nursing</td>
<td>120</td>
<td>8</td>
</tr>
<tr>
<td>NURS 102</td>
<td>Nursing Care of the Adult I</td>
<td>120</td>
<td>8</td>
</tr>
<tr>
<td>NURS 103</td>
<td>Pharmacology I</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>NURS 104</td>
<td>Pharmacology II</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>NURS 105</td>
<td>Nursing Care of the Childbearing Family I</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>NURS 106</td>
<td>Nursing Care of the Childbearing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Family I Lab/Practicum</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>NURS 107</td>
<td>Nursing Process</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>NURS 111</td>
<td>Mental Health Nursing</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>NURS 112</td>
<td>Community Health in a Multicultural Environment I</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>NURS 113</td>
<td>Nursing Care of the Adult II</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>NURS 132</td>
<td>Pediatric Nursing</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>NURS 133</td>
<td>Pediatric Practicum</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>NURS 161</td>
<td>Basic Pharmacology</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>NURS 171</td>
<td>Interpersonal Communication</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>NURS 181</td>
<td>Legal Aspects of Nursing</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>NURS 182</td>
<td>Human Relations</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>NURS 190</td>
<td>Fundamentals Practicum</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>NURS 191</td>
<td>Nursing Care of the Adult I Lab/Practicum</td>
<td>120</td>
<td>5</td>
</tr>
<tr>
<td>NURS 192</td>
<td>Nursing Care of the Adult II Lab/Practicum</td>
<td>144</td>
<td>6</td>
</tr>
<tr>
<td>NURS 193</td>
<td>Selected Services Preceptorship</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>NURS 194</td>
<td>Nursing Leadership I</td>
<td>24</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL 1188 75

(Course descriptions listed alphabetically by course number on pages 133-210)
Options

» Certificate of Completion
   (2520 hours/151 credits)

» Associate of Applied Science Degree
   (2772 hours/171 credits)

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.

To earn an Associate of Applied Science degree, the student must complete all requirements for the certificate program plus 20 credits of General Education. The General Education requirements are listed below. Transfer credit from other institutions will be considered upon validation of transcript and course work. Students holding a recent Certification of Completion from RTC should contact the Registrar for degree options.

Program Length

• 8 quarters
• 2520 hours/151 credits
• Monday–Friday: 7:30am–2:00pm

Admission Requirements

• Minimum age: 18 years.
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.

Admission Recommendations

• Good physical health.
• Mechanical aptitude.
• Counselor and instructor interview.
• Valid Washington State driver's license.
• Insurable to school requirements (good driving record).

Enrollment

Qualified students may enter the program at the beginning of fall or spring quarter.

Total Estimated Program Costs*

• Tuition: $8,442.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 101</td>
<td>First Aid/CPR &amp; AED</td>
<td>16</td>
<td>2</td>
</tr>
<tr>
<td>MART 111</td>
<td>Industrial Direct Current (D-C)</td>
<td>144</td>
<td>9</td>
</tr>
<tr>
<td>MART 112</td>
<td>Industrial Alternating Current (A-C)</td>
<td>108</td>
<td>7</td>
</tr>
<tr>
<td>MART 120</td>
<td>Industrial Solid State Electronics - Basics</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MART 123</td>
<td>Diagnostic Techniques &amp; Test Equipment</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MART 125</td>
<td>Electric Motors</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>MART 136</td>
<td>Water Heaters</td>
<td>108</td>
<td>6</td>
</tr>
<tr>
<td>MART 141</td>
<td>Waste Disposers &amp; Compactors</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>MART 143</td>
<td>Dishwashers</td>
<td>180</td>
<td>11</td>
</tr>
<tr>
<td>MART 160</td>
<td>Industrial Math for Electrical (D-C)</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MART 162</td>
<td>Industrial Math for Electrical (A-C)</td>
<td>32</td>
<td>2</td>
</tr>
<tr>
<td>MART 163</td>
<td>Industrial Math for Water Heaters</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MART 164</td>
<td>Industrial Math for Compactors</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MART 172</td>
<td>Industrial Communications</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MART 180</td>
<td>Human Relations/Leadership</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MART 181</td>
<td>Industrial Business Procedures</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MART 203</td>
<td>Laundry Theory</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MART 204</td>
<td>Automatic Washers</td>
<td>324</td>
<td>18</td>
</tr>
<tr>
<td>MART 206</td>
<td>Gas Control Systems</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MART 217</td>
<td>Clothes Dryers</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>MART 218</td>
<td>Stack Laundry Equipment</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MART 220</td>
<td>Combination Washer &amp; Dryer</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MART 222</td>
<td>Cooking Equipment</td>
<td>180</td>
<td>11</td>
</tr>
<tr>
<td>MART 224</td>
<td>Microwave Ovens</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MART 226</td>
<td>Principles of Thermodynamics</td>
<td>144</td>
<td>7</td>
</tr>
<tr>
<td>MART 228</td>
<td>EPA Regulations and Refrigerant Recovery</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MART 230</td>
<td>Brazing Principles and Techniques</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MART 232</td>
<td>Refrigeration Evacuation and Charging</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MART 234</td>
<td>Domestic Refrigeration Servicing</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>MART 236</td>
<td>Light Commercial Refrigeration Servicing</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>MART 238</td>
<td>HVAC Systems and Controls</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>MART 243</td>
<td>Icemaker Equipment</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MART 263</td>
<td>Industrial Math for Thermodynamics</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MART 291</td>
<td>Job Search Skills</td>
<td>36</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL 2520 151

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Applied Composition –OR–</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Applied Mathematics for Business and Industry –OR–</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Algebra for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 252 20

(Course descriptions listed alphabetically by course number on pages 133-210)
Major Appliance and Refrigeration Technology continued
Management of Child Care Programs
Part-Time Program

Option
» Certificate of Completion (180 hours/15 credits)

This interactive program has been developed for individuals in the early childhood and school age profession, seeking to increase their administrative and management skills. Classes involve practical application of concepts to the child care setting through the use of case studies, simulations, team exercises, and coaching. Required projects can be applied directly to participant’s workplace. All basic skills needed by an effective manager in today’s child care field are covered. These courses meet the 10-hour yearly STARS requirement for administrators/directors/program directors. Students receive a “Management of Child Care Programs” Certificate at the end of the program.

Program Length
• 180 hours/15 credits
• Monday to Friday – individual child care setting
• Tuesdays: 6:30pm–9:45pm

Admission Requirements
• Minimum age: 18 years before submitting to the Council.
• High school diploma or equivalent before submitting to the Council.
• Access to or be working in a licensed facility with young children.

Admission Recommendations
Ability to speak English clearly.

Enrollment
See the current RTC Class Schedule for specific course information.

Course Requirements
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hrs</th>
<th>Crs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECCS 201</td>
<td>Management of Child Care Programs –</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Working with Adults</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ECCS 203</td>
<td>Management of Child Care Programs –</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Managing Quality Programs</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ECCS 204</td>
<td>Management of Child Care Programs –</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Financial Management</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTALS 180 15
Options
» Certificate of Completion (1092 hours/70 credits)
» Associate of Applied Science Degree (1344 hours/90 credits)
» Associate of Applied Science -Transfer Degree (1332 hours/90 credits)

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, nursing care, physical, mental, and emotional well being. The program offers specialized training in sports medicine, deep tissue massage, hydrotherapy, foot reflexology, pregnancy and pediatric massage, entrepreneurial, and job search skills. Student clinic and internship experience are required. Successful completion of this program prepares the students to take the Washington State Massage Licensing examination.

To earn an Associate of Applied Science (AAS) or Associate of Applied Science-Transfer (AAS-T) degree, you must complete all requirements of the certificate program plus 20 credits of General Education.

Program Length
• 3 quarters
• 1092 hours/70 credits
• Monday–Friday, 8:00am–2:30pm (Fall Enrollment)
• Monday–Friday, 3:00pm - 9:30pm (Winter Enrollment)

Admission Requirements
• Minimum age: 18 years at time of licensure exam
• Must take COMPASS test before entering the program or being placed on the pre-registration list.
• Satisfactory completion of a 5-credit Introduction to Anatomy and Physiology course or its equivalent, with a minimum 2.0 GPA within five years prior to entry.
• Ability to pass a nationwide criminal background check.
• Proof of AMTA/Washington state chapter membership.
• Students must meet vaccination and program specified health requirements in compliance with the Centers for Disease Control guidelines (vaccination list is provided at time of registration).
• Health insurance, both injury and sickness, is required for participation in the clinical portion of the program.
• Current (within one year) evaluation by a physician or nurse practitioner to ensure student and patient safety. The evaluation should address the following areas in respect to the student’s ability to perform the laboratory skills and externship responsibilities related to becoming a Massage Therapy Practitioner:
  – Ability to lift a minimum of 50 pounds and to reach overhead.
  – Ability to stand or walk for long periods.

Admission Recommendations
Medical Terminology

Enrollment
Students may enroll at beginning of fall or winter quarter

Total Estimated Program Costs*
• Tuition: $3,658.20
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Courses are offered on a Full-Time bases. The estimated costs are for the time spent in the classroom and clinical setting. Costs of housing, transportation, supplies, and other expenditures are additional. Full-time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAST 101</td>
<td>Massage Techniques I</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>MAST 102</td>
<td>Anatomy &amp; Physiology I</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAST 103</td>
<td>Kinesiology I</td>
<td>96</td>
<td>6</td>
</tr>
<tr>
<td>MAST 104</td>
<td>Massage Techniques II</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>MAST 105</td>
<td>Pathology I</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>MAST 106</td>
<td>Business Skills I</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MAST 110</td>
<td>Injury Evaluation &amp; Treatment I</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>MAST 112</td>
<td>Communication</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MAST 114</td>
<td>Kinesiology II</td>
<td>84</td>
<td>5</td>
</tr>
<tr>
<td>MAST 115</td>
<td>Acupressure &amp; Traditional Asian Medicine</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAST 120</td>
<td>Injury Evaluation &amp; Treatment II</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MAST 121</td>
<td>First Aid/CPR &amp; Safety</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MAST 122</td>
<td>Anatomy &amp; Physiology II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAST 124</td>
<td>Pathology II</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>MAST 125</td>
<td>Massage Techniques III</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MAST 126</td>
<td>Business Skills II</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>MAST 127</td>
<td>Kinesiology III</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MAST 161</td>
<td>Mathematics</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>MAST 180</td>
<td>Human Relations &amp; Professionalism I</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>MAST 181</td>
<td>Human Relations &amp; Professionalism II</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>MAST 190</td>
<td>Clinical/Internships</td>
<td>144</td>
<td>6</td>
</tr>
</tbody>
</table>

TOTAL 1092 70

General Education Course Requirements for AAS Degree
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Applied Composition –OR–</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Applied Mathematics for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 252 20

General Education Course Requirements for AAS-T Degree
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 110</td>
<td>College Algebra</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 240 20

(Course descriptions listed alphabetically by course number on pages 133-210)
Medical Assistant

Options
- Certificate of Completion (1260 hours/82 credits)
- Associate of Applied Science Degree (1512 hours/102 credits)
- Associate of Applied Science-Transfer Degree (1500 hours/102 credits)

This program, accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 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 Categories A, C & E Health Care Assistant as described in WAC 246-826-170. Students learn to set up clients for examination, draw blood for basic lab studies, administer some medications, do EKG’s, assist with minor surgical procedures and perform front office skills related to medical records and billing. A clinical externship is included.

A Certificate of Completion is awarded upon successful completion of core course requirements. To earn an Associate of Applied Science (AAS) or Associate of Applied Science-Transfer (AAS-T) degree, you must complete the certificate program and meet the general education course requirements.

Program Length
- 4 quarters
- 1260 hours/82 credits
- Monday–Friday, 8:00am–2:30pm

Admission Requirements
- Minimum age: 18 years
- Must take the COMPASS test before entering the program or being placed on the pre-registration list.
- High school diploma or GED.
- Ability to pass a nationwide criminal background check.
- Students must meet vaccination and program specified health requirements in compliance with the Centers for Disease Control guidelines (vaccination list is provided at time of registration).
- Health insurance, both injury and sickness, is required for participation in the clinical externship portion of the program.
- Current (within one year) evaluation by a physician or nurse practitioner to ensure student and patient safety. The evaluation should address the following areas in respect to the student’s ability to perform the laboratory skills and clinical responsibilities related to becoming a Medical Assistant:
  - Ability to lift a minimum of 50 pounds and to reach overhead.
  - Ability to stand or walk for long periods.

Admission Recommendations
Able to read, write and converse in English

Enrollment
Students may enter at the beginning of fall or winter quarter.

Total Estimated Program Costs*
- Tuition $4,221.00
- Supplies: $750.00, or contact the RTC Bookstore at 425.235.2323
*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDA 101</td>
<td>First Aid/CPR and Safety</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 103</td>
<td>Anatomy and Physiology I</td>
<td>120</td>
<td>10</td>
</tr>
<tr>
<td>MEDA 104</td>
<td>Anatomy and Physiology II</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>MEDA 111</td>
<td>Pharmacology I</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>MEDA 112</td>
<td>Pharmacology II</td>
<td>96</td>
<td>6</td>
</tr>
<tr>
<td>MEDA 114</td>
<td>Medical Terminology</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>MEDA 120</td>
<td>Front Office Procedures I</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>MEDA 121</td>
<td>Front Office Procedures II</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>MEDA 122</td>
<td>Front Office Procedures III</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 123</td>
<td>Front Office Procedures IV</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 126</td>
<td>Clinical Procedures I</td>
<td>96</td>
<td>6</td>
</tr>
<tr>
<td>MEDA 127</td>
<td>Clinical Procedures II</td>
<td>96</td>
<td>6</td>
</tr>
<tr>
<td>MEDA 128</td>
<td>Clinical Procedures III</td>
<td>120</td>
<td>7</td>
</tr>
<tr>
<td>MEDA 130</td>
<td>Communications</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 132</td>
<td>Professional Development</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 150</td>
<td>Medical Law and Ethics</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 160</td>
<td>Math for Medical Assistants</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 180</td>
<td>Human Relations</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 191</td>
<td>Externship I</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>MEDA 192</td>
<td>Externship II</td>
<td>120</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL: 1260 82

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Applied Composition –OR-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Applied Mathematics for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL: 252 20

General Education Course Requirements for AAS-T Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 110</td>
<td>College Algebra</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL: 240 20

(Course descriptions listed alphabetically by course number on pages 133-210)
Medical Coding Specialist—Physician Based

Options
» Certificate of Completion (1980 hours/104 credits)
» Associate of Applied Science Degree (2172 hours/119 credits)

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.

A Certificate of Completion is awarded upon successful completion of core course requirements.

To earn an Associate of Applied Science Degree, you must complete all requirements for the certificate program plus 20 credits of General Education. The General Education requirements are listed below.

Transfer credit from other institutions is considered upon validation of transcript and course work.

Program Length
• 6 quarters
• 1980 hours/104 credits
• Monday–Friday; 8:00am–2:30pm

Admission Requirements
• Minimum age: 18 years
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.

Admission Recommendations
• Language Skills: Students must provide evidence of their ability to compose basic business letters, memos and reports, or have completed an ENG 100 or above course with a minimum 2.0 GPA. Students may take an assessment to determine readiness for ENG 100 or 101 courses. (Students entering without basic skills in English, grammar and mechanics may take longer to complete.)
• Computer Applications: Students must be computer literate at least at the basic level. Students must provide evidence of their ability to work in a PC Windows environment, do word processing with MS Word, send and receive e-mails with attachments, and have basic Internet skills.
• Keyboarding Skills: Students must have keyboarding skills at a minimum of 20 words per minute. (Students entering without keyboarding skills may take longer to complete.)

Enrollment
Students may enter at the beginning of fall or spring quarters.

Cooperative/Internship Work Experience
A cooperative work experience option may be available to qualified, approved students allowing them to receive credit for work experience appropriate to their training. Through cooperative work experience students have the opportunity to apply learned skills and gain actual on-the-job experience while completing their course of study.

Total Estimated Program Costs*
• Tuition: $6,633.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 100</td>
<td>Introduction to Anatomy and Physiology</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>MAP 101</td>
<td>Introduction to Medical Terms</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>MAP 102</td>
<td>Medical Terminology II</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>MAP 103</td>
<td>Pharmacology</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>MAP 104</td>
<td>Body Systems and Diseases</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>MAP 120</td>
<td>Customer Service in a Medical Setting</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MAP 121</td>
<td>HIPPA</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAP 123</td>
<td>Medical Office Procedures</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAP 140</td>
<td>Healthcare Delivery Systems</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MAP 141</td>
<td>Reimbursement Methodologies</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAP 142</td>
<td>Healthcare Data Content and Structure</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>MAP 150</td>
<td>Introduction to CPT</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>MAP 151</td>
<td>Intermediate CPT</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>MAP 152</td>
<td>Introduction to ICD-9</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>MAP 161</td>
<td>Intermediate ICD-9</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAP 171</td>
<td>Medical Office Administration</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAP 172</td>
<td>Introduction to Word</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>MAP 173</td>
<td>Introduction to Excel</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>MAP 180</td>
<td>Calculator Math</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>MAP 190</td>
<td>Job Search</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>MAP 220</td>
<td>Legal Aspects</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAP 240</td>
<td>Computer Applications in Healthcare (EHRR)</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAP 251</td>
<td>Medisoft/Encoder</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>MAP 260</td>
<td>Advanced Coding</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>MAP 272</td>
<td>Advanced Word</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>MAP 291</td>
<td>Clinical Practicum</td>
<td>180</td>
<td>5</td>
</tr>
<tr>
<td>APP 105</td>
<td>Introduction to Keyboarding</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 106</td>
<td>Keyboarding Skillbuilding I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 107</td>
<td>Keyboarding Skillbuilding II</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>ENG 100</td>
<td>Applied Composition -OR-</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Human Relations</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL** 1980 104

General Education Course Requirements for AAS Degree:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 101</td>
<td>Applied Mathematics for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL** 252 20

(Course descriptions listed alphabetically by course number on pages 133-210)
Medical Laboratory Technician, Certified

Option

° Associate of Applied Science-Transfer Degree (2340 hours/158 credits)

This program prepares students as a Certified Medical Laboratory Technician. Graduates provide clinical information for disease prevention, medical diagnosis, and treatment of patients by processing specimens and performing laboratory tests by manual and automated systems. Graduates may work in hospital labs, private clinical labs, industrial labs, research facilities, environmental labs, veterinary laboratories, or public health. Clinical rotations and specialty areas are subject to change.

Program Length

- 7 quarters
- 2340 hours/158 credits
- Monday–Friday - 8:00am–2:30pm

Admission Requirements

- Minimum age: 18 years
- Must take the COMPASS test before entering the program or being placed on the pre-registration list.
- High school diploma or GED
- Ability to pass a nationwide criminal background check.
- Phlebotomy certification.
- HLTH 101 Allied Health for Success course or its equivalent with a minimum 2.0 GPA within five years prior to entry.
- Math for Health Sciences course or its equivalent with a minimum 2.0 GPA within five years prior to entry.
- Students must meet vaccination and program specified health requirements in compliance with the Centers for Disease Control guidelines (vaccination list is provided at time of registration).
- Health insurance, both injury and sickness, is required for participation in the clinical portion of the program.
- Current (within one year) evaluation by a physician or nurse practitioner to ensure student and patient safety.

Enrollment

Students may enter fall quarter.

Total Estimated Program Costs*

- Tuition $7,839.00
- Supplies: Contact the RTC Bookstore at 425.235.2352, ext. 5594

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 100</td>
<td>Introduction to Anatomy and Physiology</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>BIO 101</td>
<td>General Biology</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Microbiology</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 120</td>
<td>Chemistry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>HLTH 105</td>
<td>Medical Terminology</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MATH 085</td>
<td>Beginning Algebra</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 095</td>
<td>Intermediate Algebra</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 110</td>
<td>College Algebra</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MLT 101</td>
<td>Clinical Laboratory Procedures I</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MLT 102</td>
<td>Fundamentals of MLT</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MLT 103</td>
<td>Laboratory Safety, CPR, HIV</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MLT 104</td>
<td>Coagulation</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MLT 105</td>
<td>Coagulation Lab</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>MLT 106</td>
<td>Law and Ethics</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MLT 107</td>
<td>Blood Bank Foundations</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>MLT 108</td>
<td>Blood Bank Lab</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>MLT 109</td>
<td>Multicultural Applications</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MLT 110</td>
<td>Clinical Fundamental Chemistry</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MLT 111</td>
<td>Urinalysis</td>
<td>72</td>
<td>6</td>
</tr>
<tr>
<td>MLT 112</td>
<td>Urinalysis Lab</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>MLT 113</td>
<td>Parasitology</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>MLT 114</td>
<td>Parasitology Lab</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>MLT 115</td>
<td>Hematology</td>
<td>72</td>
<td>6</td>
</tr>
<tr>
<td>MLT 116</td>
<td>Hematology Lab</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>MLT 117</td>
<td>Advanced Chemistry for MLT</td>
<td>72</td>
<td>6</td>
</tr>
<tr>
<td>MLT 118</td>
<td>Microbiology for MLT</td>
<td>72</td>
<td>6</td>
</tr>
<tr>
<td>MLT 119</td>
<td>Microbiology Lab</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>MLT 120</td>
<td>Immunohematology</td>
<td>72</td>
<td>6</td>
</tr>
<tr>
<td>MLT 121</td>
<td>Immunohematology Lab</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>MLT 170</td>
<td>Communications</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MLT 180</td>
<td>Human Relations I</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MLT 181</td>
<td>Professional Development</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MLT 183</td>
<td>Human Relations II</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MLT 190</td>
<td>Clinical I</td>
<td>120</td>
<td>5</td>
</tr>
<tr>
<td>MLT 191</td>
<td>Clinical II</td>
<td>120</td>
<td>5</td>
</tr>
<tr>
<td>MLT 192</td>
<td>Clinical III</td>
<td>120</td>
<td>5</td>
</tr>
<tr>
<td>MLT 194</td>
<td>Preceptorship Clinical</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 2340 158

(Course descriptions listed alphabetically by course number on pages 133-210)
Option
- Certificate of Completion (242 hours/19 credits)

In this program, students are able to transfer general office skills to the medical office. This group of classes prepares students to move into a challenging, exciting career with the satisfaction of helping others every day. This program emphasizes anatomy, terminology, and medical coding systems to provide students with the skills needed to work in the healthcare industry today.

Program Length
- 2 quarters
- 242 hours/19 credits

Admission Requirements
- Minimum age: 18 years
- Students must have the Basic Computer Applications Certificate or test out.

Admission Recommendations
- High school diploma or GED.
- Some previous general office experience.

Enrollment
Enrollment occurs quarterly. See the current RTC Class Schedule for specific course information.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 100</td>
<td>Introduction to Anatomy &amp; Physiology</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>MAPS 103</td>
<td>Medical Terminology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MAPS 108</td>
<td>Medical Billing and Coding</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MAPS 109</td>
<td>Intermediate Medical Billing and Coding</td>
<td>50</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL 242 19
Option
» Certificate of Completion (720 hours/41 credits)
First impressions are important, and as the medical receptionist you provide the first positive response to patient needs. You train on computers and learn anatomy and terminology, oral and written communication, telephone techniques, and how to triage, schedule appointments, and access patient records as you prepare yourself to become a valued member of the medical office team.

A Certificate of Completion is awarded upon successful completion of core course requirements.

Transfer credit from other institutions will be considered upon validation of transcript and course work.

Program Length
• 2 quarters
• 720 hours/41 credits
• Monday–Friday, 8:00am–2:30pm

Admission Requirements
• Minimum age: 18 years
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.

Admission Recommendations
• Language Skills: Students must provide evidence of their ability to compose basic business letters, memos and reports, or have completed an ENG 100 or above course with a minimum 2.0 GPA. Students may take an assessment to determine readiness for ENG 100 or 101 courses. (Students entering without basic skills in English, grammar and mechanics may take longer to complete.)
• Computer Applications: Students must be computer literate at least at the basic level. Students must provide evidence of their ability to work in a PC Windows environment, do word processing with MS Word, send and receive e-mails with attachments, and have basic Internet skills.
• Keyboarding skills: Students must have keyboarding skills at a minimum of 20 words per minute. (Students entering without keyboarding skills may take longer to complete.)

Enrollment
Students may enter at the beginning of fall or winter quarter.

Total Estimated Program Costs*
• Tuition: $2,412.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAP 101</td>
<td>Introduction to Medical Terms</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>MAP 120</td>
<td>Customer Service in a Medical Setting</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MAP 121</td>
<td>HIPPA</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAP 122</td>
<td>Medical Reception Lab</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>MAP 123</td>
<td>Medical Office Procedures</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAP 171</td>
<td>Medical Office Administration</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>MAP 172</td>
<td>Introduction to Word</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>MAP 180</td>
<td>Calculator Math</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAP 190</td>
<td>Job Search</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>APP 105</td>
<td>Introduction to Keyboarding</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 106</td>
<td>Keyboarding Skillbuilding I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 107</td>
<td>Keyboarding Skillbuilding II</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Human Relations</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>ENG 100</td>
<td>Applied Composition -OR-</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total** 720 41

(Course descriptions listed alphabetically by course number on pages 133-210)
Medical Reimbursement Specialist

Options

» Certificate of Completion (1260 hours/72 credits)

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, transcribe medical reports, and manage medical and financial records. Jobs in this growing field offer variety, challenge, and the rewards of helping others.

A Certificate of Completion is awarded upon successful completion of core course requirements.

Program Length

• 4 quarters
• 1260 hours/72 credits
• Monday–Friday; 8:00am–2:30pm

Admission Requirements

• Minimum age: 18 years
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.

Admission Recommendations

• Language Skills: Students must provide evidence of their ability to compose basic business letters, memos and reports, or have completed an ENG 100 or above course with a minimum 2.0 GPA. Students may take an assessment to determine readiness for ENG 100 or 101 courses. (Students entering without basic skills in English, grammar and mechanics may take longer to complete.)
• Computer Applications: Students must be computer literate at least at the basic level. Students must provide evidence of their ability to work in a PC Windows environment, do word processing with MS Word, send and receive e-mails with attachments, and have basic Internet skills.
• Keyboarding skills: Students must have keyboarding skills at a minimum of 20 words per minute. (Students entering without keyboarding skills may take longer to complete.)

Enrollment

Students may enter at the beginning of fall or spring quarters.

Cooperative/Internship Work Experience

A cooperative work experience option may be available to qualified, approved students allowing them to receive credit for work experience appropriate to their training. Through cooperative work experience students have the opportunity to apply learned skills and gain actual on-the-job experience while completing their course of study.

Total Estimated Program Costs*

• Tuition: $4,221.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAP 101</td>
<td>Introduction to Medical Terms</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>MAP 102</td>
<td>Medical Terminology II</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>MAP 104</td>
<td>Body Systems and Diseases</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>MAP 120</td>
<td>Customer Service in a Medical Setting</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MAP 121</td>
<td>HIPPA</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAP 123</td>
<td>Medical Office Procedures</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAP 140</td>
<td>Healthcare Delivery Systems</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MAP 141</td>
<td>Reimbursement Methodologies</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAP 150</td>
<td>Introduction to CPT</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>MAP 160</td>
<td>Introduction to ICD-9</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>MAP 171</td>
<td>Medical Office Administration</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>MAP 172</td>
<td>Introduction to Word</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>MAP 173</td>
<td>Introduction to Excel</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>MAP 180</td>
<td>Calculator Math</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAP 190</td>
<td>Job Search</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MAP 220</td>
<td>Legal Aspects</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAP 240</td>
<td>Computer Applications in Healthcare</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MAP 251</td>
<td>Medisoft/Encoder</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>MAP 290</td>
<td>Cooperative Work Experience (Optional)</td>
<td>(180)</td>
<td>(5)</td>
</tr>
<tr>
<td>APP 105</td>
<td>Introduction to Keyboarding</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 106</td>
<td>Keyboarding Skillbuilding I</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>APP 107</td>
<td>Keyboarding Skillbuilding II</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Human Relations</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>ENG 100</td>
<td>Applied Composition -OR-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL: 1260 72

(Course descriptions listed alphabetically by course number on pages 133-210)
Option

Certificate of Completion (228 hours/14 credits)

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, 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. Students must pass all coursework with a “C” 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.

Program Length

• 1 quarter
• 10 weeks/daytime class; 14 weeks/evening class
• 228 hours/14 credits
• 8:00am–varies 1:30pm to 4:30pm (classroom hours for daytime class)
• 5:00pm–varies 9:00pm to 9:30pm (classroom hours for evening class)
• Clinical practice in local hospitals and/or long-term care facilities

(Hours vary during clinical assignment including possible evening or weekend placement; please note some clinical sites start as early as 5:45am)

Admission Requirements

• Minimum age: 16 years
• Must take COMPASS test before entering the program or being placed on the pre-registration list.
• Ability to pass a nationwide criminal background check.
• Students must meet vaccination and program specified health requirements in compliance with the Centers for Disease Control guidelines (vaccination list is provided at time of registration).
• Health insurance, both injury and sickness, is required for participation in the clinical portion of the program.

• Current (within one year) evaluation by a physician or nurse practitioner to ensure student and patient safety. The evaluation should address the following areas in respect to the student's ability to perform the laboratory skills and clinical responsibilities related to becoming a Nursing Assistant:
  – Ability to lift a minimum of 50 pounds and to reach overhead.
  – Ability to stand or walk for long periods.

Admission Recommendations

• High school diploma or GED
• Running Start students may complete their high school diploma along with Nursing Assistant
• Ability to read, write and converse in English

Enrollment

Students may enter in fall, winter, spring, or summer quarter.

Total Estimated Program Costs*

• Tuition: $763.80
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 100</td>
<td>Tools for Success ..................................................</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>NA 101</td>
<td>Fundamentals of Nursing Assistant .............</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>NA 103</td>
<td>Basic Technical Skills...........................</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>NA 105</td>
<td>Principles of A&amp;P, Restorative Care, and Related Procedures</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>NA 131</td>
<td>Nursing Assistant Practicum .....................</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>228</td>
<td>14</td>
</tr>
</tbody>
</table>

(Course descriptions listed alphabetically by course number on pages 133-210)
Option

- Certificate of Completion (324 hours/19 credits)

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. Eligibility: TANF, low income eligible.

Program Length

- 20 weeks
- 324 hours/19 credits
- Monday–Friday; 12:00pm–4:00pm

Admission Requirements

- Minimum age: 18 years
- Must take the COMPASS test before entering the program or being placed on the pre-registration list

Admission Recommendations

- High school diploma or GED.
- Students entering without keyboarding skills may take longer to complete.
- Eligible for WorkFirst funding.

Enrollment

Enrollment is monthly (space available basis).

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASST 095</td>
<td>Clerical Skills Review</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ASST 110</td>
<td>Introduction to Business Writing</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>ASST 120</td>
<td>Keyboarding/Data Entry</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>ASST 144</td>
<td>Introduction to Computer Applications</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>ASST 181</td>
<td>Human Relations and Career Readiness</td>
<td>84</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTALS 324 19
Ophthalmic Assistant

Options

» Certificate of Completion (1308 hours/78 credits)
» Associate of Applied Science Degree (1488 hours/93 credits)
» Associate of Applied Science-Transfer Degree (1548 hours/98 credits)

This program provides entry level training leading to a certificate of completion. Curriculum is based on Commission on Accreditation of Ophthalmic Medical Programs standards and guidelines. The course work prepares students for national certification by the Joint Commission on Allied Health Personnel in Ophthalmology. Course work includes the following: medical terminology, anatomy and physiology, history taking, patient services, basic skills, lensometry, basic tonometry, instrument maintenance, and general medical knowledge. Included in the program are extensive clinical experiences in ophthalmologist private practices, teaching hospitals, and eye centers.

Program Length

• 4 quarters
• 1308 hours/78 credits
• Monday–Friday, 8:00am–2:30pm

Admission Requirements

• Minimum age: 18 years
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.
• High school diploma or GED.
• Completion of a 5-credit Math for Health Sciences course or equivalent with a 2.0 GPA or higher.
• Satisfactory completion of Allied Health for Success or college preparation course.
• Ability to pass a nationwide criminal background check.
• Students must meet vaccination and program specified health requirements in compliance with the Centers for Disease Control guidelines (vaccination list is provided at time of registration).
• Health insurance, both injury and sickness, is required for participation in the clinical portion of the program.
• Current (within one year) evaluation by a physician or nurse practitioner to ensure student and patient safety. The evaluation should address the following areas in respect to the student’s ability to perform the laboratory skills and clinical responsibilities related to becoming a Certified Ophthalmic Assistant:
  – Ability to stand or walk for long periods.

Enrollment

Students may enter winter quarter.

Total Estimated Program Costs*

• Tuition $4,381.80
• Supplies: Contact RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 100</td>
<td>Introduction to Anatomy and Physiology</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>MATH 085</td>
<td>Beginning Algebra</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>OPH 101</td>
<td>First Aid/CPR and Safety</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>OPH 102</td>
<td>Medical Terminology</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>OPH 103</td>
<td>Ocular Anatomy and Physiology</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>OPH 104</td>
<td>Ophthalmology Front Office Procedures I</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OPH 105</td>
<td>Basic Clinical Skills in Ophthalmology</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>OPH 106</td>
<td>Ophthalmology Clinical Procedures I</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>OPH 108</td>
<td>Ophthalmology Clinical Procedures II</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>OPH 109</td>
<td>Advanced Ocular Pathophysiology</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>OPH 113</td>
<td>Diagnostic Procedures I</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>OPH 115</td>
<td>Ophthalmic Pharmacology and Pathophysiology I</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>OPH 118</td>
<td>Law and Ethics of Health Care</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>OPH 170</td>
<td>Communications</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>OPH 180</td>
<td>Human Relations I</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>OPH 181</td>
<td>Human Relations II</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>OPH 183</td>
<td>Professional Development</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>OPH 190</td>
<td>Practicum I</td>
<td>168</td>
<td>7</td>
</tr>
<tr>
<td>OPH 191</td>
<td>Practicum II</td>
<td>168</td>
<td>7</td>
</tr>
<tr>
<td>OPH 192</td>
<td>Practicum III</td>
<td>168</td>
<td>7</td>
</tr>
</tbody>
</table>

TOTAL 1308 78

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 100</td>
<td>Mathematics for the Health Sciences</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ENG 100</td>
<td>Applied Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 180 15

General Education Course Requirements for AAS-T Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 110</td>
<td>College Algebra</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 240 20

(Course descriptions listed alphabetically by course number on pages 133-210)
Paraeducator/Bilingual Assistant

Options
- Certificate of Completion with successful testing on the ParaPro Exam (Praxis) (1440 hours/71 credits)
- Associate of Applied Science Degree (AAS) (1800 hours/98 credits)
- Associate of Applied Science Degree-Transferable (AAS-T) (1980 hours/113 credits)

This program equips the students with the skills needed to become an active member in the instructional team. The courses provide training that is essential to assist educators in: implementing instruction to individuals or small-groups in the classroom setting, carrying out behavioral management plans, documenting student performance, working with students who have special needs (this includes cognitive disabilities, ESL students, physical disabilities, and behavioral students), and maintaining a positive, safe learning environment. Students also acquire the experience needed to obtain employment through cooperative internships. An endorsement in bilingual instruction is available for multilingual students. This program meets the Washington State 14 Core Competencies and the No Child Left Behind Act. Successful completion of this program plus additional course work qualifies graduates for an Associate of Applied Science degree or an Associate of Applied Science-Transfer degree.

Program Length
- Certificate of Completion
  - 4 quarters
  - 1440 hours/71 credits
- Associate of Applied Science Degree
  - 5 quarters
  - 1800 hours/98 credits
- Associate of Applied Science Degree-Transferable
  - 5.5 quarters
  - 1980 hours/113 credits

Admission Requirements
- Minimum age: 18 years. High school diploma or GED required.
- Must take the COMPASS or ASSET test before entering the program or being placed on the pre-registration list.
- A complete background check will be conducted prior to internship requirements. If you cannot pass the Washington State Patrol Criminal Background Check, you will not be able to complete the program. Any questions or concerns should be directed to the program instructor.

Admissions Recommendation
Instructor interview.

Enrollment
Students may enter at the beginning of fall, winter or spring quarter.

Cooperative/Internship Work Experience
A cooperative work experience option may be available for qualified, approved students. Students apply learned skills, gain actual on-the-job experience, and receive credit for work experience appropriate to training while completing the program of study.

Total Estimated Program Costs*
- Tuition $4,824.00-$6,633.00
- Supplies: Contact RTC Bookstore at 425.235.2323
*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 110</td>
<td>Child Growth and Development</td>
<td>84</td>
<td>5</td>
</tr>
<tr>
<td>EDUC 115</td>
<td>Introduction to Exceptional Students</td>
<td>84</td>
<td>5</td>
</tr>
<tr>
<td>EDUC 116</td>
<td>Technology in Education</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 117</td>
<td>Issues, Roles and Responsibilities of the Paraeducator</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 120</td>
<td>Paraeducators and Teacher Partnerships</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 130</td>
<td>Classroom and Behavior Management</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 140</td>
<td>Health and Safety</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 150</td>
<td>Observations, Assessment and Recordkeeping</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>EDUC 165</td>
<td>Math in the Elementary Schools</td>
<td>84</td>
<td>5</td>
</tr>
<tr>
<td>EDUC 175</td>
<td>Introduction to Education</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>EDUC 180</td>
<td>Job Readiness and Networking</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>EDUC 195</td>
<td>Internship I</td>
<td>108</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 196</td>
<td>Internship II</td>
<td>108</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 197</td>
<td>Internship III</td>
<td>108</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 210</td>
<td>Language Arts in the Elementary School</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>EDUC 215</td>
<td>Special Issues in Schools: Issues of Child Abuse</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 221</td>
<td>Assistive Technology in Education</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 240</td>
<td>Multi-Cultural Education</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>ENG 100</td>
<td>Applied Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 075</td>
<td>Pre-Algebra</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 1440 71

Additional Course Requirements for AAS Degree
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 250</td>
<td>Portfolio Development</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>ASL 101</td>
<td>American Sign Language</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Algebra for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 360 27

Additional Course Requirements for AAS-T Degree
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 095</td>
<td>Intermediate Algebra</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

One of the following:
- MATH 107  Contemporary Mathematics
- MATH 110  College Algebra
- MATH 210  Introduction to Statistics

One of the following:
- ENG 102  Writing from Research
- ENG 210  Children’s Literature
- GEO 100  Introduction to Geography
- HIST 136  U.S. History I
- NUTR 150  Human Nutrition
- PSYC 210  Developmental Psychology
- SOC 110  Survey of Sociology

TOTAL 240 20

(Course descriptions listed alphabetically by course number on pages 133-210)
Pharmacy Technician

Options
- Certificate of Completion (1330 hours/79 credits)
- Associate of Applied Science Degree (1570 hours/99 credits)
- Associate of Applied Science-Transfer Degree (1570 hours/99 credits)

This ASHP 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.

Students develop skills in all areas of pharmacy practice such as computer order entry, pharmaceutical calculations, record keeping, mixing intravenous solutions, and compounding of products to be dispensed. Special emphasis is on product knowledge and learning detailed information regarding drugs. Externship experience in retail and hospital pharmacies is included.

A state license is required of all those who work in this field and is obtained at the successful completion of the program.

Program Length
- 4 quarters
- 1330 hours/79 credits
- Monday–Friday, 8:00am–2:30pm (fall)
- Monday–Friday, 3:00pm–9:30pm (winter)

Admission Requirements
- Minimum age: 18 years
- Must take the COMPASS test before entering the program or being placed on the pre-registration list.
- High school diploma or GED.
- Satisfactory completion of a 5-credit Math for Health Sciences course or equivalent.
- Ability to pass a nationwide criminal background check.
- Students must meet vaccination and program specified health requirements in compliance with the Centers for Disease Control guidelines (vaccination list is provided at time of registration).
- Health insurance, both injury and sickness, is required for participation in the clinical portion of the program.
- Current (within one year) evaluation by a physician or nurse practitioner to ensure student and patient safety. The evaluation should address the following areas in respect to the student’s ability to perform the laboratory skills and clinical responsibilities related to becoming a Pharmacy Technician:
  - Ability to lift a minimum of 50 pounds and to reach overhead.
  - Ability to stand or walk for long periods.

Enrollment
Students may enter at the beginning of fall or winter quarter.

Total Estimated Program Costs*
- Tuition: $4,455.50
- Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPCP102</td>
<td>Healthcare Provider First Aid/CPR &amp; AED</td>
<td>16</td>
<td>2</td>
</tr>
<tr>
<td>PHAR101</td>
<td>Pharmacy Technician Fundamentals &amp; Ethics</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>PHAR102</td>
<td>Pharmacology I</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>PHAR103</td>
<td>Top 200 Drugs I</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>PHAR104</td>
<td>Pharmacology II</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>PHAR105</td>
<td>Outpatient Pharmacy Preparations &amp; Record Keeping I</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>PHAR106</td>
<td>Outpatient Pharmacy Preparations &amp; Record Keeping II</td>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>PHAR107</td>
<td>IV Admixture Advanced Techniques</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>PHAR108</td>
<td>Inpatient &amp; Home Healthcare Pharmacy Preparations &amp; Record Keeping</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>PHAR109</td>
<td>Top 200 Drugs II</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>PHAR130</td>
<td>Medical Terminology/Anatomy and Physiology for Pharmacy Technicians I</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>PHAR131</td>
<td>Pharmacy Law and References I</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>PHAR132</td>
<td>Chemistry for Pharmacy</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>PHAR133</td>
<td>Business Office Machines I</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>PHAR134</td>
<td>Business Office Machines II</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>PHAR135</td>
<td>Business Office Machines III</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>PHAR136</td>
<td>Medical Terminology/Anatomy and Physiology for Pharmacy Technicians II</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>PHAR137</td>
<td>Pharmacy Law and References II</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>PHAR160</td>
<td>Pharmacy Calculations</td>
<td>96</td>
<td>6</td>
</tr>
<tr>
<td>PHAR180</td>
<td>Communications and Customer Service</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>PHAR181</td>
<td>Management, Supervision &amp; Human Relations</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>PHAR190</td>
<td>Pharmacy Practice-Internship</td>
<td>378</td>
<td>16</td>
</tr>
</tbody>
</table>

TOTAL 1330 79

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 100</td>
<td>Mathematics for the Health Sciences</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ENG 100</td>
<td>Applied Composition –OR–</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 230 20

General Education Course Requirements for AAS-T Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 110</td>
<td>College Algebra</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 230 20

(Course descriptions listed alphabetically by course number on pages 133-210)
Phlebotomy Technician
Part-Time Program

Option

Certificate of Completion (200 hours/7 credits)

This program prepares the graduate to work as a member of the health care team as a certified phlebotomy technician in the clinical lab setting. Program content includes the history of phlebotomy, introduction to the clinical laboratory, law and legal issues, medical terminology, various blood drawing techniques, communication and organizational skills, proper body mechanics, and infection control/standard precautions. Supervised clinical experience in a major hospital is included.

Upon satisfactory completion of this program, the student is eligible to take a national board exam for qualification as a Certified Phlebotomy Technician. The fee for this exam is set by and paid to the American Society of Clinical Pathologists Board of Registry. It is not included in the program fee.

Program Length

- 1 quarter
- 200 hours/7 credits
- 8:00am–12:00pm (classroom hours for daytime class)
- 5:00pm–9:00pm (classroom hours for evening class)
- Clinical practice in local hospitals and laboratories (hours vary during clinical assignment including possible evening and/or weekend placement; please note some clinical sites start as early as 5:00am)

Admission Requirements

- Minimum age: 18 years.
- Must take COMPASS test before entering the program or being placed on the pre-registration list.
- High school diploma or GED.
- Ability to pass a nationwide criminal background check.
- Students must meet vaccination and program specified health requirements in compliance with the Centers for Disease Control guidelines (vaccination list is provided at time of registration).
- Health insurance, both injury and sickness, is required for participation in the clinical portion of the program.
- Current (within one year) evaluation by a physician or nurse practitioner to ensure student and patient safety. The evaluation should address the following areas in respect to the student’s ability to perform the laboratory skills and clinical responsibilities related to becoming a Phlebotomy Technician:
  - Ability to stand or walk for long periods.

Admission Recommendations

Medical Terminology course.

Enrollment

Enrollment occurs quarterly. See the current RTC Class Schedule for specific program information.

Total Estimated Program Costs*

- Tuition: $554.00
- Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 500</td>
<td>Phlebotomy Technician</td>
<td>200</td>
<td>7</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>200</td>
<td>7</td>
</tr>
</tbody>
</table>

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.
Practical Accounting for Small Business

Part-Time Program

Option

Certificate of Completion (220 hours/18 credits)

This program is for students who would like to learn the fundamental skills of accounting theory and procedures, with additional training in electronic spreadsheets, and an introduction to small business accounting software (QuickBooks). Accounting is “the language of business,” and all businesses need people with accounting skills.

Program Length

- 220 hours/18 credits
- See current quarterly Class Schedule for specific course information.

Admission Requirements

- Minimum age: 18 years
- Must take COMPASS test (minimum math score of 30) before entering the program.
- Students must have the Basic Computer Applications certificate or test out.

Admission Recommendations

- Counselor and instructor interview.
- High school diploma or GED.

Enrollment

Students may enter at the beginning of fall, winter, spring, or summer quarter.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCS 121</td>
<td>Accounting I</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ACCS 122</td>
<td>Accounting II</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ACCS 123</td>
<td>QuickBooks</td>
<td>50</td>
<td>4</td>
</tr>
<tr>
<td>ACCS 231</td>
<td>Advanced Excel for Accounting</td>
<td>50</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>220</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

(Course descriptions listed alphabetically by course number on pages 133-210)
Precision Machining Technologies

Options
- Certificate of Completion (2520 hours/145 credits)
- Associate of Applied Science Degree (2760-2772 hours/165 credits)

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 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.

To earn an Associate of Applied Science degree, the student must complete all requirements for the certificate program plus 20 credits of General Education. The General Education requirements are listed below. Transfer credit from other institutions will be considered upon validation of transcript and course work. Students holding a recent Certificate of Completion from RTC should contact the Registrar for degree options.

This program articulates with Tech Prep programs through the South King County Tech Prep Consortium.

Program Length
- 8 quarters
- 2520 hours/145 credits
- Monday–Friday
- 8:00am–2:30pm

Admission Requirements
- Minimum age: 18 years.
- Must take the COMPASS test before entering the program or being placed on the pre-registration list.

Admission Recommendations
- High school diploma or GED.
- High school-level courses in advanced math, advanced science, mechanical drawing, and metal shop.
- Counselor and instructor interview.

Enrollment
Students may enter in fall or winter quarter.

Cooperative/Internship Work Experience
A cooperative work experience option may be available for qualified, approved students. Students apply learned skills, gain actual on-the-job experience, and receive credit for work experience appropriate to training while completing the program of study.

Total Estimated Program Costs*
- Tuition: $8,442.00
- Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTEC101</td>
<td>Machine Technology I</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>MTEC103</td>
<td>Machine Technology II</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MTEC105</td>
<td>Machine Technology III</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MTEC111</td>
<td>Blueprint Reading I</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MTEC113</td>
<td>Blueprint Reading II</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MTEC115</td>
<td>Blueprint Reading III</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MTEC121</td>
<td>Machining Fundamentals - Lathe</td>
<td>192</td>
<td>8</td>
</tr>
<tr>
<td>MTEC123</td>
<td>Machining Fundamentals - Mill</td>
<td>168</td>
<td>7</td>
</tr>
<tr>
<td>MTEC125</td>
<td>Machining Fundamentals - Precision Machining</td>
<td>180</td>
<td>8</td>
</tr>
<tr>
<td>MTEC130</td>
<td>Basic Metrology</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MTEC140</td>
<td>Geometric Dimensioning and Tolerancing</td>
<td>108</td>
<td>9</td>
</tr>
<tr>
<td>MTEC161</td>
<td>Basic Math for Machining</td>
<td>72</td>
<td>6</td>
</tr>
<tr>
<td>MTEC162</td>
<td>Algebra for Machine Technology</td>
<td>72</td>
<td>6</td>
</tr>
<tr>
<td>MTEC163</td>
<td>Geometry for Machine Technology</td>
<td>72</td>
<td>6</td>
</tr>
<tr>
<td>MTEC164</td>
<td>Trigonometry for Machining</td>
<td>72</td>
<td>6</td>
</tr>
<tr>
<td>MTEC171</td>
<td>Communications I</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>MTEC172</td>
<td>Communications II</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>MTEC173</td>
<td>Communications III</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>MTEC185</td>
<td>Human Relations</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MTEC212</td>
<td>Manufacturing Resource &amp; Research</td>
<td>96</td>
<td>6</td>
</tr>
<tr>
<td>MTEC220</td>
<td>Hazardous Materials</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MTEC231</td>
<td>CNC I</td>
<td>264</td>
<td>12</td>
</tr>
<tr>
<td>MTEC232</td>
<td>CNC II</td>
<td>264</td>
<td>12</td>
</tr>
<tr>
<td>MTEC233</td>
<td>CNC III</td>
<td>264</td>
<td>12</td>
</tr>
<tr>
<td>MTEC234</td>
<td>CNC IV</td>
<td>264</td>
<td>12</td>
</tr>
<tr>
<td>MTEC240</td>
<td>Manufacturing Trends</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>MTEC290</td>
<td>Job Search Skills</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>MTEC291</td>
<td>Cooperative Work Experience/Internship I</td>
<td>(360)</td>
<td>(10)</td>
</tr>
<tr>
<td>MTEC292</td>
<td>Cooperative Work Experience/Internship II</td>
<td>(180)</td>
<td>(5)</td>
</tr>
</tbody>
</table>

TOTAL: 2520 145

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG100</td>
<td>Applied Composition -OR-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH102</td>
<td>Applied Algebra for Business and Industry -OR-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH110</td>
<td>College Algebra</td>
<td>60-72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL: 240–252 20

(Course descriptions listed alphabetically by course number on pages 133-210)
Professional Baking

Option

» Certificate of Completion (1260 hours/68 credits)

Learn “baking basics” in an exciting industry bakery classroom setting! This program is approved by the Retail Bakers of America, which supports the new standards and practices of Contemporary Baking: Theory and Practice training material. This material enables the program to offer a complete hands-on approach to baking, stressing industry competencies at every level. Graduates acquire skills in oven work, artisan bread making, scaling and mixing, pies, cookies, cake decorating, puff paste, yeast dough, and safety/health department standards. The program includes industry field trips and baking demonstrations by industry professionals. If you enjoy teamwork, bakery production, timelines, and creating delicious baked goods for a commercial baking environment, this program is for you!

Program Length

• 4 quarters
• 1260 hours/68 credits
• Monday–Friday, 6:00am–12:30pm

Admission Requirements

• Minimum age: 18 years
• Must take COMPASS test before entering the program or being placed on the pre-registration list.
• Food handler’s permit

Admission Recommendations

• High school diploma or GED.
• Counselor and instructor interview.

Enrollment

• Students may enter as openings occur.

Total Estimated Program Costs*

• Tuition $4,221.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAK 110</td>
<td>Safety/Environment</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>BAK 112</td>
<td>Ovenwork</td>
<td>156</td>
<td>8</td>
</tr>
<tr>
<td>BAK 114</td>
<td>Doughnuts/Doughs</td>
<td>108</td>
<td>5</td>
</tr>
<tr>
<td>BAK 116</td>
<td>Scaling/Mixing</td>
<td>156</td>
<td>8</td>
</tr>
<tr>
<td>BAK 118</td>
<td>Pate Aux Choux/Pastries</td>
<td>156</td>
<td>8</td>
</tr>
<tr>
<td>BAK 120</td>
<td>Yeast Dough &amp; Puff Paste Pastries</td>
<td>156</td>
<td>8</td>
</tr>
<tr>
<td>BAK 122</td>
<td>Cakes/French Pastries</td>
<td>156</td>
<td>8</td>
</tr>
<tr>
<td>BAK 124</td>
<td>Retail Bakery</td>
<td>108</td>
<td>5</td>
</tr>
<tr>
<td>BAK 160</td>
<td>Applied Math</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>BAK 170</td>
<td>Communications/Human Relations</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>BAK 175</td>
<td>Library Resources</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>BAK 190</td>
<td>Special Projects</td>
<td>108</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 1260 68
Professional Baking continued

(Course descriptions listed alphabetically by course number on pages 133-210)
Property Maintenance
Part-Time Program

Option

» Certificate of Completion (360 hours/20 credits)

Students gain skills necessary for effective property maintenance in apartment and other residential settings. Students learn safe procedures in property maintenance, painting and preparing residential units, maintaining an attractive outdoor environment, basic electrical and plumbing, communication and customer service, and job search skills. The program is designed primarily for students with limited English proficiency and, as such, vocational English as a Second Language (ESL) is infused in all courses.

Program Length

• 1 quarter
• 360 hours/20 credits
• Monday–Friday, 8:00am–2:30pm

Admission Requirements

• Minimum age: 18 years
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.
• Students must meet WorkFirst guidelines and go through a testing and interview process.
• Vocational interest and goals related to property maintenance
• Counselor interview

Admission Recommendations

Instructor interview.

Enrollment

Students enroll fall quarter.

Co-operative Work Experience

A co-operative work experience option may be available for qualified, approved students.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 101</td>
<td>First Aid/CPR &amp; AED</td>
<td>16</td>
<td>2</td>
</tr>
<tr>
<td>PROP 101</td>
<td>Introduction to Apartment Operations</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>PROP 110</td>
<td>Safe Procedures in Property Maintenance</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>PROP 115</td>
<td>Emergency Procedures</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>PROP 120</td>
<td>Painting and Drywall Repairs</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>PROP 130</td>
<td>Curb Appeal</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>PROP 140</td>
<td>Basic Electrical Repairs</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>PROP 145</td>
<td>Basic Plumbing Repairs</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>PROP 155</td>
<td>General Repairs</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>PROP 190</td>
<td>Job Search Skills</td>
<td>44</td>
<td>2</td>
</tr>
<tr>
<td>PROP 194</td>
<td>Cooperative Work Experience</td>
<td>72</td>
<td>(2)</td>
</tr>
</tbody>
</table>

TOTAL 360 20

(Course descriptions listed alphabetically by course number on pages 133-210)
Options

» Certificate of Completion (1260 hours/75 credits)
» Associate of Applied Science Degree (1512 hours/95 credits)

This training program for Refrigeration Technicians enables students to develop the skills necessary to work as service technicians on domestic and commercial refrigeration, air conditioning and heat pump systems. Emphasis is placed on developing a thorough understanding of electrical and refrigeration theory though 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, 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.

To earn an Associate of Applied Science degree, the student must complete all requirements for the certificate program plus 20 credits of General Education. The General Education requirements are listed below. Transfer credit from other institutions will be considered upon validation of transcript and course work. Students holding a recent Certification of Completion from RTC should contact the Registrar for degree options.

Program Length

• 4 quarters
• 1260 hours/75 credits
• Monday–Friday; 7:30am–2:00pm

Admission Requirements

• Minimum age: 18 years.
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.

Admission Recommendations

• Good physical health.
• Mechanical aptitude.
• Counselor and instructor interview.
• Valid Washington State driver’s license.
• Insurable to school requirements (good driving record).

Enrollment

Qualified students may enter the program at the beginning of fall or spring quarter.

Total Estimated Program Costs*

• Tuition: $4,221.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 101</td>
<td>First Aid/CPR &amp; AED</td>
<td>16</td>
<td>2</td>
</tr>
<tr>
<td>MART 111</td>
<td>Industrial Direct Current (D-C)</td>
<td>144</td>
<td>9</td>
</tr>
<tr>
<td>MART 112</td>
<td>Industrial Alternating Current (A-C)</td>
<td>108</td>
<td>7</td>
</tr>
<tr>
<td>MART 120</td>
<td>Industrial Solid State Electronics - Basics</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MART 123</td>
<td>Diagnostic Techniques &amp; Test Equipment</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MART 125</td>
<td>Electric Motors</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td>MART 160</td>
<td>Industrial Math for Electrical (D-C)</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MART 162</td>
<td>Industrial Math for Electrical (A-C)</td>
<td>32</td>
<td>2</td>
</tr>
<tr>
<td>MART 172</td>
<td>Industrial Communications</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MART 180</td>
<td>Human Relations/Leadership</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MART 226</td>
<td>Principles of Thermodynamics</td>
<td>144</td>
<td>7</td>
</tr>
<tr>
<td>MART 228</td>
<td>EPA Regulations and Refrigerant Recovery</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MART 230</td>
<td>Brazing Principles and Techniques</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MART 232</td>
<td>Refrigeration Evacuation and Charging</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>MART 234</td>
<td>Domestic Refrigeration Services</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>MART 236</td>
<td>Light Commercial Refrigeration Servicing</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>MART 238</td>
<td>HVAC Systems and Controls</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>MART 243</td>
<td>Icemaker Equipment</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MART 263</td>
<td>Industrial Math for Thermodynamics</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MART 291</td>
<td>Job Search Skills</td>
<td>36</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL 1260 75

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Applied Composition –OR–</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 101</td>
<td>Applied Mathematics for Business and Industry –OR–</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Algebra for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 252 20
Registered Nurse, Associate Degree

Option

» Associate of Applied Science-Transfer Degree
(2208 hours/138 credits)

This program prepares students for professional licensure and employment as Associate Degree Registered Nurses. This program has begun the process of National League of Nursing accreditation. The program course of study includes courses in medical, surgical, geriatric, obstetric, and pediatric nursing. Additional course study includes pharmacology, advanced clinical nursing procedures, health assessment, and transcultural community nursing. Under the guidance of a nursing instructor, students participate in clinical practice in a variety of settings in acute, ambulatory, and long-term care. Upon successful completion of the program, students are eligible to take the Nurse Certificate and Licensing Examination for Registered Nurses (NCLEX-RN).

To earn an Associate of Applied Science-Transferable (AAS-T) degree, the student must complete all course requirements for the Registered Nurse, Associate Degree program (768 hours), the Licensed Practical Nurse program (1188 hours), plus General Education courses (252 hours).

Program Length

• 2 quarters (RN) (+ 4 quarters for LPN)
• 768 hours/43 credits (RN) (+ 1188 hours/75 credits for LPN)
• Monday–Friday, 8:00am–2:30pm (Hours vary during clinical assignment including possible evening or weekend placement)

Admission Requirements

• Minimum age: 18 years (at time of taking licensing examination).
• Must take COMPASS or ASSET test before entering the program or being placed on the pre-registration list.
• Completion of high school or equivalent
• Ability to read, write and converse in English.
• Certification in HIV
• Completion of CPR level C
• Nationwide criminal background check prior to admission to the program. If a report indicates past convictions, the record will be reviewed and the student may be administratively withdrawn from the program.
• Negative TB skin test or chest x-ray examination, if there is a history of positive skin test
• Immunization to be provided by physician or the local health department include: measles, mumps and rubella (MMR) and hepatitis B, unless positive titer.
• Current (within one year) evaluation by a physician or nurse practitioner to ensure student and patient safety. The evaluation should address the following areas in respect to the student’s ability to perform the laboratory skills and clinical responsibilities related to becoming a Registered Nurse:
  – Ability to lift a minimum of 50 pounds and to reach overhead.
  – Ability to stand or walk for long periods.
  – Ability to perform multiple tasks simultaneously
• Completion with a minimum grade of 2.0 in all courses taken with a cumulative grade point average (GPA) of all pre-requisite courses and Licensed Practical Nursing program of 2.5 or better.
• Completion of the following courses with a minimum 2.0 grade point average in each course: biology or high school equivalent (within 5 years), chemistry or high school equivalent (within 5 years), microbiology, anatomy & physiology, English composition, statistics, nutrition, medical terminology, and psychology.
• Must hold a current, valid and unencumbered license as a Licensed Practical Nurse in the State of Washington (Six months work experience highly suggested but not required).

Enrollment

Students may enter the program in fall or spring quarter.

Total Estimated Program Costs*

• Tuition: $2,572.80
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 500</td>
<td>Licensed Practical Nurse Program</td>
<td>1188</td>
<td>75</td>
</tr>
<tr>
<td>NURS 201</td>
<td>Nursing Care of the Adult III</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>NURS 202</td>
<td>Nursing Care of the Adult IV</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>NURS 204</td>
<td>Pharmacology III</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>NURS 205</td>
<td>Nursing Care of the Childbearing Family II</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>NURS 206</td>
<td>Nursing Care of the Childbearing Family II Lab/Practicum</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>NURS 211</td>
<td>Mental Health Nursing II</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>NURS 212</td>
<td>Health Promotion and Assessment</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>NURS 214</td>
<td>Mental Health Practicum II</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>NURS 216</td>
<td>Community Health in a Multicultural Environment II</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>NURS 281</td>
<td>Nursing Leadership II</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>NURS 291</td>
<td>Nursing Care of the Adult III Lab/Practicum</td>
<td>120</td>
<td>5</td>
</tr>
<tr>
<td>NURS 292</td>
<td>Nursing Care of the Adult IV Lab/Practicum</td>
<td>120</td>
<td>5</td>
</tr>
<tr>
<td>NURS 293</td>
<td>Selected Services/Preceptorship II</td>
<td>72</td>
<td>2</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 210</td>
<td>Introduction to Statistics</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Microbiology</td>
<td>72</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL: 2208 138

(Course descriptions listed alphabetically by course number on pages 133-210)
School Age Child Care

Part-Time Program

Option

Certificate of Completion (150 hours/15 credits)

This 3-quarter long series, for a total of 15 credits, is specifically geared to school-age providers. This course supports teachers and caregivers who work with children ages 5–12 years, in before and after-school care and extended day programs. Content areas include topics such as health and safety, guidance and discipline, professionalism, and age appropriate activity ideas. Participants look at National Standards for School Age programs and determine ways to meet these standards.

Program Length

- 150 hours/15 credits
- Online Option
- Monday to Friday – individual school age child care setting

Admission Requirements

- Minimum age: 18 years
- High school diploma or equivalent
- Access to or be working in a licensed facility with school age children

Admission Recommendations

Ability to speak English clearly to communicate with staff, parents and children.

Enrollment

See the current RTC Class Schedule for specific course information.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECCS 210</td>
<td>School Age Care Giving – Part I</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>ECCS 211</td>
<td>School Age Care Giving – Part II</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>ECCS 212</td>
<td>School Age Care Giving – Part III</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td><strong>150</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>
Options

» Certificate of Completion (540 hours/45 credits)
» Associate of Applied Science-Transfer Degree (1080 hours/90 credits)

This program is intended to help the first line supervisor build skills in management and supervision. It is designed primarily for the incumbent workforce. Students can take the classes individually or can take 45 credits to earn certificate. With an additional 45 credits, the student can earn an Associate of Applied Science-Transfer (AAS-T) degree.

Program Length

• Certificate of Completion
  - 4 quarters
  - 540 hours/45 credits
  - Variable times
• AAS-T Degree
  - 8 quarters
  - 1080 hours/90 credits
  - Variable times

Admissions Requirements

• Minimum age: 18 years.
• Must take COMPASS test (minimum math score of 40) before entering the program or being placed on the pre-registration list unless referred by an employer.
• High school diploma or GED
• Counselor and instructor interview

Admissions Recommendations

• Employment either as a supervisor or with prospects of becoming a supervisor.
• Keyboarding skills (Students entering without keyboarding skills may take longer to complete)

Cooperative/Internship Work Experience

A cooperative work experience option may be available to qualified, approved students, allowing them to receive credit for work experience appropriate to their training.

Enrollment

Students may enter at the beginning of the fall, winter, or spring quarter

Total Estimated Program Costs*

• Tuition $1,463.40
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes. “Supplies” = tools, books, uniforms, etc. See RTC Bookstore for a current list.

Course Requirements

Students must successfully complete 45 credits (15 courses) from among the following:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNGT 105</td>
<td>From Peer to Supervisor</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MNGT 110</td>
<td>Building an Effective Team</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MNGT 111</td>
<td>Performance Evaluation</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MNGT 112</td>
<td>Quality and Correction</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MNGT 116</td>
<td>Employee Communication</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MNGT 118</td>
<td>External Communication</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MNGT 120</td>
<td>Staffing Management</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MNGT 125</td>
<td>Managing a Diverse Workforce</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MNGT 150</td>
<td>Labor Relations</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MNGT 198</td>
<td>IS - Performance Management</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MNGT 199</td>
<td>IS - Employee Orientation &amp; Training</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MNGT 210</td>
<td>Strategic Planning</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MNGT 220</td>
<td>Tactical Planning</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MNGT 230</td>
<td>Employee Development</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MNGT 235</td>
<td>Implementing Corporate Culture</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MNGT 240</td>
<td>Project Management</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MNGT 245</td>
<td>Budget Management</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>MNGT 298</td>
<td>IS - Business Operations</td>
<td>36</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 540 45

Additional Course Requirements for AAS-T Degree:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 130</td>
<td>Managerial/Cost Accounting I</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ACC 150</td>
<td>Business Law I</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ACC 210</td>
<td>Financial Accounting I</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ACC 220</td>
<td>Financial Accounting II</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 110</td>
<td>College Algebra</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 210</td>
<td>Intro to Statistics</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 540 45

(Course descriptions listed alphabetically by course number on pages 133-210)
Surgical Technologist

Options

» Certificate of Completion
  (1440 hours/80 credits)
» Associate of Applied Science Degree
  (1692 hours/100 credits)
» Associate of Applied Science-Transfer Degree
  (1692 hours/100 credits)

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 primarily as the scrub person, and secondarily as a circulator in a surgery setting. Students also study the allied health areas of endoscopy, labor and delivery, and sterile processing. A major portion of the program training occurs in area hospitals.

A Certificate of Completion is awarded upon successful completion of core course requirements. To earn an Associate of Applied Science (AAS) or Associate of Applied Science-Transfer (AAS-T) degree, you 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.

Program Length

• 4 quarters
• 1440 hours/80 credits
• Monday–Friday, 8:00am–2:30pm
• (Hours may vary during clinical rotation.)

Admission Requirements

• Minimum age: 18 years
• Must take the COMPASS test before entering the program or being placed on the pre-registration list.
• High school diploma or GED.
• Satisfactory completion of a 5-credit Introduction to Anatomy & Physiology course or its equivalent with a minimum 2.0 GPA within five years prior to entry.
• Ability to pass a nationwide criminal background check.
• Students must meet vaccination and program specified health requirements in compliance with the Centers for Disease Control guidelines (vaccination list is provided at time of registration).
• Health insurance, both injury and sickness, is required for participation in the clinical portion of the program.
• Current (within one year) evaluation by a physician or nurse practitioner to ensure student and patient safety. The evaluation should address the following areas in respect to the student’s ability to perform the laboratory skills and clinical responsibilities related to becoming a Surgical Technologist:
  – Ability to lift a minimum of 50 pounds and to reach overhead
  – Ability to stand or walk for long periods
  – Absence of chronic skin conditions on hands and arms

Enrollment

Students may enter at the beginning of fall or winter quarter.

Total Estimated Program Costs*

• Tuition: $4,824.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCPSCS 102</td>
<td>Healthcare Provider First Aid/CPR &amp; AED</td>
<td>16</td>
<td>2</td>
</tr>
<tr>
<td>SURG 101</td>
<td>Surgical Techniques</td>
<td>120</td>
<td>10</td>
</tr>
<tr>
<td>SURG 102</td>
<td>Surgical Procedures</td>
<td>144</td>
<td>12</td>
</tr>
<tr>
<td>SURG 103</td>
<td>Basic Skills Laboratory</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>SURG 104</td>
<td>Advanced Skills Laboratory</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>SURG 105</td>
<td>Certification Exam Review</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>SURG 130</td>
<td>Medical Terminology</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>SURG 131</td>
<td>Microbiology</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>SURG 132</td>
<td>Pharmacology</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>SURG 133</td>
<td>Patient Care Skills</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>SURG 134</td>
<td>Safety</td>
<td>20</td>
<td>1</td>
</tr>
<tr>
<td>SURG 160</td>
<td>Applied Mathematics</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>SURG 170</td>
<td>Communications</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>SURG 180</td>
<td>Human Relations</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>SURG 190</td>
<td>Allied Clinical Practicum</td>
<td>288</td>
<td>12</td>
</tr>
<tr>
<td>SURG 191</td>
<td>Operating Room Clinical Practicum</td>
<td>480</td>
<td>20</td>
</tr>
</tbody>
</table>

TOTAL 1440 80

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 100</td>
<td>Introduction to Anatomy &amp; Physiology</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 252 20

General Education Course Requirements for AAS-T Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 210</td>
<td>Microbiology</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 110</td>
<td>College Algebra</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology OR</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL 252 20

(Course descriptions listed alphabetically by course number on pages 133-210)
Option
» Associate of Applied Science Degree
(approximately 1200 hours/93 credits)

Students earn the Associate of Applied Science degree in Technical Studies by completing 45 credits of core courses in electronics, programming and computer-aided drafting and by completing an additional 20 elective credits in courses related to their interest or occupation and an additional 28 credits of related general education. The degree is designed to allow greater flexibility in course selection and scheduling, and to make maximum use of student’s prior learning and previous experience.

Prior Learning, Advanced Placement and Transfer Credit
To allow students to complete degree requirements in the shortest time, RTC grants credit for prior learning and accepts transfer credits up to 25% of the total credit requirement. Students may also request a vertical challenge, whereby credit for prerequisite classes is granted (after registration and payment of the challenge fee) upon successful completion of an advanced class.

RTC counselors can assist you in assessing your prior learning, transferring credits, and challenging classes to tailor your degree to meet your occupational goals. Call 425.235.5840 to schedule an appointment.

Program Length
• Approximately 1200 hours/93 credits
• Monday–Saturday (varies)
• Various part-time schedules

Admission Requirements
• Minimum age: 18 years
• Vocational interest in the technical occupations.

Admission Recommendations
• High school diploma or GED.
• Counselor and instructor interview.

Enrollment
Quarterly

---

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS 120</td>
<td>Fundamentals of Programming</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>CSIS 131</td>
<td>Introduction to C# Programming</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>DFTS 114</td>
<td>AutoCAD™ Level I</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>DFTS 116</td>
<td>AutoCAD™ Level II</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>ESTS 110</td>
<td>Basic Electronics I</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>ESTS 111</td>
<td>Basic Electronics II</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>ESTS 112</td>
<td>Basic Electronics III</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>ESTS 113</td>
<td>Repairing and Upgrading Your PC</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>ESTS 122</td>
<td>Programmable Logic Controllers PLC</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>ESTS 126</td>
<td>Electric Motor Control</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>ESTS 134</td>
<td>Electronic Trouble Shooting Techniques</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>IND 101</td>
<td>First Aid/CPR &amp; AED</td>
<td>16</td>
<td>2</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNTS 121</td>
<td>MS Windows 2000 Network. &amp; Operat. Syst. Essentials</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>CNTS 126</td>
<td>Implementing MS Windows 2000 Professional and Server</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>CNTS 150</td>
<td>Implementing &amp; Supporting MS Windows XP Professional</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>CNTS 210</td>
<td>Linux Computing Essentials</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>CSIS 127</td>
<td>Beginning C++</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>CSIS 128</td>
<td>Advanced C++</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>CSIS 132</td>
<td>Intermediate C# Programming</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>CSIS 161</td>
<td>Programming a Microsoft SQL Server 2000 Database</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>DFTS 118</td>
<td>AutoCAD™ Level III</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>DFTS 136</td>
<td>Revit Architecture</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>DFTS 140</td>
<td>Programming for AutoCAD</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>EASS 100</td>
<td>Electronics Manufacturing for Technicians</td>
<td>80</td>
<td>5</td>
</tr>
<tr>
<td>EETS 253</td>
<td>Microprocessors Controllers</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>ELECS 115</td>
<td>Basic Electricity (Plant &amp; Machine Maint. - Electrical II)</td>
<td>80</td>
<td>8</td>
</tr>
<tr>
<td>ELECS 116</td>
<td>Plant &amp; Machine Maintenance - Electrical II</td>
<td>80</td>
<td>8</td>
</tr>
<tr>
<td>ELECS 117</td>
<td>Plant &amp; Machine Maintenance - Electrical III</td>
<td>80</td>
<td>7</td>
</tr>
<tr>
<td>ELECS 232</td>
<td>Basic HVAC &amp; Refrigeration Systems</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>ELECS 234</td>
<td>Basic HVAC &amp; Refrigeration Electrical Schematics</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>MTECS 110</td>
<td>Blueprint Reading, Mechanical</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MTECS 113</td>
<td>Machining/Lathe</td>
<td>80</td>
<td>5</td>
</tr>
<tr>
<td>MTECS 115</td>
<td>Machining/Milling</td>
<td>80</td>
<td>5</td>
</tr>
<tr>
<td>MTECS 216</td>
<td>CNC Set-Up and Operation</td>
<td>80</td>
<td>5</td>
</tr>
<tr>
<td>MTECS 220</td>
<td>Introduction to MasterCam</td>
<td>40</td>
<td>2</td>
</tr>
<tr>
<td>MTECS 222</td>
<td>Intermediate MasterCam</td>
<td>40</td>
<td>2</td>
</tr>
<tr>
<td>SECS 133</td>
<td>Intro to Office XP</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td>SURS 110</td>
<td>Basic Surveying I</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>SURS 135</td>
<td>AutoCAD Land Desktop I</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>SURS 136</td>
<td>AutoCAD Land Desktop II</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>WELDS 102</td>
<td>Welding (Oxy-acetylene &amp; arc)**</td>
<td>80</td>
<td>5</td>
</tr>
<tr>
<td>WELDS 106</td>
<td>Welding**</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>WELDS 110</td>
<td>Welding (MIG &amp; TIG)**</td>
<td>80</td>
<td>5</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Human Relations</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Algebra for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

* Substitutions upon request
**Students may take up to 20 credits of Welding including both arc and MIG/TIG

(Course descriptions listed alphabetically by course number on pages 133-210)
Option:
» Certificate of Completion (336 hours/21 credits)

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.

Program length
- 3 quarters
- 336 hours/21 credits
- Tuesday, Wednesday, and Thursday; 6:00pm–9:00pm

Admission Requirements
- Minimum age: 18 years
- Must take the COMPASS test before entering program or being placed on the pre-registration list.

Admission Recommendations
- High School diploma or GED
- Counselor and instructor interview.

Enrollment
Students may enter fall quarter.

Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET 101</td>
<td>Veterinary Assisting I</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>VET 102</td>
<td>Veterinary Assisting II</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>VET 103</td>
<td>Veterinary Assisting III</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>VET 160</td>
<td>Veterinary Math</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>VET 180</td>
<td>Human Relations/Workplace Skills</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>VET 190</td>
<td>Veterinary Assisting Practicum</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>VET 191</td>
<td>Veterinary Assisting Internship</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>336</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

(Course descriptions listed alphabetically by course number on pages 133-210)
Welding

Options

» Certificate of Completion
  (1620 hours/91 credits)

» Associate of Applied Science Degree
  (1872 hours/111 credits)

This program is designed to prepare welders for jobs in manufacturing, fabrication, and construction trades. This program is comprehensive. Courses include Blueprint Reading and Layout, Metallurgy for Welders, Applied Mathematics, Shop Safety, and hands-on training in GMAW, FCAW, SMAW, FTAW, OAW, and thermal cutting. The instruction is individualized and previous experience determines a student’s starting point. A student’s motivation and ability to move through the individual objectives will determine completion time. WABO Certification is available. This program articulates with Tech Prep programs through the South King County Tech Prep Consortium.

Program Length

• 5 quarters
• 1620 hours/91 credits
• Monday–Friday
• 8:00am–2:30pm

Admission Requirements

• Minimum age: 18 years.
• Must take the COMPASS test before entering the program or being placed on the pre-registration list

Admissions Recommendations

• High school diploma or GED
• Good eyesight. Glasses are permitted.
• Counselor and instructor interview.

Enrollment

Qualified students may enter as openings occur.

Cooperative/Internship Work Experience

A cooperative education option may be available for qualified, approved students. Students apply learned skills, gain actual on-the-job experience, and receive credit for work experience appropriate to training while completing the program of study.

Fees

Students are responsible for purchasing books, tools (program tool list available upon request), and protective equipment.

Total Estimated Program Costs*

• Tuition: $5,427.00
• Supplies: Contact the RTC Bookstore at 425.235.2323

*Full-Time tuition fees are calculated and paid quarterly. See Registration regarding quarterly payment amounts. Tuition and supply costs are estimated totals for the entire length of the program. Tuition for degree programs does not include the required General Education classes.

Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 101</td>
<td>First Aid/CPR &amp; AED</td>
<td>16</td>
<td>2</td>
</tr>
<tr>
<td>WELD 101</td>
<td>Introduction to Welding</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>WELD 102</td>
<td>Occupational Related Safety</td>
<td>20</td>
<td>1</td>
</tr>
<tr>
<td>WELD 103</td>
<td>Thermal Cutting</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>WELD 104</td>
<td>Welding Fundamentals</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>WELD 105</td>
<td>Welding Processes and Application</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>WELD 106</td>
<td>Welding Metallurgy</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>WELD 107</td>
<td>Oxy-Acetylene Welding</td>
<td>72</td>
<td>4</td>
</tr>
<tr>
<td>WELD 109</td>
<td>Shielded Metal Arc Welding I</td>
<td>264</td>
<td>11</td>
</tr>
<tr>
<td>WELD 110</td>
<td>Shielded Metal Arc Welding II</td>
<td>276</td>
<td>12</td>
</tr>
<tr>
<td>WELD 111</td>
<td>Gas Tungsten Arc Welding</td>
<td>216</td>
<td>12</td>
</tr>
<tr>
<td>WELD 113</td>
<td>Gas Metal Arc Welding</td>
<td>168</td>
<td>9</td>
</tr>
<tr>
<td>WELD 115</td>
<td>Flux Cored Arc Welding</td>
<td>168</td>
<td>9</td>
</tr>
<tr>
<td>WELD 120</td>
<td>Blueprint Reading I</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>WELD 121</td>
<td>Blueprint Reading II</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>WELD 160</td>
<td>Related Mathematics/Measurement</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>WELD 170</td>
<td>Related Communications</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>WELD 181</td>
<td>Human Relations and Student Leadership</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>WELD 191</td>
<td>Job Search Skills</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>WELD 194</td>
<td>Cooperative Work Experience (optional)</td>
<td>(312)</td>
<td>(13)</td>
</tr>
</tbody>
</table>

TOTAL: 1620 91

General Education Course Requirements for AAS Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Applied Composition –OR–</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Algebra for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL: 252 20

(Course descriptions listed alphabetically by course number on pages 133-210)

Renton Technical College
Welding continued

(Course descriptions listed alphabetically by course number on pages 133-210)
General Education Courses

(Course descriptions listed alphabetically by course number on pages 133-210)
# General Education

## Table of Contents

### A
- Advanced Applied Algebra ............................................ 125
- American Sign Language ................................................ 122
- Applied Algebra for Business & Industry ....................... 125
- Applied Composition .................................................... 123
- Applied Mathematics for Business & Industry ............... 123

### B
- Beginning Algebra .......................................................... 124
- Business Calculus I .......................................................... 126
- Business Communication ................................................ 123
- Business English .............................................................. 123

### C
- Calculus I ......................................................................... 126
- Chemistry ......................................................................... 123
- Children's Literature ........................................................ 124
- College Algebra ............................................................... 126
- Contemporary Mathematics ............................................. 125

### D
- Developmental Psychology ............................................... 127

### E
- English Composition ....................................................... 123

### G
- General Biology ............................................................... 122
- General Biology Supplemental Sessions ......................... 122
- General Psychology ........................................................ 126

### H
- Human Anatomy & Physiology I .................................... 122
- Human Anatomy & Physiology II ................................... 123
- Human Nutrition ............................................................ 126
- Human Relations ............................................................ 124

### I
- Intermediate Algebra ....................................................... 125
- Intermediate Algebra with Analytical Geometry ............ 125
- Introduction to Anatomy & Physiology ......................... 122
- Introduction to Geology .................................................. 124
- Introduction to Statistics ................................................ 126

### M
- Mathematics for Health Sciences ................................... 125
- Microbiology ................................................................. 122

### P
- Pre-Algebra ...................................................................... 124
- Precalculus I .................................................................. 126
- Precalculus II .................................................................. 126
- Preparing for Science & Math ........................................ 127

### S
- Speech Communication .................................................... 127
- Speech & Language for Second Language Students ........ 127
- Survey of Sociology ....................................................... 127

### U
- U.S. History I ................................................................. 124
- U.S. History II ................................................................. 124

### W
- Writing from Research ..................................................... 124
- Writing Improvement I .................................................... 123
- Writing Improvement II .................................................. 123
General Education Courses

General Education courses are an important component of the AAS degree option. Whereas completion of the vocational training requirements demonstrates competency in the area of specialty, completion of the General Education requirements demonstrates a competence in oral and written communications, computations and human relations in the workplace.

General Education requirements vary for each degree program as described in the degrees section. General Education credits may be transferred to other colleges within guidelines established by the State Board for Community and Technical Colleges.

General Education courses in writing and math require acceptable scores on the COMPASS test. Students should complete the test at least two weeks prior to registering for a writing or math class. The scores will be used to advise students on appropriate coursework. Students may schedule the COMPASS test by calling the Registration Office at 425.235.2352.

For the most current course descriptions, see the quarterly Class Schedule or view online at www.RTC.edu

College Level Examination Program (CLEP) Testing

Students may challenge the following General Education courses by receiving acceptable College Level Examination Program (CLEP) scores:

- Biology
- Chemistry
- College Mathematics
- College Algebra
- English Composition
- Introduction to Psychology

For complete details on CLEP testing, see page 24.

Note:

Classes marked (T) are generally transferable to all the public colleges and universities in Washington. Transferability of General Education credits taken at Renton Technical College is subject to the policies in place at the receiving institution.

BIO 101
General Biology (T)
5 credits
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.

BIO 102
General Biology Supplemental Sessions
2 credits
This course helps students learn concepts and gain confidence in General Biology. Students explore applications and theory that supplement their instruction in BIO 101. Students review major concepts presented in the lecture and lab sessions of BIO 101 through extra lecture time, working problems, discussion of current and applied topics as well as discussion of lab results and applications and other activities to be successful in BIO 101. Prerequisite: concurrent enrollment in BIO 101, General Biology.

BIO 210
Microbiology (T)
5 credits
Microbiology is a comprehensive course introducing classification, structure, and function of microbes. Focus includes disease causing bacteria, viruses, protozoa, and fungi. The role of these microorganisms 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, and use of various media to select, isolate, and characterize organisms. Prerequisite: completion of BIO 101, General Biology, with a grade of 2.0 or higher.

BIO 220
Human Anatomy & Physiology I (T)
5 credits
This is the first of two classes designed for students who want to enter professional health care programs. It is the 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 BIO 101, General Biology, with a grade of 2.0 or higher.

ASL 101
American Sign Language (T)
5 credits
This course offers instructions in American Sign Language to support communication and social interaction with deaf and hearing-impaired individuals as well as supporting language/communication in typically developing children.

BIO 100
Introduction to Anatomy & Physiology
5 credits
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.
General Education Courses

**BIO 221**  
**Human Anatomy & Physiology II (T)**  
5 credits  
This is the second to 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 studies. Prerequisite: completion of BIO 220, Human Anatomy and Physiology I, with a grade of 2.0 or higher.

**CHEM 120**  
**Chemistry (T)**  
5 credits  
This introductory course discusses the basic concepts in general and inorganic chemistry. It is designed to prepare students for coursework in health sciences or more advanced scientific coursework by laying the foundation of the most ‘elemental’ science – chemistry. Topics covered range from the nature of atoms to chemical reactions and include homework, laboratories, exams, and group exercises. Prerequisite: placement into MATH 095 or completion of MATH 085 with a grade of 2.0 or higher.

**ENG 075**  
**Business English**  
4 credits  
This course provides students with comprehensive coverage of basic English grammar and mechanics. Students learn the rules of proper punctuation, capitalization, sentence structure and various other elements associated with successful business correspondence.

**ENG 080**  
**Writing Improvement I**  
3 credits  
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 writers in improving their writing skills.

**ENG 085**  
**Business Communication**  
4 credits  
This course is designed to assist students in developing the skills necessary to write effective resumes, reports, memos, letters and other business communications. Students engage in writing activities, use document templates and forms, and review the basics of oral and written communication in the business world.

**ENG 090**  
**Writing Improvement II**  
4 credits  
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 papers and reports.

**ENG 100**  
**Applied Composition**  
5 credits  
This practical writing course assists students 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.

**ENG 101**  
**English Composition (T)**  
5 credits  
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 by their 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 ENG 100 with a grade of 2.0 or higher. Basic computer and keyboarding skills strongly recommended.

**Note:**  
Classes marked (T) are generally transferable to all the public colleges and universities in Washington. Transferability of General Education credits taken at Renton Technical College is subject to the policies in place at the receiving institution.
General Education Courses

ENG 102
Writing from Research (T)
5 credits
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 ENG 101 with a grade of 2.0 GPA or higher.

ENG 210
Children's Literature (T)
5 credits
This course examines children's books as part of the imaginative experience of children, as well as a part of a larger literary heritage, viewed in light of their social, psychological, and moral implications.

GEO 100
Introduction to Geology (T)
5 credits
Examines geologic processes that shape the Earth. Emphasis is placed on understanding the language and methods of science as applied to our changing planet. Students develop critical thinking skills and apply them to regional geology. Topics include earthquakes, volcanism, glaciers, rivers, and structure of the Earth. May include field trips. Includes laboratory.

HIST 136
U.S. History I (T)
5 credits
Reviews the significant contributions of the Colonial Period, emphasizing political and constitutional developments from the American Revolution through the Civil War. Emphasis on the Constitution and causes and consequences of the Civil War. Includes contributions and achievements of key political/legal, scientific, cultural and military individuals.

HIST 137
U.S. History II (T)
5 credits
Covers U.S. development from the Post-Civil War Reconstruction period to the present. Includes political, social, and economic forces affecting the United States during the period of westward movement, industrialization, world wars, economic growth and world dominance. Covers profound technological developments of the twentieth century in relation to the world of work. Addresses the fall of the Soviet Union and the rise of Islam in relation to the U.S. as a global power.

HUM 101
Human Relations
3 credits
Students are introduced to basic human relations theory and skills. Focus is on the importance of maintaining positive relationships in a professional and diverse workplace and functioning as an effective member of work teams.

MATH 075
Pre-Algebra
5 credits
This course lays the foundation for the study of algebra. The topics covered include: whole number operations, fractions, decimals, percents, ratio and proportion, signed numbers, geometry, units of measurements, graphs, and statistics. 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: placement by COMPASS or Math Placement Test.

MATH 085
Beginning Algebra
5 credits
This introductory course in algebra covers the following topics: review of selected pre-algebra topics, introduction to set theory and the real numbers; algebraic expressions; linear equations in one variable and their applications; linear inequalities; introduction to graphing; systems of two equations in two unknowns and their applications; systems of inequalities; polynomial operations. 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 075 with a grade of 2.0 or higher or placement by COMPASS or Math Placement Test.

Note:
Classes marked (T) are generally transferable to all the public colleges and universities in Washington. Transferability of General Education credits taken at Renton Technical College is subject to the policies in place at the receiving institution.
MATH 095
Intermediate Algebra
5 credits
This course covers the following topics in algebra: review of selected elementary algebra topics; factoring polynomials; rational expressions; rational exponents and radicals; quadratic equations and complex numbers; functions and their graphs, and various non-linear 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 085 with a grade of 2.0 or higher or placement by COMPASS or Math Placement Test.

MATH 100
Mathematics for the Health Sciences
5 credits
Mathematics for the Health Sciences is an introductory course developed to introduce mathematics concepts related to a variety of fields in the health sciences. The content is designed to promote student success in mathematics and to develop problem-solving skills. Topics covered include, but are not limited to: fractions, decimals, ratios/proportions, percentages, measurement systems (metric, apothecary, and household), 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: acceptable scores on the COMPASS test.

MATH 101
Applied Mathematics for Business and Industry
5 credits
This course covers mathematics and its applications in business and industry. Instruction includes coursework in mathematics, with additional time devoted to studying appropriate applications, which vary based on student needs. 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: placement by COMPASS or Math Placement Test.

MATH 102
Applied Algebra for Business and Industry
5 credits
This course covers algebra and its applications in a variety of programs. Instruction includes coursework in algebra, with additional time devoted to studying appropriate applications, which vary based on student needs. 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: placement by COMPASS or Math Placement Test.

MATH 103
Advanced Applied Algebra
5 credits
This course offers students a higher level of applied algebra utilizing applications in a variety of programs. Instruction includes coursework in mathematics, with additional time devoted to studying the appropriate applications, which vary based on student needs. 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 085 with a grade of 2.0 or higher or placement by COMPASS or Math Placement Test.

MATH 104
Intermediate Algebra with Analytical Geometry
5 credits
This course covers sequences and series inequalities, conic sections, and the concept of limits.

MATH 107
Contemporary Mathematics (T)
5 credits
This college level course provides a mathematical perspective of contemporary issues. The course is designed for students who do not intend to continue in mathematics or science. Topics vary but may include areas of finance, statistics, data analysis, logic and applications relevant to humanities, social sciences and education. Content emphasis is on problem solving and quantitative reasoning. Prerequisite: placement by COMPASS, or completion of MATH 095 with a grade of 2.0 or higher.

Note:
Classes marked (T) are generally transferable to all the public colleges and universities in Washington. Transferability of General Education credits taken at Renton Technical College is subject to the policies in place at the receiving institution.
General Education Courses

**MATH 110**  
*College Algebra (T)*  
5 credits  
This course covers the following topics: functions and graphing; logarithmic and exponential functions; theory of equations; nonlinear systems of equations; conic sections; topics in linear algebra; induction, sequences and series; combinatorics and probability. 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 095 with a grade of 2.0 or higher, or placement by COMPASS or Math Placement Test.

**MATH 141**  
*Pre-Calculus I (T)*  
5 credits  
Elementary functions, their graphs and transformations of their graphs, with applications to mathematical modeling. Examples include linear, quadratic, polynomial, rational, exponential, logarithmic, composite functions, and inverse functions. Prerequisite: completion of MATH 095 with a 2.0 or higher or placement by assessment.

**MATH 142**  
*Pre-Calculus II (T)*  
5 credits  
Trigonometric and inverse trigonometric functions, their graphs and transformations of their graphs, with applications to mathematical modeling. Solving trigonometric equations, the derivation and use of trigonometric identities. Polar coordinates and parametric equations, with applications to mathematical modeling. Conic sections, with applications to mathematical modeling. Prerequisite: completion of MATH 141 with a 2.0 or higher or placement by assessment.

**MATH 148**  
*Business Calculus I (T)*  
5 credits  
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.

**MATH 151**  
*Calculus I (T)*  
5 credits  
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.

**MATH 210**  
*Introduction to Statistics (T)*  
5 credits  
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 and hypothesis testing. Prerequisite: completion of MATH 095, Intermediate Algebra, with a grade of 2.0 or higher, or placement by COMPASS or the Math Placement Test.

**NUTR 150**  
*Human Nutrition (T)*  
5 credits  
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; and 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.

**PSYC 101**  
*General Psychology (T)*  
5 credits  
General Psychology surveys the knowledge and methods of the discipline of psychology. Emphasis is placed upon application of psychological knowledge to daily situations, and upon accessing and assessing information from a variety of sources about behavior. Skills in scientific reasoning and critical thinking are developed during this course. Areas of psychology to be included are: research methods, neuroscience, human development, sensation, perception, consciousness, learning, memory, cognitive processes, intelligence, motivation, emotion, personality, psychological disorders, psychotherapy, stress and health, and social psychology. Basic computer and keyboarding skills strongly recommended.
### General Education Courses

**PSYC 210**  
*Developmental Psychology (T)*  
5 credits  
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.

**SCI 100**  
*Preparing for Science and Math*  
9 credits  
This course is intended for students who are interested in a career in the health industry but need to review the basic concepts in math and science to gain the confidence they need to move into the math and science prerequisites. Students who are “math phobic” or who have been out of school for some time will be able to gain assurance through practical hands-on learning.

**SOC 110**  
*Survey of Sociology (T)*  
5 credits  
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.

**SPCH 098**  
*Speech and Communications for Second Language Students*  
5 credits  
Improve your professional communications skills through formal and informal practice and presentations. You learn to speak more clearly and confidently, reduce your accent, interact more effectively with people from other cultures, increase your understanding and become a better listener, and be more successful in job interviews, briefings, team meetings, and other professional contexts. Required: Successful completion of ESL Level 4.

**SPCH 101**  
*Speech Communication (T)*  
5 credits  
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.

---

**Note:**  
Classes marked (T) are generally transferable to all the public colleges and universities in Washington. Transferability of General Education credits taken at Renton Technical College is subject to the policies in place at the receiving institution.
Numerous joint apprenticeship programs are affiliated with Renton Technical College. Apprenticeship programs offer the opportunity to “earn while you learn”. Apprentices typically work full-time in their field, while attending school a few weeks/year or a few nights/week. Most apprenticeships are in the building and construction trades, manufacturing, or public utilities. Apprenticeship programs last two to five years, and an apprentice’s wages increase with experience.

Some programs—Automotive Machinists, Custodial, Machinists, Saint Gobain Container Company, and Stationary Engineers—are only open to current employees in participating companies. Other programs accept applications from the broader community.

Although the following apprenticeship programs are affiliated with Renton Technical College, each program has its own coordinator, joint labor-management committee, and selection procedures. Generally, applicants must be at least 17 or 18 years old, have a valid Washington state drivers’ license, and go through a selection process which might include a written test, physical test, drug test, and interview. For more information on specific programs, please contact the apprenticeship coordinators listed with each program.

Renton Technical College offers an Associate of Applied Science degree in Multi-Occupational Trades. This degree is open to graduates of apprenticeship programs with at least 432 classroom hours and 6000 hours of on-the-job training. For more information on degree requirements, refer to the General Education classes in this Catalog or call Student Services at 425.235.5840.

### Apprenticeship Programs

<table>
<thead>
<tr>
<th>Class/Lab/Training</th>
<th>Hrs/Yr</th>
<th># Years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Automotive Machinists</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Melody Coffman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seattle Machinists 160</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9135 15th Place S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seattle, WA 98108</td>
<td></td>
<td></td>
</tr>
<tr>
<td>206.762.0460</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automotive Body and Fender ..................................</td>
<td>144 hrs</td>
<td>4</td>
</tr>
<tr>
<td>Automotive Machinists .......................................</td>
<td>144 hrs</td>
<td>4</td>
</tr>
<tr>
<td>Heavy Duty Equipment Mechanic ..............................</td>
<td>144 hrs</td>
<td>4</td>
</tr>
<tr>
<td>Machinist, Automotive Machine Shop .......................</td>
<td>144 hrs</td>
<td>4</td>
</tr>
<tr>
<td>Trailer Container and Van Repair Mechanic ..................</td>
<td>144 hrs</td>
<td>3</td>
</tr>
</tbody>
</table>

| **Carpenters Apprenticeship**                          |        |         |
| Charlie Blankenship                                     |        |         |
| King County Carpenters                                  |        |         |
| P. O. Box 202                                           |        |         |
| Renton, WA 98056-4195                                   |        |         |
| 425.235.2465                                            |        |         |
| Carpenter ....................................................| 160 hrs | 4       |
| Maintenance Carpenter ........................................| 160 hrs | 4       |
| Residential Carpenter .......................................| 160 hrs | 4       |
| Scaffold Erector .............................................| 160 hrs | 4       |

| **Heat and Frost Insulators/Asbestos Workers Apprenticeship** |        |         |
| Doug Steinmetzer                                         |        |         |
| Renton Technical College                                 |        |         |
| 3000 NE Fourth Street, Bldg. E                          |        |         |
| Renton, WA 98056-4195                                    |        |         |
| 425.235.7827                                            |        |         |
| Heat and Frost Insulator ....................................| 160 hrs | 5       |

| **Lathers, Acoustical, Drywall Systems (LADS) Apprenticeship** |        |         |
| Steve Ignac                                              |        |         |
| Carpenters Specialty Training Center                     |        |         |
| 20474–72nd Avenue South                                  |        |         |
| Kent, WA 98032                                           |        |         |
| 253.437.5235                                            |        |         |
| Acoustical Applicator ........................................| 160 hrs | 3       |
| Drywall System Installer ....................................| 160 hrs | 3       |
| Lather ..........................................................| 160 hrs | 3       |
| Residential Drywall Applicator ..............................| 160 hrs | 3       |

| **Machinists Apprenticeship**                           |        |         |
| Bernie Philips                                           |        |         |
| Seattle Machinists #160                                  |        |         |
| 9135 15th Place S.                                       |        |         |
| Seattle, WA 98108                                       |        |         |
| 206.764.0462                                            |        |         |
| Machinist ................................................................| 144 hrs | 4       |
| Maintenance Machinist .........................................| 144 hrs | 4       |
| Marine Machinist ................................................| 144 hrs | 3       |
| Soft Tooler ......................................................| 144 hrs | 3       |
| Tool and Die Maker .............................................| 144 hrs | 5       |

<p>| <strong>Millwrights Apprenticeship</strong>                          |        |         |
| Linda Scrivano-Sprenger                                  |        |         |
| Carpenters Specialty Training Center                     |        |         |
| 20474–72nd Avenue South                                  |        |         |
| Kent, WA 98032                                           |        |         |
| 253.437.5235                                            |        |         |
| Millwright ................................................................| 160 hrs | 4       |</p>
<table>
<thead>
<tr>
<th>Class/Lab/Training</th>
<th>Hrs/Yr</th>
<th>#Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pile Drivers Apprenticeship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linda Scrivano-Sprenger</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprenticeship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpenters Specialty Training Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20474–72nd Avenue South</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kent, WA 98032</td>
<td></td>
<td></td>
</tr>
<tr>
<td>253.437.5235</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pile Driver ................................</td>
<td>160</td>
<td>4</td>
</tr>
<tr>
<td>Plasterers Apprenticeship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matt Markham</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprenticeship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renton Technical College, Bldg. E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000 NE Fourth Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renton, WA 98056-4195</td>
<td></td>
<td></td>
</tr>
<tr>
<td>425.235.7879</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plasterer ...................................</td>
<td>144</td>
<td>3.5</td>
</tr>
<tr>
<td>Plumbers and Pipefitters Apprenticeship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ed Holmes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprenticeship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seattle Area Pipe Trades Education Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>595 Monster Road S.W.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renton, WA 98055</td>
<td></td>
<td></td>
</tr>
<tr>
<td>425.271.5900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing Plumber ................................</td>
<td>250</td>
<td>3</td>
</tr>
<tr>
<td>Maintenance Plumber/Steamfitter ..........</td>
<td>250</td>
<td>4</td>
</tr>
<tr>
<td>Marine Pipefitter ..........................</td>
<td>250</td>
<td>3</td>
</tr>
<tr>
<td>Pipefitter ...................................</td>
<td>250</td>
<td>5</td>
</tr>
<tr>
<td>Plumber ......................................</td>
<td>250</td>
<td>5</td>
</tr>
<tr>
<td>HVAC ..........................................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refrigeration Apprenticeship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dale Wentworth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprenticeship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seattle Area Pipe Trades Education Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>595 Monster Road S.W.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renton, WA 98055</td>
<td></td>
<td></td>
</tr>
<tr>
<td>425.271.5900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refrigeration Mechanic</td>
<td>250</td>
<td>5</td>
</tr>
<tr>
<td>Roofers Apprenticeship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pat Gilliland</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprenticeship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2800 First Avenue, Room 321</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seattle, WA 98121-1114</td>
<td></td>
<td></td>
</tr>
<tr>
<td>206.728.2777</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roofer ......................................</td>
<td>166</td>
<td>2</td>
</tr>
<tr>
<td>Saint-Gobain Containers Apprenticeship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jason Noble, Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprenticeship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5801 E. Marginal Way S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seattle, WA 98134</td>
<td></td>
<td></td>
</tr>
<tr>
<td>206.768.6295</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Mechanic/Repairer ...........</td>
<td>144</td>
<td>4</td>
</tr>
<tr>
<td>Mold Maker ...................................</td>
<td>144</td>
<td>4</td>
</tr>
<tr>
<td>Seattle Public Utilities Water Pipe Workers Apprenticeship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kerry Copeland</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprenticeship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seattle Public Utilities, Water Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2700 Airport Way S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seattle, WA 98134</td>
<td></td>
<td></td>
</tr>
<tr>
<td>206.233.7260</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Pipe Worker ...........................</td>
<td>144</td>
<td>2</td>
</tr>
<tr>
<td>Stationary Engineers Apprenticeship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jim Burnson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprenticeship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 E. St. SW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auburn, WA 98001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>253.351.0184</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Custodial Technician ..........</td>
<td>144</td>
<td>2</td>
</tr>
<tr>
<td>Facilities Maintenance Mechanic ..........</td>
<td>144</td>
<td>4</td>
</tr>
<tr>
<td>Gardener/Maintenance Specialist ..........</td>
<td>144</td>
<td>2</td>
</tr>
<tr>
<td>Stationary Engineer ........................</td>
<td>144</td>
<td>4</td>
</tr>
</tbody>
</table>
**Options**

> **Associate of Applied Science Degree**

This degree is an option for apprentices who have graduated from Renton Technical College in apprenticeship programs of at least 432 classroom hours and 6000 on-the-job training hours. The following programs are eligible:

- Automotive Machinists
- Carpenters
- Heat and Frost Insulators
- LADS
- Machinists
- Millwrights
- Pile Drivers
- Pipefitters
- Plumbers
- Plasterers
- Refrigeration
- Saint Gobain Containers
- Stationary Engineers

**Requirements**

- Completion of a registered apprenticeship program affiliated with Renton Technical College, including documentation such as apprenticeship completion certificate from the Department of Labor and Industries.
- Apprentices must have completed at least 25% of their coursework at RTC.
- Apprentices may begin taking general education coursework before, during, or after their apprenticeship.
- See a counselor if you have transferable credits from other schools.

---

### Multi-Occupational Trades Requirements for AAS Degree

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Applied Composition–OR–</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Algebra for Business and Industry</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Communication</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>252</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>
Basic Studies
Basic Studies

The Basic Studies department of RTC provides instruction for adults who seek to master or brush up on the basic skills of reading, writing, math and oral communications; for those with limited proficiency in English, and other skills recognized as important for employability and citizenship. Students may prepare for the General Educational Development (GED) examination. Coursework in the various programs enables students to achieve personal, educational or employment-related goals. Basic studies programs include Adult Basic Education, English as a Second Language (ESL), Brush Up, GED Preparation, and the External Diploma Program (EDP). Classes are held on the main campus and at various sites throughout the college's service area. For more information, call the Basic Studies department at 425.235.2391. A quarterly $25 tuition fee will be charged for classes in this section.

Adult Basic Education

The Adult Basic Education program offers adults an opportunity to improve their reading, writing and math skills. With stronger skills in these areas, you are better prepared to enter technical training, prepare for advancement in employment, be a wise consumer, and meet family responsibilities.

You will receive an initial assessment, then work with the instructor to develop an individualized plan of study. Instruction is self-paced and may include the use of computers, video and/or audio tapes, small group classes, or one-on-one work with a tutor.

There is a Quarterly Tuition fee of $25 per student per quarter. Classes are conveniently scheduled as follows:

Daytime Classes
8:00am–11:00am..................Daily
11:40am–2:30pm...................Daily

Evening Classes
6:00pm–9:00pm ........ Monday–Thursday

General Educational Development (GED) Preparation

The GED certificate demonstrates an educational level comparable to a high school diploma. To obtain the certificate, one must pass an examination consisting of five separate tests in the areas of math, reading, science, social studies, and writing. A GED certificate may help you pursue additional education, meet eligibility requirements for financial aid, meet requirements for a job or promotion, or achieve personal goals.

There is a Quarterly Tuition fee of $25 per student per quarter. Classes are conveniently scheduled as follows:

Daytime Classes
8:00am–11:00am..................Daily
11:40am–2:30pm...................Daily

Evening Classes
6:00pm–9:00pm ........ Monday–Thursday

GED preparation is also offered online each quarter.

Bi-lingual (Spanish–English) GED

Bi-lingual Spanish–English GED preparation classes are offered throughout the year. There is a Quarterly Tuition fee of $25 per student per quarter.

Classes are conveniently scheduled as follows:

Evening Classes
6:00pm–9:00pm ........ Monday–Thursday

Brush Up

Many students planning to begin technical programs need to brush up on math, reading, writing, and study skills before their program begins or while enrolled in a technical class. This is particularly helpful for those who have not been in a structured learning environment for several years.

These classes focus on applying the basic academic skills to the technical area the student plans to enter. Instruction may be in a group with a set entry point or in a lab setting. The course is self-paced and may include use of computers, video/audio tapes, or other learning tools.

At various times of the year special classes are offered such as:

- Math for Electronics and other Technical Programs
- Math for Health Care Success
- Writing Basics for Business and Legal Careers
- Reading to Learn: Textbooks
- Math for Trade and Industry
- Math Skills for Business Careers

Brush up classes are $25 per quarter. Classes are scheduled at various times throughout the year. The classes are scheduled:

Daytime Classes
8:00am–11:00am..................Daily
11:40am–2:30pm...................Daily

Evening Classes
6:00pm–9:00pm ........ Monday–Thursday

Student Success

2:45pm–4:15pm ........ Monday–Thursday
(for students in full-time technical programs)
Basic Studies

English as a Second Language

The English as a Second Language (ESL) program consists of day or evening classes for adults who have limited proficiency in English. These classes stress the basic communication skills of listening, speaking, reading, and writing. Improved English skills will enable students to interact more confidently in everyday situations, improve consumer skills, apply for a job, and prepare for technical or other educational programs.

Students are assessed at entry and placed in a class consistent with their English fluency. Class levels are:

- Level I
- Level II
- Level III
- Level IV
- Level V

There is a $25 quarterly fee for students having permanent residency status. I-20 students or others on temporary visas must pay additional special fees.

Planning for Student Success/ESL

This class is recommended for ESL students before entering a technical program. Students receive individual attention to improve speaking, listening, reading comprehension, writing, math, vocabulary, and basic computer skills. Class work is based on the technical programs the students enter.

Student Success in Technical Programs/ESL

This course is designed to give individual assistance to limited English speaking students who are currently enrolled in technical programs. This class concentrates on helping students read, write, and understand their assignments, including understanding vocabulary specific to the student's program. Help is also available for job interviewing and resume writing.

Off-Campus Basic Studies Sites

Basic Studies classes are offered at the following locations:

- RTC Main Campus
- WorkSource Renton on Grady Way
- Kent Learning Center (Downtown Kent)
- WorkSource Affiliate Downtown Seattle
- Springwood Apartments (Kent)
- Hillcrest Special Services, Renton Highlands (Families That Work/Even Start Programs)
- Jewish Family Services, Kent
- Puget Sound Training Center, Renton

External Diploma Program

The External Diploma Program (EDP) is an opportunity for mature adults to earn a high school diploma. The program assumes that many adults have learned required skills at home or through work since they left school. After an initial assessment and learning period, EDP consists of six detailed projects, followed by oral interviews, in which adults demonstrate competencies such as oral and written communication, computation, problem-solving, reading, and critical thinking.

EDP is offered year round. A $25 quarterly fee is charged. Since there are no formal class meetings, participants and assessors arrange appointments based on individual schedules. For more information, call the Director of Basic Studies at 425.235.5837.

Tutoring

Students enrolled in any of the Basic Studies classes may request and/or be assigned a tutor. Adult volunteers from Renton and the surrounding area give valuable assistance tutoring students individually or in small groups.

A tutor coordinator matches tutors with the program's instructional needs. The instructor provides material and guidance to ensure that the tutoring sessions complement the student's educational plan. Volunteer tutors are needed for morning, afternoon and evening classes on campus and at satellite locations. If you are interested in volunteering, please call 425.235.5837.
Instructional Programs/
Degrees and Certificates
ABDY 101
Beginning Estimating
Students identify replacement parts and write an estimate using the Collision Estimating Guide.

ABDY 102
Surface Preparation I
Students learn proper spray gun care by a combination of classroom lectures, product seminars by paint company representatives, and shop demonstrations. Techniques for preparing various substrates for topcoating are explained and demonstrated. Students practice these skills on autobody panels.

ABDY 105
Paint Application I
Students become familiar with the proper, safe and lawful use of topcoat paint products. Sheet metal panels are provided for students to practice spray techniques.

ABDY 106
Color Theory
Hue, value, and chroma, the three dimensions of color, and how they relate to automotive finish matches are explained and demonstrated in great detail. Students witness the effects of different light sources on various colors and demonstrate their matching skills on panels.

ABDY 107
Color Match & Blend
Students demonstrate color theory knowledge by applying, matching, and blending color. This course is taught in conjunction with Color Theory, ABDY 106.

ABDY 109
Safety for Autobody Repair
Students learn the proper and safe use of tools commonly used within the autobody industry. Environmental issues, applicable laws and ordinances and related safety concerns in the workplace are studied.

ABDY 112
Welding for Autobody Repair
Following instruction of the safe use of the oxy-acetylene and MIG welders, students are taught to weld to industry standards with the emphasis placed on MIG welding, shrinking mild steel and lifting out small dents with heat. Most of the class is devoted to hands-on practice.

ABDY 116
Autobody Plastics Repair and Refinishing
Students are taught how to identify, repair, and refinish plastics used in late model vehicles.

ABDY 117
Live Autobody Repair
Having completed the previous two quarters of prerequisite study, students practice dent removal techniques on live work in the shop.

ABDY 118
Live Autobody Refinishing
Following successful completion of all the courses in the first quarter of autobody refinishing, the students practice painting skills on live work in the shop.

ABDY 120
Autobody Repair Industry Careers
Students investigate the various careers offered in the autobody industry and develop comprehensive job search plans.

ABDY 121
Autobody Construction I
Students learn how the unibody car is assembled and how parts work together to form a strong unit. Teams of students disassemble and then re-assemble several automobiles. Basic panel adjustment and alignment are explained and practiced. Students clean and detail final projects.

ABDY 123
Metal Work
Even though the use of plastic filler is accepted as the method of final smoothing of metal irregularities, proper metal rough out is critical for a professional repair. Students practice the proper use of metal straightening tools and equipment. For their final project, students repair a dented panel and make ready for primer without the use of fillers.

ABDY 126
Dent Repair
Students repair small dents in metal panels using a variety of tools and techniques. A number of autobody panels are furnished to enable the student to develop an expertise for repairing dents.

ABDY 129
Shop Management
Knowing the true costs of operating an autobody shop in today’s world can be very surprising to many people. Understanding the responsibility of management and the many costs facing the company can also help the employee better understand his role in making the business successful.

ABDY 132
Autobody Structure and Mechanics I
The student is exposed to the various types of automobile design concepts and their relationships to actual structural design. Some basic mechanical principles are discussed such as four-wheel alignment and electrical theory.
ABDY 161  
Math for Autobody Repair  
Students are taught basic math skills including addition, subtraction, division, and multiplication of whole numbers, fractions, decimals, and metrics.

ABDY 171  
Communications for Autobody  
Students are taught how to effectively communicate verbally and in writing with students, technicians, and customers.

ABDY 202  
Estimation II  
Following a review of Estimation I, students practice ordering parts and supplies for live shop projects using the new information in this course.

ABDY 206  
Advanced Autobody Repair  
Following successful completion of all the courses in the previous quarter, students work hands-on and repair various types of damage on a number of vehicles.

ABDY 207  
Shop Safety and Human Relations  
Following a review of the safety practices to be adhered to in the autobody repair industry, students learn how to get along with others in the workplace and encouraged to be a professional. Students also work with customers and fill out necessary job related paperwork.

ABDY 208  
Surface Preparation II  
Following a review of Surface Preparation I, and using live work, students learn the skills and competencies necessary to prepare various substrates for refinishing.

ABDY 209  
Paint Application II  
Students mix colors using a computerized paint mixing system and spray base coat and single-stage urethane paint on live work.

ABDY 211  
Auto Detail  
Following completion of repairs to the assigned auto shop project the student cleans and details the car per instructor approval.

ABDY 221  
Autobody Construction II  
Using damaged autos, students install and align various autobody panels and glass to industry standards.

ABDY 226  
Door and Quarter Panel Replacement  
Students replace an outer door panel and a quarter panel on a damaged vehicle in the shop.

ABDY 232  
Autobody Structure and Mechanics II  
Students perform several different structural sectioning techniques on different structural members to ICAR and industry standards.

ABDY 233  
Unibody Repair  
Using state-of-the-art frame and unibody straightening benches, students align autobody frames and shells.

ABDY 250  
Collision Related Mechanical Repair  
Using a combination of classroom theory and shop practice, students examine the effects of collision forces and study the resulting damage to the following mechanical systems: suspension, air-conditioning, heating, braking, active and passive restraints.

ABDY 259  
Live Autobody Repair and Refinishing  
Students repair collision damage on real jobs practicing the competencies learned in prerequisite courses.

ABDY 291  
Job Search Skills  
Students are instructed in resume and cover letter writing and job search techniques for the auto body repair industry. Instruction deals with teamwork and meeting employer expectations in a culturally diverse workplace.

ABDY 295  
Internship I  
This course is instructor approved, paid or unpaid work experience directly related to the student’s courses of study. The hours worked during the cooperative work experience/internship replace certain assigned lab hours within the program and must be arranged through program instructors.

ABDY 296  
Internship II  
This course is instructor approved, paid or unpaid work experience directly related to the student’s courses of study. The hours worked during the cooperative work experience/internship replace certain assigned lab hours within the program and must be arranged through program instructors.

ACC 100  
Basic Math for Accounting  
This course prepares students for the basic math skills needed in many entry level positions. It covers whole numbers, fractions, decimals, ratio and proportion, percent, signed numbers, geometry, units of measurement, graphs, and statistics.
ACC 105  
**Computer Skills**  
This course provides students with fundamental computer skills for office employment through introduction to a broad overview of computer concepts and applications. The student learns the components of a computer system and how they function, and is introduced to integrated software and the use of computers in word processing applications. The student develops or strengthens ten-key and touch-typing skills and improves speed and accuracy at the keyboard.

ACC 110  
**Intro to Financial Accounting**  
Practical accounting is taught with a vocational emphasis on analyzing, classifying, recording, summarizing and interpreting business transactions.

ACCS 122  
**Accounting II**  
This class provides an expanded view of the principles of accounting based upon the completion of Accounting I. Subjects covered include notes payable and receivable, cash flow, financial statement analysis, various methods of depreciation, inventories, plant and equipment, partnerships and corporations.

ACC 124  
**Small Business Accounting**  
This course introduces the student to preprogrammed computer software used to efficiently manage general ledgers, accounts receivable, accounts payable, depreciation, inventory, payroll and financial statements in a small business. Pre-requisites: Placement into ACC 110 or completion of ACC 110 with a 2.0 GPA or higher.

ACC 130  
**Cost Accounting**  
This course provides an introduction to cost accounting procedures relating to compiling various elements of manufacturing costs. Topics covered include Direct Materials, Direct Labor and Factory Overhead application. Job Order and Process Costing systems are also discussed. In addition, evaluation techniques such as flexible budgets, standards and variances are also covered. Prerequisite: placement into ACC 130 or completion of ACC 202 with a 2.0 GPA or higher.

ACC 132  
**Basic Excel**  
An introduction to Excel and its application to accounting functions.

ACC 141  
**Applied Math for Accounting**  
This course is a continuation of ACC 100 with extra emphasis on geometry, units of measurement, graphs, and statistics. Pre-requisites: Placement into ACC 102 or ACC 103 or completion of ACC 100 with a 2.0 GPA or higher.

ACC 142  
**Algebra for the Paraprofessional**  
This course prepares students for the algebra needed in many positions in business and industry. It includes real numbers, linear equations and inequalities, factoring, problems solving, and rational expressions. Pre-requisites: Placement into Math 085 or ACC 142 or completion of ACC 141 or MATH 075 with a 2.0 GPA or higher.

ACC 143  
**Beginning Algebra for Accounting**  
This course is a continuation of ACC 142 with extra emphasis on graphing, linear systems, and exponents and polynomials. Pre-requisites: Placement into Math 085 or ACC 103 or completion of ACC 142 or MATH 075 with a 2.0 GPA or higher.

ACC 150  
**Introduction to Business Law**  
This course is intended to provide the student with an overview and application of the basic legal principles relating to the accounting and business environments. Upon completion, the student has a basic understanding of business law relating to: legal system, cyberlaw, contracts, and uniform commercial code relating to sales, warranties, products liability, and negotiable instruments. Employment law and employment discrimination are also discussed.

ACC 160  
**Human Relations in an Accounting Office**  
Students develop their basic employment skills to levels to allow them to function successfully in a professional environment. Emphasis is on human relations skills, business leadership, business ethics, office safety and job search skills.

ACC 179  
**Taxation I - Individuals**  
This is a fundamental course designed to introduce the student to the preparation of federal income tax returns for individuals. Basic tax principles relating to gross income, exemptions, standard and itemized deductions, tax computation, and credits are covered. Income or loss from business and rental activities, tax depreciation using MACRS, and capital gains and losses are also covered. Students prepare a series income tax returns both manually and using tax preparation software. Students also explore researching tax questions via the internet.
ACC 201
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). This course builds upon the skills learned in ACC 110. Prerequisite: placement into ACC 201 or completion of ACC 110 with a 2.0 GPA or higher.

ACC 202
Principles of Accounting II
This course incorporates the basics covered in ACC 110 and ACC 201 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. Pre-requisites: Placement into ACC 202 or completion of ACC 201 with a 2.0 GPA or higher.

ACC 203
Principles of Accounting III
This course is a continuation of the principles learned in ACC 130. Emphasis is on using accounting information to support and assist decision making. Topics covered include cost-volume-profit analysis, budgeting, performance evaluation, and special business decisions. Students also present their conclusions and analysis using a variety of methods such as written memorandum, budgeted financial statements and reports, and PowerPoint slide presentations. Prerequisite: placement into ACC 203 or completion of ACC 130 with a 2.0 GPA or higher.

ACC 204
Financial Applications
Models intended to provide a simulation of selected projects or responsibilities that an accounting staff may experience in the workplace. Models may include such subjects as preparing a payroll; calculating and adjusting entries; entering invoices; paying invoices; preparing a budget proposal; collecting past due accounts; preparing tax reports for state; and other varieties of projects. Prerequisite: Placement into ACC 224 or completion of ACC 201 with a 2.0 GPA or higher.

ACC 224
Intermediate Excel
This course is a continuation of ACC 222. It expands the student's knowledge and skills in working with Excel and Access. Prerequisite: Completion of ACC 132 with a 2.0 GPA or higher.

ACC 232
Advanced Excel
This course is a continuation of ACC 234. It expands the student's knowledge and skills in working with Excel and Access. Prerequisite: Completion of ACC 232 with a 2.0 GPA or higher.

ACC 233
Government and Non-Profit Accounting
Students develop skills in accounting and financial reporting for not-for-profit organizations and state and local governments. Topics include general and special fund accounting for state and local governments, hospitals, charities, foundations, colleges, and universities.

ACC 275
Taxation II – Business Entities
This course is a continuation of ACC 179. Income tax principles relating to business entities will be studied. Specific topics covered are income tax consequences relating to partnerships, limited partnerships, corporations, s-corporations and limited liability companies. In addition, payroll taxes and preparation of forms 940 and 941 are studied. Finally, business taxes for the state of Washington are reviewed, including the Washington Business and Occupation tax, and State Unemployment Tax.

ACC 294
Cooperative Work Experience
A required cooperative work experience allows students to receive credit for work experience appropriate to their training. Through cooperative work experience students have the opportunity to apply learned skills and gain actual on-the-job experience while completing their course of study.

ACCS 121
Accounting I
Accounting I is taught with an emphasis on analyzing, classifying, recording, summarizing, and interpreting business transactions of a Sole Proprietorship company.

ACCS 122
Accounting II
A continuation of ACCS 121, students develop skills in recording accounts receivable, inventories, plant and equipment, asset valuation, notes receivable, and notes payable of a Sole Proprietorship company. Prerequisite: Placement into ACCS 122 or completion of ACCS 121 with a 2.0 GPA or higher.
ACCS 123  
QuickBooks  
This course introduces the student to the QuickBooks computer software used to manage general ledgers, accounts receivable, accounts payable, depreciation, inventory, payroll, and financial statements in a small business. Prerequisites: Placement into ACCS 123 or Completion of ACCS 121 with a 2.0 GPA or higher.

ACCS 231  
Advanced Excel for Accounting  
A continuation of beginning spreadsheet courses, students expand their knowledge and skills in working with more advanced spreadsheets commands. Prerequisites: Placement into ACCS 231 or completion of APP 121.

AGCS 101  
Construction Law  
This course is designed to provide general and subcontractors with working knowledge of legal issues involved in both public and private construction. The goal of this comprehensive course is to equip participants with the knowledge on how to handle in-house issues. This course deals with real-world legal issues encountered in the construction process, from bidding and obtaining the contract through to the final payment. Expect homework readings and participation. Past participants described the program as “an outstanding course.” For more information or to register, contact the AGC Foundation at http://www.constructionfoundation.org.

APP 101  
Introduction to Windows I  
This one-credit module prepares students to use computers 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 102  
Introduction to Windows II  
This one-credit module prepares students to use computers 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.

APP 105  
Introduction to Keyboarding  
This one-credit module prepares students to use computers in the classroom and in the workplace by learning the keyboard by touch and then developing keyboarding skills through continuous, focused practice at a computer keyboard.

APP 106  
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.

APP 107  
Keyboarding Skillbuilding II  
This one-credit module prepares students to use computers in the classroom and in the workplace by improving existing keyboarding skills through extensive, focused practice at a computer keyboard. Speed with accuracy is emphasized and applied to standard business documents.

APP 110  
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.

APP 111  
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.
APP 121
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.

APP 125
Access 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 126
Access 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 130
Basic 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 131
Basic 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 135
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 136
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 139
Publisher I
This one-credit module prepares students for utilizing more advanced features of the major presentation software package. Students create, modify, and enhance a presentation for use in the classroom and in the workplace.

APP 140
Publisher II
This one-credit module prepares students for utilizing more advanced features of the major presentation software package. Students learn to utilize more advanced features while creating brochures, newsletters, booklets and form letters utilizing a major desktop publishing package.

APP 141
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 will be utilized including email, searching the Web, and gathering information from the Web.

APP 142
Using the Internet II
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 exploring the digital imaging environment, using selection techniques, working with layers, and painting using colors.

APP 143
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 144
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 145
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 publishing application for use in the classroom and in the business environment utilizing a major desktop publishing package.

APP 146
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 150
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 publishing application for use in the classroom and in the business environment utilizing a major desktop publishing package.

APP 151
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 170
Digital Imaging 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 exploring the digital imaging environment, using selection techniques, working with layers, and painting using colors.
APP 171
**Digital Imaging 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 using type elements and filters, preparing images for the Web, and printing and publishing creations.

APP 175
**Web Design I**
This one-credit module prepares students to utilize the basic features of current web design software such as FrontPage for use in the classroom and in the workplace. Students learn through a total-immersion, hands-on simulated business approach. Topics covered include adding graphic elements, creating tables, utilizing frames and layers, and other special effects of the software.

APP 176
**Web Design II**
This one-credit module prepares students to utilize the more advanced features of web design software such as FrontPage for use in the classroom and in the workplace. Students learn through a total-immersion, hands-on simulated business approach. Topics covered include utilizing dynamic templates and styles, developing navigational structures, creating forms, publishing websites, and other advanced software features.

APP 180
**Beginning Skill Development**
This three-credit module allows students additional time to develop skills learned in the classroom. Students receive hands-on practice with the skills learned in any of the beginning modules.

APP 181
**Advanced Skill Development**
This four-credit module allows students additional time to develop skills learned in the classroom. Students receive hands-on practice with the skills learned in any of the more advanced modules.

APP 191
**Job Search Skills**
This two-credit module teaches students effective techniques to find employment. Students receive instruction on locating openings, evaluating companies, writing resumes and application letters, arranging for interviews, and presenting oneself effectively at interviews.

APP 192
**Cooperative Work Experience**
Students may participate in a cooperative education option allowing them to receive credit for on-the-job work experience appropriate to their computer training. Through cooperative work experience, students have the opportunity to apply learned skills and gain actual on-the-job experience while completing their course of study.

ASST 095
**Clerical Skills Review**
This course provides a review of the basic business English, math and computer skills required for clerical work.

ASST 110
**Introduction to Business Writing**
Students are introduced to the basics of business writing.

ASST 120
**Keyboarding/Data Entry**
Students develop speed and accuracy on an electronic keyboard through skill development activities and data entry applications.

ASST 144
**Introduction to Computer Applications**
Students receive training on basic business computer applications using Windows and Microsoft Office applications, including word processing, spreadsheets, data bases, and graphics.

ASST 181
**Human Relations and Career Readiness**
This course helps students develop skills to assist in their personal and professional growth. Students learn the fundamentals of human relations in a professional environment, including the basic tools to better understand co-workers, colleagues, customers and supervisors. Job-seeking skills, including developing resumes, cover letters and portfolios are covered, as are interviewing techniques. The importance of self-image, self-esteem and business etiquette is also discussed.

AUTC 112
**Basic Shop Skills**
Students learn fundamental automotive shop operations through classroom and hands-on lab instruction in a live work environment. Topics include: vehicle identification, the use of service information (publications, electronic media, and web-based), care of customer vehicles, handling repair orders, procuring parts, proper use of hand tools, measuring devices, and fastener applications. Students learn basic automotive services: vehicle inspection, oil changes, tire service, headlamp aiming, and basic diagnosis.

AUTC 117
**Electrical/Electronic Systems I**
Students learn electrical/electronic theory, application, diagnosis and repair based on NATEF competencies through web-based, classroom, and hands-on lab instruction in a live work environment. Topics include: batteries, starting systems, charging systems, lighting systems, gauges, warning devices, driver information systems, horns, wipers, electrical accessories, schematic diagrams, and testing equipment. Students prepare for ASE Certification in Electrical/Electronic Systems (ASE certification test A6).
AUTC 118
Brakes
Students learn brake and anti-lock system theory, application, diagnosis and repair based on NATEF competencies through web-based, classroom and hands-on instruction in a live work environment. Topics include: hydraulic systems, drum brakes, disc brakes, power assist, wheel bearings, parking brakes, electrical systems, anti-lock brakes and traction control systems. Students prepare for ASE Certification in Brakes (ASE certification test A4).

AUTC 124
Heating and Air Conditioning
Students learn heating and air conditioning system theory, application, diagnosis and repair based on NATEF competencies through web-based, classroom and hands-on lab instruction in a live work environment. Topics include: refrigeration systems, heating systems, ventilation systems, operational controls, and refrigerant recovery, recycling and handling. Students perform refrigerant recovery and recycling per EPA regulations and prepare for EPA recycling certification. Students prepare for ASE Certification in Heating and Air Conditioning (ASE certification test A6).

AUTC 128
Engine Repair
Students learn engine theory, operation, application, diagnosis, disassembly, inspection, component measurement and reassembly based on NATEF competencies through web-based, classroom and hands-on lab instruction in a live work environment. Topics include: engine removal and reinstallation, cylinder head diagnosis and repair, engine block diagnosis and repair, lubrication systems, and cooling systems. Students prepare for ASE Certification in Engine Repair (ASE certification test A1).

AUTC 132
Steering and Suspension
Students learn steering and suspension system theory, application, diagnosis and repair based on NATEF competencies through web-based, classroom and hands-on lab instruction in a live work environment. Topics include: steering systems, suspension systems, wheel alignment, wheels and tire. Students prepare for ASE Certification in Steering and Suspension (ASE certification test A4).

AUTC 133
Manual Drive Train and Axles
Students learn manual transmission and drive train system theory, application, diagnosis and repair based on NATEF competencies through web-based, classroom and hands-on lab instruction in a live work environment. Topics include: clutches, manual transmission/transaxles, drive shafts, constant velocity joints, differentials, and four wheel/all wheel drive systems. Students prepare for ASE Certification in Manual Drive Train and Axles (ASE certification test A3).

AUTC 160
Automotive Mathematics
Students learn to identify and solve common automotive related mathematics problems including: weights and measures, measurement systems, fraction to decimal conversions, rations, proportions, English/metric conversions, brake and transmission hydraulics, steering geometry, and mechanical, electrical, pressure and vacuum measurements.

AUTC 181
Safety/Environmental Issues
Students learn proper safety procedures in an automotive shop environment to protect themselves, their co-workers, their customers and the environment through web-based, classroom and hands-on lab instruction. Students are introduced to information literacy and the proper use of library resources and the Internet. Topics include: personal safety, proper use of shop equipment and tools, identification, handling, storage and disposal of hazardous automotive waste, worker “Right to Know” hazard communication, and the use and procurement of Material Safety Data Sheets.

AUTC 204
Automatic Transmissions/Transaxle
Students learn automatic transmission/transaxle system theory, application, diagnosis and repair based on NATEF competencies through web-based, classroom, and hands-on lab instruction in a live work environment. Topics include: maintenance and adjustment, in-vehicle repairs, removal, disassembly, measurement, reassembly, reinstallation, oil pumps, torque converters, valve bodies, and friction and reaction units. Students prepare for ASE Certification in Automatic Transmission/Transaxle (ASE certification test A2).

AUTC 216
Engine Performance
Students learn engine performance theory, application and diagnosis of ignition, fuel, emissions and on-board diagnostic computer systems based on NATEF competencies through web-based, classroom and hands-on instruction in a live work environment. Topics include: engine diagnosis, computerized engine controls, ignition systems, fuel systems, air induction and exhaust systems, emissions controls and related systems. Students prepare for ASE Certification in Engine Performance (ASE certification test A8).
AUTC 226
Electrical/Electronic Systems II
Students learn advanced automotive electronics theory, application, diagnosis and repair based on NATEF competencies through web-based, classroom and hands-on lab instruction in a live work environment. Topics include: computerized control systems, sensor operations and diagnosis, actuator operation and diagnosis, logic probes, scan tools, lab scopes, and on-board diagnosis systems. Students prepare for ASE Certification in Electrical/Electronic Systems (ASE certification test A6).

AUTC 230
Advanced Vehicle Repair
This course is instructor-directed. Student who need extra time to fulfill the requirements of the NATEF competencies are directed in the completion of these projects.

AUTC 271
Written Communication
Students learn the writing skills necessary in an automotive service environment including: describing repairs, repair procedures and repair suggestions on a repair order, developing a written repair estimate, requesting parts, timekeeping, the use of electronic data systems, completing job applications and preparing a resume.

AUTC 281
Emission Certification
Students learn to diagnose and repair emissions failure vehicles based on State of Washington, Department of Ecology (WSDOE) standards through web-based, classroom and hands-on lab instruction in a live work environment. Topics include: exhaust gas analysis, computer scan diagnosis and repair, lab scope diagnosis and repair, on-board diagnostic system II (OBDII) diagnosis and repair, testing methods and methodology, and the laws, rules and regulations governing emission testing in Washington. Students prepare for WSDOE Authorized Emissions Specialist II certification.

AUTC 282
Human Relations/Customer Relations
Students learn to interview customers, determine needed automotive repairs, and prepare a complete repair order with clear terms and descriptions of needed repairs/services. Conflict resolution, employer/employee relationships, sexual harassment and other workplace issues are covered.

AUTC 292
Job Search Skills
Students learn job search strategies, interviewing skills, resume preparation, and attributes that result in stable employment and promotion.

AUTC 293
Co-op
This course is instructor approved, paid or unpaid work experience directly related to the students courses of study. The hours worked during the cooperative work experience/internship replace certain assigned lab hours within the program and must be arranged through program instructors.

BAK 110
Safety/Environment
This course covers safety procedures in operating bakery equipment and the sanitation procedures.

BAK 112
Ovenwork
The objective of this course is to be able to bake all types of baked products at a proper temperature so the inside of a unit becomes completely baked at the same time the crust achieves a desired color.

BAK 114
Doughnuts/Doughs
The objective of the doughnut station is to produce a variety of doughnuts, yeast raised, cake doughnuts, or other deep fried pastries. Organization, timing, speed, and cleanliness are the important factors here. To produce cookies which range in their consistency from almost thin, to soft, to very stiff. Prepare the major types of cookies: bagged, rolled, sheet, and icebox.

BAK 116
Scaling/Mixing
The objective of the mixing and scaling course is to know the bakers balance scale, dry measurements, liquid measurements, and safety rules. Establish different mixing methods for yeast dough batter and short breads. Demonstrating a good knowledge about the different ingredients used in a retail bakery and making comparisons between scratch baking and ready mixes.

BAK 118
Pate Aux Choux/Pastries
The objective of this course is to prepare a variety of pastries, fillings, pies, pate a choux, Bavarian cream, chiffon, and whipped cream. The preparation of the creams, fillings, the assembling of pastries, the cutting, filling, and the final presentation are of utmost importance.

BAK 120
Yeast Dough & Puff Paste Pastries
The objective of this course is to prepare rolled doughs, yeast-raised and chemical leavened doughs, for croissants, Danish pastries, and a variety of puff paste pastries. This course also teaches about benchwork, the make up of assorted breads, the shaping of assorted rolls, and all kinds of shortbreads. Learning to shape, twist, cut, and fill the dough pieces properly is an important part of the art and craft of fine baking. Good housekeeping and organization is important to be able to produce good laminated doughs and to roll or mechanically sheet these different doughs to a specific thickness and prepare a variety of saleable pastries.
BAK 122  
Cakes/French Pastries  
After finishing this course the student should be able to split, fill, ice, and decorate layer cakes, sheet cakes, specialty cakes, and wedding cakes. Producing a variety of flowers, writing techniques, figure piping, airbrushing, and drawings require a great deal of practice, effort, and patience. Express your artistry, imagination, and an eye for color combinations.

BAK 124  
Retail Bakery  
The objective of this course is to train the student in the retail bakery and the storeroom.

BAK 160  
Applied Math  
This course deals with numerical expressions most commonly encountered in the baking industry. It also emphasizes the application of bakers’ percent, ratios and proportion, temperatures, specific gravity, formula construction, and food costing.

BAK 170  
Communications/Human Relations  
The objective of this course is to prepare the student to work efficiently with co-workers, employers, customers, sales representatives, and others in the workplace as well as race relations, sexual harassment, team playing, supporting fellow workers, and leadership. Interview and job search techniques are addressed.

BAK 175  
Library Resources  
Demonstrate the use of the RTC Library or any other library to prepare a written paper on a seasonal holiday and a specialty-baked product fitting that occasion. Present your paper in a five to ten minute presentation to the class.

BAK 190  
Special Projects  
The objective of this course is to fine tune the students acquired skills. This time is used for the practice of selected techniques learned on previous courses. Different baked goods from magazines, baking books, library books, or just specialties, are produced according to industry standards.

BIR 101  
Introduction to Band Instrument Repair  
This course introduces the new students to the field of Band Instrument Repair. It also familiarizes them with Renton Technical College. Class discussions cover topics such as course descriptions, tool and material requirements, rules of the shop, class conduct, and the specifics of the trade.

BIR 102  
Shop Practices and Safety for Band Instrument Repair  
Students learn the fundamentals of shop safety and shop layout/design. Students learn the proper use and maintenance of hand and power tools. Additionally, the student learns the proper use, storage, and disposal of chemical cleaning, degreasing, and surface preparation reagents used commonly in the trade, as well as environmental consideration in the use and disposal of chemical agents.

BIR 103  
Chemical Cleaning of Band Instruments  
Students learn proper chemical cleaning techniques on instruments of the woodwind and brasswind families. This course includes instruction in the Texas-style flush, ultrasonic cleaning, and other techniques. Emphasis is placed on the safe storage, use and the proper disposal of chemicals used in the repair industry.

BIR 104  
Soldering and Brazing Techniques  
Students learn the proper techniques of soft soldering and brazing woodwind and brasswind parts using acetylene and oxygen-acetylene equipment. Information on the use of different types of solders and fluxes is included.

BIR 105  
Acoustical Aspects of Wind Instruments  
Students learn the scientific development and deficiencies related to the manufacture and performance of aerophones. This includes intonation characteristics, the principles of the compensating system and other topics.

BIR 115  
Dent Removal Techniques  
Students learn proper techniques of dent removal on brass and nickel band instruments. Instruction is provided in the use of dent hammers, dent balls and barrels, mandrels, burnishers, and other tools of the industry. Additional instruction is provided in the use of the Votaw* pneumatic tools, Ferree's Dent Machine® and the C.G. Conn Dent Eraser*.

BIR 116  
Band Instrument Polishing and Refinishing Techniques  
Students learn the proper techniques related to the surface preparation of woodwind and brasswind instruments. Included are the components of buffing, lacquering and touch-up plating of instruments.

BIR 122  
The Percussion Instruments  
Students learn preventive and basic maintenance of percussion instruments including: snare and field drum; bass drum; timpani; mallet percussion; and cymbals.
Course Descriptions
Listed alphabetically by course number

BIR 123 Woodwind Padding Techniques
This course introduces students to general woodwind padding, focusing on tonehole preparation, adhesive properties and pad selection techniques. Students learn specific aspects of pad materials and construction, properties of common adhesives and the techniques of basic padding of the clarinet, flute and saxophone.

BIR 124 Clarinet Family Repair Techniques
This course introduces students to specific repair techniques of members of the clarinet family, focusing on padding, regulation and body repair techniques. Students learn specific aspects of repair related to instruments of the clarinet family. It also gives them the opportunity to fabricate specialized tools and learn to repair clarinet instrument cases and latches. Students learn the history and development of the clarinet. Prerequisite: successful completion of BIR 123, Woodwind Padding Techniques.

BIR 125 Saxophone Family Repair Techniques
This course introduces students to specific repair techniques of members of the saxophone family, focusing on padding, regulation and body repair techniques. Students learn specific aspects of repair related to instruments of the saxophone family. It also gives them the opportunity to fabricate specialized tools and learn to repair saxophone instrument cases and latches. Students learn the history and development of the saxophone. Prerequisite: successful completion of BIR 124, Clarinet Family Repair Techniques and BIR 126, Flute Family Repair Techniques.

BIR 126 Flute Family Repair Techniques
This course introduces students to specific repair techniques of members of the flute family, focusing on padding, regulation and body repair techniques. Students learn specific aspects of repair related to instruments of the flute family. It also gives them the opportunity to fabricate specialized tools and learn to repair flute instrument cases and latches. Students learn the history and development of the flute. Prerequisite: successful completion of BIR 125, Saxophone Family Repair Techniques.

BIR 127 Double Reed Family Repair
Students learn the basic operation and adjustment of oboes and bassoons.

BIR 130 Advanced Woodwind Repair Techniques
This course expands on the basics of woodwind repair through the introductions of advanced techniques including: tone hole and chimney replacement; barrel shortening, tenon rebuilding and other topics appropriate to the advanced woodwind technician.

BIR 134 Woodwind Performance and Testing Techniques
This course introduces students to basic playing and testing techniques on flute, clarinet, and saxophone through individual and group lessons. The emphasis of this course is proper tone production, hand position, and the development of alternate fingerings culminating in the performance of a two-octave chromatic scale on each instrument. Additionally, students learn play-testing patterns specific to each instrument.

BIR 135 Small Piston Valve Instrument Repair Techniques
This course introduces students to general brasswind repair, focusing on playing condition and overhaul techniques of small piston valve instruments. Students learn specific aspects of repair related to trumpets and cornets as well as special dent removal and soldering techniques. It also gives them the opportunity to fabricate specialized brasswind tools and learn to repair brass instrument cases and latches. Students learn the history and development of the piston valve and advancements made in valve design and fitting.

BIR 136 Large Piston Valve Repair Techniques
This course introduces students to large, piston valve brasswind repair, focusing on playing condition and overhaul techniques. Students learn specific aspects of repair related to euphoniums, tubas, and sousaphones as well as special dent removal and soldering techniques. It also gives them the opportunity to fabricate specialized tools and learn to repair large instrument cases and latches. Prerequisite: successful completion of BIR 135, Small Piston Valve Instrument Repair Techniques and BIR 144, Brasswind Performance and Testing Techniques.

BIR 137 Rotary Valve Instrument Repair Techniques
This course introduces students to advanced brasswind repair, focusing on playing condition and overhaul techniques of rotary valve instruments. Students learn specific aspects of repair related to rotary values including rotary valve fitting and repair techniques. It also gives them the opportunity to fabricate specialized rotary valve repair tools. Students learn the history and development of the rotary valve and advancements made in valve design and fitting.
BIR 138
Trombone Repair Techniques
This course introduces students to advanced brasswind repair, focusing on playing condition and overhaul techniques of the trombone. Students learn specific aspects of repair related to trombone handslides including general repair and overall techniques. Prerequisite: successful completion of BIR 137, Rotary Valve Instrument Repair Techniques.

BIR 144
Brasswind Performance and Testing Techniques
This course introduces students to basic playing and testing techniques on trumpet, trombone, and tuba through individual and group lessons. The emphasis of this course is proper tone production, hand position, and the development of a one-octave chromatic scale on each instrument. Additionally, students learn play-testing patterns specific to each instrument.

BIR 150
Capstone Project in Band Instrument Repair
This project is designed to provide the graduating student-technician with a final experience in band instrument repair. The culmination of this course includes the repair of an instrument along with comprehensive documentation of the techniques applied by the student for presentation to potential employers.

BIR 161
Mathematics for Band Instrument Repair
Students learn how to measure woodwind pads using fractional and metric systems and operate calipers, micrometers and other measuring tools as they relate to band instrument repair. Students learn business math applications as they relate to the band instrument service technician.

BIR 173
Written and Oral Communications for Band Instrument Repair
This class is an introduction to the terminology and nomenclature of the band instrument repair technician. Students practice skills through simulated interactions with clients and music educators. Each student prepares a research assignment on a topic related to band instrument repair.

BIR 185
Human Relations for Band Instrument Repair
Students learn concepts of employer-employee, employee-employee, and customer relations and negotiation skills. Also covered are interpersonal relationship skills necessary to function as a productive member of a working team. Discussions of topics relating to cultural and gender-sensitive issues relate these issues to the work place.

BIR 188
Employment Skills for Band Instrument Repair
Students create and fully develop a résumé appropriate to the Band Instrument Repair trade. Students prepare for job interviews with simulations and bench tests. Participation in actual job searches and interviews, where appropriate, is encouraged.

BIR 191
String Instrument Repair for the Band Instrument Technician
This course introduces students to general string repair, focusing on those items necessary to place the instrument in playing condition. Students learn specific string related repair including: tuning methods; restringing; tuning peg and gear replacement; bridge, nut, and tailpiece repairs; soundboard repairs and refinishing.

BIR 192
Machining Topics for Band Instrument Repair Technology
This course introduces students to equipment that is available for use in the band instrument repair industry. Safe operation of lathing and milling equipment are included as well as the application of power equipment in the field of brass and woodwind repair. Students fabricate small replacement parts for use on musical instruments.

BLRS 110
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 prepares individuals for a third or fourth grade license examination with the City of Seattle and the Tacoma Steam Advisory Certification Board. Eighty hours of observation time may be required in order to qualify for license examination. Textbook required.

BLRS 111
Boiler Operator’s Lab
Students develop and practice operating and maintenance procedures on RTC’s existing steam and hot water boilers. This course qualifies for the eighty hours of boiler operator observation for the City of Seattle and the Tacoma Steam Advisory Certification Board.

BUS 201
Business Law
This course is intended as a continuation of the concepts and principles covered in ACC 150. Upon completion, the student has a basic understanding of business law relating to: business organizations, corporate financing, agency and employment, antitrust law, real and personal property.

CAPS 101
PCs & Applications Basics
An introduction to the PC, Windows, and Microsoft application software. No previous computer experience is required. Purchase class materials in RTC Bookstore prior to first class.
Course Descriptions
Listed alphabetically by course number

CBE 101
Fundamentals of Electricity and Lab
This course covers basic electrical theory, testing, troubleshooting, schematics and symbols, circuit construction plus other related items. Lock-out/tag-out regulations are also included.

CBE 102
Advanced Electrical Theory and Lab
This course includes single phase and multiple phase installation, repair, and maintenance including motor controls and branch and feeder circuits.

CBE 103
National Electrical Code
This course is designed to help students understand the National Electrical Code, focusing on sections of the Code that relate to maintenance work done by stationary engineers. It includes interpreting the National Electrical Code in preparation for the state maintenance electrical exam.

CBE 104
Computer Fundamentals and Lab
This course provides an introduction to the hardware, operating systems and application programs used by stationary engineers.

CBE 105
Boiler Operators
This course consists of the care and operation of boilers, steam engines, and turbines. Confined space entry regulations are also covered. This course prepares students to take the boiler operator exams for the City of Seattle and the Tacoma Steam Advisory Certification Board.

CBE 106
Boiler Lab
This is a hands-on lab for the beginning boiler operator to develop and practice good operating and maintenance procedures on boilers. This course qualifies for the 80 hours of boiler observation for the City of Seattle and the Tacoma Steam Advisory Certification Board.

CBE 107
Refrigeration Systems
This course covers mechanical refrigeration theory and applications for commercial HVAC systems, including centrifugal chillers. CFC certification is part of the curriculum.

CBE 108
Refrigeration Lab
This is a hands-on lab for the beginning refrigeration operating engineer to develop and practice good operating and maintenance procedures on refrigeration equipment.

CBE 109
Preventive Maintenance and Lab
This course covers developing, implementing, and using manual and computerized preventive maintenance programs.

CBE 110
Hazardous Waste Management and Lab
This course provides a study of the hazardous waste regulations, handler duties and responsibilities, record keeping requirements and proper handling, storage and disposal procedures. Development of a written Hazardous Communications program will be covered, along with interpretation of the regulations, employer responsibility, and contractor surveillance for the most common hazardous waste encountered by stationary engineers (asbestos, lead paint, CFC’s, haylon, PCB’s and contaminated soil from underground storage tanks).

CBE 111
Control Fundamentals
This course provides a study of the various control fundamentals related to commercial and industrial applications.

CBE 112
Pneumatic Controls and Lab
This course offers a study of pneumatic control theory related to HVAC systems. Components and system construction will be applied to different HVAC types.

CBE 113
Preventive Maintenance and Lab
This course covers developing, implementing, and using manual and computerized preventive maintenance programs.

CBE 114
Utility Distribution
This course offers a study of utility systems found in commercial and industrial sites. This will include HVAC systems, plumbing systems, and electrical systems.

CBE 115
Math Refresher
This class provides students with a refresher of practical mathematics used by stationary engineers.

CBE 116
Math Refresher
This class provides students with a refresher of practical mathematics used by stationary engineers.

CBE 117
Communication for the Stationary Engineer
This course helps students develop the general communication skills required in the stationary engineer’s environment. The class includes written, oral, and interpersonal skills.

CBE 118
Human Relations and Leadership Skills
This course helps students increase their self-awareness and leadership skills to get along with co-workers, employers, and clients in the stationary engineer’s field.

CBE 201
Direct Digital Controls and Lab
This course covers direct digital control theory related to HVAC systems. Components and system construction in different HVAC types is covered at the terminal equipment level.

CBE 202
Advanced Direct Digital Controls and Lab
This course provides a more advanced study of direct digital controls related to HVAC systems. Components, system construction and programming is applied at the field panel equipment level.
CBE 203
Energy Conservation and Lab
This course explores the utility companies’ rebate programs, power factor considerations, and water conservation techniques. This course also covers basic energy calculations, metering and monitoring, lighting, automation systems, combustion devices, steam and condensate systems, HVAC systems, project management, energy audits, and energy bills.

CBE 204
Architectural Prints and Lab
In this course students learn how to interpret architectural, mechanical and electrical blueprints and understand their relationship to actual building systems.

CBE 205
Fire and Life Safety Systems
This course is designed to acquaint the stationary engineer with various types of fire and life safety systems, and what their response should be in an emergency situation. Fire director training and emergency operation plans for high-rise buildings are covered.

CBE 206
Air and Water Balancing and Lab
This course covers air and water balancing theory for HVAC systems. Interpretation of air and water balance reports related to mechanical blueprints is covered.

CBE 207
Indoor Air Quality and Lab
In this course students learn how to interpret indoor air quality regulations, how to comply with them, and how to determine if new/remodeled buildings meet these regulations.

CBE 211
Programmable Logic Controls and Lab
This course covers programmable logic control theory related to industrial applications. Components and system construction in different industrial applications are covered at the individual equipment level.

CBE 212
Advanced Programmable Logic Controls and Lab
This course provides a more advanced study of programmable logic controls related to industrial applications. Components, system construction, and programming are covered at the field panel equipment level.

CBE 213
Motor Control Principles and Lab
This course includes single phase and multiple phase installation, and repair and maintenance of motor controls as used in industrial applications.

CBE 214
Mechanical Prints and Lab
This course helps students learn how to interpret industrial blueprints and understand their relationship to actual equipment systems.

CBE 215
Mechanical Maintenance and Lab
This course is designed to acquaint the stationary engineer with maintenance techniques for belts, pulleys, sprockets, gears, and other mechanical parts found in industrial settings.

CBE 216
Welding Fundamentals and Lab
This course covers gas and electrical welding, brazing, and soldering used by a stationary engineer in an industrial environment.

CHCAS 125
Child Development Associate I
The first step in CDA credentialing. Students acquire knowledge and understanding of how children develop and the skills a teacher needs to promote healthy growth and development for infants, toddlers, and pre-schoolers. During this quarter, the first five functional areas are covered: safe, healthy, learning environments, physical and cognitive development.

CHCAS 126
Child Development Associate II
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 pre-schoolers. During this quarter, the following areas are covered: communication, creativity, self-esteem, and social development.

CHCAS 127
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 pre-schoolers. During this quarter, the following areas are covered: guidance, families, program management, and professionalism.

CIV 101
Introduction to Civil Drafting
An introduction to the civil drafter’s role in industry. Course topics include the fundamentals of manual civil drafting such as: scale and its effect on paper sizes, dimensional layout, geometric constructions including tangencies and perpendicularity, line types, legends, notes, revisions, and title blocks. Students work on sample site plans using related drafting tools.

CIV 106
Orthographic Projections and Sections
Students learn the basic principles of orthographic projection, auxiliary views, section views, and isometric projections with an emphasis on its use in civil drafting.

CIV 111
Field Surveying Lab for Civil CADD
Course consists of practical field surveying assignments including taping, leveling, horizontal and vertical angle measurement, Electronic Distance Measurement, traverse surveys, and equipment maintenance and calibration. Students keep manual and electronic field notes.
CIV 113
Introduction to Computer Aided Design
Course provides a thorough introduction to the applications and uses of AutoCAD in the civil engineering environment. Students learn PC workstation components, configuration and command structure, pull down menus and special access commands, geometric construction, dimensioning, and drawing editing.

CIV 125
Road Design
Students learn the basic principles of road and highway design. Topics covered include: flexible and rigid pavement systems, route location, horizontal and vertical alignment, plan details, earthwork calculations, profiles, cross sections, and utilities layout. Washington State Department of Transportation (DOT) design specifications are also covered in this course. Students work in the computer lab using AutoCAD and the Autodesk Land Development Desktop module to generate complete sets of plans.

CIV 131
Computer Familiarization
This course introduces the student to the basic CAD workstation. Students not only learn and operate connected peripherals such as printers and plotters, but are also exposed to internal components such as power supplies, motherboard, disk drives, hard drives, and basic features of the Windows operating system.

CIV 151
Advanced Computer Applications
The students continue working the Autodesk Land Development module and Civil 3D products. An introduction to customization to include aliases and keyboard commands is also included. Labs include productivity training and preparation of finished drawings for different types of projects such as roads and subdivisions.

CIV 156
Subdivision Design
Covers the many aspects of land development from legal requirements, urban planning, zoning, project planning and subdivision geometry to the engineering design of grading, drainage, streets and earthwork. Lab work includes developing complete sets of plans using the Autodesk Land Development Desktop module and the Autodesk Civil 3D software.

CIV 159
Scheduling and Estimating
Students learn how to calculate labor and material costs using material take-off lists and project plans. Lab activities include the use of spreadsheets to perform calculations. The students also study the different phases of a construction project and the basic principles of project management and scheduling.

CIV 161
Technical Mathematics for Civil CADD I
This course is an introduction to mathematics used in civil CADD. Topics include operations with real numbers, exponents and radicals, and operations with algebraic equations. An introduction to right triangle trigonometry is included.

CIV 162
Technical Mathematics for Civil CADD II
A continuation of CIV 161 with trigonometry of oblique triangles. An introduction to typical geometric figures and solids is included with calculation of areas and volumes for different shapes and solids.

CIV 163
Physics for Civil CADD
Student learn basic physics principles as they apply to the civil engineering field. The concepts of displacement, velocity, and acceleration, stress, and strain, mass, density, and fluid flow are covered.

CIV 183
Careers in Civil CADD
Students learn the career paths available within the civil engineering field. An overview of the different segments within the industry with an aim to illustrate the skills and knowledge required. The importance of lifelong learning is emphasized. This course also prepares students to seek and obtain employment by providing instruction in job search strategies, resume writing, interview skills, and career planning. Students are also instructed in employability traits such as work ethic, human relations, personal appearance and grooming, punctuality, and corporate citizenship. The students prepare a portfolio with samples of their work throughout the program.

CIV 248
Introduction to Geographic Information Systems
Course provides an introduction to the concepts and uses of Geographic Information Systems. Students are familiarized with the science and technology of GIS and how it supports civil projects. They are given hands-on laboratory introduction to the use of GIS software.

CIV 294
Cooperative Education/Internship
This course provides the option of cooperative/internship training in Civil Drafting, within the prescribed hours of the student's program of study. Instructor approval is required, and the experience can be either paid or unpaid. (Hours to 180 and credits to 5).

CMS 101
Introduction to Construction and Architecture
This class provides an overview of the construction and architecture fields, including job titles and responsibilities, terminology, blueprints, and an overview of industry practices.
CMS 103
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.

CMS 105
Construction Blueprint Reading
Students learn different views, symbols, and stylistic conventions for the construction industry. Students read and interpret a variety of construction blueprints.

CMS 110
Safety Planning and Administration I (OSHA 30)
Students learn to develop company safety plans and procedures. Topics covered include identifying and minimizing job hazards, complying with WISHA and OSHA requirements, and developing a safety communications plan.

CMS 120
Construction Material and Methods
This course covers the commonly used methods and building techniques in the construction industry as well as the various types of materials used in construction systems including wood, masonry and concrete.

CMS 130
Mechanical and Electrical Systems
Students learn to read and interpret mechanical and electrical drawings and specifications, and incorporate the scope of the work into a contractor’s project. Emphasis is placed on resolving conflicts, scheduling, and related work that managers must incorporate into the project schedule. Major areas covered are HVAC, plumbing and fire sprinklers.

CMS 145
Building Codes
Students learn about agencies that establish code requirements. Students gain an introduction to the International Building Code and how it differs from the International Residential Code. Students learn how to use building codes as a management tool and gain knowledge of the mutual responsibilities and obligations under the codes. Students learn about agencies that establish codes and zoning requirements. Students gain an introduction to the Uniform Building Code.

CMS 150
Structural Elements of Design
Students learn how to recognize, interpret and implement the structural requirements on a construction project working from the ground up. The focus of this class will be on shoring for excavation, concrete mix design and concrete framework, tower crane analysis and selection, design criteria for wood construction and fastener details. Prerequisite: CMS 105, CMS 145 or instructor permission.

CMS 155
Construction Equipment
This class provides an overview of the construction equipment commonly used in the industry, including safety, cost, and logistics concerns in using such equipment.

CMS 160
Quantity Survey
Students learn how to organize, develop and implement a quantity survey to be used for the purpose of generating an estimate. The survey covers all aspects of a construction project from site work to electrical. General conditions as to how to quantify these items are also addressed.

CMS 190
Cooperative Work Experience, Trades
A cooperative work experience option may be available to qualified, approved students, allowing them to receive credit for work experience appropriate to their training. Through cooperative work experience, students have the opportunity to apply learned skills and gain actual on-the-job experience while completing their course of study. This class covers work experience in the trades that a construction manager would typically supervise.

CMS 200
Estimating
Students learn to estimate material, labor, and other costs for construction projects. Students also learn about bidding projects.

CMS 210
Safety Planning and Administration II
Students are exposed to actual conditions and violations from the construction industry. The students then have to analyze the situations for compliance with the pertinent safety regulations. Prerequisite: CMS 105, CMS 110, CMS 250 or instructor permission.

CMS 215
Safety Planning and Administration (WISHA)
This class prepares students to conduct safety training for construction workers. Students learn teaching methods, as well as safety content, to enable them to be effective trainers. Prerequisite: CMS 110.

CMS 225
Contract Administration and Law
This class covers the typical elements of a construction contract, as well as analysis, interpretation, and implementation of contracts.

CMS 230
Project Labor Agreements
Students learn about developing and implementing project labor agreements on large commercial construction projects. Case studies are used, as well as lecture and discussion.
Course Descriptions
Listed alphabetically by course number

CMS 240
Planning and Scheduling
Students learn planning and scheduling construction projects. In this class, attention is given to planning and scheduling principles, as well as computer tools that construction managers use to build a project schedule efficiently.

CMS 250
Project Management
In this course, students learn project management and construction accounting. Students integrate personnel, financial, and other resource needs in real and simulated construction projects.

CMS 280
Managing Employees in the Construction Industry
Students learn to develop, implement and monitor management skills for the following areas of the construction industry: diversity, leadership and motivation.

CMS 290
Cooperative Work Experience, Construction Management
A cooperative work experience option may be available to qualified, approved students, allowing them to receive credit for work experience appropriate to their training. Through cooperative work experience, students have the opportunity to apply learned skills and gain actual on-the-job experience while completing their course of study. This class covers work experience as a construction manager.

CNT 111
Survey of Electronics with Mathematics
This course provides a brief introduction to mathematics and concepts related to digital electronic circuits. Included are topics on schematic symbols, electronic terms, efficiency, Ohms law, DC circuits, batteries, power supplies, magnetism, International System of Units, binary, and hexadecimal. Personal safety as well as computer safety is included.

CNT 151
CompTIA A+ Essentials
CompTIA A+ Essentials validates knowledge of basic computer hardware and operating systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and preventive maintenance, with addition elements of security and soft skills. The Essentials Exam validates the basic skills needed by any entry-level service technician regardless of job environment.

CNT 156
CompTIA A+ IT Technician
The CompTIA A+ 220-602 exam is targeted for individuals who work or intend to work in a mobile or corporate technical environment with a high level of face to face client interaction. Example job roles include: Enterprise Technician, IT Administrator, Field Service Technician, PC Technician. Ideally the CompTIA 220-602 candidate has already passed the CompTIA A+ Essentials examination. Candidates who pass both CompTIA A+ Essentials and 220-602 will be CompTIA A+ certified with the IT Technician.

CNT 159
CompTIA Network+
CompTIA Network+ validates the knowledge and skills of networking professionals. It is an international, vendor-neutral certification that recognizes a technician’s ability to describe the features and functions of networking components and to install, configure and troubleshoot basic networking hardware, protocols and services.

CNT 252
Windows Server Network Environments
This is a comprehensive course that explores a broad spectrum of essential topics. It is intended for information professionals who need to design, plan, implement, and support a Microsoft Windows 2003 Server network environment. Each student analyzes business requirements and design solutions for system architectures as well as installs, configures, manages, deploys, troubleshoots, and supports Windows 2003 Server based Local Area Networks (LANs). Technical support of workstations, servers, and wireless devices such as laptops and Personal Digital Assistant’s (PDA’s) is emphasized for both platforms. Concepts such as administration of policies and security are covered. This course includes extensive hands-on training. Students perform most functions studied on network equipment and through simulations.

CNT 253
Windows Server Network Infrastructure
This course covers the Implementation, Management, and Maintenance of a Windows 2003 Server Infrastructure. This course provides students with the knowledge and skills to implement, manage, and maintain a Windows 2003 Server network infrastructure. Tasks include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS), securing Internet Protocol (IP) traffic with Internet Security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access.
CNT 254
Microsoft Exchange Server
This course covers the topics of implementing, managing, and maintaining a Windows 2003 Exchange messaging system. This course provides students with the knowledge and skills needed to update and support a reliable, secure infrastructure for creating, storing, and sharing information by using a Microsoft Exchange Server 2003 in a medium to large environment (250 to 5,000 seats) messaging environment.

CNT 256
Red Hat Linux Computing Essentials
Students learn to be effective users of Linux systems, acquiring skills and understanding of command line functions, file systems, users and groups, bash shell, process management, text editors, network applications, searching and organizing data, and graphical applications.

CNT 257
Wireless Networking Fundamentals
This course prepares the student to take the Certified Wireless Network Administrator (CWNA) exam. The course provides the knowledge and skills needed to manage a wireless network. Using a comprehensive approach, students learn about planning, deploying, securing and troubleshooting wireless networks.

CNT 258
Red Hat Linux Core System Administration
Students learn to be effective administrators of Linux systems, mastering tasks such as hardware and device configuration, file system management, user administration, network configurations, kernel services, attaching new Linux systems to a corporate network, configuring the new systems for end-users, and troubleshooting.

CNT 259
Enterprise Network Technology
This course covers support for designing and administering Local Area Networks (LANs) and Wide Area Networks (WANs) that span entire companies or organizations spread over multiple buildings or campuses. Students study Microsoft advanced subjects such as: LAN/WAN design, designing and implementing TCP/IP suite services, IPSec, Network Address Translation (NAT), Certificate Services, enterprise wide security, and analyzing business/technical requirements of computing services.

CNT 271
Business Communications and Job Search Strategies
Students explore strategies for acquiring positions in Information Technology and Information Systems career areas. Students gain skills in information literacy to research positions and skill requirements through electronic, online, and other methods. Job candidates learn business oral presentation and communication skills as well as business writing skills such as formal letters, documentation, proposals, and performance ratings. Personal traits leading to cooperation, understanding cultural diversity, sexual harassment prevention, conflict resolution, and promotability are emphasized.

CNT 274
Internship/Cooperative Education
This course provides the option of cooperative/internship training in Computer Networks, within the prescribed hours of the student’s program of study. Instructor approval is required, and the experience can be either paid or unpaid.

CNT 259
MS Windows 2000 Network and Operating Systems Essentials
Microsoft Course 2151: This course is designed to prepare students for Microsoft Certified Professional exams 70-210 and 70-215. It is an introductory course designed to provide an overview of networking concepts and how they are implemented in Windows 2000. The goal of the course is to provide the knowledge necessary to understand and identify the tasks involved in supporting Windows 2000 networks. Prerequisites: A working knowledge of the Windows interface, a general knowledge of computer hardware, and a general knowledge of networking concepts.

CNT 266
Implementing MS Windows 2000 Professional and Server
Microsoft Course 2152: This course provides the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional and stand-alone and client computers that are part of a workgroup or domain. Installation and configuration of Windows 2000 Server to create file, print, Web, and terminal servers is also covered. Prerequisites: Successful completion of EETS 121 or equivalent knowledge.

CNT 150
Implementing and Supporting Microsoft Windows XP Professional
Microsoft Course 2272: The purpose of this course is to address the implementation and desktop support needs of customers who are planning to deploy and support Microsoft Windows’ XP Professional in a variety of stand-alone and network operating system environments. This course helps the student prepare for the Microsoft Certified Professional exam 70-270. Prerequisites: A working knowledge of the Windows interface, a general knowledge of computer hardware, and a general knowledge of networking concepts.
CNTS 210
Linux Computing Essentials
Red Hat course RHA 030. Students learn to be effective users of Linux systems, acquiring skills and understanding of command line functions, file systems, users and groups, bash shell, process management, text editors, network applications, searching and organizing data, and graphical applications. This is the first course in a series of two that prepares students for the Red Hat Certified Technician exam. Prerequisite: experience working with the Linux OS or instructor permission.

COSM 101
Cosmetology Theory I
Students begin to learn theory for the cosmetology field. Students learn through lectures, discussions, guest speakers, workbook assignments, and other exercises.

COSM 102
Cosmetology Theory II
Students continue learning and applying cosmetology theory. Students are assessed through tests, quizzes, and other activities.

COSM 103
Cosmetology Theory III
This course is a continuation of theoretical principles in the cosmetology field. This course enhances lab work being done in the same quarter.

COSM 104
Cosmetology Theory IV
In this course, students learn additional cosmetology theory to balance the practical work on the floor.

COSM 105
Cosmetology Theory V
Students finish cosmetology theory and take a comprehensive test in preparation for the written component of the state-licensing exam.

COSM 111
Cosmetology Lab I
Students begin learning disinfecting and safe cosmetology practices. Students practice on mannequins and one another.

COSM 112
Cosmetology Lab II
Students continue learning cosmetology techniques. Students are assessed through test, quizzes, lab work, and other activities.

COSM 113
Cosmetology Lab III
Students learn to perform cosmetology services on customers and one another in lab-based training.

COSM 114
Cosmetology Lab IV
In this course, students continue to hone their practical skills on the salon floor.

COSM 115
Cosmetology Lab V
Students learn additional techniques to become well-rounded cosmetologists.

COSM 116
Cosmetology Lab VI
This course is a continuation of cosmetology practices. The course enhances theory work being done in the same quarter.

COSM 117
Cosmetology Lab VII
Students build up speed performing cosmetology services. This course builds on the knowledge gained in previous classes.

COSM 118
Cosmetology Lab VIII
In the final lab class, students refine their skills further and prepare for the practical component of the state-licensing exam.

COSM 161
Math I
Students learn applied math for the cosmetology field including adding fractions and figuring out ratios when mixing chemicals, making change and cashiering, and other requirements for salon operations.

COSM 162
Math II
This class is a continuation of Math I.

COSM 163
Math III
This class is a continuation of Math II.

COSM 164
Math IV
This class is a continuation of Math III.

COSM 165
Math V
This class is a continuation of Math IV.

COSM 166
Math VI
This class is a continuation of Math V.

COSM 167
Math VII
This class is a continuation of Math VI.

COSM 168
Math VIII
This class is a continuation of Math VII.

COSM 171
Communications I
Students learn applied communications for the cosmetology field including written memos and oral communication with clients and co-workers.

COSM 172
Communications II
This class is a continuation of Communications I.

COSM 173
Communications III
This class is a continuation of Communications II.

COSM 174
Communications IV
This class is a continuation of Communications III.

COSM 175
Communications V
This class is a continuation of Communications IV.

COSM 176
Communications VI
This class is a continuation of Communications V.

COSM 177
Communications VII
This class is a continuation of Communications VI.

COSM 178
Communications VIII
This class is a continuation of Communications VII.

COSM 179
Communications IX
This class is a continuation of Communications VIII.

COSM 180
Communications X
This class is a continuation of Communications IX.

COSM 181
Human Relations I
Students learn human relations for the cosmetology field including business ethics, salon management, customer service, and job search skills.

COSM 182
Human Relations II
This class is a continuation of Human Relations I.

COSM 183
Human Relations III
This class is a continuation of Human Relations II.
CSI 101
Networking Essentials
This is an introductory course for the student with little or no experience with computers. The students become familiar with the different hardware components comprising an IBM compatible personal computer. They learn how to assemble a computer from the basic components and install and configure a Windows operating system. Students learn installation and administration of hardware and software to create a local area network using Microsoft Windows Server software. Students learn cabling, network interface cards, workstation configuration and basic computer and networking troubleshooting. Students complete a hands-on network installation and administration project in which they create users, assign rights, create directory structures and implement user-level security. Emphasis is on troubleshooting and maintenance skills.

CSI 102
Introduction to Microsoft Office
This is an introductory course for the student with little or no experience with computers. The students learn the basic operation of the Microsoft Windows operating system. They also learn to use Microsoft Word, Excel, PowerPoint and Access. This class gives the students the basic knowledge to use these applications in a typical office environment, and to create printed documents, spreadsheets, presentations and a small database.

CSI 145
Introduction to the Internet and Web Authoring
This course introduces students to Hypertext Markup Language, or HTML. It covers basic html tags, links, lists, text formatting, images and multimedia, tables, and frames. A quick introduction to cascading style sheets and javascript is covered to create dynamic and stylish web pages.

CSI 147
Digital Imaging Fundamentals
This course is an introduction to digital photography and image manipulation and covers image capturing, editing, creating animation and producing web documentation. We discuss the differences between “bmp”, “gif”, “jpg”, “avi” and “mpg” file formats. The students create static image files as well as “flash” and “pdf” files for use on web pages. We also discuss file resolution and download times with respect to web pages.

CSI 150
Developing Rich Clients with Flash
This is a course for students who have completed Digital Imaging and have a basic understanding of Macromedia Flash and have had introduction to Programming and writing simple programs. This course focuses on using screens, built-in components, behaviors, and data binding to quickly get students proficient in building Flash applications. The course also introduces the ActionScript language and emphasizes fundamental programming constructs including conditional logic and functions.

CSI 152
Introduction to Programming
This is a first course in programming to enable students to develop a sound and solid foundation in logical problem solving and design. Students learn to solve computer problems using structured analysis. Use of graphical design tools such as hierarchy charts and flowcharts will be covered. Students will design and test real-world programming solutions using sequence, branching and iteration structures. Advanced algorithms and concepts such as sorting, searching, arrays, linked lists, pointers and event-driven programming will also be covered and practiced by the students. Students will be introduced to object-oriented programming terms and concepts. Students will understand how object-oriented concepts affect program design.

CSI 154
Introduction to Programming Using Microsoft Visual Studio
This course is an introduction to programming using C#. Students write creative programs demonstrating skill in structured design and code, using decision and iteration structures, as well as effective documentation. Students learn to write event-driven Windows applications using forms, controls, properties and methods.

CSI 155
Object-Oriented Programming Using .NET Framework
This course is a continuation of CSI 154, Introduction to Programming Using Microsoft Visual Studio. Students are introduced to the concepts of object-oriented programming. Students learn to write applications using structures, classes, interfaces, inheritance and polymorphism. In addition, students learn to use and create delegates, events, collections, exceptions, dynamic link libraries and input/output streams to build real world Windows applications.

CSI 156
Introduction to Database Theory and Design
This course offers an introduction to relational database design theory. The students learn about components of database system as well as an Entity-Relationship model, Tables, Form Normalization, Indexes, Primary Keys, Queries and Structured Query Language (SQL). We discuss the use and application of relational databases versus flat file database structures.
CSI 159  
Applied Database Development  
Using Microsoft Access, students complete a hands-on relational database project. Students use industry standard analysis methods to create database mission statements, mission objectives, tables, fields and relationships. Databases are normalized to the third normal form. Use of Visual Basic for Applications is covered to allow students to customize their application. Creation of user-friendly interfaces, design and creation of business reports and basic Structured Query Language (SQL) coding are covered. Students execute the applications using efficient testing procedures.

CSI 171  
Software Testing  
This course is an overview of the fundamentals of testing business and consumer software under normal business conditions. Topics covered include testing cycles, objectives and limits of testing, creating test plans and reporting and analyzing software bugs. Also covered are elements of efficient test case design, localization testing and writing test documentation. Students complete hands-on projects to implement these technologies.

CSI 172  
Computer Mathematics  
Mathematics, including fractions, percents, and ratios are reviewed as specific to computer science applications. Algebraic equations, order of operations, Boolean algebra, base number conversions and computational functions with a computer are used to solve a variety of practical problems.

CSI 220  
Project Management for Information Technology  
This course is an introduction to IT project management. Students are introduced to concepts and skills necessary to complete projects on time, on budget, and at the promised quality. This course delves into the unique challenges of managing IT projects and the curriculum is modeled after the COMPTIA certification content. Students will complete assignments using Microsoft Project software.

CSI 245  
Beginning/Intermediate Java Programming  
This course explores the key elements used in a Java program (namely primitive data and objects) and explores the graphical relationship between Java and World Wide Web. Students examine decision control and repetitive structures such as if, switch, while, do, and for statements; as well as logical, assignment, increment/decrement, and conditional operators. Students learn classes, objects creation and initialization, encapsulation, method overloading, and applets. Examine the use of events and listener interfaces, multidimensional arrays and vectors, inheritance hierarchies, the creation of polymorphic references, and exceptions and input/output streams. Finally students explore the various aspects of the graphical user interfaces.

CSI 253  
Advanced Client-Server Development Using Microsoft.NET Technologies  
This is an advanced course in client-server programming using VB.NET, C# .NET and ADO.NET technologies. Emphasis is on creating database driven “n-tier client-sever” style applications to run under the Microsoft Windows environment. Students create data-aware projects using ADO (Active X Data Objects) for .NET and Microsoft SQL Server. Database querying and maintenance is accomplished using ANSI SQL. Business logic is enforced with class modules. Object-oriented programming concepts including inheritance, interfaces, and polymorphism and instantiating objects are covered. In addition, use of pre-existing objects for reporting such as Microsoft Word is covered in a unit on OLE Automation. Students incorporate all of these technologies into a project of their own design.

CSI 256  
Advanced Programming Concepts  
This is an advanced course in programming using C# .NET. Topics include: asynchronous programming, multi-threaded applications, socket-based (client/server) applications, distributed applications (remoting) and data structures.
CSI 258
Database Server Administration & SQL Development
This course is designed for the student who is already familiar with basic relational database theory. The focus of this course is on the database portion of the n-tier client/server development model and data warehousing. Microsoft SQL Server for Windows is the primary tool. Students learn Structured Query Language (Transact SQL) and receive hands-on instruction in how to administer an enterprise database server. Administrative topics include database creation and administration, user management, security, and performance tuning. Development topics include relational database normalization concepts, writing queries (including joins and nested queries), stored procedures, triggers, cursors, transactions and creation of schemas using Data Definition Language. Appropriate use of indexes is also covered. There is an introduction to data warehousing topics including analysis of business requirements, defining technical architecture for a data warehouse, deriving the physical design, creating data services and creating the physical database.

CSI 277
IT Industry Research and Writing
This course covers the basic guidelines to developing an effective resume and cover letter using different resume styles such as chronological, functional, and creative. Using a variety of source materials designed to provide starting points, students develop skill-based resumes, a functional cover letter, job portfolio, and answers to commonly asked interview questions. Students are provided training in researching local area companies to prepare for job interviews. “Mock interviews” are conducted with each student to allow the individual to practice appropriate interviewing skills. Students conduct an informational interview through direct contacts with employers to gather data on job skill requirements and opportunities. Students write a 5-page paper on the results of their research.

CSI 281
E-Commerce Foundations
This course is designed as an overview of the constantly changing field of electronic commerce. Key business and technology elements of e-commerce are covered. Topics include: the economic foundations of e-commerce, explanation of the e-commerce infrastructure, main technologies used to implement e-commerce on the World Wide Web and business strategies being used by companies engaging in e-commerce. Also covered are ethical, legal and tax issues that can arise when doing business on a global scale. Students are introduced to the Microsoft BizTalk e-commerce initiative.

CSI 282
Leadership and Teamwork in Systems Analysis
This course focuses on effective teamwork, project management and the systems analysis life cycle. Students are divided into teams to complete an in-depth business analysis with the goal of creating an analytical data warehousing application. Microsoft SQL Server is used as the development tool. During this process, each student serves as team/project leader. Emphasis is on the systems analysis life cycle of investigation, design, development and implementation. Human relations topics include: teambuilding strategies, the elements of effective project management, the importance of diversity, and recognizing and dealing with sexual harassment in the workplace.

CSI 285
Advanced Topics in Computer Science
Covers lectures, directed research, special projects and independent study on an advanced topic within the Computer Science field. May be held as a class, or given as an assignment to an individual student.

CSI 287
Advanced Web Application Development/XML
This is an advanced course in web application development. Students design and develop a web-based applications using database connectivity (Microsoft SQL Server) ADO.NET, client-side scripting JavaScript and server-side coding using Active Server Page (ASP .NET) technology with web forms. Business logic is created using server-based components written in Visual Basic.NET or C#. Extensible Markup Language (XML) and use of web services is covered and used by students in the creation of their web applications.

CSI 288
Leadership and Teamwork in Systems Analysis
A comprehensive project, conceived by the student and approved by instructors, demonstrates the capability to integrate the major academic areas of Communications, Accounting, Systems Analysis and Program Development. Students are required to conceptualize, design, code, and test a web-based programming project of their own creation. The project must utilize a database, graphics, user-friendly interfaces, COM components, and full written internal and external documentation. Students work with instructors on all pre-approved phases of the project. This project is mandatory for all students not on full-time cooperative/internship education at the time of summer quarter.

CSI 291
Cooperative Education/Internship
This course provides the option of cooperative/internship training in Computer Science, within the prescribed hours of the student’s program of study. Instructor approval is required, and the experience can be either paid or unpaid. (Hours to 630 and credits to 17.)
CSIS 120  
Fundamentals of Programming  
This introductory course is designed to teach programming concepts and fundamentals for those students who have little or no programming experience. Basic concepts, such as flowcharting, pseudocode, data types, control structures, array, relational databases, structured programming, and object oriented programming, are presented. The Visual Basic language is used to explore important concepts.

CSIS 124  
Programming with XML  
XML is becoming the standard for data representation on the web and across devices. In this course you learn how to utilize this powerful tool to parse data on the web, and share your data with other web applications and non-PC platforms. This course also looks at various XML vocabularies like Extensive Stylesheet Language, Voice XML, and Wireless Markup Language. If you want to make your apps cross device capable, this is the course for you. This is not a beginner’s course, most of the examples are written in JAVA and require a fairly sophisticated knowledge of programming concepts. Programming experience in JAVA or one of the scripting languages Jscript, VBScript, or Perl is required.

CSIS 125  
Programming with VB.NET  
This course is an advanced study of the .NET framework using VB.NET. The focus is on Object Oriented programming techniques, including class design, inheritance, and polymorphism. GDI+ concepts are explored while studying the Graphical User Interface. Exception handling, delegates, XML, and database access are also explored using WinForms. Prerequisite: programming experience or instructor permission.

CSIS 127  
Beginning C++  
This course introduces the basic concepts of the C++ programming language. Emphasis is on the structure and syntax of the language. Prior programming experience is strongly recommended.

CSIS 128  
Advanced C++  
This course is a continuation of CSIS 127, Beginning C++. Emphasis is on file I/O filters, structures and unions, libraries and presentation graphics. Prerequisite: CSIS 127, Beginning C++, or equivalent experience.

CSIS 131  
Introduction to C# Programming  
In this course developers learn the fundamental skills that are required to design and develop object-oriented applications for the Web and Microsoft Windows by using C# and the Microsoft Visual Studio.NET development environment. Prerequisite: programming experience required.

CSIS 132  
Intermediate C# Programming  
This course prepares students to write smart and robust client applications using the Microsoft .NET Framework. The emphasis is on building .NET components and rich graphical design, and implementing software integration. Prerequisite: CSIS 131 or instructor permission.

CSIS 137  
Introduction to Software Testing  
This introductory course covers the major types of software errors, the different types of tests performed during various stages of the software development cycle, and reporting and tracking of software errors. An introduction to the tools used by testers and how to plan the testing activities is also covered. Without concentrating on any particular software tool, the course builds on the programming experience of its students with an emphasis on teamwork and a disciplined approach to problem solving. Prerequisites: programming experience or instructor approval.

CSIS 138  
Advanced C# Programming  
This course introduces student to the concepts of .NET components, multithreading, streams, serialization, and persistence, and .NET remoting. Prerequisite: successful completion of CSIS 131, Introduction to C# Programming, or instructor’s permission.
CUL 101
Culinary Safety-Sanitation
Safety in the kitchen is covered including proper use of all kitchen equipment. Basic procedures of first aid/CPR as defined by the Heart Association is incorporated into lecture, demonstration and daily practice with students. Students become proficient in all aspects of proper food sanitation as well as rules and regulations of the Health Department. Environmental concerns are covered as they relate to restaurant and hotel food services concerning chemicals, sanitizers, and cleaners, MSDS sheets and ways of controlling their adverse effects on the environment. Students learn preventative measures to secure food during the flow of food, based on the HACCP principles. Students have the opportunity to receive sanitation certification through the NRAEF and a basic First Aid/CPR & CPR card during this course.

CUL 102
Introduction to Food Industry
Students develop an understanding of the hospitality industry and explore career opportunities in the field. Students learn the classic brigade system and Escoffier’s design of classification of food. We discuss from kitchen staples to contemporary sauces. In addition, the students learn knife cuts and practice basic knife techniques.

CUL 103
Knife Skills-Meat Fabrication
The student learns to identify and fabricate the hotel and restaurant cuts and grades of pork, veal, poultry, fish, lamb, and beef, based on USDA standards, grades, and specifications. Students fabricate primal and secondary cuts in a lab environment while learning anatomy, grades, butchering techniques, total product utilization, and standards for yields and costing.

CUL 104
Cost Control
Students learn how to read financial statements and profit and loss statements. Storeroom purchasing guidelines, food costing, inventory controls, and how they relate to food and beverage operations are covered in this lecture course.

CUL 105
Nutrition
The nutritional needs of the general public in commercial food service are covered with emphasis placed on valid nutritional information from National Restaurant Association Education Foundation program. Emphasis is on the Food Guides and changes to the new 2004 Food Pyramid as it relates to consumers diets as well as the importance of roles of carbohydrates, proteins, lipids, and vitamins and minerals in the body. Study of healthy menu choices, marketing, good nutrition, and weight control. Healthy cooking techniques are observed. Students have the opportunity to receive Nutrition Certification through the NRAEF.

CUL 106
Food Production I
The student practices fundamental techniques directly related to the methodology of hot food cooking in a production oriented environment. Students perform specific competencies to develop hot food cooking and strengthen their proficiency in sound techniques and the science of cooking. All forms of pasta, starch, legumes, farinaceous products and vegetable cookery are covered. In addition, students learn portion control procedures, food costing of entrée items, practice knife skills and fabricate some beef, poultry, and seafood products.

CUL 107
Food Production II
The student practices more advanced techniques and methodology of hot food cookery in a production kitchen environment. All forms of dry, moist, and combination cooking methods are addressed. Students fabricate beef, poultry, and seafood products into portions and demonstrate the product utilization in a volume setting. In addition, students further develop the principles of the five classical grand sauces and plan and produce all stocks, sauces, and soups used in Culinary Arts production kitchen, developing proficiency in producing the sauces required in a commercial kitchen. This course covers organization, planning, portion control, food costing, fundamental techniques, utilization of product and menu planning, and emphasizes purees, coulis, reductions, natural juices, broths and essences.

CUL 108
Delicatessen I
The student learns basic preparations of deli food items beginning with salads, sandwiches and dressings. Miscellaneous in-place and work flow organization is emphasized as well as the correct handling of cold food products according to Health Department regulations. Hands-on training in customer relations with direct daily service is included.

CUL 109
Delicatessen II
The student is involved in a more advanced-style deli situation where daily prep and procedure must take place while adding the development of cold and hot buffet platters. As described, students are graded based on American Culinary Federation (ACF) guidelines. Miscellaneous mise en place and work flow organization is emphasized as well as the correct handling of cold food products according to the Health Department regulations. Hands-on training in customer relations with direct daily service is included.
CUL 110
Garde Manger
The student learns the early stages of Garde Manger/Charcuterie development which include pates, terrines, gallantines, smoked proteins and vegetable garnishes. These are judged based on the American Culinary Federation (ACF) guidelines for competition. Students learn about glazing, cold food preparation and the understanding of cold food showmanship. Included is the making of salsas, chutneys, relishes and rillettes. Correct handling of cold food products must be shown based on the Health Department regulations.

CUL 111
Breakfast Cookery
The student learns basic preparations in a hands-on job environment including egg cookery, breakfast meats, batters, starches, and garnishes. Emphasis is placed on speed, efficiency, organization, hygiene, cleanliness, presentation and health consciousness. The student is trained to fulfill contemporary nutritional requirements including the ability to plan and execute nutritionally sound breakfasts. Training in customer relations with direct daily service is included.

CUL 112
Bakery Basics
Students practice hands-on bakery production including equipment operation and maintenance, and the preparation of all types of yeast products, quick breads, puff pastry, creams, custards, pies, and cookies. Scaling and bakery production based on classical European and American baking techniques is emphasized. Student involvement in production bakery develops organization, bench skills, teamwork, time planning as well as cake decorating and display presentations.

CUL 113
Purchasing & Receiving
The student is an active participant in the storeroom receiving area; including invoicing, pricing, costing, weekly and month-end inventories. The course covers correct product identification and seasonal, correct storage procedures, departmental invoicing, computerized inventory control, stocking procedures, FIFO system, and quality control. Includes discovery of market price fluctuation and how it mandates menu change for survival and coordination of the Lead Line position with the Chef Instructor, Sous Chef, Dining Room personnel and kitchen staff to insure quality timelines, correct cooking procedures and attractive, appetizing presentation. Course topics include organization, understanding an a la carte order system, fire/pickup system and the importance of timing, all in a production, team-oriented kitchen. The course emphasizes consistency, ability to produce under time constraints, organization, ergonomics in the kitchen, and coordination between hot and cold areas. In addition students learn how to design dining room menus on a rotating basis, focusing on high quality local products, seasonality, and creating dishes with taste and eye-appeal that are cost-effective and time efficient.

CUL 114
Dining Room/Beverage Management
Students learn the importance of teamwork among kitchen personnel and menu preparation to ensure guest enjoyment. Topics include suggestive selling, point of sale, balancing of tickets, procedures for organizing and placing orders, and techniques for bus station and dining room setup. Emphasis is on personal appearance, customer relations, attitude, hygiene and safety. An introductory course in wine appreciation, tasting and identification includes European and American wines, and is taught by local wine professionals. Wine and food pairings are also observed.

CUL 115
A la Carte Cooking
The student learns the basics to advanced line cooking including vegetable and starch prep to cookery, methodologies of all proteins, and upholding ServSafe and health codes while producing foods. Students acquire a working knowledge of garnishment, plate presentation, seasonal food costing as menus change and develop, product utilization, and portion control. This course emphasizes consistency, ability to produce under time constraints, organization, ergonomics in the kitchen, and coordination between hot and cold line as well as front and back of the house staff.

CUL 116
Pantry
The student learns the basics of advanced cold kitchen as it refers to an a la carte kitchen line. Emphasis is on special sandwiches – both hot and cold, special salads – not exclusive to the menu, and dressings and spreads based on daily needs. The student is also involved in seasonal menu development with costing and plate presentations. ServSafe and Health Department criteria are enforced based on the cold holding standards of the kitchen.
CUL 117
Advanced Techniques-Practical
The student is required to demonstrate the full range of cold preparation skills in the creation, planning development and preparation of a composed cold platter as described by the American Culinary Federation (ACF) standard for competition. The student plans, coordinates and executes an advanced hot food preparation of a 5-course menu per ACF standard for competition; methodology and contemporary techniques are displayed. Dishes are graded on taste, appearance, cost effectiveness, feasibility and overall customer appeal, as well as strict sanitation procedures. The student is required to create a Six Course Tasting Menu that demonstrates the primary qualities of taste, balance, presentation, practicality, seasonality, inclusive of time lines, work flow and menu costing. The student is also directly involved in the planning, coordinating, preparing and presenting of a 5-course market basket showing the techniques based on ACF standards listed above.

CUL 118
Sous Chef
The student functions as a direct kitchen supervisor, developing leadership and teamwork while being responsible for all kitchen production. Emphasis is on daily assignments, production sheets, menu planning and product utilization, as well as daily coordination of Health Authority and Sanitation requirements. The student works with the Chef instructor both in hands-on instruction of junior students and in coordination of station production, and is directly responsible for overseeing the production of the kitchen, all functions, and special events.

CUL 160
Culinary Math
Students learn Culinary Math as it relates to food costing, portioning, ratios, menu pricing, yield test percentages, volume percentage requirements for purchasing and conversion of decimals and fractions. We turn math into functional realistic point of views, based on profits in restaurants.

CUL 170
Industry Communications/Job Search
This course teaches basic writing and oral communication skills for the culinary environment. Students author memos, cover letters, resumes, and written directives as well as give oral presentations on the processes and training methods of food presentations. Interviewing, conflict resolution, and team leadership are also addressed.

CUL 180
Human Relations / Life Skills
The student learns the importance of people skills in a restaurant environment as a means of developing leadership. The course covers race relations, sexual harassment, stress management, problem solving, team development and leadership techniques, as well as the skills required to successfully work with a wide variety of people, including management, employees, and difficult or unusual customers.

CUL 190
Cooperative/Internship Work Internship
This is an instructor approved paid or unpaid work experience related to the student’s program of study. Punctuality, attendance, and employer’s expectations are the key to a student’s success.

DENT 102
Pre-Clinical Chairside Assisting
In this course of study, the student acquires appropriate skills to interact with patients, maintain the operating field, use and manipulate dental instrument set-ups, transfer instruments when assisting in a dental procedure, and perform other basic chairside procedures. The student also learns dental charting, taking alginate impressions, and safety procedures.

DENT 103
Clinical Chairside Assisting
In this course of study, the student demonstrates clinical chairside assisting skills to meet industry standards. The student also works in the dental clinic reception office performing business administration duties and works at the sterilization island performing infection control procedures.

DENT 104
Dental Materials
This course of study gives the student an understanding of the properties and techniques for usage of common dental materials. It also enables the student to understand the rationale for the selection of materials for dental use and to prepare these materials efficiently and correctly.

DENT 105
Expanded Functions
In this course of study, the student learns and practices expanded functions as allowed in the Washington State Dental Practice Act. The student practices these tasks while in a laboratory setting, while assisting dentists in the Renton Technical College Dental Clinic and in internship offices.
DENT 132
Sciences
This course is designed to give the Dental Assistant student a basic knowledge of medical and dental sciences. Some of these sciences are taught in depth and some as survey. This course helps prepare students to work and communicate effectively with patients, other auxiliaries, dental practitioners, and other health professionals. This course also gives the student an understanding of the human body and development, form and function of the structures of the oral cavity, teeth, and of oral disease.

DENT 133
Infection Control
This course provides the student with the knowledge and skills needed to prevent disease transmission and eliminate cross-infection in the dental environment.

DENT 134
Specialties
In this course of study, the student receives a thorough introduction to the eight dental specialties that are officially recognized by the American Dental Association and a look at the new and emerging specialties.

DENT 135
Preventive Dentistry & Nutrition
In this course of study, the student gets a thorough understanding of what preventive dentistry is, the importance of good oral hygiene, how to promote preventive dentistry in the office, and procedures to control the patients dental health. In this course, the student also obtains an understanding of nutrition, as it relates to the patients medical and dental health.

DENT 136
Radiology
This course includes radiation, physics, hygiene, and safety information. It also provides information and practicum in exposing diagnostic radiographs using the paralleling technique. Processing, mounting, and evaluating radiographs are taught as well as maintaining x-ray equipment.

DENT 137
Laboratory Procedures
In this course of study, the student performs laboratory procedures associated with chairside assisting, including pouring, trimming, and polishing study casts, fabricating night guards and custom impression trays, cleaning and polishing appliances, preparing cases for the dental laboratory, caring for and maintaining equipment and safety.

DENT 138
Business Administration
In this course of study, the student gains experience in basic business administration procedures for the dental office. The student also practices these procedures while working in the Renton Technical College dental clinic reception office.

DENT 139
Human Relations
In this course of study, the student receives an understanding of how he/she can balance his/her technical skills with human-relations competencies, find greater on-the-job happiness, contribute more to the productivity of the office, and, in general, have a more successful, rewarding career. Students learn skills to help develop self-esteem, assertiveness and tact, conflict resolution, office interaction, professional attitudes, cultural diversity, and how to recognize and react to sexual harassment.

DENT 161
Mathematics
In this course of study, the student receives an introduction to basic mathematical procedures including addition, subtraction, multiplication, division, conversions, ratios, averages, estimating, measuring, roman numerals, percentages, and problem solving.

DENT 171
Communications
In this course of study, the student receives an understanding of written communication, to include word choices, punctuation, and spelling; verbal communication; nonverbal communication; and listening skills.

DFT 101
Introduction to Drafting
This course is an introduction to the drafter’s role in industry. Course topics include the fundamentals of manual drafting such as linework and lettering, scales, geometric construction, dimensional layout lead grades and the use of related drafting tools.
DFT 106  
Mechanical Drafting  
This course is a continuation of DFT 101. Students learn Orthographic projection, auxiliary views, and section views. The class also covers dimensioning machined parts sheet selection and title block creation.

DFT 113  
Introduction to Computer Aided Design  
This course provides a thorough introduction to the applications and uses of AutoCAD in the industrial manufacturing environment. Students learn PC workstation components, configuration and command structure, pull down menus and special access commands, geometric construction, dimensioning, and drawing editing.

DFT 115  
Industrial Computer-Aided Drafting  
This course is a continuation of DFT 113. Students continue to develop skills in industrial CAD drafting. Topics include advanced drawing and editing commands, and introduction to 3-D with surface and solid models.

DFT 121  
Introduction to Architectural Drafting  
Students are instructed in Architectural Drafting including Drafting techniques, floor-framing and site plans, elevations, sections basic mechanical (electrical, plumbing and HVAC), schedules and specifications and building codes.

DFT 124  
Pictorial Drawing  
Students learn techniques of Technical Illustration applicable to preparation of manuals and other engineering support documentation. Topics include line illustration, pictorial illustration, dimetric, trimetric and perspective drawings.

DFT 128  
Civil Design  
This class acquaints students with the basics of site plan layout using Land Development Desktop. Students learn how to draft legal descriptions, topographical maps, and other surveying/civil drawings.

DFT 131  
Computer Familiarization  
This course introduces the student to the basic CAD workstation. Students not only learn and operate connected peripherals such as printers and plotters, but are also exposed to internal components such as power supply, motherboards, disk drives and harddrives.

DFT 132  
Document Control  
Students determine the current status and location of any given drawing. Course content includes the handling and storage of drawing originals, methods of filing and number allocation, types of reproduction and distribution, and drawing changes of both hard copy and electronic files.

DFT 134  
Software Applications for Drafters  
Students use personal computers to draw and produce publications that are easy to read, accurate, and appropriate to their function. Coursework covers hardware, software, techniques for writing printed materials, and basic page layout. Students learn the process of creating a working schedule for production drawings.

DFT 154  
Business Leadership for Drafting  
This class introduces students to concepts of cultural diversity, gender sensitivity, interpersonal communications, stress and time management conflict resolution techniques, and management procedures as applied to practical workplace situations.

DFT 161  
Technical Mathematics for Drafting I  
Students gain instruction in basic mathematic principles applicable to the drafting profession. The course begins with a review of arithmetic operations and progresses through multiplication of fractions and whole numbers, to converting fractions to decimals.

DFT 162  
Technical Mathematics for Drafting II  
Topics include descriptive geometry, including foldlines, projection lines and point labeling coordinates. Other topics include projecting a plane, true size and shape of a surface and true length of a line. This course is a continuation of DFT 161.

DFT 163  
Technical Mathematics for Drafting III  
Students learn and apply trigonometric functions including sine, cosine, and tangent to length height and length of sides to solve real life situations. This class is a continuation of DFT 162.

DFT 171  
Oral Communications for Drafting  
Students learn the dynamics of personal communications, presentation techniques and presentation media. Students prepare a short in-class presentation using media.

DFT 173  
Technical Writing for Drafting  
Students learn grammar, punctuation, and concepts of usage and style applied to the preparation of written documents used in the drafting profession. Students also prepare and edit technical material using word processing software.
DFT 185
Job Readiness
This course prepares students to seek and obtain employment by providing instruction in job search strategies, resume writing, interview skills, and career planning. Students are also instructed in employability traits such as work ethics, personal appearance and grooming, punctuality, and corporate citizenship.

DFT 201
Geometric Dimensioning & Tolerancing
This course further develops the concepts of Geometric Dimensioning & Tolerancing and related practices used on engineering drawings with emphasis placed on applied design, production standards and interchangeability.

DFT 202
Flat Pattern Development
This class explores sheet metal fabrication practices and metal forming design standards. Subjects include minimum bend radii, set backs, bend reliefs and minimum edge margins.

DFT 206
Advanced Mechanical Drafting
Students learn to create production drawings including parts lists for detail, assembly, and installation drawings. Drawing notations, special labeling and assembly notes and fastener systems are also covered. This course is a continuation of DFT 106.

DFT 213
Advanced CAD
This class is a continuation of DFT 115, content includes 3-D construction from 2 dimensional profiles. Other topics include multiview setup, inserting blocks and external referencing.

DFT 184
Cooperative Education/Internship
This course provides the option of cooperative/internship training in Drafting, within the prescribed hours of the student’s program of study. Instructor approval is required, and the experience can be either paid or unpaid.

DFT 114
AutoCAD® – Level I
An introductory class to AutoCAD® which equips the user to use AutoCAD® on a basic level. RTC is a Premier Authorized Training Center for Autodesk®, Inc.

DFT 116
AutoCAD® – Level II
A second level AutoCAD® course which takes the user into “intermediate” AutoCAD® functions and concepts. RTC is a Premier Authorized Training Center for Autodesk®, Inc.

DFT 118
AutoCAD® – Level III
Customize AutoCAD to improve and optimize your system for peak performance as a designer or drafter. Learn to simplify keyboard input, write macros and simple LISP routines, and create template files. Learn to customize menus and AutoCAD functions for increased productivity, and importing and exporting other files. Text, notebook, and disk required. Prerequisites: DFTS 116 or equivalent experience. RTC is a Premier Authorized Training Center for Autodesk®, Inc.

DFT 126
3D Solid Modeling Using AutoCAD®
Focus is on creating and editing 3D Solid Modeling in AutoCAD®. The students learn how to manipulate 3D objects with UCS, Vpoint, Ddview, Hid, Shade and rendering the objects. Prerequisite: DFTS 116 CAD II. RTC is a Premier Authorized Training Center for Autodesk®, Inc.

DFTS 114
AutoCAD® Level I
An introductory class to AutoCAD® which equips the user to use AutoCAD® on a basic level. RTC is a Premier Authorized Training Center for Autodesk®, Inc.

DFTS 116
AutoCAD® Level II
A second level AutoCAD® course which takes the user into “intermediate” AutoCAD® functions and concepts. RTC is a Premier Authorized Training Center for Autodesk®, Inc.

DFTS 118
AutoCAD® Level III
Customize AutoCAD to improve and optimize your system for peak performance as a designer or drafter. Learn to simplify keyboard input, write macros and simple LISP routines, and create template files. Learn to customize menus and AutoCAD functions for increased productivity, and importing and exporting other files. Text, notebook, and disk required. Prerequisites: DFTS 116 or equivalent experience. RTC is a Premier Authorized Training Center for Autodesk®, Inc.

DFTS 126
3D Solid Modeling Using AutoCAD®
Focus is on creating and editing 3D Solid Modeling in AutoCAD®. The students learn how to manipulate 3D objects with UCS, Vpoint, Ddview, Hid, Shade and rendering the objects. Prerequisite: DFTS 116 CAD II. RTC is a Premier Authorized Training Center for Autodesk®, Inc.

DFTS 127
Autodesk Inventor™ Level I
This course on Autodesk Inventor® covers solids, parts and assemblies, editing of 3D models, creation of part drawings and plotting of part drawings. This course offers a comprehensive solution to those seeking to enhance their 3D design projects by incorporating Inventor’s 3D parametric feature based and adaptive technologies. It brings the designer up the learning curve from the basic 3D parametric technology to assembly modeling and finally to part drawings. Prerequisite: A previous course in 3D Modeling or 6 months design experience using 3D based CAD software. This course is designed for those already accomplished at creating 3D models in AutoCAD® or other 3D CAD software packages. Experience using Windows-based operating systems is recommended. RTC is a Premier Authorized Training Center for Autodesk®, Inc.

DFTS 136
Revit Architecture
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, 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 also recommended that you have a working knowledge of Microsoft Windows (XP, 2000 or NT 4.0). (Note for architects: program number AM0616, 24 LU hrs, non HSW).
DFTS 140
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 156
CATIA V5 Fundamentals
This course provides a detailed overview of CATIA V5, ENOVIA, and DMU. The course includes information to access and interpret CATIA data through ENOVIA and DMU Navigator. Creation and annotation of simple drawing views and plotting is discussed.

EASS 100
Electronic Manufacturing for Technicians
Students learn electronic component identification and markings, PCB assembly, soldering, desoldering, and minor PCB rework. Also covered are crimp lugs, crimp pins, IDC and flat cable assembly. Students will learn basic wiring skills and also an introduction to surface mount PCB assembly. This course is designed to give a hands on introduction to manufacturing skills.

ECC 101
Introduction to Early Childhood
Designed to give new students an introduction to the field of early childhood. For personnel already employed in child care programs, this course provides the basic curriculum components of health, safety, child development and guidance, while taking into consideration culturally relevant/anti-bias practices. This course meets the Washington State legislation and STARS requirements.

ECC 106
Child Development
Students explore typical developmental stages of children from birth to age eight from a multicultural perspective, and the implications of these stages to program development. In this course, students learn about basic brain research and theories related to child development (Piaget, Erickson, Vygotski, and others) and the application of these theories to the day-to-day work with young children in a diverse early childhood setting.

ECC 107
Guidance and Discipline
Students cover techniques and approaches used for dealing with behavior issues. Students learn culturally relevant strategies and methods to help children learn self-control, problem solve, use conflict resolution, and negotiation skills. In addition, students learn how to provide effective, culturally sensitive, and age appropriate child guidance.

ECC 108
Learning Environments and Curriculum Planning
This course focuses on ways to arrange the physical classroom environment to provide optimum-learning opportunities for young children physically, cognitively, socially, and emotionally. Students explore diverse types of learning centers to establish an early childhood setting and culturally relevant materials to provide. They practice techniques and strategies to complete recorded observations of young children. Students then use this information as a tool for planning curriculum and activities that are child-centered; lesson plans that reflect individual needs, and daily schedules that are culturally diverse and age appropriate.

ECC 109
Working with Children with Special Needs
Students learn to recognize characteristics and behavioral clues of children with special needs and how to support their development and work effectively as a team with diverse family needs. Accessing local resources and types of services available for both teachers and families are discussed.

ECC 112
Art and Creativity
This course provides an overview of the developmental stages of children’s art and the importance of open-ended art experiences. Students practice presenting a variety of art activities, learn why it encourages creativity, what factors make it culturally diverse and age appropriate, and develop a resource file of culturally diverse and age-specific activities.

ECC 115
Health, Safety and Nutrition
This course includes practical strategies to keep children safe, techniques for healthy practices, and guidelines for a sound nutritional program. Students identify and recognize safety and health hazards, how to implement a balanced menu, as well as state record keeping and licensing requirements specific to safety, health, and nutrition issues. Students receive HIV/AIDS training, Food Handlers Training, and First Aid/CPR for young children.

ECC 120
Culturally Relevant Anti-Bias Curriculum
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 “Anti-Bias 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.
Course Descriptions
Listed alphabetically by course number

**ECC 160**
Practical Math for the ECE Professional
Students perform the basic math principles needed to work efficiently in the child care field. Using math principles (adding, subtracting, multiplication, division, finding percentages, etc.), students create a monthly and yearly budget, determine appropriate room size, square footage, ratios, and complete a detailed order form for materials and supplies.

**ECC 161**
Math and Science Activities
This course introduces students to a variety of age appropriate pre-math and science experiences that foster and develop cognitive skills. Students explore culturally diverse and age appropriate materials and activities that encourage children to be actively involved in problem solving, investigating, and using inquiry skills. Students develop diverse props and resources that encourage children to touch, manipulate, and discover while promoting their thinking skills.

**ECC 167**
Language and Literacy
This course provides an overview of language and literacy development, how to support oral language in young children and increase their vocabulary. Students learn to identify and select quality anti-bias, culturally diverse, and age appropriate children’s language and literacy activities, and demonstrate a variety of techniques that promote these skills in young children.

**ECC 170**
Communication with Families and Community
This course explores diverse ways in which adults communicate to each other both verbally and non-verbally and the impact body language has on the receiver. Techniques for effective written and verbal communication with diverse families, co-workers and community members are discussed. Students practice a variety of strategies that build mutual respect and eliminate barriers, including ways to keep communication open, conducting parent-teacher conferences, and effective parent education presentations and meetings.

**ECC 171**
Music and Movement Experiences
Students learn how to select and present music and movement activities that reflect diversity and are developmentally appropriate for ages birth through preschool. Emphasis is on the importance of music in children’s daily lives, as well as techniques for presenting musical activities including songs, finger plays, rhythm, and movement activities.

**ECC 172**
Job Skills and Professionalism
Students look at ways early childhood professionals can improve their communication skills in resume writing, effectively complete an application process, and perfect interview techniques. Students research the types of programs that may offer services for families with young children and opportunities for employment in the field. The NAEYC professional “Code of Ethical Conduct” is examined, including leadership and teacher roles in early education, steps in advocacy, and strategies for improving professional growth and development.

**ECC 173**
Introduction to Children, Families and Community
During the first quarter of this practicum experience, students learn, practice and implement effective cross cultural communication techniques that include basic reading, writing, listening, and speaking skills. Strategies to support families from diverse backgrounds are focused on as well as understanding child growth and development from a multi-cultural perspective, and how to meet children’s individual and group needs. The outcomes and competencies are based on the Washington State Skill Standards for Early Childhood Professionals.

**ECC 174**
Technology in Early Childhood
This introductory course introduces students to the basic operations of Microsoft Windows products. Students learn the basics of Word, PowerPoint and Publisher, and to create, save and attach e-mail documents to use in their Early Childhood settings.

**ECC 180**
Introduction to Safe, Healthy Learning Environments: Observations
This second quarter practicum experience continues to build on knowledge and information covered during first quarter, and includes an on-going discussion supporting multi-cultural and anti-bias approaches. Emphasis on preparing and evaluating a culturally diverse and developmentally appropriate learning environment, maintaining health, safety and nutrition standards, and implementing diverse learning activities for music and movement. Students discuss and evaluate workplace competencies, job skills, and ethics necessary for success. The outcomes and competencies are based on the Washington State Skill Standards for Early Childhood Professionals.
ECC 210
Observations and Assessments
Students learn about different systematic observation techniques, review developmental milestones, and plan diverse, age appropriate activities that meet the individual and group needs of young children.

ECC 290
Implementing DAP, Anti-Bias and Effective Communication
This second year internship requires students to practice and implement effective cultural communication techniques and strategies to support families from diverse backgrounds. Students focus on implementing a multicultural and anti-bias approach to early childhood curriculum in their programs. Outcomes/competencies are based on the Washington State Skill Standards for Early Childhood Professionals. Variable credits available.

ECC 292
Implementing Culturally Diverse Curriculum
This second year internship requires students to practice and implement effective cultural communication techniques and strategies to support families from diverse backgrounds. Students focus on implementing a multicultural and anti-bias approach to early childhood curriculum in their programs. Outcomes/competencies are based on the Washington State Skill Standards for Early Childhood Professionals. Variable credits available.

ECCS 201
Management of Child Care Programs Working with Adults
This class is designed to enhance knowledge and skills in managing and developing staff members and teams. Focus is on successful staff recruitment, selection, orientation, supervision, and training. Find out how to identify staff training needs, understand how adults learn, and design and deliver training. This course meets the STARS requirement for coursework on teaching adults.

ECCS 203
Management of Child Care Programs Managing Quality Programs
This hands-on interactive class is designed for early childhood/school age professionals seeking to increase their skill in leading quality programs and creating communities of learners. This class explores tools that deepen child development knowledge and how to apply it in daily teaching. Learn to successfully manage diversity, recognize different communication styles, and how to negotiate conflict. Become skilled at the basics of program observation, evaluation, and accreditation. This course meets the on-going annual STARS requirement.

ECCS 204
Management of Child Care Programs Financial Management
This interactive class is designed for the early childhood/school age professional seeking to increase their administrative knowledge and skills in budgeting and financial management. Learn how to develop and analyze a program budget. Gain knowledge on how to access grants, foundation gifts, and government monies to support the program. Find out how to manage daily risks to enhance your childcare’s long-term financial health. This course focuses on examining marketing strategies and exploring tools for managing your budget. This course meets the on-going annual STARS requirement.

ECCS 206
Children with Special Needs - Behavior Management
Participants learn how to identify and modify the most common hurtful behaviors of preschool age children and create a plan to implement effective strategies for guiding positive social behaviors. Students will gain valuable working knowledge of resources available in our communities. (40 hours of lecture plus a variety of classroom activities and 20 hours of onsite support)

ECCS 207
Children with Special Needs - Creating an Inclusive Classroom
Learn about activities and implementation of strategies to support special needs children in an inclusive early education environment. Gain skills and techniques for creating an environment that supports learning for all children. (40 hours of lecture plus a variety of classroom activities and 20 hours of onsite support)

ECCS 210
School Age Care Giving – Part I
This course is the first in a series of three. It offers school-age providers an introduction to the concepts of high quality school age programs. Topics explored this quarter include professionalism, safety, health and learning environments.
Course Descriptions
Listed alphabetically by course number

**ECCS 211**
School Age Care Giving – Part II
This is the second course in the series of three, where providers continue to build on their knowledge and create resource files of activities to support children in physical and cognitive development, creative expression opportunities and ways to foster language and literacy skills.

**ECCS 212**
School Age Care Giving – Part III
This is the third course in the series of three. Providers discuss guidance and discipline techniques, how to foster self control in school age children, effective strategies for working with families and implementing a culturally diverse program that supports all families.

**EDS 101**
Emergency Medical Communications
Students learn techniques and procedures necessary to efficiently receive medical-related calls, dispatch advanced life support and basic life support units, and provide pre-arrival instructions. Students learn to utilize private medical resources in lieu of public emergency medical services, when it is most cost-effective and appropriate to do so. Students test for Industrial First Aid, CPR, and King County Emergency Medical Dispatch certification.

**EDS 102**
Fire and Life Safety Communications
Students learn fire service terminology and concepts. Students learn procedures and techniques to efficiently receive and dispatch fire service apparatus and personnel with utmost care to ensure the safety of field personnel and citizens. Students test for APCO Fire Communications certification.

**EDS 103**
Law Enforcement Communications
Students learn law enforcement terminology, concepts and tactics. Students learn procedures and techniques to efficiently receive and dispatch law enforcement units and personnel with utmost care to ensure the safety of field personnel and citizens. Students test for ACCESS Level II state certification and APCO Public Safety Telecommunicator I certification.

**EDS 104**
Homeland Security
Students learn about terrorism, weapons of mass destruction, incident command system, and national incident management system. Students test for certification from FEMA in IS-100 and IS-700.

**EDS 131**
Emergency Radio Application
Students learn radio dispatching techniques, terminology, guidelines and protocol used by law enforcement, fire, and emergency medical agencies. Students build skills using dispatch consoles, phones, and radios to simulate emergency dispatching in a lab environment.

**EDS 132**
Emergency Call Taker Application
Students learn basic customer service skills, non-emergency call receiving techniques, and outside phone resources. Students develop multi-tasking skills by receiving multiple phone requests for public safety responses, non-emergency calls for service, business calls for information and citizen complaints. Students learn map reading and local geography. Students gain an understanding of the enhanced 911 system.

**EDS 133**
Keyboarding and Computer Applications
Students learn proper keyboarding techniques. Students learn to receive, dispatch and document incidents using a computer-aided dispatch system. Students are introduced to PC's, Windows, mapping, electronic communications and word processing software applications.

**EDS 134**
Computer-Aided Dispatch Application
Using a computer-aided dispatch software program and three monitors, students practice the skills of processing incidents, tracking unit status changes and using a computerized mapping system. Practice is accomplished in a live, role-played scenarios environment.

**EDS 161**
Enter Exam Preparation
Students review mathematical concepts, reading comprehension, and writing skills in preparation for civil service and other employment entrance exams.

**EDS 180**
Human Relations in Public Safety
Students learn human relations skills, including building and maintaining workplace relationships, understanding and appreciating diversity in the workplace and community, and interpersonal relations. Students learn methods of identifying and reducing job stress through healthy lifestyle choices, time management and other techniques. Students learn crisis intervention techniques.

**EDS 190**
Career Placement and Development
Students learn about job requirements and opportunities. Students learn to research employment opportunities, create a targeted resume, complete employment applications, and professionally promote themselves in an employment interview. Students learn about continuing education opportunities and professional associations for emergency dispatchers.
EDS 193
Introduction to Public Safety Operations.
Students learn about field operations through on-site observation at communication centers, police stations, fire stations, corrections facilities and private ambulance companies. Students also learn by observation as riders with paramedics, law enforcement officers, and firefighter/EMT’s. Additional field observations may occur at trauma centers or air support units.

EDUC 110
Child Growth and Development
This course explores the different theories of child development from birth to adulthood. Topics covered include language development, physical development, social/ emotional development, and cognitive development. Theorists such as Piaget, Skinner and Erickson are discussed.

EDUC 115
Introduction to Exceptional Students
This is an introduction to the special needs of children in our schools. This course retraces the effect of PL 94-142 and its impact on school services for children. Inclusion is discussed. Students practice reading and writing Individual Education Plans (IEP), and thoroughly research one special needs topic and present findings to class. The focus is on the classroom accommodations and curriculum modifications.

EDUC 116
Technology in Education
This course prepares students to be proficient in the use of educational technology. This class provides hands-on guidance in using Microsoft Word, PowerPoint and Excel. Also discussed are issues such as maintaining equipment, internet safety and using technology with students.

EDUC 117
Issues, Roles and Responsibilities of the Paraeducator
This course explores the role of the paraeducator in different educational environments. Topics include duties and responsibilities, communication, ethics and delegation of authority.

EDUC 120
Paraeducator and Teacher Partnerships
This course explores ways to build an educational team in the classroom. It provides teachers and Paraeducators with knowledge and skills for effective communication and collaboration. Topics include learning, teaching, and management styles.

EDUC 130
Classroom and Behavior Management
This course explores different methods of discipline used in the schools. Practical application of these models and appropriate techniques to support the teacher in disciplining children are discussed and practiced. Students are to develop their own personal philosophies of discipline and appropriate intervention strategies to change behavior.

EDUC 140
Health and Safety
This course provides students with training in health and safety issues. During their internship, students apply their knowledge of health and safety to the classroom. Students actively research and report on topics relating to health and safety. Topics include safety precautions, hazardous material, infectious diseases, emergencies, and at-risk students. The course includes American Heart Association First Aid and CPR training.

EDUC 150
Observations, Assessment and Recordkeeping
This course helps students begin to understand the significance of keeping educational records, and the ethical issues concerning access to student records. The course also explores the purpose behind assessment and the different types of measurements that can be administered in classrooms. Students will be able to articulate how the paraeducator role is utilized in maintaining records and managing assessments.

EDUC 165
Math in the Elementary Schools
This course helps prepare students to work with mathematics in the elementary schools. The course covers topics related to the Washington's Essential Academic Learning Requirements (EALR's) and Grade Level Expectations (GLE's). It also introduces effective instructional techniques and assessment, and the use of math manipulatives. Typical error patterns are discussed as well as appropriate intervention strategies. Students review adopted math curriculums and develop instructional math activities.

EDUC 175
Introduction to Education
An introduction to teaching: historical, organizational, legal, ethical, philosophical, and social foundations of public education. Current issues and trends in education will be explored.

EDUC 180
Job Readiness and Networking
This course prepares the students to enter their professional field. Issues explored include resume writing, interviewing skills, networking and job hunting.
Course Descriptions
Listed alphabetically by course number

EDUC 195
Internship I
Students must pass a fingerprinting and background check to participate in this practicum. Students work as paraeducator interns under the supervision of staff members.

EDUC 196
Internship II
Students must pass a fingerprinting and background check to participate in this practicum. Students work as paraeducator interns under the supervision of staff members.

EDUC 197
Internship III
Students must pass a fingerprinting and background check to participate in this practicum. Students work as paraeducator interns under the supervision of staff members.

EDUC 210
Language Arts in the Elementary School
This course helps prepare students to work with language arts in the elementary schools. The course will cover topics related to the Washington’s Essential Academic Learning Requirements (EALR’s) and Grade Level Expectations (GLE’s). It also introduces effective instructional techniques and intervention strategies. Students review adopted reading and writing curriculums and develop instructional language arts activities.

EDUC 215
Special Issues in Education: Issues of Child Abuse
Issues surrounding child abuse will be addressed. Students explore the signs of child abuse and neglect, as well as the requirements of mandatory reporting. Some programs are reviewed to build confidence and educate children on how to protect themselves from child abuse, abduction, molestation, bullies, date rape and school violence.

EDUC 221
Assistive Technology in Education
This course prepares students to be proficient in the operation and set up of technological learning aids and assisted technology for students with special needs. Hands-on guidance with software applications such as Wynn and Dragon Natural Speaking are practices. In addition, hardware such as magnification screens, projectors, augmented communication, switches, and adaptive keyboards are presented.

EDUC 240
Multi-Cultural Education
This course helps develop students’ awareness of the diversity among children, youth, families, and colleagues with whom they work. Issues discussed include culture, discrimination and bilingualism. Students are asked to research issues in education about diversity and are asked to identify and share their own experiences with multi-cultural education.

EDUC 250
Portfolio Development
This course is designed to give the student the opportunity to design and create their professional portfolio. The students are given guidelines of the necessary components, organizational issues, and aesthetic presentation.

ELECS 115
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 required. This course is approved by the Department of Labor and Industries’ Electrical Section to satisfy 16 hours of continuing education for electricians.

ELECS 116
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. Textbook is required. This course is approved by the Department of Labor and Industries’ Electrical Section to satisfy 16 hours of continuing education for electricians. Pre-requisite: Basic Electricity or instructor approval.

EETS 253
Microprocessors Controllers
An introduction to microcontroller theory, concepts, and applications. This course examines the Motorola 68HC11 and Intel 8051 series of microcontrollers with a view toward assembly language programming, device architecture, and interfacing. At the conclusion of this course, students have gained a practical understanding of single board computer subsystems and embedded controllers. An understanding of digital logic and knowledge of computer numbering systems or equivalent experience is strongly recommended.
ELECS 117
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 troubleshooting, transistor operation and basic amplifier applications with circuit analysis, electronic control symbol introduction and schematic analysis, basic introduction to Programmable Logic Controllers and their application to motor control. Textbook and calculator are required. This course is approved by the Department of Labor and Industries’ Electrical Section to satisfy 16 hours of continuing education for electricians. Pre-requisite: Electrical II or instructor approval.

ELECS 118
Plant & Machine Maintenance Electrical IV
This course builds on and applies theories first introduced in electrical courses I, II, and III. This advanced course covers motor control circuit design, construction, analysis, drive regulation, and programmable controller interface. The course includes theory and hands-on labs with major emphasis on troubleshooting. The use of oscilloscope and advance digital multimeter techniques is highlighted. Prerequisite: Electrical III or instructor approval.

ELECS 232
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 take ELECS 234 concurrently with this class. Textbook is required.

ELECS 234
Basic HVAC & Refrigeration Electrical Schematics
Students learn electrical components and wiring layouts commonly found in HVAC and refrigeration systems, and a practical foundation in electrical theory to aid in troubleshooting and diagnosis. Textbook is required. This course is approved by the Department of Labor and Industries’ Electrical Section to satisfy 16 hours of continuing education for electricians. Prerequisite: ELECS 232, or concurrent enrollment.

ESTS 110
Basic Electronics I
This course is an introduction to DC and AC electrical concepts, electronic devices, and circuit basics. Topics covered are: DC series and parallel resistive circuits, circuit theorems, capacitors, inductors, RC circuits, electromagnetism, transformers, reactance, impedance, and resonance. Lab work reinforces the lecture material and presents test equipment basics. Experiments provide hands-on experience through circuit bread boarding and testing, use of meters, power supplies, oscilloscopes and function generators.

ESTS 111
Basic Electronics II
This course covers semiconductor devices and their uses and application in circuits. An overview of basic semiconductor theory is given then device models are presented. The course covers: Diodes, transistors, amplifiers, switching circuits, and operational amplifiers. The course concludes with filters and oscillators. Lab work reinforces the lecture topics and provides hands-on experience through circuit bread boarding and testing, and comprehensive use of meters, power supplies, oscilloscopes, and function generators. Prerequisites: ESTS 110, or equivalent knowledge and permission of instructor.

ESTS 112
Basic Electronics III
This course covers combinational and sequential digital logic, devices, and circuit applications. It begins with number systems, basic logic gates, programmable logic and code converters, multiplexers and demultiplexers. The latter part of the course covers flip-flops and registers, counter circuits, shift registers, multivibrators, analog to digital, and digital to analog devices and circuits. Lab work reinforces the lecture topics and provides hands-on experience through circuit bread boarding and testing, and comprehensive use of meters, power supplies, oscilloscopes, and function generators. Prerequisites: ESTS 111, or equivalent knowledge and permission of instructor.

ESTS 113
Repairing and Upgrading Your PC
This course is designed around the core requirements of the A+ certification test used by employers. Students learn to upgrade and maintain their computer. Subject areas covered include power supplies, motherboards, I/O controllers and devices, hard and floppy disk drives, cd-roms, communications ports, multimedia, CPU’s tape drives, video, resource allocation, and troubleshooting through both discussion and hands-on experience. By the end of the course, students will have put together a working computer from scratch. The end of the course is devoted to taking sample tests for the A+ certification test. A basic knowledge of DOS and minimal working knowledge of Windows is recommended.

ESTS 122
Programmable Logic Controllers PLC
This course covers applications and programming of programmable logic controllers, and explores theory, applications, and troubleshooting of ladder logic systems and relay controls.
Course Descriptions
Listed alphabetically by course number

ESTS 126
Electric Motor Control
This class familiarizes students with basic and complex motor controls found in industry. The class begins with a survey of safety principles and diagram interpretation. Students then learn types of control stations, relays and switches, solenoids, two-wire and three-wire controls, starters, polyphase and multispeed controls, acceleration and deceleration, electric braking, and motor drives. Prerequisites: EST 101, Electronics I, and EST 102, Electronics II, or equivalent industry experience.

ESTS 134
Electronic Troubleshooting Techniques
This class prepares beginning technicians to more efficiently and accurately troubleshoot electronic circuits. Circuit theory and logical analysis are taught in a non-threatening and professional style, which will quickly have students troubleshooting to the component level. This course satisfies the elective distribution requirements for EST Certificates of Completion.

ESTS 151
Introduction to Fiber Optics
This course is designed to give the serious student a broad overview of the emerging technology of fiber optics communications. It is presented at a level that assumes some background and understanding of communications systems. This understanding includes terminal equipment media and test equipment. Course material will include a booklet of basic theory, guest speakers, and hands-on experience with various test equipment and connectorization procedures. Students are prepared to pass the ETA certification test.

FAS 111
Pre-Delivery Inspection Service
This course prepares students to perform automotive pre-delivery inspection to Ford standards using a Pre-Delivery Service Record Record checklist, through web-based classroom and lab instruction.

FAS 112
Basic Shop Skills
This course prepares students in basic shop skills such as: using hand tools, measuring devices, automotive shop equipment, tire service, fastener application, and basic welding operations. Students learn navigation of electronic service information and written publications.

FAS 115
Electrical/Electronic Systems
This course prepares students for Ford Motor Company Service Technician Specialty Training certification in specialty 34, Automotive Electrical/ Electronic System Repair. Students learn electrical/electronic theory, application, diagnosis and repair based on Ford/ NATEF competencies through web-based, classroom and lab instruction. Topics include: Battery, starting and charging system service, lighting system repair, automotive accessory diagnosis, electrical, electronic and multiplex system diagnosis and scan tool usage. Students prepare for ASE certification in Electrical/Electronic Systems (A6).

FAS 123
Diesel Fundamentals
This course prepares students for Ford Motor Company Service Technician Specialty Training certification in specialty 51, Diesel Engine Performance, and specialty 52, Diesel Engine Repair through web-based classroom and lab instruction. Students learn basic diesel operation, as well as proper use of special diesel diagnostic tools and equipment.

FAS 124
Climate Control Systems
This course prepares students for Ford Motor Company Service Technician Specialty Training certification in specialty 35, Climate Control Systems. Students learn climate control theory, application, diagnosis and repair based on Ford/NATEF competencies through web-based, classroom and lab instruction. Students perform refrigerant recovery and recycling per EPA regulations and prepare for EPA recycling certification. Students prepare for ASE certification in Heating/Air Conditioning (A7).

FAS 125
Engine Repair
This course prepares students for Ford Motor Company Service Technician Specialty Training certification in specialty 32, Gasoline Engine Repair. This course covers engine theory, operation and diagnosis, disassembly, inspection, component measurement and reassembly techniques of gasoline and diesel engines based on Ford/NATEF competencies through web-based classroom and lab instruction. Students prepare for ASE certification in Engine Repair (A1).

FAS 131
Brake Systems
This course prepares students for Ford Motor Company Service Technician Specialty Training certification in specialty 38, Brake System Repair. Students learn basic brake and anti-lock system theory, application, diagnosis and repair based on Ford/NATEF competencies through web-based classroom, and lab instruction. Students learn on-car machining, brake service and antilock repair. Students prepare for ASE certification in Brakes (A5).
FAS 132  
Steering & Suspension Systems  
This course prepares students for Ford Motor Company Service Technician Specialty certification in specialty 33, Steering and Suspension System Repair. Students learn steering and suspension theory, application, diagnosis and repair based on Ford/NATEF competencies through web-based classroom and lab instruction. Topics include: steering/suspension diagnosis and service, multiplexed steering and suspension service, wheel alignment and wheel service. Students prepare for ASE certification in Suspension & Steering (A4).

FAS 160  
Automotive Mathematics  
This course prepares students to solve common automotive related problems including: measurement systems, fraction to decimal conversions, ratios and proportions, weights and measures, metric/English conversions, mechanical, electrical, pressure and vacuum measurements.

FAS 171  
Written Communications  
Students develop writing skills to describe repairs, repair procedures, and suggestions for further maintenance. Students learn to prepare a cover letter and resume for employment opportunities.

FAS 182  
Human Relations/Workplace Skills  
Students learn to develop professional workplace skills. Topics include: Understanding human relations, relationship with others, team building, cultural diversity, and goal setting.

FAS 191  
Internship I  
Students work in the dealership developing competencies covered in Safety and Environmental Issues, Basic Shop Skills, Electrical/Electronic Systems and Pre-Delivery Inspection courses.

FAS 192  
Internship II  
Students work in the dealership developing competencies in brake and suspension repair.

FAS 193  
Internship III  
Students work in the dealership developing competencies in engine repair, basic diesel service and climate control repair.

FAS 216  
Manual Transmissions and Drivetrains  

FAS 217  
Automatic Transmissions  
This course prepares students for Ford Motor Company Service Technician Specialty Training certification in specialty 37, Automatic Transmission Repair. Students learn automatic transmission theory, application, diagnosis, repair, and overhaul based on Ford/NATEF competencies through web-based classroom and lab instruction. Students prepare for ASE certification in Automatic Transmission & Transaxle (A2).

FAS 223  
Engine Performance  
This course prepares students for Ford Motor Company Service Technician Specialty Training certification in specialty 31, Gasoline Engine Performance. Students learn engine performance theory, application and diagnosis of ignition, fuel, emissions and on board diagnostic systems based on Ford/NATEF competencies through web-based classroom and lab instruction. Students prepare for ASE certification in Engine Performance (A8).

FAS 294  
Internship IV  
The student works in the dealership developing competencies in Manual Transmission, Drivetrain, and Automatic Transmission repair.

FAS 295  
Internship V  
The student works in the dealership developing competencies in engine performance, diagnosis, and repair.

HCPCS 102  
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 emergencies, injury, 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.
HLTH 100  
**Tools for Success**  
This course is designed to enhance learning skills for successful completion in the Nursing Assistant program. The areas covered in this course are study habits, life skills, information literacy, math, human relations, introduction to medical terminology, and verbal and written communication skills. Also included is First Aid and Healthcare Provider Level “C” CPR training.

HLTH 101  
**Allied Health for Success**  
This course is designed to enhance learning skills in advance of entry into many of the allied health programs for more successful completion. The areas covered in this course are study habits, life skills, information literacy, math, human relations, introduction to medical terminology, and verbal and written communication skills.

HLTH 105  
**Medical Terminology**  
Students learn and practice the fundamentals of medical terminology for identifying medical word structures and definitions. The information is then linked to the words and pathophysiology of the same body systems studied in Introduction to Anatomy and Physiology.

INDS 101  
**First Aid/CPR and AED**  
Teaches to effectively recognize and treat in the critical minutes until Emergency Medical Service (EMS) arrive. Includes general principles of first aid, medical emergencies, injury emergencies, environmental emergencies, blood borne pathogens and safety precautions. Upon completion of written exam and skills evaluation AHA card issued. This course is approved by OSHA, WISHA (Labor and Industries).

INTP 101  
**Introduction to Language Interpreting**  
This course, intended to serve as an orientation to interpreting as a career, outlines the role and responsibilities of interpreters, the various environments in which they work, and the impact of culture on interpreting.

INTP 105  
**Ethics**  
This course, intended for those pursuing a career in interpreting, is an exploration of the ethics, protocols, and legal aspects of interpreting, including certification requirements.

INTP 120  
**Technical Skills**  
In this course students learn to use computer applications to support their work as language interpreters. Included is applied instruction in the basics of integrated office computing applications including word processing, calendar and contacts management, and the internet (web and e-mail). Students create documents and billings, communicate electronically, use search features for mapping and routing, use search for support of interpretation functions, manage client and site information, and keep business logs and appointments. While not intended for general preparation in advanced office skills, this course develops broad proficiency at a level to support the integrated business practices outcomes of a career in language interpreting.

INTP 150  
**Career Management**  
Students are introduced to the practical skills and techniques for entering the world of professional employment. Participants experience strategies for ongoing career planning as well as strategies to increase workplace effectiveness.

INTP 155  
**Business Practice**  
Because interpreters are often individual contractors, this class introduces the basic concepts needed to operate a small business, including financial literacy, contract review, customer assessment, effective communication, telephone skills, and serving customers within a diverse environment.

INTP 197  
**Practicum**  
In this capstone course students identify and complete an internship experience in language interpreting that matches both the outcomes of the language interpreter program and the student’s interests for practice with a particular setting and community. While practicing the skills of a language interpreter in a work-based setting, the student integrates both the interpreting and business practices outcomes of the program. A weekly seminar with other internship participants is a part of this course.

INTP 198  
**Seminar**  
This seminar is linked with the practicum to complete the capstone course and to help students prepare for interpreting examinations.

INTP 205  
**Vocabulary Integration**  
This course helps students develop skills in interpreting using specialized vocabulary. Student use prior vocabulary and build bilingual vocabulary and research skills in order to expand that vocabulary to adapt to a variety of work situations.
INTP 211
Interpreting Skills I
Designed for the bilingual, interpreting can offer a new range of career choices. This course teaches techniques on how to effectively communicate messages from one language to another while preserving meaning across language boundaries. Emphasis is placed on developing consecutive and simultaneous interpreting, as well as sight interpreting skills.

INTP 212
Interpreting Skills II
This course expands on the topics covered in INTP 211, Interpreting Skills I. It provides an in-depth look at medical, social, and legal interpretation. Students practice consecutive, simultaneous, and sight interpreting with increasingly complex and diverse materials. Challenging exercises with videotaped source materials help the student build a solid foundation to enter the world of professional interpreting. This course combines theory and practical experience, allowing participants to practice specialized techniques in a variety of settings.

INTP 213
Interpreting Skills III
This course further focuses on practical interpreting, hands-on practicum and necessary honing of skills with an emphasis on cross-cultural analysis. It includes an analysis of the systems that are typical in the businesses and institutions where interpreters are commonly utilized. Students have the benefit of a variety of learning environments, including classroom, laboratory and field experience.

INTP 245
Specialized Vocabulary

ITEC 101
Safety/Environmental Issues
Students learn proper safety procedures in an automotive shop environment to protect themselves, their co-workers, their customers and the environment through web-based, classroom, and hands-on lab instruction. Students are introduced to information literacy and the proper use of library resources and the Internet. Topics include: personal safety, proper use of shop equipment and tools, identification, handling, storage and disposal of hazardous automotive waste, worker “Right to Know” hazard communication, and the use and procurement of Material Safety Data Sheets.

ITEC 112
Basic Shop Skills
Students learn fundamental automotive shop operations through classroom and hands-on lab instruction in a live work environment. Topics include: vehicle identification, the use of service information (publications, electronic media, and web-based), care of customer vehicles, handling repair orders, procuring parts, proper use of hand tools, measuring devices, and fastener applications. Students learn basic automotive services: vehicle inspection, oil changes, tire service, headlampaiming, basic diagno, transmission service, and cooling system service.

ITEC 115
Electrical/Electronic Systems I
Students learn electrical/electronic theory, application, diagnosis and repair based on NATEF competencies through web-based, classroom, and hands-on lab instruction in a live work environment. Topics include: batteries, starting systems, charging systems, lighting systems, gauges, warning devices, driver information systems, horns, wipers, electrical accessories, schematic diagrams, and testing equipment. Students prepare for ASE Certification in Electrical/Electronic Systems (ASE certification test A6).

ITEC 124
Heating & Air Conditioning
Students learn heating and air conditioning system theory, application, diagnosis and repair based on NATEF competencies through web-based, classroom and hands-on lab instruction in a live work environment. Topics include: refrigeration systems, heating systems, ventilation systems, engine cooling systems, operational controls, and refrigerant recovery, recycling and handling. Students perform refrigerant recovery and recycling per EPA regulations and prepare for EPA recycling certification. Students prepare for ASE Certification in Heating and Air Conditioning (ASE certification test A6).

ITEC 125
Engine Repair
Students learn engine theory, operation, application, diagnosis, disassembly, inspection, component measurement and reassembly based on NATEF competencies through web-based, classroom and hands-on lab instruction in a live work environment. Topics include: engine removal and reinstallation, cylinder head diagnosis and repair, engine block diagnosis and repair, lubrication systems, and cooling systems. Students prepare for ASE Certification in Engine Repair (ASE certification test A1).

ITEC 131
Brakes
Students learn brake and anti-lock system theory, application, diagnosis and repair based on NATEF competencies through web-based, classroom, and hands-on lab instruction in a live work environment. Topics include: hydraulic systems, drum brakes, disc brakes, power assist, wheel bearings, parking brakes, electrical systems, anti-lock brakes, and traction control systems. Students prepare for ASE Certification in Brakes (ASE certification test A5).
ITEC 132
Steering and Suspension
Students learn steering and suspension system theory, application, diagnosis and repair based on NATEF competencies through web-based, classroom and hands-on lab instruction in a live work environment. Topics include: steering systems, suspension systems, wheel alignment, wheels, and tires. Students prepare for ASE Certification in Steering and Suspension (ASE certification test A4).

ITEC 160
Automotive Mathematics
Students learn to identify and solve common automotive related mathematics problems including: weights & measures, measurement systems, fraction to decimal conversions, ratios, proportions, English/metric conversions, brake and transmission hydraulics, steering geometry, and mechanical, electrical, pressure and vacuum measurements.

ITEC 171
Written Communications
Students learn the writing skills necessary in an automotive service environment including: describing repairs, repair procedures and repair suggestions on a repair order, developing a written repair estimate, requesting parts, timekeeping, the use of electronic data systems, completing job application, and preparing a resume.

ITEC 182
Human Relations/Customer Relations
Students learn to interview customers, determine needed automotive repairs, and prepare a complete repair order with clear terms and descriptions of needed repairs/services. Conflict resolution, employer/employee relationships, sexual harassment, and other workplace issues are covered.

ITEC 191
Internship I
The student works in the sponsoring automotive repair shop developing the competencies covered in the Safety and Environmental Issues, Basic Shop and Electrical/Electronic Systems I courses.

ITEC 192
Internship II
The student works in the sponsoring automotive repair shop developing the competencies covered in the Brakes, and Steering and Suspension courses.

ITEC 193
Internship III
The student works in the sponsoring automotive repair shop developing the competencies covered in the Safety and Environmental Issues, Basic Shop and Electrical/Electronic Systems I courses.

ITEC 194
Internship IV
The student works in the sponsoring automotive repair shop developing the competencies covered in the Brakes, and Steering and Suspension courses.

ITEC 216
Manual Drive Train and Axles
Students learn manual transmission and drive train system theory, application, diagnosis and repair based on NATEF competencies through web-based, classroom and hands-on lab instruction in a live work environment. Topics include: clutches, manual transmission/ transaxles, drive shafts, constant velocity joints, differentials, and four wheel/all wheel drive systems. Students prepare for ASE Certification in Manual Drive Train and Axles (ASE certification test A3).

ITEC 217
Automatic Transmission/Transaxle
Students learn automatic transmission/ transaxle system theory, application, diagnosis and repair based on NATEF competencies through web-based, classroom and hands-on lab instruction in a live work environment. Topics include: maintenance and adjustment, in-vehicle repairs, removal, disassembly, measurement, reassembly, reinstallation, oil pumps, torque converters, valve bodies, and friction and reaction units. Students prepare for ASE Certification in Automatic Transmission/Transaxle (ASE certification test A2).

ITEC 218
Emission Certification
Students learn to diagnose and repair emissions failure vehicles based on State of Washington, Department of Ecology (WSDOE) standards through web-based, classroom and hands-on lab instruction in a live work environment. Topics include: Exhaust gas analysis, computer scan diagnosis and repair, lab scope diagnosis and repair, on-board diagnostic system II (OBDII) diagnosis and repair, testing methods and methodology, and the laws, rules and regulations governing emission testing in Washington. Students prepare for WSDOE Authorized Emission Specialist II certification.
ITEC 294
Internship IV
The student works in the sponsoring automotive repair shop developing the competencies covered in the Manual Drive Train and Axles, and Automatic Transmission/Transaxle courses.

ITEC 295
Internship V
The student works in the sponsoring shop developing the competencies covered in the Engine Performance, Electrical/Electronic Systems II, and Emission Certification courses.

JSTI 101
Core Construction Skills I
Students learn core construction skills such as blueprint reading, measurements and layout, oxy-actylene cutting, arc welding, and related safety.

JSTI 102
Core Construction Skills II
This is an introduction to the various construction-related skills, knowledge, and aptitudes common to the construction industry. Ergonomic hazards of construction are identified, and participants demonstrate preventive measures. Participants identify construction materials, apply industry terminology, and identify and safely operate hand and power tools related to the construction trades. Participants demonstrate standard hand signals for cranes, use rigging equipment, wear personal protective equipment, and demonstrate proper use and handling of ladders.

JSTI 105
Job and Life Skills
This is an introduction to the job and life skills needed to locate, interview for, and negotiate employment in the construction, maintenance and manufacturing trades. Topics such as goal setting, time management, sexual harassment prevention, and effective communication are covered. Participants develop a job search plan, resume and cover letter.

JSTI 107
Physical Fitness for the Trades
Students learn strength building exercises to promote proper physical conditioning for the construction trades. Included are weightlifting, aerobic conditioning, flexibility, and exercise equipment familiarity. Students learn the basics of nutrition and its impact on physical performance.

JSTI 109
Tool and Equipment Certification
Participants receive state approved training in the safe operation of a sit-down counter-balance lift truck, traffic control flagging and powder-actuated tools. Students can receive certification in each of these areas.

JSTI 111
Structural Trades
This course emphasizes those building trades involved in the skeletal aspect of a structure. This includes but is not exclusive to ironworker, rough and form carpenter, laborer, brick and cement mason, and piledriver. Students work with tools, materials, and methods specific to each trade, developing skills and knowledge needed to successfully enter an apprenticeship or entry-level position in construction.

JSTI 117
Electrical and Mechanical Trades
This course is taught with an emphasis on the building trades involved in the interior of a structure including, but not limited to, electrical, plumbing, welding, and sheet metal work. Students learn basic electrical theory, use Ohm’s Law and build simple circuits. Students also learn basic plumbing applications, welding set-up and breakdown, and how to work with sheet metal. Safe and correct use of tools is emphasized throughout.

JSTI 119
Mechanics and Heavy Equipment
This course introduces students to basic mechanics, auxiliary equipment pumps and air compressors. Students learn to identify basic engine trouble and to operate various heavy equipment such as jackhammers and backhoes.

JSTI 125
Heavy Construction
This course is taught with an emphasis on heavy commercial construction. Students engage in teamwork and work with tools and materials specific to laboring, carpentry, electrical, plumbing, and ironworking. Students develop skills and knowledge necessary to enter an apprenticeship in construction.

JSTI 168
Trades Math
This course is taught with a vocational emphasis to develop and deepen students’ conceptual understanding of mathematics, and to develop proficiency in problem-solving with whole numbers, fractions, decimals, and percents. Students study ratio and proportion, geometry, and basic algebra as applied to the construction trades.

JSTI 194
Cooperative/Internship Work Experience
This is an optional, instructor-approved, paid or unpaid work experience related to the student’s program of study.

LGL 107
Legal Resources and Citations
Students learn the principal sources of law, the structure of the United States court system, and gain familiarity with the court reporters, digests, and reference materials commonly found in a law office library. Students learn to correctly cite legal authorities and format pleadings and legal documents.
LGL 108
Records Management
Students examine common procedures used for effective file and records management, including opening and closing files. Students become familiar with ARMA indexing and sorting file rules. Students learn about various file management software that is commonly used in a law office and also develop a filing system for filing computer documents. Students demonstrate knowledge of filing equipment and supplies.

LGL 109
Law Office Procedures
Students study the role of the legal secretary and the importance of ethics and client confidentiality in today's law offices. Students identify and practice speaking and listening techniques that enhance their relationships with co-workers, attorneys and clients. Students study techniques and procedures for effectively handling telephone and receptionist duties, making meeting and travel arrangements, and processing documents for mail, facsimile, and/or courier transmission. Students also become familiar with time and billing procedures, calendaring, and office equipment and supplies.

LGL 110
Family Law and Estate Planning Procedures
Students define terms and prepare correspondence, forms and pleadings related to family law and estate planning. Students also process and finalize those documents in the manner prescribed by Washington law and standard law office practices.

LGL 112
Litigation Procedures
Students define terms and examine the steps in simple civil and criminal lawsuits. Using mock cases, students prepare correspondence, forms, and pleadings, schedule and calendar events, and perform other routine tasks related to litigation case management. Students visit a court in session.

LGL 113
Business Law Procedures
Students define terms and prepare correspondence, forms, and other documents related to business law, real estate, and bankruptcy procedures. Students also process, finalize and record those documents in the manner prescribed by Washington law and standard law office practices.

LGL 136
Legal Internet Applications
Students learn key terminology, concepts, and functions needed to navigate on the Internet and to copy and/or hyperlink data between the Internet and documents created in other programs. Students learn to develop basic search strategies, use web search tools, and evaluate websites. Students also set up and use an e-mail account.

LGL 137
Word Processing
Students apply word processing skills, concepts, and functions to produce multi-page correspondence, envelops, labels, pleadings, and various legal documents from rough draft copy. Students also work with word processing features, such as styles, merge, tables, footnotes, to prepare a variety of legal documents and forms. Student also learn to automate procedures using macros, autotext, autoformat, and to use Wizards to create forms, pleadings, and a basic Web page.

LGL 139
Spreadsheets
Students learn basic spreadsheet terminology, skills, concepts, and functions to create and format simple worksheets. Students also learn how to sort data, use formulas, work with ranges, create charts, use templates, and add clip art to spreadsheets.

LGL 140
Basic Legal Research
Students are introduced to the sources of primary and secondary law such as the state and federal statutes, administrative laws, case reporters, and legal finding tools. Students also learn to read and case and find law-related information on the Internet.

LGL 142
Presentation Software
Students learn basic presentation software terminology, concepts, and functions to create, format, and run a slide show. Students learn to add animation, hyperlinks, and to import text from Word into slides. Students also learn how to create an simple organization chart.

LGL 150
Legal Keyboarding
This one-credit module prepares students to use computers in a legal setting by improving existing keyboarding skills through extensive, focused practice at a computer keyboard. Speed with accuracy is emphasized and applied to stand business documents.

LGL 162
Business Math
Students apply basic math computations (addition, subtraction, multiplication, division, percentages, fractions and decimals) to a variety of business problems. Students develop skill using electronic calculators.

LGL 176
Legal Transcription I
Students learn to transcribe, proofread, and finalize correspondence, legal documents and forms from voice dictation with emphasis on using reference materials to find and correct errors.
LGL 177
Legal Transcription II
Students transcribe, proofread, and finalize legal correspondence and documents accurately and efficiently from voice dictation with emphasis on following oral formatting and document handling directions.

LGL 178
Legal Transcription III
Students continue to transcribe, proofread, and finalize legal correspondence and documents accurately and efficiently from voice dictation with emphasis on increasing productivity.

LGL 180
Professionalism in the Legal Office
Students explore ways to develop positive working relationships with co-workers, clients, managers and attorneys. Students develop effective listening and problem solving skills in order to succeed at work.

LGL 192
Job Search
Students create cover letters and resumes and develop job search strategies and interviewing skills to assist in their placement after training. Students participate in mock interviews.

LGL 194
Cooperative Work Experience/Internship
Students who are qualified may participate in a paid, Cooperative work experience or non-paid internship. Students may gain on-the-job experience by applying directly to law firms, government agencies, etc. and then working part-time. Students may receive credit for work appropriate to their training.

LGLS 101
Business Law Practices and Procedures
Students are introduced to basic terminology and procedures related to the three major types of business organizations, contract requirements, real estate and bankruptcy.

LGLS 105
Office Procedures in the Legal Office
Students develop the necessary skills to provide office support such as processing correspondence and documents, time and billing data entry, calendaring and scheduling appointments and events, telephone and receptionist duties, and managing files and records.

LGLS 106
Basic Legal Transcription
Students are introduced to using transcription equipment to produce memorandums, letters, legal documents, and pleadings. Students gain skill in proofreading for correct grammar, content, and format.

LGLS 110
Litigation and Criminal Law Practices and Procedures
Students become familiar with the basic principles of tort law and the terminology and procedures related to the general litigation process from filing the complaint through the appellate process. Students are also introduced to the basic terminology and procedures related to criminal law.

LGLS 115
Communications in the Legal Office
Students develop basic oral and written communication skills necessary to work in today’s law offices. Students write emails, informal notes, memorandums and letters. Students also develop listening skills, skills in following and giving directions, requesting and giving information, and asking questions.

LGLS 120
Ethics and Professionalism in the Legal Office
Students gain an understanding of ethics and professionalism in the law office. Human relations concepts are introduced to help students gain insights into getting along in the world of work. Students also develop a plan for continuing professional development, prepare a cover letter and resume, and practice job interviewing techniques.

LGLS 130
Legal Document Processing
Students are introduced to the requirements of legal documents and practice producing letters, legal memorandums, pleadings and various other legal documents. Proofreading skills are emphasized along with practice using special word processing features that commonly used in a law office.

LGLS 136
Family Law and Estate Planning Practices
Students are introduced to the basic terminology and procedures related to law practices. Students are also introduced to estate planning and probate terminology and procedures.

LGLS 140
Basic Legal Research
Students are introduced to the sources of primary and secondary law such as the state and federal statutes, administrative laws, case reporters, and legal finding tools. Students also learn to read and case and find law-related information on the Internet.

MAIN 101
Basic Cleaning Procedures
This course provides discussion, practice and demonstration regarding how to effectively clean and disinfect patient’s rooms, public rest rooms, nurses’ stations, utility rooms, hallways, and lounges following regulated infection control policy and procedures.

MAIN 102
Specialized Cleaning
This course provides discussion, practice, and effective communication. Students learn the importance of following safety procedures and protocol when cleaning Jacuzzi’s, isoletts, bassinettes, labor rooms, labor OR’s, and critical use equipment.
Course Descriptions
Listed alphabetically by course number

MAIN 103
Safety in the Workplace
This course provides discussion and practice, effectively communicating the importance of following safety procedures and protocol. Students demonstrate how to effectively control infection within the hospital setting.

MAIN 180
Human Relations in the Workplace
This course provides discussion and practice in communicating effectively with co-workers, supervisors, nursing staff and patients. This course instructs students on the importance of good work habits, hygiene and a professional attitude. Students gain knowledge and experience in interviewing, job search strategies, harassment prevention, and cultural diversity.

MAIN 190
Employment / Computer Skills
This course provides discussion, effective communication, employer expectations, and employer and employee role play. Students create a resume, write a cover letter, practice on interviewing questions and answers, and positive presentation.

MAIN 191
Practicum
This course provides practice and demonstration regarding how to effectively clean and disinfect patient’s rooms, public restrooms, nurses’ stations, utility rooms, hallways and lounges following regulated infection control policy and procedures. Students measure quality, customer service skills and job safety by conducting inspections.

MAP 101
Introduction to Medical Terms
Students learn to break medical words into their component parts, define prefixes, suffixes, and root words when they appear in different medical terms. This course includes an overview of body positioning and directional terms. Emphasis is on the normal structure and function of body systems and terms relating to disease/diagnosis, and abbreviations.

MAP 102
Medical Terminology II
Students continue to develop skills in breaking medical words into their component parts, defining these terms, and performing word analysis of prefixes, suffixes and root words as presented as well as terms relating to disease/diagnosis and abbreviations.

MAP 103
Pharmacology
Students study medical specialties, including oncology, pharmacology, radiology and diagnostic imaging, psychiatry, and the sense organs. Students analyze medical terms, diagnostic tests, diseases, and pharmacology related to each medical specialty.

MAP 104
Body Systems and Diseases
Students cover disease processes affecting the human body via an integrated approach to specific disease conditions, including the study of causes, diagnosis, and treatment of disease.

MAP 120
Customer Service in a Medical Setting
This course explores personal and professional qualities necessary for success in healthcare. It prompts self-awareness and encourages development of coping skills for dealing effectively with co-workers, supervisors, doctors, and patients. Emphasis is placed on customer service, conflict resolution and interpersonal relationship skills needed to be successful in obtaining and maintaining a position.

MAP 121
HIPPA
This course covers workplace practices that may affect privacy and confidentiality, and the risks of breaching confidentiality through all means: electronic, paper records, verbal disclosure, and improper use of information. An overview of HIPPA regulations is provided, including privacy standards, security standards, uniform identifier standards, transaction and code set standards. Case scenarios illustrate the potential situations where privacy and confidentiality may be breached.

MAP 122
Medical Reception Lab
This course is designed to provide students with practical experience in performing tasks as a medical receptionist. Tasks include verbal, nonverbal and written communication, telephone, reception and appointment scheduling techniques, computers and information processing, office maintenance and management, employee handbook and policy and procedures manuals, data entry, chart assembly, and release of information. Focus is on integrating professional attitudes and skills in all areas of medical reception.

MAP 123
Medical Office Procedures
This course is an introduction to elements of telephone etiquette, messaging, patient triaging, patient reception and scheduling, and maintaining the physical environment. Students develop good habits such as task completion and accuracy of work. Interpersonal communications and teamwork are also addressed.

MAP 140
Healthcare Delivery Systems
Functions of health information department and record systems. Content and uses of physician clinic and office patient records. Record storage and retrieval systems (manual, computer, microfilm).
MAP 141
Reimbursement Methodologies
Federal, state, private health insurance plans including managed care systems. Processing cycle of health insurance claims, health insurance terminology, reimbursement methodologies for professional services, proper completion of the 1500 billing form, legal issues related to reimbursement processing.

MAP 142
Healthcare Data Content and Structure
Overview of billing systems for hospitals, nursing homes, home health care, hospice, surgical centers, and rehabilitation centers including proper submission of UB-92 billing forms. Definition of data items and edits to support facility billing practices. Examination of billing system management reports. Review of DRG and APC requirements.

MAP 150
Introduction to CPT
This course provides an overview and introduces basic principles of procedural coding with a major focus on HCPCS/CPT ambulatory care coding.

MAP 151
Intermediate CPT
This course builds on the foundation established in CPT 1 and covers Ambulatory Patient Classifications and Resource-Based Relative Value Scales. Computerized patient accounting software is introduced.

MAP 160
Introduction to ICD-9
Introduction to the principles coding conventions of ICD-9 coding and completion of the CMS-1500 and the UB92.

MAP 161
Intermediate ICD-9
This course provides practice in the application of principles of ICD-9 coding and completion of the CMS-1500 and the UB92. Includes explanation on how medical documentation influences the claim. Computerized patient accounting software is introduced.

MAP 162
Medical Office Administration
This course provides an overview of financial management practices, compliance and reimbursement.

MAP 172
Introduction to Word
This course introduces students to Word’s primary features, such as the Word screen, toolbar and the status bar. The class also covers other features, such as entering information, formatting the document and using the spell check tool. Students can learn to use the Help feature to gather additional information about a number of topics, such as headers and footers and keyboard shortcuts.

MAP 173
Introduction to Excel
This course is designed to teach beginning Microsoft Excel 2003 with an emphasis on formulas. This course provides users with basic Excel skills to solve business problems using the computer as a tool.

MAP 180
Calculator Math
This course explains common calculator features, introduces the touch method of keypad use, and emphasizes basic math functions and problem solving. Lessons cover basic math functions as well as problem solving everyday business problems.

MAP 190
Job Search
Students prepare cover letters, resumes and practice interviewing skills. Students post polished resumes on appropriate websites, such as Monster.com and apply for positions on line.

MAP 220
Legal Aspects
Introduction to legal issues pertaining to healthcare, healthcare information and the health care record as a legal document. Patient privacy and confidentiality, patient rights, release of information, informed consents, advance directives, compliance, fraud and abuse, HIPAA and E-health.

MAP 240
Computer Applications in Healthcare
This course provides an overview of commonly available software used in healthcare including an introduction to encoding tools, computer assisted coding, data processing and the electronic health record.

MAP 251
MediSoft/Encoder
Advanced coding class with the use of case studies given in super bill format requiring student to enact real life situations using MediSoft software from the onset of a medical claim to accounts receivable.

MAP 260
Advanced Coding
This course is designed to enhance the technical skills and improve efficiency and accuracy by reinforcing coding guidelines using comprehensive coding scenarios, addressing coding problems, primary and secondary procedures and services, over and under coding, claim denials, audits and revenue loss.

MAP 272
Advanced Word
This hands-on course allows the student to utilize advanced features of MS Word including mail merge, long documents, linking, tables, templates, and macros.
MAP 290
Cooperative Work Experience
A cooperative work experience option may be available to qualified, approved students, allowing them to receive credit for work experience appropriate to their training. Through cooperative work experience students have the opportunity to apply learned skills and gain actual on-the-job experience while completing their course of study.

MAP 291
Clinical Practicum
Practicum in application of clinical classification systems, coding, case mix and use of abstracted data. Practicum is focused on directed practice activities and supervised clinical experience focused on coding patient care records and the billing cycle.

MAPS 103
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. Purchase class materials in RTC Bookstore prior to first class. Additional Online Description: Ability to access the Internet and basic email. Access to Microsoft Office or equivalent or ability to download software with instructions. All classes meet online at www.rtc.edu/Programs/OnlineCourses. Enroll at least one week prior to start of class.

MAPS 108
Medical Billing & Coding
This is the first of two classes designed for students who want to work in the administrative area of healthcare. Understand medical insurance systems and billing procedures, with an emphasis on diagnostic (ICD-9) and procedural (CPT) coding, in order to process medical insurance claims. Learn effective and efficient accounts receivable and collection techniques, effective communication skills, and excellent organization skills. Prerequisites: typing speed of 30 wpm and functional knowledge of medical terminology. Purchase class materials in RTC Bookstore prior to first class. Additional Online Description: Ability to access the Internet and basic email. Access to Microsoft Office or equivalent or ability to download software with instructions. All classes meet online at www.rtc.edu/Programs/OnlineCourses. Enroll at least one week prior to start of class.

MAPS 109
Intermediate Medical Billing and Coding
This is the second of two courses designed for students who want to work in the administrative area of healthcare. This course focuses on reimbursement requirements for Blue Cross, Medicare, and Medicaid. Abstract data from medical records and assign ICD-9, CPT, and HCPCS codes applying skills covered in the introductory class. Complete CMS-1500 forms for all types of major insurance. Additional Online Description: Ability to access the Internet and basic email. Access to Microsoft Office or equivalent or ability to download software with instructions. All classes meet online at www.rtc.edu/Programs/OnlineCourses. Enroll at least one week prior to start of class.

MART 111
Industrial Direct Current (D-C)
This course provides the student with necessary knowledge and skills in the understanding of the Electron and D-C Theory and electrical circuits as related to the appliance field.

MART 112
Industrial Alternating Current (A-C)
This course covers alternating current and the electrical circuits as they relate to the appliance field.

MART 120
Industrial Solid State Electronics - Basics
Students learn the definitions and functions of basic solid state devices used in this industry. Students diagnose and service solid-state electronic components as used in the appliance field.

MART 123
Diagnostic Techniques & Test Equipment
The course covers the proper use of the different types of test equipment required to successfully diagnose the appliance electrical circuits.

MART 125
Electric Motors
This course covers the difference between A-C and D-C motors, their applications, limitations, and service requirements.

MART 136
Water Heaters
The course covers the different styles, applications and usage of water heaters, and the diagnostic techniques required to service them.

MART 141
Waste Disposers & Compactors
This course covers the necessary requirements and skills to install, operate, diagnose, and service disposers and compactors.

MART 143
Dishwashers
This course covers aspects of detergent, water conditions, and the machine design for the proper operation of a dishwasher. The student diagnoses and services the machine, including interpretation of schematics, cam charts, and electronic cycle charts. The student learns to instruct the customer on proper usage of the equipment.
MART 160
Industrial Math for Electrical (D-C)
This course covers the necessary math required to compute all values of direct current electrical circuits as related to the appliance field.

MART 162
Industrial Math for Electrical (A-C)
This course covers the necessary math required to compute all values of alternating current electrical circuits as related to the appliance field.

MART 163
Industrial Math for Water Heaters
This course provides the necessary math skills to determine size, recovery time, and the conversion of gas and electrical to heating and the operating cost.

MART 164
Industrial Math for Compactors
This course provides the necessary math skills to determine the size, thread pressures, gear speed and ratio conversions, and the total operating costs of compactors.

MART 166
Industrial Communications
This course is an overview to prepare the student with the communicating skills required to relate successfully to the customer, management and co-workers.

MART 180
Human Relations/Leadership
This course prepares the student for the responsibilities of leadership. Emphasis is on the ethics and professionalism to work effectively with co-workers, employers, and customers.

MART 181
Industrial Business Procedures
The course covers how appliance service organizations operate with emphasis on dispatching, routing, billing and parts ordering systems.

MART 203
Laundry Theory
This course provides the student with a fundamental knowledge of proper laundering techniques and strategies to communicate these techniques to customers.

MART 204
Automatic Washers
This course provides the student with the necessary knowledge to properly diagnose and service domestic and commercial automatic washing machines for the major appliance manufacturers. Emphasis is placed on student development of advanced electrical/electronic diagnostic techniques.

MART 206
Gas Control Systems
This course provides the student with the necessary knowledge to properly diagnose and service domestic and commercial gas control systems of major appliance manufacturers. Emphasis is on understanding the effects of carbon monoxide.

MART 207
Clothes Dryers
This course provides the student with the necessary knowledge skills to properly diagnose and service domestic and commercial gas and electric dryers. Emphasis is on student development of advanced electrical/electronic techniques.

MART 218
Stack Laundry Equipment
This course is designed to provide the student with the necessary knowledge to properly diagnose and service the stacked automatic washers and dryers that are produced by the major appliance manufacturers.

MART 220
Combination Washer & Dryer
This course provides the student with the necessary knowledge to properly diagnose and service the combination washer & dryer units and the different types of venting systems.

MART 222
Cooking Equipment
This course covers the different styles of domestic cooking equipment. Emphasis is on components and installation requirements. The student acquires the skills to provide service with the proper test apparatus and advise the customer in proper use of the equipment. Electrical systems diagnostics is emphasized.

MART 224
Microwave Ovens
This course is designed to provide the student with the necessary knowledge and skills to operate, diagnose and service domestic and commercial microwave ovens.

MART 226
Principles of Thermodynamics
This course covers thermodynamic laws, laws of temperature and pressure, heat transfer theory and provides the necessary knowledge to diagnose and repair/replace components in the refrigeration sealed system.

MART 228
EPA Regulations and Refrigerant Recovery
This course provides the student with necessary knowledge and skills to safely reclaim CFC refrigerants to EPA standards. The student will prepare to pass the EPA Refrigeration Technician Certification Examination. (This course is usually taught concurrently with Evacuation and Brazing.)

MART 230
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. (Course is usually taught concurrently with EPA and Evacuation.)
MART 232
Refrigeration Evacuation and Charging
This course provides the student with the necessary knowledge and skills to safely evacuate and charge refrigeration systems. (Course is usually taught concurrently with EPA and Brazing.)

MART 234
Domestic Refrigeration Servicing
This course provides necessary skills and troubleshooting knowledge to successfully diagnose, repair, and prevent reoccurrence of a wide variety of domestic refrigeration problems. Emphasis is on electrical skills, techniques, and sealed system servicing.

MART 236
Light Commercial Refrigeration Servicing
This course covers the skills and knowledge to diagnose service, repair, and perform preventative maintenance on light commercial type of refrigeration equipment. Special emphasis is on electrical control systems and induction motors.

MART 238
HVAC Systems and Controls
This course provides the necessary knowledge to diagnose and repair light commercial and domestic air conditioners, heat pumps, and the related control systems found in heating, ventilation, and air conditioning.

MART 243
Icemaker Equipment
This course covers diagnosis and repair of light commercial and domestic icemakers.

MART 263
Industrial Math for Thermodynamics
This course provides the skills to calculate pressure and temperature ratios, superheat zones, heat load, refrigerant load requirements and operational cost.

MART 291
Job Search Skills
This provides job search skills with emphasis on interviewing techniques and developing behaviors which result in stable employment and promotion.

MARTS 235
EPA Refrigerant Certification
Earn your EPA 608 Universal Certification. The 608 Certification is required for all refrigeration service involving non-automotive sealed systems. This 5-week class includes 4 weeks of preparation by an experienced and certified instructor. The EPA 608 Exam is given in the fifth week during class time.

MAST 101
Massage Techniques I
Students are introduced to massage therapy by studying the history of massage to the present day, hygiene practices, laws and the scope of practice for massage therapy. A thorough study of the theory and practical application of Swedish massage techniques, hydrotherapy, contraindications, and endangerments is the focus of this course. Practitioner self care and proper body mechanics are integrated throughout.

MAST 102
Anatomy & Physiology I
This course gives the student a working knowledge of the structure and function of the human body, with focus on the levels of organization, and the skeletal, muscular, and integumentary systems. Emphasis is placed on understanding how the functions of these systems relate to the practice of massage therapy. Students also study the mechanisms of health and disease, the stages of inflammation, and medical terminology.

MAST 103
Kinesiology I
This course of study provides the student with a working knowledge of the principles of movement in the human body. Included is the study of joint structure and function, with an in depth study of the muscles and supporting structures of the shoulder, arms, trunk, and neck.

MAST 104
Massage Techniques II
In this course, students receive training in the theory and application of specialized massage techniques. Lymphatic drainage, pregnancy massage, deep tissue techniques, myofascial techniques, neuromuscular techniques, sports massage, seated massage, foot zone therapy, hydrotherapy, and spa treatments are integrated in this course. Students also receive a thorough introduction to traditional Chinese medicine.

MAST 105
Pathology I
In this course, students receive a thorough introduction to human disease, with focus on contraindications, indications, and treatment guidelines for respiratory, circulatory, and gastrointestinal pathologies. Infection control practices and the four-hour mandated HIV/AIDS training are included in this course.

MAST 106
Business Skills I
In this course, the student gains experience in basic administrative skills that prepare them to function as a sole proprietor or as a member of a health care team. Topics of study include insurance billing procedures, financial management, record keeping, and other front office procedures. Students also explore internship opportunities.
MAST 110
Injury Evaluation & Treatment I
This course focuses on treatment work. Students gain experience in consultation, postural assessment, range of motion testing, and treatment guideline principles by completing a case study that incorporates documentation and billing.

MAST 112
Communication
The focus of this course is written communication for a health care team member. Students gain health interview skills and learn SOAP charting procedures. They also receive an introduction to progress, update, and narrative reports.

MAST 114
Kinesiology II
This course of study provides the student with a working knowledge of the principles of movement in the human body. Included is the study of joint structure and function, with in-depth study of the muscles and supporting structures of the pelvis and legs.

MAST 115
Acupressure & Traditional Asian Medicine
This course offers an introduction to various Asian bodywork modalities including shiatsu, jin shin do, acutonics, tui na, and seated massage utilizing acupressure. The focus is on foundational theories such as eight principles (including yin/yang), qi, five elements and organ physiology. This course introduces the primary meridians as well as the governing and conception vessels. It focuses on the study of acupressure points which are most useful for massage practitioners. The course prepares students for the NCTMB’s national certification exam, focusing on the above material as well as approaches used in Asian medicine by other health professionals.

MAST 120
Injury Evaluation & Treatment II
In this course, students gain experience in assessment of various conditions and the development of treatment plans that result in positive outcomes. Students learn to perform special orthopedic testing, postural, and gait assessments.

MAST 121
First Aid/CPR & Safety
In this course, students study client and clinic safety and self-care for the massage practitioner. Students receive First Aid and CPR training.

MAST 122
Anatomy & Physiology II
This course studies the structure and function of the human body with a focus on the cardiovascular, digestive, lymphatic, and endocrine systems. Emphasis is placed on understanding how the functions of these systems relate to the practice of massage therapy.

MAST 124
Pathology II
In this course, students receive a thorough introduction to human disease, with focus on contraindications, indications, and treatment guidelines for pathologies of the central nervous system and the respiratory system.

MAST 125
Massage Techniques III
In this course, students receive training in the theory and application of specialized massage techniques, clinical problem solving, and preparing for the Washington State Board Exam for Licensed Massage Practitioner.

MAST 126
Business Skills II
In this course, students gain an in-depth understanding of business start-up and management by preparing a business plan with details on concept, marketing, and financial projections.

MAST 127
Kinesiology III
This course of study provides the student with a working knowledge of the principles of movement in the human body. Included is an in-depth study of ligaments, joints, and related movements.

MAST 161
Mathematics
This course focuses on basic business mathematics required for financial management, record keeping, and billing. Students review basic mathematical procedures, including addition, subtraction, multiplication, division, and problem solving.

MAST 180
Human Relations & Professionalism I
The focus of this course is verbal communication for therapeutic relationships. Students gain insight into the client-therapist relationship through exploration of personal ethics and boundaries, professional attitudes, and cultural diversity. Students also learn how to recognize and deal with transference and counter-transference issues.

MAST 181
Human Relations & Professionalism II
In this course, students gain an in-depth understanding of professional attitudes and learn to balance technical skills with human relation competencies.

MAST 190
Clinical/Internships
In this course of study, the student applies their skills and knowledge in all aspects of the work environment. Students gain hands on experience by providing massage in the school setting, i.e. (Student Clinic) and at off-campus sites (Internships).
MEDA 101
First Aid/CPR and Safety
This course teaches individuals proper technique for first aid and CPR and covers OSHA regulations for blood borne pathogens. Employee safety issues in the work environment (e.g. proper lifting techniques and x-ray exposure) are taught.

MEDA 103
Anatomy and Physiology I
This course covers overall body organization; normal anatomy and physiology of cells, and the musculoskeletal, integumentary, cardiovascular, nervous, respiratory and blood/lymph systems.

MEDA 104
Anatomy and Physiology II
This course covers the normal anatomy and physiology of the digestive, endocrine, eye and ear, urinary and reproductive systems; obstetrics; mental health; child health and gerontology.

MEDA 111
Pharmacology I
As it relates to the role of the medical assistant, this course covers terminology, abbreviations and drug forms; categories of drugs and the laws related to prescribing, dispensing and administering medications; study of antibiotics, antivirals, allergy medications, chemo drugs and narcotics.

MEDA 120
Front Office Procedures I
Designed to provide skills necessary for assisting in the front office. Presents basic secretarial functions and includes practice related to maintenance and handling of patient records, patient histories, telephone techniques, maintaining the physical environment, patient reception and scheduling, introduction to computer applications of a medical office, mail handling, teamwork and time management.

MEDA 121
Front Office Procedures II
Introduction to insurance concepts and terminology. Course includes procedure and diagnostic coding principles; procedures in completing insurance forms for various state and private insurance organizations; and the basic similarities and differences between types of insurance. HIPAA laws are discussed in detail.

MEDA 122
Front Office Procedures III
Course content focuses on the financial aspects of a medical practice including fee setting, bookkeeping, banking procedures, billing and collecting techniques, basic accounting principles, payroll and management skills. Students gain practical experience in data entry of patient information and generating insurance forms using a computerized billing program (Medisoft).

MEDA 123
Front Office Procedures IV
Course includes formatting documents and composing letters and history/physical reports. Students are introduced to the electronic medical records system, paperless charting and paperless scheduling.

MEDA 126
Clinical Procedures I
An introduction to the medical record and proper charting procedures as well as vital signs. Medical asepsis and infection control are also discussed. Emphasis is placed on physical medicine, electrocardiography, and pulmonary function testing.

MEDA 127
Clinical Procedures II
Introduces clinical exams and procedures related to the digestive, endocrine, female and male reproductive systems, child health and obstetrics and the special senses. The course includes exam preparation, venipuncture, administering medications and injections.

MEDA 128
Clinical Procedures III
Introduces sterilization and disinfection, minor office surgery and an introduction to the clinical lab. Hematology, blood chemistry and serology are also explored.

MEDA 130
Communications
General and medical assistant work related material used to teach oral and written communication skills including grammar, punctuation and spelling. Beginning computer/key boarding skills necessary.
MEDA 132  
Professional Development  
This course emphasizes the creation of different styles of resumes and interview techniques. Students participate in mock interviews. Cover letters, thank you letters and job search protocol are covered. Review of test taking strategies and topics in preparation for the Certification Medical Assistant Exam are also covered in this course.

MEDA 150  
Medical Law and Ethics  
An overview of systems of health care delivery, health team members and their roles and introduces the student to the attributes needed to be a medical assistant. Professional standards, national organizations and national certification will be covered. Legal issues relating to medical office personnel. Addresses Medical Assistant scope of practice, Practice Acts of various health professionals, informed consent, confidentiality, torts, professional liability insurance, ethical dilemmas.

MEDA 160  
Math for Medical Assistants  
Foundation for math related to pharmacology. Addition, subtraction, division, fractions, decimals and ratio proportion are reviewed. Metric system for dosage calculation, body surface and pediatric dosage calculation is taught to the level of Medical Assistants responsibility of medication administration.

MEDA 180  
Human Relations  
This is an experiential class involving students in the basic aspects of communicating and critical thinking with diverse ages and multicultural populations. Students practice application of interpersonal skills and human relations required within a healthcare environment. This course is taught concurrently with MEDA 130, Communications.

MEDA 191  
Externship I  
This 96-hour externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assistant externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the department instructors. Externships are unpaid.

MEDA 192  
Externship II  
Upon successful completion of MEDA 191, Externship I, Medical Assisting students participate in an additional 120-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the department instructors. Externs are evaluated by supervisory personnel at the site at the completion of the externship. Completed evaluation forms are placed in the students’ permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Externships are unpaid.

MLT 102  
Fundamentals of MLT  
Students learn the scope of practice and role of the certified medical laboratory technician. Students learn laboratory safety, CPR, and HIV. Students also learn the proper technique for first aid and CPR. HIPAA regulations are addressed. HIV training is included.

MLT 103  
Laboratory Safety, CPR, HIV  
This course is designed to address laboratory safety and prevention of HIV. Students also learn first aid and CPR competencies.

MLT 104  
Coagulation  
Students learn principles and theory of coagulation and explore mechanisms involved in coagulation disorders. Laboratory techniques used to diagnose disease both primary and secondary and fibrinolysis and monitor treatment. Normal coagulation activity, deficiencies and procedures is performed.

MLT 105  
Coagulation Lab  
The laboratory focus is on manual and automated applications of coagulation with simulation and case study analysis.

MLT 106  
Law and Ethics  
This course delves into the scope of practice as a Medical Lab Technician with legal and ethical aspects experienced in the work place. In depth review of patient bill of rights. Client rights and tort law as it relates to health care malpractice, confidentiality, HIPAA regulations, and legal documentation.

MLT 107  
Blood Bank Foundations  
Identification of blood products, alternative products and the parameters of typing and compatibility is the focus of this course. Blood bank record-keeping, quality assurance procedures, receiving and completion of stat orders for blood products are addressed.
MLT 108  
Blood Bank Lab  
Clinical experiences within a simulation of blood banking and case analysis.

MLT 109  
Multicultural Applications  
Concepts regarding multicultural relations when working with the laboratory focus on communication, documentation and ethical situations in the work place.

MLT 110  
Clinical Fundamental Chemistry  
Students learn clinical chemistry techniques and procedures for routine analysis using potentiometric, photometric, and separation techniques. Pathophysiology and methodologies for carbohydrate, lipoids, proteins, blood base analysis and renal function are covered.

MLT 111  
Urinalysis  
Students learn renal pathophysiology and the fundamentals of urinalysis including physical, chemical, and microscopic analysis.

MLT 112  
Urinalysis Lab  
Students learn routine urinalysis macroscopic and microscopic for abnormal results and clinical applications.

MLT 113  
Parasitology  
This course addresses the identification and isolate of blood, intestinal, dermatophytes, systemic and subcutaneous fungi. Theory and clinical procedures are applied.

MLT 114  
Parasitology Lab  
Students learn procedures and techniques used in parasitology and mycology labs including processing, examinations and concentration techniques. Staining techniques, wet mounts, culture and microscopic identification in parasitology is covered.

MLT 115  
Hematology  
An introduction to the role of the circulatory systems and heart, blood cells is studied. Erythrocytes and leukocytes, cell groups, principles of production, function and normal parameters are addressed. Associated diseases are covered.

MLT 116  
Hematology Lab  
Laboratory practices include manual and automated counting of cell types, routine procedures, and computerized tracking.

MLT 117  
Advanced Chemistry for MLT  
Students learn diagnostic techniques and procedures for analysis using sophisticated laboratory instrumentation. Topics include pathophysiology and methodologies for cardiac markers, tumor markers, endocrine function, hepatic, bone, body fluids, fetal function, and toxicology.

MLT 118  
Microbiology for MLT  
This course presents the clinical significance of infectious diseases with emphasis upon the appropriate collection, handling and identification of clinically relevant bacteria. States of disease, modes of transmission and methods of prevention and control are addressed. Antibiotics, susceptibility testing, and viral logy is provided. Normal flora, gram positive cocci, gram negative cocci, enterobacteriaceae, and gram negative bacilli are identified. Parasitology, mycology, and anaerobes are addressed. Clinical applications of knowledge and procedures in hematology, coagulation, urinalysis, microbiology, blood bank, chemistry, and serology in a variety of clinical laboratories and/or hospitals are covered.

MLT 119  
Microbiology Lab  
Clinical applications of knowledge and procedures in microbiology utilizing serology, mycology and parasitology in the laboratory are studied.

MLT 120  
Immunhematology  
The course focus is on antigens and antibodies. An overview of the immune system including laboratory testing methods for diagnosis of immune system disorders, viral, and bacterial infections is covered. Emphasis is on blood banking procedures and performing pre-transfusion cross matching.

MLT 121  
Immunhematology Lab  
Students learn laboratory applications and analysis of samples for immunology testing methods. Type and cross matching and computerized reporting are covered.
MLT 170  
Communications  
Communications focus is on communication skills for healthcare workers. Writing basics, and preparing for legal documentation is emphasized. Emphasis is also placed on communication with diverse populations and cultures. Students also develop and enhance their computer skills for the laboratory practice.

MLT 180  
Human Relations I  
Focus on the use of oral communication and listening skills to build and maintain positive relationships in the work place and in other aspects of the medical laboratory. Leadership and problem solving techniques are emphasized.

MLT 181  
Professional Development  
Students review scope of practice and prepare for the Certified Medical Laboratory Technician Examination.

MLT 183  
Human Relations II  
Identifying and understanding interpersonal relationships skills related to patients and providers of healthcare is addressed. Communication techniques, active listening, paraphrasing, and reflection are covered as well as trust, empathy, professional credibility, and accountability.

MLT 190  
Clinical I  
Students apply their knowledge and clinical skills in the laboratory setting in the areas of urinalysis, blood bank, and coagulation laboratories in hospitals, outpatient clinical laboratories, and the blood bank.

MLT 191  
Clinical II  
Students continue to apply their knowledge and clinical skills in the laboratory settings in the areas of hematology, parasitology, and the blood bank in hospitals, outpatient clinical laboratories, and the blood bank.

MLT 192  
Clinical III  
Students continue to use their advanced knowledge and clinical skills in the laboratory settings of microbiology, serology, and chemistry in hospitals and outpatient clinical laboratories.

MLT 194  
Preceptorship Clinical  
Students apply their knowledge and clinical procedures in hematology, coagulation, urinalysis, microbiology, blood bank, chemistry, serology, under the supervision of a preceptor.

MNGT 105  
From Peer to Supervisor  
This course explores the basic elements of leadership, especially as it affects an employee moving into a leadership role. The class will examine processes for gaining respect, making decisions, delegating tasks, and resolving conflict.

MNGT 110  
Building an Effective Team  
This class focuses on the elements of an effective team including trust, clear roles, good communication, ability to take risks and understandable goals. The class will model the team building process.

MNGT 111  
Performance Evaluation  
Virtually every organization requires performance evaluation. This class helps students learn to utilize performance evaluation effectively for purposes that include: to improve job satisfaction and morale; plan training; determine special talents, skills, and capabilities; plan personnel moves and placements; and wage adjustments, promotions, disciplinary action, and termination.

MNGT 112  
Quality and Correction  
This class helps students manage the evaluation of the actual process performance to ensure that a product or service meets predefined standards. Quality and Correction measures both products and processes for conformance to quality requirements; identifies acceptable limits; identifies whether products, processes and services fall within those limits; reports and plans for the correction of process failures and for action on unusual performance.

MNGT 116  
Employee Communication  
Good internal communications are critical to organizational success. This class focuses on key attributes of employee communication, such as insuring that employees feel informed and trust management, that they understand the company’s strategic direction and how it relates to their duties, and that they feel their accomplishments are recognized.

MNGT 118  
External Communication  
Supervisory employees are often the face of an organization. This class helps employees communicate effectively with customers, the public and the media. Whether the communication is verbal or written, the message must enhance the organization in the minds of the audience.

MNGT 120  
Staffing Management  
Good staffing management means having the right person in the right job. This class examines good hiring practices, good scheduling, implementing human resources policies and laws, and appropriate termination of employees who do not fit the job profile.
Course Descriptions
Listed alphabetically by course number

MNGT 125
Managing a Diverse Workforce
The term diversity includes differences in age, ethnicity, ancestry, gender, physical abilities/qualities, race, sexual orientation, educational background, geographic location, income, marital status, military experience, religious beliefs, parental status, and work experience. This course helps students learn to managing diversity to maximize the potential advantages while maximizing potential disadvantages.

MNGT 150
Labor Relations
This introduction to labor relations examines the problems of workers and the responses of organized labor and management. Case studies are used to examine the laws and regulations concerning management and labor, the collective bargaining agreement, and grievance and arbitration procedures.

MNGT 198
IS - Performance Management
In this independent study, students will choose a topic in performance management generally with the assistance of a mentor within their own organization. The resulting project should benefit both the student and the organization. Prerequisites: MNGT 110, MNGT 111, MNGT 112 and instructor permission.

MNGT 199
IS - Employee Orientation & Training
Virtually all supervisory employees do some new employee orientation and training. This independent study guides the student in the process of creating good training for the employees who report to them. Prerequisites: MNGT 230 and instructor permission.

MNGT 210
Strategic Planning
Strategic planning helps an organization create a vision of its future direction as well as the course it needs to get there. This class helps students understand the value of strategic planning, common processes, and the employee's responsibility in implementation.

MNGT 220
Tactical Planning
Tactical planning is the process for facilitating the change required to implement strategic planning. This class helps students be intentional in identifying and solving problems, challenging assumptions, making good decisions, delegating tasks and directing the work of those who report to them.

MNGT 230
Employee Development
This class focuses on training and coaching employees for optimal performance. Students learn how to analyze tasks, recognize training needs and provide technical training as well as employability skills.

MNGT 235
Implementing Corporate Culture
Much of an employee's satisfaction with an organization is recognizing the corporate culture and finding one's place within that culture. This class helps supervisory employees learn to lead by example, to align their practices with company culture, and to meet their legal and ethical responsibilities and duties.

MNGT 240
Project Management
Project management can be overwhelming for employees, particularly new supervisors. In this class students learn how to initiate, plan and implement a project within the scope of typical project management at the supervisory level.

MNGT 245
Budget Management
The degree of responsibility for budget management among first line supervisors varies greatly, but most supervisors and managers will need to understand the basics of budget management at some point in their career. While students learn how to create a simple departmental budget, the emphasis in this class is on budget monitoring and compliance.

MNGT 298
IS - Business Operations
In this independent study, students choose and research a topic in business operations generally with the assistance of a mentor within their own organization. The resulting project should benefit both the student and the organization. Prerequisites: MNGT 240 and instructor permission.

MTEC 101
Machine Technology I
This is an introductory, self-paced manufacturing theory course that is taught in conjunction with MTEC 121, Machining Fundamentals - Lathe. The principles and techniques of measurement, cutting tool theory, saw operation, and manual engine lathe set-up and operation are covered. Safety and First Aid/CPR are also covered and students have the opportunity to earn a First Aid/CPR certificate.

MTEC 103
Machine Technology II
This is an introductory, self-paced manufacturing theory course that is taught in conjunction with MTEC 123, Machining Fundamentals - Mill. The principles and techniques of manual mill set-up and operation and surface and O.D. grinding are covered.

MTEC 105
Machine Technology III
This class covers precision grinding and non-traditional machining methods. This is a self-paced manufacturing theory course that is taught in conjunction with MTEC 125, Machine Fundamentals - Precision Machining.

MTEC 111
Blueprint Reading I
This introductory course in blueprint reading covers the fundamental aspects of reading and creating blueprints or engineering drawings. Concepts such as line types, orthographic projection, and dimensions and tolerances are applied to interpret actual industrial drawings.
MTEC 113
Blueprint Reading II
Concepts such as the interpretation of sectional views, the drawing change system, and gear thread and spline specifications are applied to interpret actual industrial drawings. This is the second course in the blueprint reading series.

MTEC 115
Blueprint Reading III
Primary emphasis is on geometric dimensioning and tolerancing and reading specialized blueprints. This is the third course in the blueprint reading series.

MTEC 121
Machining Fundamentals - Lathe
Skills taught and practiced include inside and outside turning and threading, knurling, parting, drilling and boring in a fully equipped manufacturing facility. This is an introductory manufacturing lab class taught in conjunction with MTEC 101, Machine Technology I, giving the student the opportunity to practice the techniques as they are presented.

MTEC 123
Machining Fundamentals - Mill
Skills taught and practiced include: fixtureing and work holding devices, cutter selection, and speed and feed calculation. This is a manufacturing lab class taught in conjunction with MTEC 103, Machine Technology II, giving the student the opportunity to practice the techniques as they are presented.

MTEC 125
Machine Fundamentals - Precision Machining
Skills taught and practiced include precision surface grinding and close tolerance turning and milling. This is a manufacturing lab class taught in conjunction with MTEC 105, Machine Technology III, giving the student the opportunity to practice the techniques as they are presented.

MTEC 130
Basic Metrology
Students learn important terminology and principles of dimensional metrology. Students learn to identify, select and use the proper precision measurement tools and processes for different applications. Quality assurance principles are also covered.

MTEC 140
Geometric Dimensioning and Tolerancing
This course deals with basic geometric dimensioning and tolerancing (GD&T) methods as interpreted in American Society of Manufacturing Engineers (ASME) Y14.5M. Students learn to read and understand geometric tolerancing symbols and terms.

MTEC 161
Basic Math for Machining
This introductory course in mathematics utilizes fractions, decimals, proportions, volumes, and areas as they apply to real-world manufacturing. This is a self-paced course, offering personalized direction and instruction, helping students hone their math skills.

MTEC 162
Algebra for Machine Technology
This is an introductory course in algebra as it is used in manufacturing. The transformation of algebraic formulae is emphasized. This is a self-paced course, offering personalized direction and instruction, helping students hone their math skills.

MTEC 163
Geometry for Machine Technology
This is an introductory application-based course in plane geometry as it is used in manufacturing. Axioms and propositions linked to industrial applications are covered. This is a self-paced course, offering personalized direction and instruction, helping students hone their math skills.

MTEC 164
Trigonometry for Machining
This course emphasizes practical applications of right angle trigonometry using sine, cosine, and tangent. This is a self-paced course, offering personalized direction and instruction, helping students hone their math skills.

MTEC 165
Human Relations
This course emphasizes the importance of working in a team environment and the interpersonal skills required to solve problems. Additionally, the course familiarizes the student with business and personal ethics, leadership skills, sexual harassment preventive strategies, and meeting employer expectations in a culturally diverse workplace.

MTEC 166
Manufacturing Resource and Research
This is a course in using the “tools” of the trade: Machinery’s Handbook and the Internet for locating information.

MTEC 167
Hazardous Materials
Students learn safety and environmental issues, how the EPA, OSHA, and WISHA impact manufacturing, what a Material Safety Data Sheet (MSDS) is, and the liabilities of waste generation.
Course Descriptions
Listed alphabetically by course number

MTEC 231
CNC I
This course covers basic computer file management skills. This is an introductory course in the set-up and operation of CNC mills, using basic G-code programming, CNC machine operations, coordinate systems, and PC to machine communications. Using offsets, speeds, and feeds are strongly emphasized.

MTEC 232
CNC II
This is an introductory course in the set-up, programming and operation of CNC lathes. The fundamentals of MasterCAM CAD-CAM software are also introduced.

MTEC 233
CNC III
This course covers all 2-D aspects of programming with MasterCAM and techniques for the set-up of more complex parts. This course covers more advanced G-code programming and continued work with MasterCAM.

MTEC 234
CNC IV
Surface modeling and higher complexity parts requiring a rotary axis are covered. Students learn 3-D programming with MasterCAM and are introduced to other CAD-CAM software systems such as SolidWorks. Students cut parts using multiple rotations and simultaneous 4-axis machining.

MTEC 240
Manufacturing Trends
Students learn about current trends in the manufacturing industry, such as lean manufacturing and composites. Teamwork is emphasized.

MTEC 290
Job Search Skills
As part of their job search plan, this course prepares students to develop interview presentation skills and to write an effective resume.

MTEC 291
Cooperative Work Experience/Internship I
This course is instructor approved, paid or unpaid work experience related to the student’s courses of study. The hours worked during the cooperative work experience/internship replace certain assigned lab hours within the program and must be arranged through program instructors.

MTEC 292
Cooperative Work Experience/Internship II
This course is instructor approved, paid or unpaid work experience directly related to the student’s courses of study. The hours worked during the cooperative work experience/internship replace certain assigned lab hours within the program and must be arranged through program instructors.

MTECS 110
Blueprint Reading, Mechanical
This blueprint reading course is oriented to the metal trades field and is designed for individuals in machine shops. It is taught on an individual basis for students with varying skills in this area.

MTECS 113
Machining/Lathe
Learn or upgrade skills in basic machine shop practices. The 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.

MTECS 115
Machining/Milling
This course is for individuals who have had previous experience or have completed MTECS 113 and emphasizes advanced shop practices, basic machine and hand tool operation, and the use of industrial milling and grinding machinery. All students are required to have safety glasses, and leather shoes.

MTECS 122
Introduction to SolidWorks
This course is an introduction to creating 3D 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.

MTECS 123
Advanced SolidWorks
This class is the second of the 2-class sequence for creating 3D 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. Prerequisite: MTECS 122, or instructor permission.

MTECS 125
Introduction to Lean Manufacturing and 5S Systems
Learn how lean and 5S initiatives can strategically enhance your organization’s bottom line, competitiveness, and profit structure. If you are looking for a powerful set of “tried and true” business improvement tools this is the course to attend. Participants are exposed to lean theory and case studies, learn how to apply them to key business/public and manufacturing processes in your organization, and participate in a tour of an award-winning and internationally acclaimed local company demonstrating the best of lean and 5S in action.
MTECS 126
Team Building

Whether you are a team leader or a functional team member, this highly participative class helps you understand the difference between groups and teams, team leader and member roles, the four team development stages, team problem-solving processes/models, how to run effective team meetings using the most effective facilitation and coaching/training skills for team leaders, and solutions to common team problems like ramblers, dominators, and chronic objectors.

MTECS 127
Strategies for Coping with Change in Manufacturing Organizations

Are changes and initiatives in your manufacturing organization coming at you at staggering rates, causing stress, anxiety, and confusion? This class is a survival guide for employees at any level on how to manage change, instead of letting it manage you. Learn how to: deal with the stresses caused by change; make an attitude shift; cope with prioritizing multiple initiatives at any given time; fire up commitment during times of change; become a change agent; adapt to organizational change; and apply the lessons and techniques of adaptability from many current manufacturing companies.

MTECS 216
CNC Set-Up and Operation

Students become familiar with computerized numerical control (CNC) lathes and mills. Students learn machine set-up, operation, and programming, as well as the applied math necessary for CNC operations.

MTECS 220
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.

MTECS 222
Intermediate MasterCam

Discover advanced programming tools in MasterCam to program complex parts. Learn 2D and 3D swept surfaces, ruled surfaces, 3D tool path, parameters, printing and documentation of all NC programs. Prerequisite: MTECS 220 or instructor approval.

MSTC 130
Help Your Employees Find New Work at Work

Recruiting, hiring, training…the cost of replacing good employees can be staggering. That’s why many companies promote from within. Employees benefit from having a career path within an organization because it allows for intellectual growth, skill development, advancement, and more satisfying work. Employers benefit by having a better prepared and more satisfied workforce resulting in higher retention rates and lower replacement costs. This three-session workshop covers the following: The Right Fit: Assessment Techniques; Goal Setting & Career Development Planning; and Training Managers to Coach for Development.

MSTC 131
Path Forward Supervisory & Management Leadership Workshops

Helping employees become more effective at their workplace is a central tenet of this highly acclaimed leadership workshop. Supervisors and managers are the target audience of this 16-hour workshop along with those people who want to learn effective and practical ways to successfully work with others. Jim Hessler, your workshop leader, references his extensive business and consulting background in constructing a workshop that underscores two things: first, the importance for leaders in a work environment to use skills that help teammates, employees and supervisors be successful; and second, that leaders develop self-awareness along with the ability to identify and integrate with the disparate styles of those they work with. “Providing workshop participants with insights about how to supervise and manage others properly is a continuous theme of the workshop”, Jim noted. “There’s always lots of dialog between myself and the attendees and it addresses real life work situations,” he added. The workshop’s 16-hour curriculum is divided into four logical parts. The first thing Jim does is to focus on how a leader’s self-awareness and self-leadership creates a platform from which to lead others. In the second session we move towards the challenge of “building influence”, underscoring the critical importance of healthy business relationships in hitting high performance. In his third session, Jim focuses on managing the work environment and the complexities people face daily regarding team development, decision-making, workflow and productivity. Making it real is the topic of the fourth session and deals with solving real-world scenarios using the concepts presented. Leadership is the defining quality of great companies, and individuals who learn to lead and manage in an effective way will have gratifying and productive careers. This workshop is designed to provide a foundation of supervisory principles and leadership techniques and, not surprisingly, motivation to help people be that positive contributor all employers value.
MSTC 132
Effective Supervisory Skills Training
If you have just been recently promoted to supervisor, and you're in need of skill development, this is the course for you. This course reduces your state of panic about your role change by teaching you proven techniques that work to get you up and running and confident in a hurry; determine through instruments/assessments your preferences, work values, and personal style that allows you to effectively interface with managers and employees; meet the challenge of supervising former team members; build a dynamic new team; build team trust and organizational communication skills; time management techniques to help you achieve prioritized goals; learn how and when to coach and mentor with your people; delegate tasks, empowering oneself and team members to achieve more; set clear expectations and discipline effectively; and selecting and delivering employee evaluations via the 3-F’s—Firm, Fair, and Friendly. These and other skills put you on the road to success as an effective new supervisor.

NA 101
Fundamentals of Nursing Assistant
The student learns the role of the nursing assistant and the types of community health care facilities. He/she demonstrates knowledge of the laws and regulations which affect his/her practice, including client abuse and neglect, client complaint procedures, patients' rights and responsibilities, worker's right to know, and the Uniform Disciplinary Act. The students learn the principles of observation, communication, basic human needs, the classifications of diseases, and medical terminology and abbreviations. The student learns the procedures and techniques to prevent the spread of infection, including Standard Precautions. He/She learns to identify and implement safety and emergency procedures. The student demonstrates a basic understanding of all HIV/AIDS related topics as required by Washington State Law.

NA 103
Basic Technical Skills
Students learn the psychosocial characteristics of all clients including persons with mental retardation, mental illness, Alzheimer's disease, dementia, and related disorders. The basic technical skills learned, will facilitate an optimal level of functioning for the client, recognizing individual, cultural, and religious diversity. The basic technical skills and personal skills include but not limited to: vital signs, providing for fluid and nutrition, and special care procedures, such as heat and cold applications.

NA 105
Principles of A&P, Restorative Care, and Related Procedures
The student gains basic knowledge of the major diseases of each body system and fundamental anatomy and physiology to related care giving. Students learn to recognize and report abnormal signs and symptoms of common diseases and conditions. The student learns the principles and skills of restorative nursing care.

NURS 101
Fundamentals of Nursing
This introductory course provides a broad perspective of nursing. It begins with a brief history of nursing and describes the role of nursing within the diverse, multidisciplinary health care team. The theoretical background for fundamental nursing skills and problem solving using the nursing process are introduced. Basic nursing care concepts and procedures are described and practiced in a lab simulating the hospital. These procedures include universal precautions and aseptic technique, vital signs, physical assessment, personal care, transfers and positioning, specimen collection, and introduction to documentation and skills of medication management and injections. Content also includes client safety, accident prevention, CPR as well as infection control principles, aseptic technique, and wound care. Basic care across the lifespan is taught with an emphasis on the aging process and physiology of death and dying. HIPAA standards of confidentiality are addressed. The nursing process, critical thinking, and multicultural nursing concepts are introduced in this course.

NURS 102
Nursing Care of the Adult I
This comprehensive course deals with the basic pathophysiology of major diseases affecting each body system when caring for the older adult. Major emphasis is on cardiac, respiratory, endocrine and neurologic conditions which affect this population. Case histories, client records, and assessment data are used to assess patient needs. Areas of study during this quarter include admission, discharge, documentation, pre and postoperative care, fluid and electrolyte balances, and the effects of stress and illness on the body. Clinical lab focuses on neurological examinations, diabetic care, tracheostomy, and basic IV care.
NURS 103
Pharmacology I
This pharmacology course is taught concurrently with NURS 102, Nursing Care of the Adult I, and introduces the medications used in the therapeutic management of various disorders. Administration of medications is simulated by utilizing critical thinking skills and the nursing process to ensure client safety in lab and clinical settings.

NURS 104
Pharmacology II
The pharmacological effects of medications are covered in depth as related to the conditions covered in NURS 113, Nursing Care of the Adult II, and mental health disorders. The students continue to develop critical thinking skills and apply the nursing process.

NURS 105
Nursing Care of the Childbearing Family I
Students will address the maternal-child aspects of care from a family-centered approach which is used to study the physiology of pregnancy and childbirth within a sociohistorical and multicultural paradigm. Topics covered include conception, prenatal testing, fetal development, fertility, pregnancy, labor, delivery, postpartum care, and the newborn.

NURS 106
Nursing Care of the Childbearing Family I Lab/Practicum
Students are involved in labor, delivery, postpartum, nursery, and observation. Assessment and care of mothers and newborn babies is demonstrated. Students observe and demonstrate the skills of postpartum and newborn assessment, organizing and prioritizing care of the postpartum patient and family within the nursing process framework.

NURS 107
Nursing Process
Students continue to refine their critical thinking skills and use of the nursing process. NANDA approved nursing diagnosis statements are applied when developing a comprehensive care plan for a patient and family. Consideration is given to lifestyle and cultural diversity with the emphasis on functional concerns and disease processes. The practice of nursing is further defined as an aspect of the healthcare continuum.

NURS 108
Pediatric Nursing
This course uses the nursing process, transculturation, and critical thinking in the application of pediatric nursing in a diverse multicultural society. An overview of normal physical growth and development as well as the mental, emotional and social development of the child from birth through school age years is presented as a framework for providing individualized nursing care at all age levels. The course emphasizes how techniques of care differ between adult medical-surgical client and the infant and child on the basis of anatomical, physiological, and psychological differences.

NURS 109
Pediatric Practicum
During the clinical part of this course, students experience pediatric and ambulatory nursing in various pediatric settings including hospitals, physician’s offices and clinics, immunization clinics, and elementary schools. Application of skills and techniques are integrated with consideration of the scope of practice of the practical nurse.

NURS 110
Nursing Care of the Adult I
This course includes the comprehensive study of the body systems including urinary, musculoskeletal, reproductive, hematological, sensory (eye/ear/ integumentary), and gastrointestinal systems. Students apply the nursing process, transculturation, and critical thinking skills both in the classroom and in the clinical setting. Clinical skills include NG, chest tubes, ostomy care, eye and ear examinations, diabetic care, and preparation for gynecological exams.

NURS 111
Medical Health Nursing
The foundations of family and individual mental health, emotional and physical stressors and stress management, mental health disorders, theories, concepts, classification and treatment modalities, and management of clients with major mental health problems are studied in this course. Content includes substance abuse disorders, the elderly and battered/abused women and children. Critical thinking, transculturation, and the nursing process are related to each topic covered.

NURS 112
Community Health in a Multicultural Environment I
In this course students study health problems affecting communities and identify population needs in their own community. Nursing opportunities in the community include home health nursing and school nursing. The role of public health nursing is explored. Students also learn about community resources available to clients with various mental, medical, rehabilitative, economic, social, or supportive care needs such as the homeless, those with substance abuse disorders, the elderly, and battered or abused women. The nursing process, transculturation, and critical thinking are used as a framework for problem solving. Students learn to work in groups to prepare and present an educational project on local community organizations.

NURS 113
Nursing Care of the Adult II
This course includes the comprehensive study of the body systems including urinary, musculoskeletal, reproductive, hematological, sensory (eye/ear/ integumentary), and gastrointestinal systems. Students apply the nursing process, transculturation, and critical thinking skills both in the classroom and in the clinical setting. Clinical skills include NG, chest tubes, ostomy care, eye and ear examinations, diabetic care, and preparation for gynecological exams.
NURS 161
Basic Pharmacology
This course introduces basic pharmacological concepts, the laws governing dispensing and administering medications, drug categories, and their effects on body systems. The emphasis is an overview of medications and dosage calculations as well as developing and applying mathematics skills specific to the health care profession.

NURS 171
Interpersonal Communication
This course focuses on identifying basic communication techniques and practicing interpersonal communication skills. Techniques used include reading, discussion, group activities, and information gathering activities involving current issues affecting healthcare. Topics include social and political concerns such as AIDS, gender issues in communication, health care access for the poor and elderly, alternative medicine, and the effects of stress on the body and certain populations. Skills such as problem solving, giving clear instructions, documentation in health care, decision making, crisis intervention, and cultural sensitivity are practiced. This course is taught concurrently with NURS 171, Interpersonal Communication.

NURS 180
Fundamentals Practicum
Students develop basic patient care skills in clinical setting. Students learn basic personal care skills including vital signs, bathing, feeding, range of motion, transfer techniques, and basic assessment and medication administration skills. They receive hands on experience working with a geriatric population in a long-term care setting.

NURS 181
Legal Aspects of Nursing
This course is an overview of the legal and ethical aspects in nursing including the Patient Bill of Rights, client rights, and tort law as it relates to health care malpractice, confidentiality, HIPAA regulations, and legal documentation. The Washington State Nurse Practice Act is reviewed with a focus on the law as it relates to practical nurses.

NURS 182
Human Relations
This is an experiential class involving students in the basic aspects of communicating, critical thinking, with diverse ages and multicultural populations. Students practice application of interpersonal skills and human relations required within a health care environment. Skills specific to nursing are emphasized. This course is integrated with NURS 171, Interpersonal Communication.

NURS 183
Nursing Care of the Adult II Lab/Practicum
Students continue to develop patient care skills in clinical facilities in acute care. Emphasis is placed on skills including assessing client’s physical and psychosocial needs, setting goals, providing appropriate care interventions, and evaluating client’s response to care and treatment. Students provide care for up to four low to mid-acuity clients in acute care, providing total care that includes the administration of all medications (excluding intravenously) and performing all treatments. Students also have the opportunity to practice leadership skills such as team planning and delegation.

NURS 190
Selected Services Preceptorship
Upon completion of all clinical lab courses, students have an opportunity to focus on one aspect of practical nursing in acute care, long-term care, home care, or ambulatory settings. Each student writes goals for their particular clinical experience and is provided with individualized mentoring by a professional employed in that area as well as clinical faculty.

NURS 191
Nursing Leadership I
This course reviews the Washington State Nurse Practice Act as it relates to practical nurses. Students examine job opportunities in Puget Sound and practice employment seeking procedures such as interviewing, resume, and cover-letter writing. Review of test taking strategies and review of topics in preparation for the NCLEX is covered in this course.
**Course Descriptions**

**Listed alphabetically by course number**

### NURS 201
**Nursing Care of the Adult III**
This course builds on the foundational concepts of Nursing Care of the Adult II and focuses on the pathophysiology of major diseases affecting each body system. Included in the course are pharmacological and nursing management competencies for acute and chronic pathological conditions defined under the Healthy People 2010 national initiatives for public health. Case histories, client records and assessment data are examined to assess client needs. Areas of study include the effects of stress and illness on the body, management of client responses to pain, fluid and electrolyte imbalances, and in-depth study of the following body systems: hematological, cardiovascular, respiratory, and neurological.

### NURS 202
**Nursing Care of the Adult IV**
This course builds on the foundational concepts of Nursing Care of the Adult III and focuses on the pathophysiology of major diseases affecting each body system. Included in the course are pharmacological and nursing management competencies for acute and chronic pathological conditions defined under the Healthy People 2010 national initiatives for public health. Case histories, client records and assessment data are examined to assess client needs. The course includes in-depth study of the following body systems: immunological, sensory, integumentary, gastrointestinal, renal and genitourinary, endocrine, and musculoskeletal. The course also examines nursing responsibilities of caring for the surgical patient during the pre-, intra-, and post-op phases.

### NURS 204
**Pharmacology III**
The primary focus of Pharmacology III is the study of indications for use, drug action, and therapeutic effects of medications. The nursing student is expected to incorporate key concepts learned in previous course work in pharmacology (NURS 103, NURS 104), especially a thorough knowledge of pharmacodynamics, pharmacokinetics, and pharmacotherapeutics. The main body of the course is on the various types and classifications of drugs used in the treatment of diseases affecting body systems that will be studied in NURS 201, NURS 202, and NURS 211. Common as well as life-threatening adverse reactions will be examined as well as significant drug-drug and drug-food interactions, and the impact of drugs that interfere with laboratory tests. Discussion of the roles and responsibilities of the nurse and key nursing considerations in medication administration will be integrated throughout the entire course.

### NURS 205
**Nursing Care of Childbearing Family II**
This course continues to build on study of the physiology of pregnancy and childbirth. An in-depth review of conception, prenatal testing, fetal development, fertility, pregnancy, labor, delivery, postpartum care, and the care of the newborn will be emphasized. Further analysis of normal physical growth and development as well as the mental, emotional and social development of the child from birth through school age years is presented in this course. This course emphasizes the objectives of Healthy People 2010 and how nursing care impacts these goals.

### NURS 206
**Nursing Care of Childbearing Family II Lab/Practicum**
The focus of this course is the nursing care of mothers and newborn in the antepartum and postpartum phases. Students also learn aspects of the nursing care of children in a variety of settings including hospitals, physician’s offices and clinics, immunization clinics, and elementary schools.

### NURS 211
**Mental Health Nursing II**
The focus of this course is on the theory and practice of psychiatric-mental health nursing. Key concepts reviewed include therapeutic communication, relationship development, milieu therapy, intervention in groups, crisis intervention and psychiatric assessment utilizing the mental status examination. Various psychiatric disorders listed in the Diagnostic and Statistical Manual of Mental Disorders IV-TR including schizophrenia, mood disorders, anxiety disorders, personality disorders, substance-related and eating disorders, as well as treatment modalities utilized in the management of these disorders are examined in detail. Disorders affecting children and adolescents as well as those affecting the elderly, including child and elder abuse/neglect, are also explored. A brief overview of community mental health and mental health problems among the homeless is presented.

### NURS 212
**Health Promotion and Assessment**
This course builds on the students’ previous knowledge base in pathophysiology and medical-surgical nursing to analyze the national objectives of Healthy People 2010. This course addresses health promotion and disease prevention. Students are taught a variety of assessment skills within the registered nurse scope of practice.

### NURS 214
**Mental Health Practicum II**
Students in this course demonstrate the skills of therapeutic communication, psychiatric assessment utilizing the mental status examination, and organizing and prioritizing care for one or two clients with mental health disorders in hospitals, physician’s offices, and mental health clinics and treatment facilities.
NURS 216  
Community Health in a Multicultural Environment II  
In this course, students focus on health problems affecting multicultural communities. Students identify needs in their own community based on the objectives of Healthy People 2010. Nursing opportunities in the community include home health nursing, work in clinics, and school nursing. Students also learn about community resources available to clients with various medical, rehabilitative, mental health, economic, social, or supportive care needs such as the homeless, those with substance abuse disorders, the elderly, and battered or abused women. Students work in groups to prepare and present an educational project based on Healthy People 2010 objectives.

NURS 281  
Nursing Leadership II  
This course delves into the scope of practice as a registered nurse with the legal and ethical aspects in nursing. An in-depth review of the Patient Bill of Rights, client rights, and tort law as it relates to health care malpractice, confidentiality, HIPAA regulations, and legal documentation within registered nursing are a major focus of this course. The role of registered nursing in the health care system, in leadership, management, and supervision of assisted personnel is explored.

NURS 291  
Nursing Care of the Adult III Lab/Practicum  
In this course, students further develop client care skills in acute care facilities. Emphasis is placed on registered nursing skills including assessing physical and psychosocial needs, setting goals, providing appropriate care interventions, and evaluating client response to care and treatment. Students continue to demonstrate psychomotor skills within the registered nurse scope of practice. Utilizing the nursing process, students continue to write and develop nursing care plans that focus on problems identified in selected clients. Students care for one to two clients with chronic, acute, and high acuity problems in acute care settings.

NURS 292  
Nursing Care of the Adult IV Lab/Practicum  
In this course, students further develop client care skills in acute care facilities. Emphasis is placed on registered nursing skills including assessing physical and psychosocial needs, setting goals, providing appropriate care interventions, and evaluating client response to care and treatment. Students continue to demonstrate psychomotor skills within the registered nurse scope of practice. Utilizing the nursing process, students continue to write and develop nursing care plans that focus on problems identified in selected clients. Students provide care for up to four clients in acute care settings. Students also develop leadership skills such as delegation to licensed and unlicensed assistive personnel, discharge planning, and managing a complex patient load.

NURS 293  
Selected Services/Preceptorship  
Upon completion of all clinical lab courses, students have an opportunity to focus on one aspect of registered nursing in acute care, long-term care, home care, or ambulatory settings. Each student writes goals for their particular clinical experience and is provided with individualized mentoring by a professional employed in that area as well as clinical faculty.

OPH 101  
First Aid/CPR and Safety  
Students learn the proper technique for First Aid/CPR. HIPAA regulations are addressed, and HIV training is included.

OPH 102  
Medical Terminology  
Students learn and practice the fundamentals of medical terminology for identifying medical word structures and definitions. The information is then linked to the words and pathophysiology of the same body systems studied in Introduction to Anatomy and Physiology.

OPH 103  
Ocular Anatomy and Physiology  
Structures and function of the human visual system. Anatomy and physiology of the eyeball, orbit and ocular adnexa are covered. Emphasis placed on ocular terminology.
OPH 104
Ophthalmology Front Office Procedures I
Utilizes techniques to obtain medical and ophthalmic history, transcription of information into the medical chart, and common terms/abbreviations used in history taking. Front office techniques, including basic functions of a computer in the medical office. Develops skills needed to obtain accurate patient visual acuity. Front office techniques, including basic functions of a computer in the medical office. Develops skills needed to obtain accurate patient visual acuity.

OPH 106
Basic Clinical Skills in Ophthalmology
Basic test principles and techniques including tangent screening visual fields, non contact tonometry, tear function, color plates, slit lamp function, extra-ocular muscle function and anterior chamber depth. Assisting the physically or visually disabled patient and dealing with children during the eye examination.

OPH 107
Ophthalmology Clinical Procedures I
Theory and practical application of basic optical principles and the human eye is the focus. Basic dispensing, lens measuring techniques, use of lens clock. Maintenance and use of ophthalmic equipment is addressed.

OPH 108
Ophthalmology Clinical Procedures II
Principles of retinoscopy, refractometry, basic lensometry, prims, ocular motility, and keratometry basics.

OPH 109
Advanced Ocular Pathophysiology
Structures and function of the human visual system. Anatomy and physiology of the eyeball, orbit, and ocular adnexa.

OPH 113
Diagnostic Procedures I
Fundamentals of diagnostic testing and techniques with application and schiotz tonometry refractometry and retinoscopy.

OPH 115
Ophthalmic Pharmacology and Pathophysiology I
Major ocular diseases and related structures integrated with symptomology, treatment and common ophthalmic medications.

OPH 118
Law and Ethics of Health Care
This course provides an overview of the legal and ethical aspects of today’s health care environment. Rights, responsibilities of patients, health care providers, and professional liability as it relates to negligence and malpractice. Confidentiality public duties of health care providers, and scope of practice.

OPH 170
Communications
Communications focus is on communication skills for healthcare workers. Writing basics and preparing for legal documentation is emphasized. Emphasis is also placed on communication with diverse populations and cultures. Students also develop and enhance their computer skills for the ophthalmic practice.

OPH 181
Human Relations II
Identifying and understanding interpersonal relationships skills related to patients and providers of healthcare is addressed. Communication techniques, active listening, paraphrasing, and reflection are covered as well as trust, empathy, professional credibility, and accountability.

OPH 183
Professional Development
Focus on the professional aspect of ophthalmic paraprofessional. Included in the course is scope of practice, preparation for certification exam, and job search skills.

OPH 190
Practicum I
Application of technical skills of clinical data, front office procedures, obtaining patient’s health and ocular history, measuring visual acuity, medical record management, and commonly used skills.

OPH 191
Practicum II
Application in ophthalmic procedures and skills is applied in general ophthalmic practice settings.

OPH 192
Practicum III
Advanced application of ophthalmic procedures and skills is applied in a variety of ophthalmic practice settings such as eye centers, teaching hospitals, and etc.
PHAR 101
Pharmacy Technician Fundamentals & Ethics
This course introduces the student to the role and ethics of a pharmacy technician. Various employment opportunities in pharmacy are covered. Students are introduced to the importance and benefits of professional organizations as well as national certification. Included is an overview of professional work habits, standards, the curriculum, and the ASHP standards for the development of the pharmacy technician curriculum for an accredited program.

PHAR 102
Pharmacology I
This course reviews the history of pharmacy and drug development. Students are introduced to the basic mechanisms of drug action and routes of administration. Students learn the uses, effects, and side effects of the major classes of drugs affecting the integumentary, skeletal, muscle and joints, nervous, blood and lymphatic, cardiovascular, respiratory, digestive, and endocrine systems.

PHAR 103
Top 200 Drugs I
Students learn the Top 200 most commonly prescribed drugs in the United States related to the integumentary, skeletal, muscle and joints, nervous, blood and lymphatic, cardiovascular, respiratory, digestive, and endocrine systems. Emphasis is on learning the generic and brand names, therapeutic class, dosage forms, and appropriate patient information labels for prescriptions.

PHAR 104
Pharmacology II
Students continue to learn the basic mechanisms of drug action and routes of administration. Emphasis is on learning the uses, effects, and side effects of the major classes of drugs affecting the special senses, urinary, male and female reproductive, obstetrics, child health, oncology, and mental health systems.

PHAR 105
Outpatient Pharmacy Preparations & Record Keeping I
This course provides instruction and experience in the compounding, counting, packaging, stocking, and labeling of pharmaceutical preparations using proper equipment and techniques. Students are provided with instruction and practical methods in patient profile applications, third party billing, and filing requirements including special requirements for scheduled drugs. Emphasis is on learning the uses, effects, and side effects of the major classes of drugs affecting the special senses, urinary, male and female reproductive, obstetrics, child health, oncology, and mental health systems.

PHAR 106
Outpatient Pharmacy Preparations & Record Keeping II
This course continues to provide instruction and experience in the compounding, counting, packaging, stocking, and labeling of pharmaceutical preparations using proper equipment and techniques. Students are provided with instruction and practical methods in patient profile applications, third party billing, and filing requirements including special requirements for scheduled drugs. Emphasis is on learning the generic and brand names, therapeutic class, dosage forms, and appropriate patient information labels for prescriptions.

PHAR 107
IV Admixture Advanced Techniques
Students apply advanced preparation techniques in mixing chemotherapy products. Emphasis is on the risks and precautions associated with these agents.

PHAR 108
Inpatient & Home Healthcare Pharmacy Preparation and Record Keeping
This course provides instruction and experience in IV preparation, unit dose drug distribution, compounding, packaging, labeling, floor and pharmacy stocking and ordering. Students learn and demonstrate aseptic technique for compounding sterile products as well as safety standards for cytotoxic drugs. Students learn required record keeping as it applies to inpatient pharmacy settings, emergency medications, and the use of home infusion administration devices.

PHAR 109
Top 200 Drugs II
Students continue to learn the Top 200 most commonly prescribed drugs in the United States related to the special senses, urinary, male and female reproductive, obstetrics, child health, oncology, and mental health systems. Emphasis is on learning the generic and brand names, therapeutic class, dosage forms, and appropriate patient information labels for prescriptions.

PHAR 130
Medical Terminology/Anatomy and Physiology for Pharmacy Technicians I
Students learn basic medical abbreviations and terminology. Students survey structure and function of the human body with emphasis on learning the major organs and processes related to the integumentary, skeletal, muscle and joints, nervous, blood and lymphatic, cardiovascular, respiratory, digestive, and endocrine systems.

PHAR 131
Pharmacy Law and References I
Students examine legal terms, state, and federal laws as well as review references necessary to the practice of pharmacy.

PHAR 132
Chemistry for Pharmacy
This course provides a basic understanding of inorganic and organic chemistry. It includes the parts of an atom, chemical symbols for elements, functional groups, and compounds. Students learn basic pharmacokinetics and pharmacology in the application of pharmacy practice as it relates to the organ systems. Drug stability, storage conditions, and chemical reactions will also be discussed as it applies to pharmaceutical preparations.
PHAR 133  
Business Office Machines I  
Students learn to operate the ten key computer keyboard function, telephone, and computers. Emphasis is given to increasing speed and accuracy on all equipment. This course provides training in the application of computers to pharmacy including the development of patient profiles, filling of prescriptions, order entry, label preparation, and third party billing.

PHAR 134  
Business Office Machines II  
Students continue to process patient profiles, prescriptions, orders, and labels on the computer with emphasis on speed and accuracy. Students learn Internet and Fax Machine skills. Emphasis is given to increasing speed and accuracy on all equipment.

PHAR 135  
Business Office Machines III  
Students continue to process patient profiles, prescription orders, and labels on the computer with emphasis on speed and accuracy. Students learn Internet and Fax Machine skills. Emphasis is given to increasing speed and accuracy on all equipment.

PHAR 136  
Medical Terminology/Anatomy and Physiology for Pharmacy Technicians II  
Students continue to learn basic medical abbreviations and terminology. Students survey structure and function of the human body with emphasis on learning the major organs and processes related to the special senses, urinary, male and female reproductive, obstetrics, child health, oncology, and mental health systems.

PHAR 137  
Pharmacy Law and References II  
Students continue to examine legal terms, state, and federal laws as well as review references necessary to the practice of pharmacy.

PHAR 160  
Pharmacy Calculations  
This course provides students with practice in mathematic operations such as fractions, decimals, percent solutions, roman numerals, ratio and proportions. Special emphasis on metric and apothecary applications particular to the practice of pharmacy are covered. Students learn and practice common calculator features.

PHAR 180  
Communications and Customer Service  
Students learn to communicate effectively with medical offices, customers, patients, and co-workers both orally and in writing.

PHAR 181  
Management, Supervision, and Human Relations  
Students practice communication methods from a management point of view. Students learn practices in human resource management including evaluating work performance, problem solving, staff development, policy development, and planning work schedules. JACHO standards are also included.

PHAR 190  
Pharmacy Practice-Internship  
Students experience practical applications of their knowledge and skills by working five weeks in a retail pharmacy and five weeks in a hospital or other pharmacy settings that provide intravenous admixture training. Students learn job search skills as well as develop a resume for an entry-level position as a pharmacy technician.

PROP 101  
Introduction to Apartment Operations  
Students learn about the apartment industry and the role of maintenance workers. The course includes an introduction to job roles and expectations, customer service/resident retention and basic apartment budget considerations.

PROP 110  
Safe Procedures in Property Maintenance  
Students learn how to work in a safe environment through training in personal safety, workplace hazard, spills, and appropriate procedures. Students practice the safe use of materials, tools, and equipment. The use of personal protective equipment (PPE) and material safety data sheets (MSDS) is strongly emphasized.

PROP 115  
Emergency Procedures  
This class provides students with the knowledge and experience to respond to emergencies in an apartment complex. Students learn to develop and use a security plan, locate shutoff valves, make use of emergency numbers, direct emergency personnel and vehicles, and follow appropriate procedures in case of hazards, spills, and fires.

PROP 120  
Painting and Drywall Repairs  
Students gain knowledge and experience in drywall installation and repair, surface preparation and painting techniques. They learn to select and use the appropriate tools and materials in a safe and professional manner.
PROP 130  
Curb Appeal  
Students learn the role of the residential property manager in creating and maintaining the curb appeal of the property. This class focuses on grounds keeping and other responsibilities to keep the complex clean and attractive to the public. It also includes operation and maintenance of small mechanical equipment in a safe and correct manner.

PROP 140  
Basic Electrical Repairs  
Students learn basic electrical repair with an emphasis on apartment dwellings. Students learn to read and interpret basic electrical meters, and use tools and materials safely.

PROP 145  
Basic Plumbing Repairs  
Students learn basic plumbing applications. Students learn to repair toilets, sinks, faucets, hot water heaters and drains, and use tools and materials safely.

PROP 150  
General Repairs  
Students learn a variety of basic apartment repairs related to windows, doors, cabinets, shelving, countertops and flooring. Students are also introduced to appliance terminology and troubleshooting. Students learn to use hand tools in a safe manner, work in a team to meet schedules, and keep apartments appealing to the public. Students practice different approaches to repair on-site.

PROP 190  
Job Search Skills  
Students learn to prepare a resume and cover letter, fill out an application, and interview for jobs. Students also learn basic computer skills to facilitate the job search process.

PROP 194  
Cooperative Work Experience  
A cooperative work experience option may be available to qualified, approved students, allowing them to receive credit for work experience appropriate to their training. Through cooperative work experience, students have the opportunity to apply learned skills and gain actual on-the-job experience while completing their course of study.

SECY 115  
Health and Safety  
This course is designed to prepare students with the knowledge and skills necessary to prevent, recognize and provide basic care for injuries and sudden illness until medical personnel arrive. Covers first aid and adult CPR, with a personal CPR card obtained upon completion of the course.

SECY 131  
Computer Concepts  
Students gain a basic knowledge of computers and their uses. The focus is on how computers work and what applications are most typically used in business. Students will learn computer software basics including system and application programs and their related terminology. The theories and principles of computer operating systems are discussed and applied through hands-on lab exercises.

SECY 145  
Integrated Computer Applications  
This course is designed to teach students to process information similar to that done in a real business setting. The simulation requires students to read, interpret, analyze, synthesize, integrate and follow directions to produce accurate output in an appropriate form and in a timely manner using the tools of an office such as keyboarding, the Internet and the entire Microsoft Office suite of applications.

SECY 150  
Access Data Entry  
This course provides training in the concepts of database management and the use of relational database software for business applications. Students participate in a simulated office environment and utilize their data entry skills by creating and manipulating data files and outputing them as documents and reports.

SECY 152  
PowerPoint  
This course introduces the core level features of a presentation graphics program with which they can create a wide variety of visual presentations. Application includes the creation and modification of presentations, charts, graphs, reports, overhead transparencies and the creation of a slide show.

SECY 154  
Excel  
This course introduces the core level features of the Excel spreadsheet program. Students learn to create and print spreadsheets, graphs, reports and use many of the special functions and formulas in job-related applications.
SECY 156
Desktop Management/Outlook
This course teaches the student to prioritize tasks and activities and manage their time in an efficient and effective manner. With a focus on Outlook training, students learn to balance e-mail and calendar management, schedule meetings, and utilize the contacts and task lists.

SECY 160
Business Math
Students improve proficiency applying basic math concepts and critical thinking to business situations using the 10-key calculator. Students gain competency in performing business computations that include commissions, retail sales, cash and trade discounts, bank reconciliation, percentages, and payroll applications.

SECY 171
Writing Lab
This course teaches the writing process, including pre-writing, drafting, revising and editing. Through a variety of writing assignments, the students research and organize ideas, and format and design documents based on subject matter and content.

SECY 178
Interpersonal Skills
This course helps develop skills to assist the student in growing professionally and personally. Businesses today are demanding their employees work as a team. This course helps teach the fundamentals of human relations at work. Students are given the basic tools to better understand co-workers, colleagues, customers and supervisors.

SECY 231
Word Processing
This course covers core level word processing concepts and introduces intermediate word processing techniques. Students master specialized software functions and prepare a variety of documents.

SECY 238
Desktop Publishing
This course provides the student with a basic understanding of concepts and terminology for the production and design of professional quality publications using desktop publishing software and graphic applications. The instructional focus is learning by doing.

SECY 242
Business Procedures
This course applies real-world job skills in the areas of general office procedures, telephone management, and document processing using a variety of popular software packages, computer applications, and information management. Students learn how technology is used to create productivity along with the interaction of people, equipment and procedures to perform many different office tasks and to work cooperatively with others in a team atmosphere.

SECY 275
Introduction to Web Design
This course includes the history of the Web, the technical fundamentals and introductory design principles. Students learn the basic features and applications of web design software and the use of graphics tools such as Adobe Photoshop.

SECY 277
Integrated Business Applications
Students learn computer software basics including system and application programs and their related terminology. Students gain competency in document preparation, spreadsheet, database and multi-media presentation using major software applications to improve productivity.

SECY 281
Job Search and Career Readiness
Students learn important skills in developing resumes, cover letters and portfolios. Students demonstrate skills and gain experience in the interview process through mock and actual interviews. Students send out resumes, set interviews and do follow-ups in the goal of obtaining a job when they have completed their course of study.

SECY 290
Certification Preparation
Prepares student for the Internet and Computing certification (IC3), which is the new global certification for measuring and validating basic student industry certifications, along with MOS®, CPS®, and CAP® preparation.

SECY 292
Applied Professional Training
Students train in a simulated work setting to gain experience of the day-to-day office procedures. On campus office experience will develop professional skills and attitudes needed in today’s global business environment.

SECY 294
Cooperative Work Experience/Internship
Cooperative Work Experience/Internship provides the opportunity for students to work in an office environment in the local business community. Integration of classroom training with on-the-job experience allows the student to apply learned skills and relate more meaningfully to office professional careers.

SUR 101
Introduction to Field Surveying
This course introduces maps, field survey measurement and mathematical concepts. Students learn theory of surveying calculations and error measurements.
Course Descriptions
Listed alphabetically by course number

SUR 102
Intermediate Field Surveying
A continuation of SUR 101 taught in conjunction with SUR 112, this course is an introduction to the concepts of gathering and compiling topographic survey data, profiles and cross-sections, field astronomy and the Global Positioning System (GPS).

SUR 103
Construction Surveying
Students learn the theory of route and construction staking and boundary staking using traditional and modern techniques. This lecture and laboratory course introduces field staking techniques and reporting and includes lot corner staking, pipeline, route and slope staking, building and site staking, and blue-topping. Students use tapes, total stations, data collectors, and GPS to achieve their goals.

SUR 111
Field Surveying Lab I
Taught in conjunction with SUR 101, this course consists of practical field surveying assignments including taping, leveling, horizontal and vertical angle measurement, Electronic Distance Measurement, traverse surveys, and equipment maintenance and calibration. Students keep manual and electronic field notes.

SUR 112
Field Surveying Lab II
Taught in conjunction with SUR 102, this lab course emphasizes topographic surveying techniques using hand note-keeping and electronic data collection and GPS-RTK usage.

SUR 113
Field Survey Summer Practicum
This lab course is based on knowledge gained up to the last four weeks of the third quarter of the program. The students work on longer projects in boundary retracement, topographic surveying, and construction surveying.

SUR 114
Field Survey Spring Practicum
This lab course is based on knowledge gained up to the last four weeks of the third quarter of the program. The students work on longer projects in boundary retracement, topographic surveying, and construction surveying.

SUR 115
Public Land System I
This course covers the historical methods and framework of the American systems of land division, with an emphasis on the Public Land System.

SUR 116
Basic Mathematics for Field Surveying
This course is an introduction to Land Surveying mathematics. Topics include operations with real numbers, exponents and radicals, operations with algebraic expressions, solution of right triangles, and introduction to vectors.

SUR 117
Intermediate Mathematics for Field Surveying
This course is a continuation of SUR 116. Covered topics include solution of equations, oblique triangles, area calculations, and analysis of linear functions.

SUR 118
Advanced Mathematics for Field Surveying
This continuation of SUR 117 includes solutions of systems of linear equations, factoring, fractions, operations with radicals, solving quadratic equations, and analyzing quadratic functions.

SUR 119
Survey Calculations
In this course students learn the practical application of mathematical theory to the solution of grades, horizontal and vertical curves, coordinate geometry, intersection problems, and volumes.

SUR 120
Computer Applications
This course is an introduction to microcomputers, word processing spreadsheets, utilities, and the Internet, providing a basis for the Communications course as well as the reporting and presentation of information required throughout the rest of the program.

SUR 121
Communications
This course’s emphasis is on written forms in the Land Surveying profession. Students research and gather data and complete projects in resume writing, business letters and technical reports. Students gain proficiency in English usage as it pertains to professional communications and appropriate presentation of information and concepts.

SUR 122
Human Relations
Students cover teamwork and conflict resolution techniques. They study methods to recognize and effectively deal with discrimination and sexual harassment, and the associated legal considerations in the workplace. They likewise study practical cooperation techniques needed for effective field work and quality assurance.

SUR 123
Field Survey Spring Cooperative Education
The student may substitute an approved co-op assignment in lieu of the Spring Quarter Practicum (SUR 114). Prior departmental approval and/or permission of the instructor and co-op contract are required.

SUR 124
Field Survey Summer Cooperative Education
The student may substitute an approved co-op assignment in lieu of the summer session. Prior departmental approval and/or permission of instructor and co-op contract is required.
SUR 205
Survey Adjustments
This course covers the concepts of random error theory and adjustment algorithms, the mathematical application of simple error propagation formulas and compass rule adjustments. The course uses computer applications to perform least squares adjustments of survey networks and interpret the results.

SUR 214
Land Survey Spring Practicum
This lab course is based on knowledge gained in the first seven quarters of the program and allows the student to practice field survey techniques before graduation. The students work on longer projects in boundary retracement, topographic surveying, and construction surveying.

SUR 235
Boundary Law
This course is an overview of the legal aspects of surveying and the responsibilities of the surveyor. Topics include excesses and deficiencies, occupation vs. title, encroachments, records of survey, ALTA surveys, boundary law, water boundaries, monuments, streets and easements.

SUR 242
Legal Descriptions
This course covers the analysis, interpretation and writing of legal descriptions, proper form, controlling elements, metes and bounds, sectionalized land descriptions, special shapes, easements and rights-of-way.

SUR 245
Public Land System II
This course covers the historical methods and framework of the American systems of land division, with an emphasis on the Public Land System. The topics covered include monumentation, area computation, section retracement, corner restoration and subdivision of sections.

SUR 247
Photogrammetry
This course provides an introduction to photogrammetry as used in Land Surveying, with instruction on air photo interpretation, stereo photographs, mathematics, stereoplotting, orthophotography, field control for single and multiple model surveys, paneling principles and techniques and project planning. The student is also introduced to new developments in scanning and ranging, and GPS-based control. The course includes a field trip to visit a regional photogrammetric firm.

SUR 248
Introduction to Geographic Information
This course provides an introduction to the concepts and uses of Geographic Information Systems for Land Surveyors. Students are familiarized with the science and technology of GIS. Students consider the unique role of surveyors in the creation and maintenance of GIS’s. They are given hands-on laboratory introduction to the use of GIS software.

SUR 249
Survey Research and Project Planning
Students learn to do research at county, state and federal offices, title companies, and private sources for boundary, control and utilities, in person and via the Internet. Several field trips provide exposure and opportunities to do individual research projects. Students make field reconnaissance visits to their sites and plan field control and execution of survey.

SUR 250
CAD for Surveying
This course introduces students to the AutoCAD software for the drawing and editing of figures, text and blocks, paperspace and plotting. It also introduces the Autodesk® Land Development for the preparation of simple surveying drawings.

SUR 251
Advanced Computer Applications
This course is a continuation of SUR 250 with further applications of AutoCAD Land Development products: Civil and Survey modules. Labs include productivity training and preparation of finished drawings.

SUR 255
Global Positioning System
This course is an overview of Global Positioning System (GPS) principles as applied to land surveying for centimeter accuracy measurement: position and vector observations, project planning, network design, static and kinematic techniques.

SUR 256
Subdivision Design
This course covers the many aspects of land development from legal requirements, urban planning, zoning, project planning and subdivision geometry to the engineering design of grading, drainage, streets and earthwork.

SUR 257
Geodetic Surveying
Geodetic Surveying relates surveying principles to the spheroidal earth. Students are exposed to slope distance reductions, ellipsoids and datums, two-dimensional coordinate transformations. Labs are related to GPS survey data and triangulation data. Students are instructed in the use of State Plane Coordinates and Least Squares Adjustments. Spherical trigonometry is applied to the use of Astronomic observations.

SUR 261
Basic Mathematics for Land Surveying
This course covers the use of complex numbers, exponential and logarithmic equations, the graphs of trigonometric functions and trigonometric identities. A module of this course covers the solution of spherical triangles using spherical trigonometry.
Listed alphabetically by course number

**SUR 263**
Special Topics in Mathematics
This course includes an introduction to differential calculus as well as principles of statistics and least squares adjustments applied to surveying.

**SUR 270**
Technical Writing for Land Surveying
This course provides training in a variety of document types including proposal letters, project scopes, field reports, business letters, contracts, advanced word processing, and final resume preparation. The emphasis is on style, content and appearance of documents.

**SUR 281**
Business Fundamentals and Ethics
This course covers basic accounting, project accounting, estimating, contract basics, licensing requirements, small business management, customer relations, marketing, professional organizations and professional ethics.

**SUR 290**
Land Survey Spring Cooperative Education
The student may substitute an approved co-op assignment in lieu of the Spring Quarter Practicum (SUR114). Prior departmental approval and/or permission of the instructor and co-op contract are required. (3 credits, 108 hours)

**SURG 102**
Surgical Procedures
A practical knowledge of the surgical procedure, indications/diagnoses, relevant anatomy, terminology, patient preparation, and possible complications, instruments and equipment, set up and procedures utilized in general and specialty surgeries.

**SURG 103**
Basic Skills Laboratory
Students participate in all activities involved in the use of the lab including set up, basic surgical procedures, case breakdown, reprocessing of all supplies and cleaning.

**SURG 104**
Advanced Skills Laboratory
Students participate in all activities involved in the use of the lab including set up, advanced surgical procedures, case breakdown, reprocessing of all supplies and cleaning.

**SURG 105**
Certification Examination Review
Students are given study guides for practice tests and a representative final exam.

**SURG 106**
Medical Terminology
A practical knowledge of the terminology related to the structure and function of systems of the human body, their pathology, procedures and the medical profession in general.

**SURG 107**
Microbiology
A practical knowledge of medical microbiology in relationship to the survival of the organism in the environment and the sterile field, to include sterilization, disinfection as well as wound/tissue healing, inflammation and infection.

**SURG 109**
Safety
A practical understanding and application of safety in the operating room in regard to body mechanics, hazardous materials, radiation, electricity, laser and power instruments. The course includes information about tuberculosis, hepatitis B and C, multidrug resistant organisms, and the mandatory seven hours of HIV/AIDS education for health care providers.

**SURG 110**
Applied Mathematics
A practical application of mathematics as it applies to the Metric System in volume, temperature, and linear measurement, which includes measuring with assorted medical/surgical devices as well as accurate calculation and measurement of drug dosages.

**SURG 111**
Communications
A practical application of oral and written communications in the professional setting of surgical technology, to include written job-seeking communications, use of the library and interpretation and summarization of professional journals and writings.
SURG 180
Human Relations
A practical application of oral communications and listening in the professional setting with patients and staff, leadership and problem solving skills, an understanding of sexual harassment and employee’s rights, job search skills, as well as an understanding of surgical technologist job functions and limitations, institutional organization, ambulatory surgery and medical legalities and ethics.

SURG 190
Allied Clinical Practicum
An evaluation of the clinical abilities and work ethic during endoscopy, labor and delivery and sterile processing clinical rotations.

SURG 191
Operating Room Clinical Practicum
An evaluation of the clinical abilities and work ethic during the operating room clinical rotation.

SURS 110
Basic Surveying I
Learn basic surveying principles: distance measurement, leveling, datums, angles and directions, right angle trigonometric functions, total stations, traversing and traverse calculations. Calculator with trigonometric functions required. Field lab time is included.

SURS 135
AutoCAD Land Desktop I
This course introduces Land Desktop software and how it works with AutoCAD. Students learn Land Desktop and the Survey add-on. Concepts covered include: Points and Point Database, Terrain Model Explorer, Parcel Manager and Drafting Techniques. Prerequisites: working knowledge of AutoCAD and practical experience in surveying.

SURS 136
AutoCAD Land Desktop II
This course is a continuation of the AutoCAD Land Desktop I course. Students learn Land Desktop with the Civil Design add-on. Prerequisite: Land Desktop I, or instructor permission.

VET 101
Veterinary Assisting I
This course presents an introduction to the essentials of veterinary assisting. Lectures with handouts pertaining to each topic are provided. Students work individually and in pairs to develop skills associated with instrumentation, dissection, and formulation and presentation of a research paper.

VET 102
Veterinary Assisting II
This course is a continuation of VET 101 and provides instruction in the position of veterinary assistant. Lectures with handouts pertaining to each course topic are provided. Students work individually and in small groups to develop skills associated with instrumentation and laboratory procedures.

VET 103
Veterinary Assisting III
This course is a continuation of VET 101 and 102 and provides instruction in the position of veterinary assistant. Lectures with handouts pertaining to each course topic are provided. Students work individually and in small groups to develop skills associated with instruction and laboratory procedures.

VET 160
Veterinary Math
This course covers the necessary concepts involved in mathematics used in veterinary medicine. This includes dosage calculations, metric conversions, percentages, ratios and other technical applications.

VET 180
Human Relations/Workplace Skills
Topics include assertiveness, customer relations, teamwork, problem solving/conflict resolution, business and work ethics, organizational development/skills, employment rights and responsibilities, equity and cultural issues, decision making, motivation, and self esteem.

VET 190
Veterinary Assisting Practicum
This course is taken simultaneously with VET 102 or VET 103, alternating with one quarter of Veterinary Assisting Internship. Students further develop skills and knowledge through observation, and practice of hands-on techniques in the classroom and various animal settings.

VET 191
Veterinary Assisting Internship
This course is taken simultaneously with VET 102 or VET 103, alternating with one quarter of Veterinary Assisting Practicum. Students are assigned to a veterinary facility in order to practice the acquired skills necessary for performance as a veterinary assistant in a professional team environment.

WELD 101
Introduction to Welding
This course is designed to give students an overview of the training program, the industry, and a variety of welding processes, including examples of when each process is likely to be used on the job. Mastery of the processes will be developed in later classes; this class merely offers a basic foundation of understanding.
WELD 102
Occupational Related Safety
Students learn the safety procedure for the welding trade. By understanding safety hazards, students learn to use personal protective equipment and take the necessary precautions with each welding process. Good safety habits are formed through daily practice. This course is taught concurrently with WELD 103, 107, 109, 111, 113 and 115.

WELD 103
Thermal Cutting
Students receive individualized instruction on the safe use of an oxy-acetylene cutting torch, including instruction on straight, radius and circular cuts on steel, and flushing on steel plate. Instruction in track burning includes both straight and beveled cuts on mild steel. Plasma arc cutting includes instruction in both manual cutting of sheet and plate steel and other alloys. Air Carbon arc cutting includes instruction in both back gouging and weld removal.

WELD 104
Welding Fundamentals
Students learn the fundamentals of welding: basic joints, the welding processes and the methods of application, welding electricity and physics basics. This course is taught concurrently with WELD 103, 107, 109, 111, 113 and 115.

WELD 105
Welding Processes and Application
Students learn process theory and equipment needs for the non-consumable electrode welding processes and the consumable electrode processes: electrodes, filler metals, gases, power sources and related equipment. This course is taught concurrently with WELD 103, 107, 109, 111 and 115.

WELD 106
Welding Metallurgy
Students learn the basics of welding metallurgy and inspection: steel properties, identification, specifications, hardenability and weldability and weld inspection. This course is taught concurrently with WELD 103, 107, 109, 111, 113 and 115.

WELD 107
Oxy-Acetylene Welding
Students receive individualized instruction in oxy-acetylene welding in multiple positions on mild steel sheet metal and brazing in the flat position on mild steel plate and sheet.

WELD 108
Occupational Related Safety
Students learn the safety procedure for the welding trade, including providing first aid to the injured. By understanding safety hazards, students learn to use personal protective equipment and take the necessary precautions with each welding process. Good safety habits are formed through daily practice.

WELD 109
Shielded Metal Arc Welding I
Students receive individualized instruction in shielded metal arc welding in multiple positions on mild steel plate with E6010 and E6011. This class is taught concurrently with WELD 104, 105 and 106.

WELD 110
Shielded Metal Arc Welding II
Students receive individualized instruction in shielded metal arc welding, in multiple positions, on mild steel plate, with E7018 electrodes. This class is taught concurrently with WELD 104, 105 and 106.

WELD 111
Gas Tungsten Arc Welding
Students receive individualized instruction in gas tungsten arc welding on mild steel plate and sheet with ER70S-X rod 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. This class is taught concurrently with WELD 104, 105, and 106.

WELD 112
Welding Fundamentals
Students learn the fundamentals of welding: basic joints, the welding processes and the methods of application, welding electricity and physics basics.

WELD 113
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. This class is taught concurrently with WELD 104, 105 and 106.

WELD 115
Flux Cored Arc Welding
This course includes individualized instruction in both gas shielded and self shielded flux cored arc welding with E71T-1 and E71T-6 electrodes on mild steel plate in multiple positions. This class is taught concurrently with WELD 104, 105 and 106.

WELD 116
Shielded Metal Arc Welding I
Students receive individualized instruction in shield metal arc welding in multiple positions on mild steel plate with E6010 and E6011.
WELD 117
Shielded Metal Arc Welding II
Students receive individualized instruction in shielded metal arc welding, in multiple positions, on mild steel plate, with E7018 electrodes.

WELD 118
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.

WELD 119
Flux Cored Arc Welding
This course includes individualized instruction in both gas shielded and self shielded flux cored arc welding with E71T-1 and E71T-6 electrodes on mild steel plate in multiple positions.

WELD 120
Blueprint Reading I
Students receive instruction in the make-up and interpretation of blueprints. The course covers line, views, notes, specifications, dimensions, bills of materials, structural shapes, detail prints, assembly prints, general symbols, welding symbols and abbreviation.

WELD 121
Blueprint Reading II
Students receive instruction in the interpretation of blueprints, including pipe layouts, pipe symbols, basic metal fabrication, water tight collars, insert procedures, inspection and weld testing symbols.

WELD 160
Related Mathematics/Measurement
Instruction in mathematics includes adding, subtracting, multiplying and dividing of whole numbers, decimals and fractions as a tool for calculating dimensions, tolerances, scales, surface areas of materials, weights of materials; converting measurements from U.S. Customary to Metrics and using geometric formulas. Instruction also includes the use of tape measures, framing and combination squares.

WELD 170
Related Communications
Instruction includes industry communications related to welding processes, codes, welding abbreviations, basic welding terms and definitions, and organizations that write welding codes, standards, and specifications.

WELD 181
Human Relations And Student Leadership
Instruction covers teamwork, leadership skills, meeting employer expectations in a culturally diverse workplace and sexual harassment preventive strategies.

WELD 191
Job Search Skills
Students receive instruction in interviewing skills, job search strategies, and attributes that result in stable employment and promotion.

WELD 194
Cooperative Work Experience
A cooperative work experience option may be available to qualified, approved students, allowing them to receive credit for work experience appropriate to their training. Through cooperative work experience, students have the opportunity to apply learned skills and gain actual on-the-job experience while completing their course of study.

WELD 195
Welding and Fabrication
This course is designed to prepare welders for job entry in the majority of welding processes. Classroom and practical experience is offered in gas and arc welding. Related experiences round out the complete course. Student’s previous experience dictates the starting point. WABO certification is available. This class is competency-based and will in most cases need to be taken more than once to become a fully competent welder.

WELD 196
Welding (MIG & TIG)
This course is designed to prepare welders for job entry, technical upgrading, and certification in GMAW, GTAW and FCAW. Instructor’s permission must be obtained for direct entrance into GTAW and some oxy-acetylene brush-up may be required. This course offers WABO certification in these processes. This class is competency-based and will in most cases need to be taken more than once to become a fully competent welder.

WELD 197
Welding (Oxy-Acetylene and Acetylene)
This course is designed to prepare welders for job entry in most phases of welding. Classroom and practical experience is offered in gas and arc welding. Related experiences round out the complete course. Student’s previous experience dictates the starting point. WABO certification is available. This class is competency-based and will in most cases need to be taken more than once to become a fully competent welder.

WELD 198
Welding (Shielded Metal Arc)
This course is designed to prepare welders for job entry, technical upgrading, and certification in GMAW, GTAW and FCAW. Instructor’s permission must be obtained for direct entrance into GTAW and some oxy-acetylene brush-up may be required. This course offers WABO certification in these processes. This class is competency-based and will in most cases need to be taken more than once to become a fully competent welder.

WELD 199
Welding (Flux Cored Arc)
This course is designed to prepare welders for job entry, technical upgrading, and certification in GMAW, GTAW and FCAW. Instructor’s permission must be obtained for direct entrance into GTAW and some oxy-acetylene brush-up may be required. This course offers WABO certification in these processes. This class is competency-based and will in most cases need to be taken more than once to become a fully competent welder.

WELD 200
Welding (Gas Metal Arc)
This course is designed to prepare welders for job entry, technical upgrading, and certification in GMAW, GTAW and FCAW. Instructor’s permission must be obtained for direct entrance into GTAW and some oxy-acetylene brush-up may be required. This course offers WABO certification in these processes. This class is competency-based and will in most cases need to be taken more than once to become a fully competent welder.

WELD 201
Welding (Direct Entrance into GTAW)
This course is designed to prepare welders for job entry, technical upgrading, and certification in GMAW, GTAW and FCAW. Instructor’s permission must be obtained for direct entrance into GTAW and some oxy-acetylene brush-up may be required. This course offers WABO certification in these processes. This class is competency-based and will in most cases need to be taken more than once to become a fully competent welder.

WELD 202
Welding (Direct Entrance into GMAW)
This course is designed to prepare welders for job entry, technical upgrading, and certification in GMAW, GTAW and FCAW. Instructor’s permission must be obtained for direct entrance into GTAW and some oxy-acetylene brush-up may be required. This course offers WABO certification in these processes. This class is competency-based and will in most cases need to be taken more than once to become a fully competent welder.

WELD 203
Welding (Direct Entrance into GTAW)
This course is designed to prepare welders for job entry, technical upgrading, and certification in GMAW, GTAW and FCAW. Instructor’s permission must be obtained for direct entrance into GTAW and some oxy-acetylene brush-up may be required. This course offers WABO certification in these processes. This class is competency-based and will in most cases need to be taken more than once to become a fully competent welder.

WELD 204
Welding (Direct Entrance into GTAW)
This course is designed to prepare welders for job entry, technical upgrading, and certification in GMAW, GTAW and FCAW. Instructor’s permission must be obtained for direct entrance into GTAW and some oxy-acetylene brush-up may be required. This course offers WABO certification in these processes. This class is competency-based and will in most cases need to be taken more than once to become a fully competent welder.

WELD 205
Welding (Direct Entrance into GTAW)
This course is designed to prepare welders for job entry, technical upgrading, and certification in GMAW, GTAW and FCAW. Instructor’s permission must be obtained for direct entrance into GTAW and some oxy-acetylene brush-up may be required. This course offers WABO certification in these processes. This class is competency-based and will in most cases need to be taken more than once to become a fully competent welder.

WELD 206
Welding (Direct Entrance into GTAW)
This course is designed to prepare welders for job entry, technical upgrading, and certification in GMAW, GTAW and FCAW. Instructor’s permission must be obtained for direct entrance into GTAW and some oxy-acetylene brush-up may be required. This course offers WABO certification in these processes. This class is competency-based and will in most cases need to be taken more than once to become a fully competent welder.

WELD 207
Welding (Direct Entrance into GTAW)
This course is designed to prepare welders for job entry, technical upgrading, and certification in GMAW, GTAW and FCAW. Instructor’s permission must be obtained for direct entrance into GTAW and some oxy-acetylene brush-up may be required. This course offers WABO certification in these processes. This class is competency-based and will in most cases need to be taken more than once to become a fully competent welder.

WELD 208
Welding (Direct Entrance into GTAW)
This course is designed to prepare welders for job entry, technical upgrading, and certification in GMAW, GTAW and FCAW. Instructor’s permission must be obtained for direct entrance into GTAW and some oxy-acetylene brush-up may be required. This course offers WABO certification in these processes. This class is competency-based and will in most cases need to be taken more than once to become a fully competent welder.
Appendix

- Trustees
- Foundation
- Administration
- Faculty
- Index
- Campus Map
The Renton Technical College Board of Trustees holds public meetings the second Tuesday of the month at 8:00 am in the Board Room of the Robert C. Roberts Campus Center, Room 202. Usually, there are no meetings in the months of July and August.
The Renton Technical College Advisory Council

A key contributor to the College’s success in training students is its advisory committees. The RTC Advisory Council, whose membership consists of volunteers from business, industry, labor, and community-based organizations, advises administration on issues related to all of its instructional programs. Special emphasis is placed on WorkFirst and Worker Retraining programs.

Full-Time and part-time professional-technical programs, apprenticeship programs and non-professional-technical programs are also served by separate program advisory committees, which are comprised of volunteer representatives from management and labor who are currently working in the applicable field. These committees work with faculty and administration to ensure that program content is consistent with current employment needs; recommend competent journey level workers and technicians as instructors; assess the adequacy of facilities, supplies, materials and equipment; monitor each program’s placement record; and evaluate overall program performance. Annually, each committee specifies in writing whether a program should be expanded, curtailed, maintained or abolished. These dedicated advisory committee members volunteer their time and energy to ensure that the College provides quality education.

Advisory Council

Ron Altier
Steve Baker
Charles L. Best, Jr.
Beverly Bullock
Susan Danbom
Barbara Mitchell
Tom Olson
Tina Shafer
Pat Smith
Derek Speck
Bill Taylor
Martin R. Heilstedt,
Vice President, Instruction
Maggi Suffhoff,
Director, Workforce Development

The Renton Technical College Foundation

The Renton Technical College Foundation is a not-for-profit corporation that generates funds and other resources to help students with career training. The Foundation, directed by a board of dedicated community volunteers, links the college to the community in actively supporting students’ preparation for high-wage employment. The Foundation recognizes the challenges to quality education at Renton Technical College:

- Providing access for more students.
- Maintaining or enhancing program resources.
- Offsetting costs for students and the college.

The Foundation meets these challenges by generating support for student scholarships, rewarding faculty and staff excellence, enhancing library resources, providing instructional equipment, investing in capital projects, and assisting in community advocacy.

The community can be proud of Renton Technical College’s impressive contributions through professional-technical education. In return, charitable contributions to the Foundation will uphold the college’s earnest commitment to student achievement and learning excellence.

If you would like more information about the Foundation or how you can help, please call the Foundation office at 425.235.2352, ext 2024.

Foundation Board of Directors

Jerene Battisti
Dr. Donald Bressler
Michele Campbell
Barbara Culler
Tim Culler
Kris Fellrath
Brian Hanis
Terry Higashiyama
Frank Irigon
Andee Jorgensen
Joann Lee
Robert Littell
King Parker
Tanya Pellegrino
Deborah Ranniger
Ted Rodriguez
Carol Werner
Full-Time Faculty

Executive Staff

Bressler, Donald E., Ph.D.
President

Werner, Carol A.
Executive Vice President, Administration and Finance and Plant Operations

Heilstedt, Martin R.
Vice President, Instruction

Pozega, Jon A.
Vice President, Student Services

Tiernan, Charles T.
Vice President, Institutional Advancement

Kiesling, Gay L.
Dean, Trade & Industry and Apprenticeship

Chadwick, John
Dean, Basic Studies

Johnson, Karen M.
Dean, Trade & Industry and Tech Prep

Leon, Dante J.
Dean, Technical Programs and Distance Education

Moe, Peggy S.
Dean, Business Technology, Education and Human Services, and General Education

Stephen-Selby, Heather M.
Dean, Allied Health

Frey, Judith L.
Director, Instructional Improvement

Harper, Rachel L.
Executive Assistant, Instruction

Langraff, A. George
Director, Business Development and Community Education Coordinator

Lefton, Harriet G.
Director, Even Start

McClain, M. Elman
Director, Safety and Security

Medbury, Douglas A.
Director, Culinary Arts

Merrell, Melinda M.
Director, Financial Services

Mullowney, Glenda K.
Director, Human Resource Development

Navone, Susie
Director, Student Success Center

Novotny, Jodi E.
Director, Basic Studies

Palo, Eric E.
Director, Library

Perdomo, Jose A.
Manager, Bookstore

Proctor, Jon, Ph.D.
Director, Research and Development

Ranniger, Deborah A.
Director, Foundation

Riverman, Becky
Director, Admissions and Registration

Solomon, Debbie S.
Director, Financial Aid

Surthoff, Maggi
Director, Workforce Development

Administration

Baker, Barry A.
Director, Plant Operations

Billings, Robert P.
Director, Information Services

Cordero, Julia B.
Director, Construction Center of Excellence

Covington, Sarah
Director, Nursing

Crisalli, Linda K.
Manager, Child Care Center

DeBruyn, Karen A.
Executive Assistant to the President
Full-Time Faculty

Aragon, Daniel C.
Basic Welding
Professional-Technical Certification

Arthur, Marcia M.
English As A Second Language
Masters, Education – Temple University, Japan

Baeder, Paul S.
Major Appliance and Refrigeration Technology
Masters, Adult Education & Distance Learning – University of Phoenix

Bainbridge, Dan I.
Band Instrument Repair Technology
Professional-Technical Certification

Bennedsen, Elizabeth A.
Counselor
Masters of Education – Central Washington
Masters in Counseling/Personnel – Michigan State University

Berrysmith, Connie L.
Dental Assistant
Bachelors, Workforce Education and Development – Southern Illinois University

Biell, Michael E.
Engineering Design Technology
Professional-Technical Certification

Bigelow, Donovan R.
Psychology
Juris Doctor, Law – Cornell University

Bigony, Marc W.
English As A Second Language
Masters, Education – Seattle University

Bovard, Larry A.
Ophthalmic Assistant
Certified Ophthalmic Technician

Braunstein-Post, Karen L.
Computer Science
Bachelors, Spanish – Santa Clara University

Burrell, DeEtta B.
Adult Basic Education/GED
Masters, Business Administration – City University

Cameron, Philip M.
English
Masters, Brooklyn College

Campbell, John
Major Appliance and Refrigeration Technology
Associates – Lewis and Clark State College

Chamberlin, Martha J.
Accounting
Masters, Computer Science – Oregon State University

Choi, Don Mee
Adult Basic Education/GED
Ph.D., Interdisciplinary Studies – Union Institute and University

Cooksey, Martin P.
Mathematics
Masters, Applied Mathematics
California State University, Long Beach

Corbett, Timothy J.
Nursing
Masters, Counseling
Leadership Institute of Seattle – City University

Covington, Sarah W.
Nursing
Masters, Seattle Pacific University

Crumb, Debra A.
Librarian
Masters, Library Studies – University of Hawaii

Csisek, Julie R.
Land Surveying
Bachelors, Business Administration
George Fox College
Full-Time Faculty

Devine, John H.
ITEC Automotive Service Technician
Professional-Technical Certification

Douthit, Martin E.
Custodial Training
Professional-Technical Certification

Ducharme, Richard L.
Construction Trades Preparation
Apprenticeship Certificate – State of California

Dugan, Gail L.
Certified Office Professional
Bachelors, Business Education – Montana State University

Ervin, Shawn L.
Autobody Repair & Refinishing
Bachelors, Psychology – California State University, Fullerton

Fisher, John R., CEC, CCE, AAC
Culinary Arts
Certificate, Culinary Arts – Renton Technical College

Fobes, Michael J.
Automotive Technology
Professional-Technical Certification

Foltz, Neil T.
Nursing
Masters, Nursing – University of Washington

Forbes, Karma
Counselor, Special Needs
Masters, Psychology – Antioch University

Fobes, Kinsey K., P.E.
Computer Science
Professional-Technical Certification

Geist, Kenneth R.
Welding
Associates – Renton Technical College

Halpern, Brian B.
Nursing
Bachelors, Nursing – University of Texas

Hanson, Glenda R.
Legal Secretary/Legal Assistant
Bachelors, French – Whitworth College

Hickman, Daryl L.
Band Instrument Repair Technology
Masters, Curriculum & Instruction – University of Missouri, Columbia

Holman, Curtis M.
Accounting
Masters, Business Administration – City University

Holmes, Sherrie L.
Counselor, WorkFirst
Masters, Marriage and Family Therapy – Seattle Pacific University

Jeffcoat, Pamela
Medical Assistant
Masters, International Studies -University of Washington

Jordan, Denise R.
Computer Applications
Professional-Technical Certification

Landes, Gerry
Medical Assistant

Lemenager, Maggie A.
Adult Basic Education/GED
Bachelors – University of Washington

Lesmeister, Michele B.
Adult Basic Education/GED
Masters, English – University of Arizona

LeTourneau, Michael W.
Construction Management
Bachelors, Construction Engineering
California Polytechnic State University
Leviton, Kathryn A.  
Dental Assistant  
Bachelors, Workforce Training – Southern Illinois University

Light, Noreen M.  
Dispatcher  
Masters, Workforce Education & Development – Southern Illinois University

Maher, Donna L.  
Medical Office Programs  
Masters, Nutrition/Home Economics – Washington State University

Marshall, John L.  
Computer Network Technology  
Professional-Technical Certification

Martinez, Francisco  
Machine Technology/CNC  
Bachelors - Southern Illinois University

May-Farley, Sheila  
Medical Office Programs  
Bachelors, Education – Central Washington University

McBride, Michael S.  
Culinary Arts  
Associates, Food Science Production Management - South Seattle Community College

McEwen, Michael  
Nursing  
Masters, Nursing - Seattle Pacific University

Mellon, James A.  
Automotive Technology  
Masters, Industrial Education – Eastern Washington University

Meyers, Pamela A.  
Massage Therapy  
Bachelors, Interior Architecture - Otis Art Institute of Parsons School of Design

Moody, Sharon R.  
Paraeducator  
Masters, Instructional Technology  
American Intercontinental University

Morland, Julie R.  
Land Surveying  
Bachelors, Business Administration  
George Fox College

Mundy, John W.  
Ford ASSET  
Professional-Technical Certification

Neill, Gary C.  
ITEC/Automotive Service Technician  
Bachelors, Political Science – Washington State University

Newcome, John M.  
Accounting  
Juris Doctor, Law – University of Puget Sound

Nguyen, Ha  
Counselor, WorkFirst  
Masters, Psychology – St. Martins College

Nicholls, Richard C.  
English As A Second Language  
Masters, English – California State University, Fullerton

Paquette, Martin D.  
Land Surveying  
Masters, Civil Engineering  
California State University, Fresno

Parker, David W.  
Welding  
Professional-Technical Certification

Peterson, Lorinda W.  
Nursing  
Bachelors, Nursing – Biola University

Pitzer, Jackie W.  
Seattle Machinists Apprenticeship  
Apprenticeship Certificate – State of Washington
Full-Time Faculty

Rable, Tami R.
Surgical Technologist
Associates, Surgical Technology – Renton Technical College

Rundle, Debra A.
Running Start Coordinator
Bachelors, Physical Education – University of Puget Sound

Ryan, DeEtta B.
Adult Basic Education/GED
Masters, Business Administration – City University

Sanderson, William W.
Computer Network Technology
Ph.D., Business Information Systems & Information – Utah State University

Sealfon, Michael S.
Certified Medical Lab Technician
Ph.D. Clinical Chemistry – Ohio State University

Segeberg, Richard E.
Computer Network Technology
Masters, Organizational Management – University of Phoenix

Sharpe, Shannon E.
Medical Office Programs
Associate, Emphasis in Science – Highline Community College

Skoczen, Zefire
Massage Therapy
Masters, Traditional Chinese Medicine – Northwest Institute of Acupuncture and Oriental Medicine

Slatton, William B.
Autobody Repair and Refinishing
Professional-Technical Certification

Smith, Jimmie L.
Counselor, Learning Disabilities and Assessment
Masters, Education – Framingham State College

Smith, Kimberly, CEPC
Professional Baking
Certificate, Culinary, Baking and Pastry – South Seattle Community College

Sonski, Cynthia J.
Healthcare Custodial Services
Professional-Technical Certification

Staley, Laura A.
Media Librarian
Masters, Librarianship – University of Washington
Masters, Public Administration – University of Minnesota

Stevens-Theizen, Sandra J.
English as a Second Language
Bachelors, Sociology – San Jose State University

Thompson, Brian D.
Ford ASSET
Professional-Technical Certification

Thurston, Rosemary E.
Surgical Technologist
Professional-Technical Certification – Nursing

Walker, Daryl R.
Commercial Building & Industrial Engineering
Professional-Technical Certification

Wang, Victoria
Counselor, WorkFirst
Masters, Human Development – Pacific Oaks College

Winkler, Jane L.
Counselor
Masters, Rehabilitation Counseling – Seattle University

Zerrouki, Lhoucine
Computer Science
Masters – Central Washington University
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>ABE (Adult Basic Education)</td>
<td>133</td>
</tr>
<tr>
<td>About Renton Technical College</td>
<td>6</td>
</tr>
<tr>
<td>Academic Achievement</td>
<td>31</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>9</td>
</tr>
<tr>
<td>Academic Regulations</td>
<td>28</td>
</tr>
<tr>
<td>Accounting Clerk</td>
<td>33</td>
</tr>
<tr>
<td>Accounting Paraprofessional</td>
<td>34</td>
</tr>
<tr>
<td>Accounting Specialist</td>
<td>35</td>
</tr>
<tr>
<td>Accreditation</td>
<td>8</td>
</tr>
<tr>
<td>ADA Accommodations</td>
<td>18</td>
</tr>
<tr>
<td>Administration</td>
<td>214</td>
</tr>
<tr>
<td>Admission Procedures</td>
<td>16</td>
</tr>
<tr>
<td>Admission/Registration Office</td>
<td>16</td>
</tr>
<tr>
<td>Admissions</td>
<td>16</td>
</tr>
<tr>
<td>Adult Basic Education</td>
<td>131</td>
</tr>
<tr>
<td>Advisory Council</td>
<td>213</td>
</tr>
<tr>
<td>Agency Funded Students</td>
<td>26</td>
</tr>
<tr>
<td>All USA Academic Team</td>
<td>31</td>
</tr>
<tr>
<td>Applications Developer</td>
<td>36-37</td>
</tr>
<tr>
<td>Apprenticeship Programs</td>
<td>11, 129-130</td>
</tr>
<tr>
<td>Associate Degree Registered Nurse</td>
<td>110</td>
</tr>
<tr>
<td>Associate of Applied Science Degree</td>
<td>13</td>
</tr>
<tr>
<td>Associate of Applied Science-Transfer Degree</td>
<td>13</td>
</tr>
<tr>
<td>Attendance Awards</td>
<td>29</td>
</tr>
<tr>
<td>Attendance</td>
<td>29</td>
</tr>
<tr>
<td>Autobody Repair and Refinishing</td>
<td>38-39</td>
</tr>
<tr>
<td>Automotive, Ford ASSET</td>
<td>40</td>
</tr>
<tr>
<td>Automotive Machinists</td>
<td>129</td>
</tr>
<tr>
<td>Automotive Service Technician, ITEC</td>
<td>41</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>42</td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Bakery</td>
<td>22</td>
</tr>
<tr>
<td>Baking, Professional</td>
<td>106-107</td>
</tr>
<tr>
<td>Band Instrument Repair Technology</td>
<td>43</td>
</tr>
<tr>
<td>Bank Teller</td>
<td>44</td>
</tr>
<tr>
<td>Basic Computer Applications</td>
<td>45</td>
</tr>
<tr>
<td>Basic Machining</td>
<td>46</td>
</tr>
<tr>
<td>Basic Studies</td>
<td>132</td>
</tr>
<tr>
<td>Basic Welding</td>
<td>47</td>
</tr>
<tr>
<td>Bi-lingual (Spanish–English) GED</td>
<td>132</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>212</td>
</tr>
<tr>
<td>Bookstore</td>
<td>21</td>
</tr>
<tr>
<td>Brush Up</td>
<td>131</td>
</tr>
<tr>
<td>Bus Routes</td>
<td>21</td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Calendar &amp; Holidays</td>
<td>9</td>
</tr>
<tr>
<td>Campus Guide</td>
<td>223</td>
</tr>
<tr>
<td>Campus Security</td>
<td>21</td>
</tr>
<tr>
<td>Career Training Programs</td>
<td>32-119</td>
</tr>
<tr>
<td>Career Training Programs Listed by Career Field</td>
<td>5</td>
</tr>
<tr>
<td>Carpenters Apprenticeship</td>
<td>129</td>
</tr>
<tr>
<td>Cash Machine</td>
<td>21</td>
</tr>
<tr>
<td>Catering</td>
<td>22</td>
</tr>
<tr>
<td>Central Service Technician</td>
<td>48</td>
</tr>
<tr>
<td>Certificate of Award</td>
<td>13</td>
</tr>
<tr>
<td>Certificate of Completion</td>
<td>13</td>
</tr>
<tr>
<td>Certified Office Professional/Executive Assistant</td>
<td>49</td>
</tr>
<tr>
<td>Certified Office Professional/Office Support Specialist</td>
<td>50</td>
</tr>
<tr>
<td>Child Care</td>
<td>21</td>
</tr>
<tr>
<td>Child Development Associate</td>
<td>51</td>
</tr>
<tr>
<td>Children with Special Needs</td>
<td>52</td>
</tr>
<tr>
<td>Civil CADD</td>
<td>53</td>
</tr>
<tr>
<td>CLEP testing</td>
<td>24, 122</td>
</tr>
<tr>
<td>College Credit</td>
<td>30</td>
</tr>
<tr>
<td>College Level Examination Program (CLEP) Testing</td>
<td>24, 122</td>
</tr>
<tr>
<td>Commercial Building Engineering</td>
<td>54</td>
</tr>
<tr>
<td>Community Education LifeStyle Program</td>
<td>12</td>
</tr>
<tr>
<td>Index</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>ELigibility Requirements for Financial Aid</td>
<td>24</td>
</tr>
<tr>
<td>EDP (External Diploma Program)</td>
<td>56</td>
</tr>
<tr>
<td>Electronic Service Technician</td>
<td>21</td>
</tr>
<tr>
<td>Electrical Plant Maintenance</td>
<td>57</td>
</tr>
<tr>
<td>Computer Programming</td>
<td>58</td>
</tr>
<tr>
<td>Computer Science</td>
<td>59</td>
</tr>
<tr>
<td>Computer-Aided Drafting</td>
<td>60</td>
</tr>
<tr>
<td>Construction Management</td>
<td>61</td>
</tr>
<tr>
<td>Construction Trade Preparation</td>
<td>63</td>
</tr>
<tr>
<td>Continuing Education, Retraining, and Upgrading Programs</td>
<td>12</td>
</tr>
<tr>
<td>Contract Training</td>
<td>12</td>
</tr>
<tr>
<td>Cooperative Education</td>
<td>22</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>62</td>
</tr>
<tr>
<td>Cost of Training</td>
<td>17, 19</td>
</tr>
<tr>
<td>Counseling</td>
<td>16, 22</td>
</tr>
<tr>
<td>Course Descriptions, General Education</td>
<td>120-127</td>
</tr>
<tr>
<td>Course Descriptions, Training Programs</td>
<td>135-210</td>
</tr>
<tr>
<td>Credit Assessment</td>
<td>30</td>
</tr>
<tr>
<td>Credit for Industry Courses</td>
<td>30</td>
</tr>
<tr>
<td>Credits</td>
<td>30</td>
</tr>
<tr>
<td>Culinaire Express</td>
<td>22</td>
</tr>
<tr>
<td>Culinaire Room</td>
<td>22</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>65-66</td>
</tr>
<tr>
<td>Degrees, Certificates and Diplomas</td>
<td>13</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>66</td>
</tr>
<tr>
<td>Dispatcher</td>
<td>67</td>
</tr>
<tr>
<td>Early Childhood Careers</td>
<td>68</td>
</tr>
<tr>
<td>Engineering Design Technology</td>
<td>72-73</td>
</tr>
<tr>
<td>English as a Second Language (ESL)</td>
<td>132</td>
</tr>
<tr>
<td>Enrollment &amp; Student Composition</td>
<td>7</td>
</tr>
<tr>
<td>Entrance Requirements</td>
<td>16</td>
</tr>
<tr>
<td>ESL (English as a Second Language)</td>
<td>134</td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>49</td>
</tr>
<tr>
<td>Express Dining “scatterline”</td>
<td>22</td>
</tr>
<tr>
<td>Executive Staff</td>
<td>214</td>
</tr>
<tr>
<td>External Diploma Program (EDP)</td>
<td>132</td>
</tr>
<tr>
<td>Field Survey Technician</td>
<td>80</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>25-27</td>
</tr>
<tr>
<td>Financial Aid Refund and Repayment Policy</td>
<td>27</td>
</tr>
<tr>
<td>Food Services</td>
<td>22</td>
</tr>
<tr>
<td>Foundation Board of Directors</td>
<td>213</td>
</tr>
<tr>
<td>Foundation</td>
<td>213</td>
</tr>
<tr>
<td>Full-Time Career Training Programs</td>
<td>11, 19</td>
</tr>
<tr>
<td>Full-Time Faculty</td>
<td>215-218</td>
</tr>
<tr>
<td>Full-Time Programs, Cost &amp; Length</td>
<td>19</td>
</tr>
<tr>
<td>GED (General Educational Development)</td>
<td>13, 24, 131</td>
</tr>
<tr>
<td>General Education</td>
<td>11, 120-127</td>
</tr>
<tr>
<td>General Educational Development (GED) Preparation</td>
<td>133</td>
</tr>
<tr>
<td>General Occupational Degree Programs</td>
<td>76, 116, 131</td>
</tr>
<tr>
<td>Grants</td>
<td>25</td>
</tr>
<tr>
<td>Healthcare Custodial Services</td>
<td>74</td>
</tr>
<tr>
<td>Hearing Impaired (TTY) Services</td>
<td>22</td>
</tr>
<tr>
<td>Heat and Frost Insulators/Asbestos Workers Apprenticeship</td>
<td>129</td>
</tr>
<tr>
<td>History of Renton Technical College</td>
<td>6</td>
</tr>
<tr>
<td>How to Apply for Financial Aid</td>
<td>25</td>
</tr>
<tr>
<td>Industrial Engineering</td>
<td>75</td>
</tr>
<tr>
<td>Industrial Studies</td>
<td>76-77</td>
</tr>
</tbody>
</table>

Renton Technical College

220
Index

Instructional Programs/Degrees and Certificates .................. 1
International Students ............................................ 22
J
Job Placement .......................................................... 22
K
Kitchen Major Appliance Technology ............................ 78-79
L
LADS Apprenticeship .............................................. 127
Land Surveying/Field Survey Technician ....................... 80-81
Land Surveying/Land Survey Technician ....................... 82
Language Interpreter .............................................. 83
Lathers, Acoustical, Drywall Systems (LADS) Apprenticeship .... 129
Laundry Major Appliance Technology ............................ 84
Learning Outcomes, Renton Technical College ................ 2
Leave of Absence ..................................................... 29
Legal Office Assistant ............................................. 85
Legal Secretary/Legal Assistant ................................. 86
Library Resource Center ......................................... 23
Licensed Practical Nurse ......................................... 87
LifeStyle Program, Community Education .................... 12
Loans .................................................................. 26
M
Machining, Basic .................................................... 46
Machinists Apprenticeship ...................................... 129
Main Campus Map .................................................. 223
Major Appliance and Refrigeration Technology ............ 88-89
Management of Child Care Programs ......................... 90
Massage Therapy Practitioner .................................. 91
Medical Assistant .................................................. 92
Medical Coding Specialist—Physician Based ............... 93
Medical Laboratory Technician, Certified .................. 94
Medical Office Certificate ....................................... 95
Medical Receptionist ............................................. 96
Medical Reimbursement Specialist ............................ 97
Message from the President ...................................... 3
Mid-Term Progress Report ....................................... 30
Military Coursework ............................................. 30
Millwrights Apprenticeship ........................................ 129
Mission, Vision, Values, Renton Technical College ........ 2
Modes of Instruction .............................................. 14
Multicultural Mission Statement ................................ 7
Multi-Occupational Trades Degree ......................... 131
N
National Vocational Technical Honor Society .................. 31
Non-Discrimination Statement .................................... 7
Nursing Assistant ..................................................... 98
O
Off-Campus Basic Studies Sites ................................ 134
Off-Campus Center, map ....................................... 223
Office Assistant/Receptionist .................................. 98
Office Support Specialist ....................................... 50
Optical Assistant .................................................... 100
Other Admissions ................................................... 18
P
Paraprofessional/Bilingual Assistant ............................ 101
Parking ................................................................. 23
Part-Time Career Training Programs ........................... 11
Pharmacy Technician .............................................. 102
Phlebotomy Technician ........................................... 103
Pile Drivers Apprenticeship ...................................... 130
Placement Testing .................................................. 24
Planning for Student Success/ESL ............................. 132
Plasterers Apprenticeship ....................................... 130
Plumbers and Pipefitters Apprenticeship .................... 130
Practical Accounting for Small Business .................... 104
Precision Machining Technologies ......................... 105
Pre-Registration List ............................................. 16
President’s Honors List ......................................... 31
Appendix

Index

Professional Baking ................................................. 106-107
Property Maintenance ............................................. 108

R

Refrigeration Apprenticeship ............................ 130
Refrigeration Technology ...................................... 109
Refund Policies ................................................. 17
Registered Nurse, Associate Degree ...................... 110-111
Renton Technical College, About ......................... 6
Renton Technical College Advisory Council ......... 213
Renton Technical College Foundation ................. 213
Renton Technical College History ......................... 6
Renton Technical College Learning Outcomes ......... 2
Renton Technical College Mission, Vision, Values .... 2
Return of Title IV Funds ....................................... 27
Roofers Apprenticeship ........................................ 130
Running Start ..................................................... 18

S

Saint-Gobain Containers Apprenticeship ............ 127
Satisfactory Progress ........................................... 25
Scholarships ...................................................... 26
School Age Child Care ......................................... 112
School Calendar .................................................. 9
Seattle Public Utilities Water Pipe ... 
Workers Apprenticeship ....................................... 130
Significant Facts .................................................. 7
Special Accommodations .................................... 24
Special Needs Student Services ............................ 23
Standards of Progress ......................................... 29
Stationary Engineers Apprenticeship .................... 130
Student Handbook ............................................ 29
Student Housing & Transportation ....................... 23
Student Insurance ............................................. 23
Student Services .............................................. 21
Student Success Center ...................................... 23
Student Success in Technical Programs/ESL ....... 134
Student Success ............................................... 133
Supervision and Management ............................ 113
Surgical Technologist ......................................... 114-115

T

Tech Prep .......................................................... 18
Tech Prep Credit ................................................ 30
Technical Studies ............................................... 116
Telecommunications ......................................... 14
Teleconferences ................................................ 14
Telecourses ...................................................... 14
Testing Center ................................................... 24
Testing ............................................................ 24
Training Program Course Descriptions ............... 135-210
Training Programs Listed by Career Field .......... 5
Transcripts ....................................................... 30
Transfer of Credits ............................................. 30
Transfer Opportunities ....................................... 8
Tuition ............................................................. 17
Tuition Refund Policies ...................................... 17
Tutoring .......................................................... 134
Types of Aid ...................................................... 25

V

Veterans Programs .............................................. 26
Veterinary Assistant ........................................... 117
Vice-President’s Honors List ............................... 31

W

Welcome to Renton Technical College ............... 3
Welding ............................................................ 118-119
Welding, Basic .................................................. 47
Withdrawal ....................................................... 16
Worker Retraining .............................................. 26
WorkFirst ........................................................ 27
Work Study Programs ....................................... 25
Main Campus
3000 NE Fourth Street
Renton, WA 98056-4195
425.235.2352

* Off-Campus Center
3407 NE Second Street
Renton, WA 98056-4195
425.235.2352

** RTC.edu**

2007–2008 Catalog

223