2018

Summer & Fall

Class Schedule

Veterans student registration begins: **May 11, 2018**
Continuing student registration begins: **May 14, 2018**
New student registration begins: **May 16, 2018**

RTC RENTON TECHNICAL COLLEGE®

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SUMMER 2018 – ACADEMIC CALENDAR & IMPORTANT DATES

All dates subject to change

MAY 1, 2018	Deadline to have a complete Financial Aid file to receive funding on the first day of Summer Quarter
MAY 9, 2018	Student Advising Day - Current/Continuing Students
MAY 11, 2018	Summer/Fall Quarter registration begins - Veterans
MAY 14, 2018	Summer/Fall Quarter registration begins - Continuing Students
MAY 16, 2018	Summer/Fall Quarter registration begins - New & Re-Entry Students
MAY 23, 2018	**NO CLASSES – WORK DAY FOR FACULTY**
MAY 28, 2018	**HOLIDAY (CAMPUS CLOSED) – MEMORIAL DAY**
JUNE 8, 2018	Summer Quarter Tuition Due 1st SUMMER QTR STEPP (Student Tuition Easy Pay Plan) - Payment Due
JUNE 15, 2018	Last day to enroll in STEPP (Student Tuition Easy Pay Plan)
JUNE 21, 2018	Summer textbooks & supplies available in the Bookstore
JUNE 21-22, 2018	Textbook buyback in the Bookstore
JUNE 21, 2018	SPRING QUARTER 2018 ENDS
JUNE 21, 2018	**COMMENCEMENT (SHOWARE CENTER – KENT, WA)**
JUNE 22-JULY 4, 2018	**NO CLASSES**
JULY 2, 2018	Deadline to have a complete Financial Aid file to receive funding on the first day of Fall Quarter
JULY 4, 2018	**HOLIDAY (CAMPUS CLOSED) – INDEPENDENCE DAY**
JULY 5, 2018	SUMMER QUARTER 2018 CLASSES BEGIN
JULY 5-12, 2018	To ADD or DROP Professional/Technical classes - Requires INSTRUCTOR & ADVISOR signature on add/drop form To ADD Academic/General Education classes - Requires INSTRUCTOR signature on add/drop form To DROP Academic/General Education classes - Requires ADVISOR signature only To ADD an overloaded/full class – Requires INSTRUCTOR & DEAN signatures on add/drop form TO ADD OR DROP ABE/ESL/GED classes – No signature required *All tuition and fees are due the next business day
JULY 5, 2018	Final Summer Quarter STEPP (Student Tuition Easy Pay Plan) Payment Due
JULY 9, 2018	Last day to withdraw from classes with 100% refund Last day for refund on Summer Quarter books at the Bookstore
JULY 10, 2018	First day to withdraw from classes with 50% refund
JULY 12, 2018	Last day to change to/from Audit grade at Enrollment Services Last day to ADD/DROP a class Last day to withdraw from classes without a "W" grade on transcript
JULY 13, 2018	First day to withdraw from classes will post "W" grade on transcript
JULY 24, 2018	Last day to withdraw from classes with 50% refund.
JULY 28, 2018	First day students receiving Financial Aid may withdraw from all classes and not owe repayment of grants. Loans will still need to be repaid in accordance with the loan terms.
AUGUST 1, 2018	Last day to withdraw from classes with "W" grade posted on transcript
AUGUST 6, 2018	Instructor Briefcase opens for Summer Quarter faculty grading

SUMMER 2018 – ACADEMIC CALENDAR & IMPORTANT DATES

All dates subject to change

AUGUST 10-13, 2018	Textbook buyback in the Bookstore
AUGUST 13, 2018	**SUMMER QUARTER 2018 ENDS**
AUGUST 14, 2018	**NO CLASSES - WORK DAY FOR FACULTY**
AUGUST 16, 2018	All grades submitted online by NOON
AUGUST 17, 2018	Summer Quarter 2018 grades available to access and view: *http://www.ctc.edu/~renton/wts/kiosk/index.html*.

FALL 2018 – ACADEMIC CALENDAR & IMPORTANT DATES

All dates subject to change

MAY 9, 2018	Student Advising Day - Current/Continuing Students
MAY 11, 2018	Summer/Fall Quarter registration begins - Veterans
MAY 14, 2018	Summer/Fall Quarter registration begins - Continuing Students
MAY 16, 2018	Summer/Fall Quarter registration begins - New & Re-Entry Students
JULY 2, 2018	Deadline to have a complete Financial Aid file to receive funding on the first day of Fall Quarter
AUGUST 17, 2018	Fall quarter tuition due (Students registering after 8/17, tuition is due within 5 business days) 1st fall quarter STEPP (Student Tuition Easy Pay Plan) - Payment Due
SEPTEMBER 3, 2018	**HOLIDAY (CAMPUS CLOSED) – LABOR DAY**
SEPTEMBER 4, 2018	Fall textbooks & supplies available in the Bookstore
SEPTEMBER 11-14, 2018	New Student Orientations
SEPTEMBER 14, 2018	2nd fall quarter STEPP (Student Tuition Easy Pay Plan) - Payment Due
SEPTEMBER 17, 2018	**FALL QUARTER 2018 CLASSES BEGIN**
SEPTEMBER 17-28, 2018	To ADD or DROP Professional/Technical classes - Requires INSTRUCTOR & ADVISOR signature on add/drop form To ADD Academic/General Education classes - Requires INSTRUCTOR signature on add/drop form To DROP Academic/General Education classes - Requires ADVISOR signature only To ADD an overloaded/full class – Requires INSTRUCTOR & DEAN signatures on add/drop form TO ADD OR DROP ABE/ESL/GED classes – No signature required *All tuition and fees are due the next business day
SEPTEMBER 21, 2018	Last day to withdraw from classes with 100% refund Last day to enroll in STEPP (Student Tuition Easy Pay Plan) with three payment option
SEPTEMBER 21, 2018	Last day for refund on fall quarter books at the Bookstore
SEPTEMBER 24, 2018	First day to withdraw from classes with 50% refund
SEPTEMBER 28, 2018	Last day to withdraw from classes without "W" grade on transcript Last day to ADD/DROP classes Last day to change to/from Audit grade at Enrollment Services
OCTOBER 1, 2018	First day to withdraw from classes with "W" grade on transcript
OCTOBER 5, 2018	Last day to withdraw from classes with 50% refund
OCTOBER 12, 2018	Final fall quarter STEPP (Student Tuition Easy Pay Plan) - Payment Due
OCTOBER 24, 2018	Student Advising Day - Current/Continuing Students
OCTOBER 26, 2018	Winter Quarter registration begins - Veterans
OCTOBER 29, 2018	Winter Quarter registration begins - Continuing Students
OCTOBER 31, 2018	Winter Quarter registration begins - New & Re-Entry Students
OCTOBER 31, 2018	Deadline to have a complete Financial Aid file to receive funding on the first day of Winter Quarter 2018
NOVEMBER 2, 2018	Only day students receiving Financial Aid may withdraw from all classes and not owe repayment of grants. Loans will still need to be repaid in accordance with the loan terms.
NOVEMBER 2, 2018	Last day to withdraw from classes, "W" grade posted on transcript
NOVEMBER 6, 2018	**NO CLASSES – MANDATORY MEETING DAY FOR FACULTY**

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

FALL 2018 – ACADEMIC CALENDAR & IMPORTANT DATES

All dates subject to change

NOVEMBER 12, 2018	**HOLIDAY (CAMPUS CLOSED) - VETERAN'S DAY**
NOVEMBER 22-23, 2018	**HOLIDAY (CAMPUS CLOSED) - THANKSGIVING**
NOVEMBER 30, 2018	Instructor Briefcase opens for Faculty grading: access *https://www.ctc.edu/~renton/wts/ibc/*
DECEMBER 6, 2018	Winter textbooks & supplies available in the Bookstore
DECEMBER 6-7, 2018	Textbook buyback in the Bookstore
DECEMBER 7, 2018	**FALL QUARTER 2018 ENDS** Winter Quarter Tuition Due (Students registering after 12/8, tuition is due within 5 business days) 1st Winter QTR STEPP (Student Tuition Easy Pay Plan) - Payment Due
DECEMBER 10 - 12, 2018	**NO CLASSES - WORK DAY FOR FACULTY**
DECEMBER 12, 2018	All grades submitted online by NOON
DECEMBER 13, 2018	Fall Quarter 2018 Grades available to access and view: *http://www.ctc.edu/~renton/wts/kiosk/index.html*
DECEMBER 25, 2018	**HOLIDAY (CAMPUS CLOSED) – WINTER HOLIDAY**
JANUARY 1, 2019	**HOLIDAY (CAMPUS CLOSED) – NEW YEARS HOLIDAY**

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

Connect with an Entry Adviser

1

- Students interested in career training and direct transfer programs must meet with an Entry Adviser in Student Success.
- Explore career pathways, college services and discuss entry requirements.

Apply for Admission & Financial Aid

2

- Apply for admission in person or online.
- Complete your FAFSA online at fafsa.gov and visit the Financial Aid Department to submit necessary documents (Building I-205).
- If you have questions or need assistance with your FAFSA, visit the Learning Resource & Career Center (Building C-102)
- If you are a Veteran or using VA benefits call (425) 235-2352 ext. 5805 for an appointment.

Assess and Review Your Skills

3

- Prep for the AccuPlacer test by visiting the Learning Resource & Career Center Building (C-102)
- Pay for the ACCUPLACER test in the Cashier's Office - (Building I-230) before going to Testing Services.
- Review your assessments with an Entry Adviser and select a program of study (Building I-218).

Register for Classes, Pay Tuition & Buy Books

4

- Register for classes in Enrollment Services (Building I-218).
- Pay tuition and fees, purchase your books, and get started!

Get Started!

For admission information and applications, visit: RTC.edu

To schedule an appointment with an Advisor call (425) 235-2352 or visit the Student Success Center in the Roberts Campus Center, Building I

STUDENT TUITION EASY PAYMENT PLAN

What is STEPP?

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

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

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

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

TUITION & FEES

TUITION Table Includes:

Building, Comprehensive, Security, Technology and S&A Fees

# of Credits	Washington Resident	Non-Washington Resident	International Student
1	$122.17	$135.89	$299.17
2	$244.34	$271.78	$598.34
3	$366.51	$407.67	$897.51
4	$488.68	$543.56	$1,196.68
5	$610.85	$679.45	$1,495.85
6	733.02	$815.34	$1,795.02
7	$855.19	$951.23	$2,094.19
8	$977.36	$1,087.12	$2,393.36
9	$1,099.53	$1,223.01	$2,692.53
10	$1,221,70	$1,358.90	$2,991.70
11	$1,290.78	$1,428.70	$3,067.98
12	$1,359.86	$1,498.50	$3,144.26
13	$1,428.94	$1,569.30	$3,220.54
14	$1,498.02	$1,638.10	$3,220.54
15	$1,567.10	$1,707.90	$3,373.10
16	$1636.18	$1,777.70	$3,449.38
17	$1,705.26	$1,847.50	$3,525.66
18	$1,774.34	$1,917.30	$3,601.94
19	$1,885.70	$2,028.66	$3,890.30
20	$1,997.06	$2,140.02	$4,178.66
21	$2,108.42	$2,251.38	$4,467.02
22	$2,219.78	$2,362.74	$4,755.38
23	$2,331.14	$2,474.10	$5,043.74
24	$2,442.50	$2,585.46	$5,332.10
25	$2,553.86	$2,696.82	$5,620.46

Tuition fee per credit:

Tuition:	Washington Resident	Non-Washington Resident	International Student
Credits 1-10	$83.19	$83.19	$246.47
Credits 11-18	$41.85	$41.85	$48.33
Credits 19+	$94.36	$94.36	$271.36

STATE SUPPORT OF HIGHER EDUCATION STUDENTS ACROSS WASHINGTON

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

	Resident Undergraduate	Nonresident Undergraduate
Total Instructional Support Per FTE Student	$6,282	$6,282
Operating Fee	$3,217	$8,052
Net State Support per FTE Student	$3,065	---

The following table indicates the amount of state supported financial aid including that provided from the local institutional financial aid fund (3½ percent).

	State Financial Aid	Institutional Financial Aid
Undergraduate Resident	$845*	$111
Undergraduate Nonresident	$ 0**	$ 0**

*Includes State Work Study, State Need Grant, and all other financial aid programs administered by the WSAC, and SBCTC administered programs: Opportunity Grants and Worker Retraining Financial Aid.

**State and Institutional financial aid is not available to nonresident students.

Please note that all tuition and fee rates are set by the Washington State Legislature, the Board of Community and Technical Colleges and the Board of Trustees and are subject to change. Renton Technical College reserves the right to change, without notice, any fees to comply with the state college regulation or policies. Tuition and fee rates for the 2018-19 academic year will be available in summer 2018.

2017 - 2018 FEES: (all classes)

S & A Fee: $10.81 per credit for 1-10 credits
$6.29 per credit for 11-18 credit
No fee charged beyond 18 credits
Comprehensive Fee: $3 per credit
Security Fee: $3 per credit
Technology Fee: $1 per credit
Building Fee:
$11.17 per credit, CREDITS 1-10 (resident)
$3.94 per credit, CREDITS 11-18 (resident)
$24.89 per credit, CREDITS 1-10 (non-resident)
$4.66 per credit, CREDITS 11-18 (non- resident)

OTHER 2017 - 2018 FEES:

Hybrid Online Fee: $4 per course
Online Fee: $40 per course
Culinary Arts Meal Fee: $17.28 per credit
ACCUPLACER Test Fee: $10
Application Fee: $30
International Application Fee: $50
Clinical Placement Fee:
$75 per 1-4 credit clinical course
$100 per 5+ credit clinical course

Late Registration Fee: $75
Payment Plan Fee: $25

Additional Fees:

Additional fees may be charged for a specific class and are listed at the end of the course descriptions. Students participating in externships or internships may be required to pay $13 per year for medical malpractice insurance and $3.46 per quarter for general liability insurance.
Tuition and fees reflect 2017 - 2018 amounts.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

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

CANVAS AT RTC

All courses at RTC are web-enhanced; the Canvas LMS is our campus-wide grade book. Students can view their syllabi and course outcomes in Canvas, and can utilize a variety of other tools to stay on track. Log in at rtc.edu/canvas with your Student ID number and the first 8 letters of your last name. Setup and sit-down help with Canvas can be found in the LRCC (C-102). Specific questions can be sent to eLearning@rtc.edu.

ONLINE & HYBRID COURSES AT RTC

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

Operating Systems:

- Windows XP SP3 and newer
- Mac OSX 10.6 and newer
- Linux - chromeOS

Mobile Operating Systems:

- iOS 7 and newer
- Android 2.3 and newer

Computer Speed and Processor:

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

Supported Browsers:

- Chrome 43 and 44 – Recommended browser
- Internet Explorer 10 and 11
- Safari 7 and 8
- Firefox 39 and 40
- Flash 17 and 18
- Respondus Lockdown Browser For online testing,

TUITION PAYMENT

Tuition deadline is June 8th, 2018 for summer quarter and August 17th for fall quarter. For students registering after this deadline, tuition is due five business days after registration unless other funding arrangements have been made. For students registering or adding classes on or after the first day of the quarter, tuition will be due one business day after registration. Save time, pay online at ctc.edu/~renton/wts/kiosk/index.html. You may also pay in person at the Cashier office in Building I.

REFUND DEADLINES:

- 100% refund withdrawing from classes by y July 9th for summer quarter, and September 21st for fall quarter, in person before 4:00PM at Enrollment Services.
- 50% refund if withdrawing from classes July 10th – July 24th for summer quarter, and September 24th - October 5th for fall quarter in person at Enrollment Services.
- July 25th and on no refund for summer quarter, and October 8th and on no refund for fall quarter.

Testing fees and admission application fees are nonrefundable

STUDENT SUCCESS CENTER

(425) 235-5840 | Roberts Campus Center, Building I

Renton Technical College's Student Success Center houses Academic Advising, Career Advising, Entry Services, High School Programs, International Student Services and the Dean of Student Success and Workforce programs.

Regular Hours:

Monday - Thursday 7:30AM - 6:00PM

Friday 9:00AM - 4:00PM

LEARNING RESOURCES & CAREER CENTER (LRCC)

(425) 235-2352 Ext.5721 | Technology Resource Center, Building 'C' Room-102, | rtc.edu/lrcc

Renton Technical College's Learning Resource & Career Center offers a variety of free services to students, alumni, and community member including: tutoring, career guidance, PC help/repair, student ID cards, PC use/printing, and much more.

Regular Hours:

Monday - Friday 8:00AM - 8:00PM

Saturday 10:00AM – 3:00PM (weeks 3-12)

Drop-in hours: Monday – Thursday 11:00AM – 4:00PM

DISABILITY RESOURCE SERVICES (DRS)

(425) 235-5840 | TTY (425) 235-5811 | drs@rtc.edu

Students with disabilities are encouraged to meet with Disability Resource Services. For hours, see Student Success Center.

BOOKSTORE

(425) 235-2323

Roberts Campus Center, Building I

You may purchase books, supplies, electronic and computer supplies, clothing, cards, gifts and other sundries.

Regular Hours

Monday - Thursday 7:30AM - 4:30PM

Friday 7:30AM - 4:00PM

ENROLLMENT SERVICES

(425) 235-2352

Admissions, Registration, records/transcripts, Registrar's office.

Regular Hours

Monday - Thursday 7:30AM - 6:00PM

Friday 9:00AM - 4:00PM

Summer hours may vary - please check website.

FINANCIAL AID

(425) 235-5841

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

Regular Hours

Monday - Thursday 9:00AM - 4:30PM

Friday 9:00AM - 1:00PM

FOOD SERVICE

(425) 235-5845

Roberts Campus Center, Building I

RTC's Culinary Arts program offers a variety of food services for students on campus, as well as an outside catering department. Vending machines are available in select locations on campus. *Open hours during holidays and between quarters will vary.*

C.A.F.E. DINING - CAFETERIA STYLE DINING

Monday – Friday

Breakfast 7:00AM - 10:15AM

Lunch 11:15AM - 1:00PM

BAKERY - STUDENT OPERATED BAKERY

Monday – Friday 7:00AM - 1:00PM

CULINAIRE ROOM – SIT-DOWN RESTAURANT DINING

Monday – Friday 11:15AM - 1:00PM

CULINAIRE EXPRESS – FAST FOODS

Monday – Friday 11:00AM - 2:45PM

CATERING – FOR CATERING SERVICES, CALL

(425) 235-2352, ext. 5730 | RTC.edu/catering

FOUNDATION

(425) 235-2415 | RTC.edu/foundation

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

LIBRARY

(425) 235-2331 | RTC.edu/library

Technology Resource Center, Building C

Monday - Thursday 7:00AM - 8:00PM

Friday 7:00AM - 4:30PM

Open hours during holidays and between quarters will vary.

RUNNING START

(425) 235-5840 (Student Success Center)

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

THE PUGET SOUND DUAL CREDIT CAREER CONSORTIUM

(425) 235-5840 (Student Success Center)

RTC has articulation agreements with 32 high schools in the Puget Sound Dual Credit Career Consortium. These agreements allow students to get direct RTC credit for specific skills they have learned while in high school. For hours, see Student Success Center, on page 12.

TRANSFER CREDITS

(425) 235-2352 (Enrollment Services)

Transfer credits from other institutions will be considered upon validation of official transcripts and assessment of coursework.

TESTING SERVICES

(425) 235-2352, ext. 5704

Before students can enroll in an RTC Professional Technical program, they are required to connect with an Entry Adviser in Student Success. The ACCUPLACER is a computer-based placement test that assesses reading, writing, and math skills. RTC currently only requires students to take the math portion of the exam. The ACCUPLACER is offered on the computer with no time limit. Cost for this exam is $25.00 for three exams, or $10.00 each.

RTC no longer requires students to take the Reading and Writing portion of the ACCUPLACER. Students enrolling in a Professional-Technical Program or General Education English class at RTC will take a Directed Self-Placement test. This assessment may only be taken once. No test appointment is necessary, and this exam is free of charge. All tests administered in Testing Services require testers to bring picture identification and a copy of the receipt showing payment for the test.

The Testing Services calendar is located at:
rtc.edu/testing-services.

For GED (General Educational Development) test registration go to: *GED.com.*

VETERANS SERVICES

(425) 235-2352, ext. 5805

Students who are veterans or dependents of veterans looking to enroll and use veteran benefits should contact Veterans Services by email at veterans@RTC.edu or by phone at (425) 235-2352 ext. 5805. Once an appointment is set, Veterans Services staff will meet with the prospective student and discuss fields of study. Veterans Services will assist the prospective student in completing the admission process and applying for all available funding and discounts.

BASIC FOOD EMPLOYMENT AND TRAINING (BFET)

(425) 235-5840 (Student Success Center)

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

OPPORTUNITY GRANT

(425) 235-2352, ext. 5720 (Financial Aid)

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

RESIDENCY REQUIREMENT/TUITION

(425) 235-2352, ext. 5528

The State of Washington has established specific criteria for students to qualify as residents for tuition paying purposes (references: RCW 28B.15.015 and WAC 250-18.020250).

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

Residency questionnaires are available online, in Enrollment Services or by calling (425) 235-2352, ext. 5531. Note these additional points:

- Residence is not an equivalent of domicile only. You must also provide documentation supporting student's financial independent or dependent status.
- The domicile of a minor attending is normally that of the parent or legally appointed guardian.
- International students attending RTC who have been issued an I-20 form are classified as non-resident regardless of length of residency in Washington state.

NON-RESIDENT WAIVER

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

HB 1079 (UNDOCUMENTED PERSON) WAIVER

Students who are not permanent residents or U. S. citizens may qualify for resident tuition at Washington state colleges, under provisions of HB 1079 passed July 1, 2003. To qualify students must complete an affidavit declaring they have resided in Washington state for three years immediately prior to receiving a high school diploma and completed a full senior year at a Washington state high school or completed the equivalent of a high school diploma in Washington. The Affidavit/Declaration/Certification form is available online. For more information please contact the Enrollment Services office (425) 235-2352.

HOW TO OBTAIN YOUR BACKGROUND CHECK MEDICAL AND DOCUMENT TRACKER - ALLIED HEALTH PROGRAMS

You will be required to obtain your own criminal background check, set up an account for immunizations and process documentation tracking prior to registration, for a $99.00 fee through the third party's secure online platform.

CastleBranch.

Directions:

Go to *https://portal.castlebranch.com/rr63* and enter the appropriate package code for your program.

Allied Health Programs

- *Anesthesia Technologist – RR65*
- *Central Service Technician – RR64*
- *Dental Assistant – RR67*
- *Massage Therapy Practitioner – RR68*
- *Medical Assistant – RR69*
- *Medical Assistant - Phlebotomy – RR71*
- *Ophthalmic Assistant – RR76*
- *Nursing – RR75nur*
- *Registered Nurse (LPN to RN) – RR75lpn*
- *Nursing Assistant – RR75na*
- *Pharmacy Technician - RR72*
- *Surgical Technologist – RR73*

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

If you need assistance please contact CastleBranch at (888) 723-4263 or https://mycb.castlebranch.com/help and a student support representative will be available.

Monday - Thursday 8:00AM - 8:00PM
Friday 8:00AM - 6:00PM EST.
Sunday 10:00AM - 6:30PM EST.

For a Summary of Your Rights Under the Fair Credit Reporting Act visit: CastleBranch.com/resources
888-666-7788

WORKER RETRAINING

(425) 235-5840 (Student Success Center)

You may be eligible to receive financial aid for approved training programs to help cover the cost of tuition, books, child care and transportation if you meet any of the following conditions:

- You are currently receiving unemployment benefits
- from the State of Washington
- You have exhausted unemployment benefits within the last 48 months
- You have received notice of a future layoff
- Are formerly self-employed (closed down business in last 48 months due to economic downturn)
- You are unemployed or underemployed after having been dependent on another family member's income, but no longer supported by that income due to separation, divorce, death, job loss or permanent disability of the main wage-earner
- You are a veteran discharged with in the last 48 months or active duty military member who has a separation notice
- Are a vulnerable worker meeting 2 of the following criteria:
  - Employed in a job that is "not in demand" determined by local demand-decline list
  - Have earned less than 45 college credits and no prior degree/certifications
  - Need to upgrade your skills to remain employed at your current job

WORKFIRST SERVICES

(425) 235-5840 (Student Success Center)

If you receive TANF assistance through DSHS, you may be eligible for free career training at RTC. Parents must be referred by their DSHS case manager. Call (425) 235-5840 for more information and to sign up for a TANF student orientation.

CONTACT INFORMATION

Disability Resource Services (DRS)	(425) 235-5840
Student Services TTY	(425) 235-5811
Bookstore	(425) 235-2323
Student Success Center	(425) 235-5840
Enrollment Services	(425) 235-2352
Financial Aid	(425) 235-5841
Food Service	(425) 235-5845
Foundation	(425) 235-2415
Library	(425) 235-2331
Learning Resource & Career Center	(425) 235-5721
Running Start	(425) 235-5840
Tech Prep	(425) 235-5840
Testing Services	(425) 235-2352 ext. 5704
Veterans Services	(425) 235-2352 ext. 5805
Worker Retraining	(425) 235-5840
WorkFirst Services	(425) 235-5840
Opportunity Grant	(425) 235-5720

EMERGENCY CLOSURE INFORMATION

(425) 235-2352 or RTC.edu

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

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

PROGRAM SUMMARY

PROGRAM	LENGTH	ENTRY	CERT	AAS	AAS-T	BAS
ACCOUNTING						
Accounting Clerk	2	F, W, Sp	X			
Accounting Paraprofessional	4	F, W, Sp	X	X		
Accounting Specialist	6, 7	F, W, Sp			X	
AEROSPACE						
Aerospace & Industrial Production	7	Fa, Sp	X	X		
ALLIED HEALTH CAREERS						
Anesthesia Technologist	6	W			X	
Central Service Technician*	2	W, Su	X			
Dental Assistant	4	F, W	X	X	X	
Massage Therapy Practitioner	3	F	X	X	X	
Medical Assistant*	4	F, W	X	X	X	
Medical Assistant, Phlebotomy	1	F, W, Sp, Su	X			
Nursing Assistant*	1	F, W, Sp, Su	X			
Ophthalmic Assistant	4	W	X	X	X	
Pharmacy Technician	4	F	X	X	X	
Registered Nurse	6	F, Sp			X	
Surgical Technologist	4	F, Sp	X	X	X	
Veterinary Assistant	4	F	X			
AUTOMOTIVE						
Automotive, Ford ASSET	8	F		X		
Autobody Repair and Refinishing	7	F	X	X		
Automotive Technology	3	F, W, Sp	X			
Automotive Technology – Maintenance and Light Repair*	4	F, W, Sp	X			
BAND INSTRUMENT REPAIR						
Band Instrument Repair Technology	3	August	X	X		
Band Instrument Repair with Guitar Technology	4	June or August	X	X		
Guitar Repair Technology	1	June	X			
BUSINESS CAREERS						
Admin Office Management/Office Management*	5	F, W, Sp	X	X		
Admin Office Mgmt/Entrepreneurship and Small-Business Mgmt	5	F, W, Sp	X	X		
Business (DTA/MRP Associate of Arts)	6	F, W, Sp, Su				
Office Assistant /Receptionist	1	F, W, Sp	X			
CONSTRUCTION & BUILDING TECHNOLOGY						
Computer Aided Drafting	Varies	F, W, Sp, Su	X			
Construction Management	Varies	F, W, Sp	X	X		
Construction Management (DTA/MRP Associate of Arts)	6	F, W, Sp, Su				
Commercial Building Engineering	8	F, W, Sp	X	X		
Electrical Plant Maintenance	Varies	F, W, Sp, Su	X			
Engineering Design Technology	4	F, Sp	X	X		
Industrial Engineering	8	F, W, Sp	X	X		
Leadership in Trades	1	F,W,Sp	X			

PROGRAM	LENGTH	ENTRY	CERT	AAS	AAS-T	BAS
Property Maintenance for Multi-Family Residences	3	F	X			
Welding*	5	F, W, Sp	X	X		
CULINARY ARTS						
Culinary Arts	6	F, W, Sp	X	X	X	
Professional Baking	4	Open Entry	X			
EARLY CHILDHOOD CAREERS						
Child Development Associate	3	F, W, Sp, Su	X			
Early Childhood Careers*	3+	F, W, Sp	X	X	X	
Early Childhood Careers - online	3+	F, W, Sp				
INFORMATION TECHNOLOGY						
Applications Developer*	4	F, W	X			
BAS (Bachelor of Applied Science) Application Development	6	F				X
Computer Network Technology*	4	F, W, Sp	X	X	X	
Computer Science	4	F, W	X	X	X	
BAS (Bachelor of Applied Science) Computer Network Architecture	6	Sp				X
LEGAL CAREERS						
Legal Assistant	4	F, W, Sp	X	X		
Leagal Assistant - Hybrid	6	F, W, Sp				
MACHINING						
Precision Machining Technologies	9	Su, W	X	X		
Mechatronics	6	F, Sp	X	X		
MAJOR APPLIANCE & REFRIGERATION TECHNOLOGY						
Major Appliance & Refrigeration Technology	8	F, Sp	X	X		
Refrigeration Technology, Domestic/Commercial	4	F, Sp	X	X		
Commercial Refrigeration Technology	4	F, Sp	X	X		
MEDICAL OFFICE						
Health Care Navigator	2	F, W	X			
Medical Coding Specialist	6	F, W, Sp	X	X		
Revenue Management Specialist	4	F, W, Sp	X			
SURVEYING, GEOSPATIAL SCIENCE						
Field Survey Technician	4	F (bi-yearly)	X			
Land Surveying – Geospatial Science	3	F (bi-yearly)	X	X		

*Indicates I-BEST offerings available in this program. Talk to an adviser or go to rtc.edu/i-best for more information.

PROGRAM OPTIONS AVAILABLE:

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

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

The **COLLEGE & CAREER READINESS (CCR)** program supports students in intensive preparation for the next steps of their college and career pathway.

ON CAMPUS COURSE AVAILABILITY

Once you have completed Orientation and Educational Planning, you and your orientation instructor will choose your courses. Your orientation instructor will help you register. Courses are available during the following timeslots. There are also hybrid courses, which do not meet in class every day, but do include online coursework which must be completed outside of class time.
*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at (425)-235-5841.

SPRING	English Language Acquisition (ELA) Foundations	High School Equivalency	Bilingual Spanish/ English HSE	College & Career Readiness
8:00AM-11:00AM M-F	X	X		X
11:30AM-2:30PM M-F	X	X		
2:30PM-5:30PM M-Th	X			
6:00PM-9:00PM M-Th	X	X	X	

FALL	English Language Acquisition (ELA) Foundations	High School Equivalency	Bilingual Spanish/ English HSE	College & Career Readiness
8:00AM-11:00AM M-F	X	X		X
11:30AM-2:30PM M-F	X	X		
2:30PM-5:30PM M-Th	X			
6:00PM-9:00PM M-Th	X	X	X	

GET STARTED!

CURRENT STUDENTS Talk to your current instructor about placement and registration.

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

ORIENTATION AND EDUCATIONAL PLANNING

This course will (a) introduce adult learners to the learning options in the department, (b) provide learning assessment, (c) explore student goals and challenges to develop a personal learning plan, and (d) provide orientation to online learning tools. Students must complete this orientation prior to attending other courses in the department.

ORIENTATION WEEK	Morning 8:00AM -11:00AM	Afternoon 11:30AM - 2:30PM	Evening 6:00PM - 9:00PM
SUMMER			
JUL 9-12	E700	E720	E710
FALL			
AUG 27-30	E700	E720	E710
SEPT 4-7	E701	E721	E711
SEPT 11-14	E702	E722	E712
OCT 1-4	E703	E723	E713
OCT 8-11	E704	E724	E714
OCT 22-25	E705	E725	E715
OCT 29-NOV 1	E708	E730	E718
DEC 3-6	E709	E731	E719
DEC 10-13	E700	E720	E710
DEC 17-20	E701	E721	E711

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

ADDITIONAL LOCATIONS AVAILABLE

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

KENT LEARNING CENTER
SOUTH KING COUNTY ALLIANCE
515 W. Harrison, Suite 218, Kent, WA 98032 | (253) 852-7461
High School Equivalency (HSE)
9:00AM -12:00PM MF
12:30PM - 2:30PM MF

English Language Acquisition (ELA) Foundation
10:30AM - 1:30PM MTh
2:30PM - 5:30PM MTh
6:00PM - 9:00PM MTh

YOUTHSOURCE
This location for young adults only
645 Andover Park West, Tukwila, WA 98188 | (206) 477-6991
High School Equivalency (HSE)
9:00AM - 12:00PM MF
12:30PM - 3:30PM MF

WORKSOURCE AFFILIATE DOWNTOWN SEATTLE
YWCA OPPORTUNITY PLACE
2024 3rd Avenue, 2nd Floor, Seattle WA 98121 | (206) 436-8640
High School Equivalency (HSE) & English Language Acquisition (ELA) Foundations
8:30AM -11:30AM MF
12:15PM - 3:00PM MF

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

CRESTON POINT APARTMENTS
13445 MLK, Jr Way S., Seattle, WA 98179
English Language Acquisition (ELA) Foundations
9:15AM - 1:00PM MTh
No Summer classes

ISSAQUAH VALLEY ELEMENTARY
555 NW Holly St., Issaquah, WA
English Language Acquisition (ELA) Foundations
6:00PM - 8:30PM MTW
No Summer classes

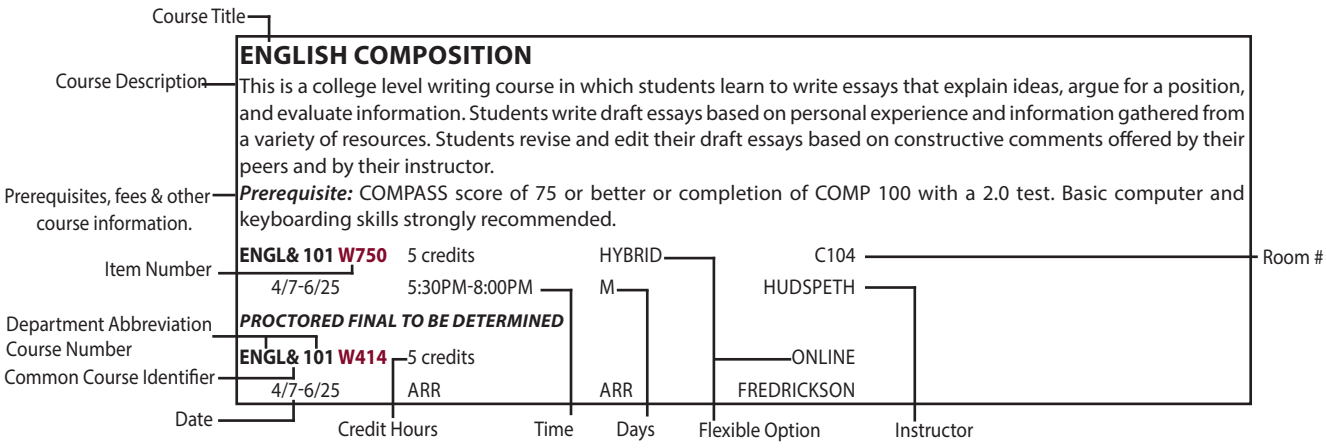
EL CENTRO RENDU
ST. VINCENT DE PAUL
575 Rainier Ave. N, Renton, WA 98057
High School Equivalency (HSE) Intake Portfolio
Bilingual Spanish/English
10:00AM – 12:00PM WF

BELLEVUE LIBRARY
1111 110th Ave NE, Bellevue, WA 98004
High School Equivalency (HSE) Intake Portfolio
Bilingual Spanish/English
9:00AM - 11:00AM TTh
No Summer classes

RENTON LIBRARY
100 Mill Avenue S., Community Room, Renton, WA
English Language Acquisition (ELA) Foundations.
10:00AM - 1:00PM TTh
No Summer classes

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

HOW TO READ COURSE INFORMATION



ANTHROPOLOGY

CROSS-CULTURAL MEDICINE

In this course on medical anthropology, students study the concepts of disease, illness, health, treatment, and healing in global cultures. Topics may include ethnomedicine, aging, socioeconomic factors, epidemiology, and spirituality, with an emphasis on culturally competent care.

SUMMER

ANTH& 235 N406	5 CREDITS		ONLINE
7/5-8/13	ARR	ARR	MOHIBULLAH H

FALL

ANTH& 235 G108	5 CREDITS		H202
9/18-12/6	9:00AM-11:20AM	TTh	MOHIBULLAH H
ANTH& 235 N406	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	MOHIBULLAH H

BIOLOGY

INTRODUCTION TO ANATOMY AND PHYSIOLOGY

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

FALL

BIOL 105 N434	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	SZABO D

FRIDAY LABS - 9/28, 10/19, 11/16 2:30PM-6:30PM F101

GENERAL BIOLOGY

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

SUMMER

BIOL& 160 N460	5 CREDITS		ONLINE
7/5-8/13	ARR	ARR	STOVER C

SATURDAY LAB - 7/7, 7/21, 8/4 8:00AM-12:00PM F101 SZABO

BIOL& 160 N498	5 CREDITS		ONLINE
7/5-8/13	ARR	ARR	STOVER C

FRIDAY LAB -7/6, 7/21, 8/4 1:00PM-5:00PM F101 SZABO

FALL

BIOL& 160 G524	5 CREDITS		H306
9/17-12/7	9:00AM-10:50AM	MF	REDD S
		W-LAB	F101
BIOL& 160 G542	5 CREDITS		H306/F101
9/17-12/7	10:30AM-1:20PM	TTh	REDD S
BIOL& 160 G514	5 CREDITS		H109
9/17-12/7	8:00AM-10:50AM	TTh	STOVER C
BIOL& 160 N460	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	REDD S

SATURDAY LAB - 9/29, 10/20, 11/10 1:00PM-5:00PM F101 SZABO

BIOL& 160 N498	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	STOVER C

SATURDAY LAB - 9/29, 10/20, 11/10 8:00AM-12:00PM F101 SZABO

HUMAN ANATOMY AND PHYSIOLOGY I

This is the first of two classes designed for students who want to enter professional health care programs. It is a study of the gross anatomy and functioning of the human body. Covers body organization, cellular structure and function, fundamentals of chemistry and the physiology, structure and function of all the body systems. Lab includes microscopic tissue studies, dissection, work with ADAM software, and physiology projects related to the systems studied. Prerequisite: Completion of BIOL& 160, General Biology, with a 2.0 or higher.

SUMMER

BIOL& 241 N440	5 CREDITS		ONLINE
7/5-8/13	ARR	ARR	STOVER C

SATURDAY LAB - 7/14, 7/28, 8/11 8:00AM-12:00PM F101 SZABO

BIOL& 241 N452	5 CREDITS		ONLINE
7/5-8/13	ARR	ARR	STOVER C

FRIDAY LAB - 7/13, 7/27, 8/10 1:00PM-5:00PM F101 SZABO

FALL

BIOL& 241 G506	5 CREDITS		H109
9/18-12/7	11:30AM-12:20PM	MTWTh	STOVER C

FRIDAY LAB - 10:30AM-12:20PM F101

BIOL& 241 N452	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	STOVER

SATURDAY LAB - 10/6, 10/27, 11/17 8:00AM-12:00PM F101/C104 SZABO

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

BIOL& 241 N440 5 CREDITS ONLINE
9/17-12/7 ARR ARR STOVER C
SATURDAY LAB - 10/6, 10/27, 11/17 8:00AM-12:00PM F101/C104 SZABO

HUMAN ANATOMY AND PHYSIOLOGY II

This is the second of two classes designed for students who want to enter professional health care programs. It is a study of the gross anatomy and functioning of the human body. Covers body organization, cellular structure and function, fundamentals of chemistry and the physiology, structure and function of all the body systems. Lab includes microscopic tissue studies, dissection, work with ADAM software, and physiology projects related to the systems studied. Prerequisite: Completion of BIOL& 241 Human Anatomy & Physiology I, with a 2.0 or higher.

SUMMER

BIOL& 242 N442 5 CREDITS ONLINE
7/5-8/13 ARR ARR STOVER C
SATURDAY LAB - 7/14, 7/28, 8/11 1:00PM-5:00PM F101 SZABO

FALL

BIOL& 242 G516 5 CREDITS H109
9/17-12/5 12:30PM-1:20PM MTWTh STOVER C
FRIDAY LAB 12:30PM-2:20PM F101
BIOL& 242 N442 5 CREDITS ONLINE
9/17-12/7 ARR ARR STOVER C
SATURDAY LAB - 10/6, 10/27, 11/17 1:00PM-5:00PM F101/C104 SZABO

MICROBIOLOGY

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

SUMMER

BIOL& 260 N428 5 CREDITS ONLINE
7/5-8/13 ARR ARR BABEL S
FRIDAY LAB - 7/6, 7/13, 7/20 9:00AM-1:00PM J306
BIOL& 260 N496 5 CREDITS ONLINE
7/5-8/13 ARR ARR BABEL S
SATURDAY LAB - 7/7, 7/14, 7/21 12:30PM-4:30PM J306

FALL

BIOL& 260 G848 5 CREDITS H306
9/17-12/7 11:30AM-1:20PM MW REDD S
FRIDAY LAB - J306
BIOL& 260 N428 5 CREDITS ONLINE
9/17-12/7 ARR ARR BABEL S
SATURDAY LAB - 8:00AM-12:00PM 10/13, 11/3, 12/1 J306
BIOL& 260 N496 5 CREDITS ONLINE
9/17-12/7 ARR ARR BABEL S
SATURDAY LAB - 10/13, 11/3, 12/1 1:00PM-5:00PM J306

CHEMISTRY

INTRODUCTION TO CHEMISTRY

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 2.0 or higher.

SUMMER

CHEM& 121 N400 5 CREDITS ONLINE
7/5-8/13 ARR ARR BABEL S
SATURDAY LAB - 7/7, 7/14, 7/21 8:15AM-12:15PM J306

FALL

CHEM& 121 G522 5 CREDITS H108
9/17-12/7 9:00AM-10:50AM MF BABEL S
WEDNESDAY LAB - J306
CHEM& 121 N400 5 CREDITS ONLINE
9/17-12/7 ARR ARR BABEL S
SATURDAY LAB - 10/6, 10/27, 11/17 8:15AM-12:15PM J306

INTRODUCTION TO ORGANIC & BIOLOGICAL CHEMISTRY

Introduction to organic chemistry and biochemistry includes study of the nomenclature, structure, reactions and synthesis of organic compounds and biochemistry applications in nursing field. Structure and properties of the major classes of organic compounds with particular reference to organic molecules and their relationship to polymers, such as carbohydrates, lipids, proteins, and nucleic acids. Course is primarily intended for those who are interested in the application of the principles of organic chemistry and biochemistry to related areas of science such as genetics, microbiology, physiology, and nutrition Course learning involves lectures and labs. Prerequisite: CHEM& 121 or instructor permission.

FALL

CHEM& 131 N762 5 CREDITS J306
9/17-12/7 9:00AM-10:50AM T BABEL S

COMMUNICATION

INTRODUCTION TO COMMUNICATION

In this course students study the fundamentals of the communication process and apply them to personal and workplace relationships. Emphasis is on applying communication theory to interviewing, small group communications and public speaking. Students are required to prepare and give oral presentations.

SUMMER

CMST& 101 G106 5 CREDITS H201
7/5-8/13 11:30AM-2:00PM TWTh STAFF
CMST& 101 N436 5 CREDITS ONLINE
7/5-8/13 ARR ARR EDWARDS M
CMST& 101 N438 5 CREDITS ONLINE
7/5-8/13 ARR ARR EDWARDS M

FALL

CMST& 101 G106 5 CREDITS H201
9/18-12/6 12:00PM-2:30PM TTh EDWARDS M
CMST& 101 G110 5 CREDITS H201
9/18-12/6 8:00AM-10:30AM TTh EDWARDS M
CMST& 101 G104 5 CREDITS H201
9/17-12/5 11:30AM-1:30PM MW STAFF
CMST& 101 G116 5 CREDITS H201
9/17-12/5 9:00AM-10:30AM MW STAFF
CMST& 101 N436 5 CREDITS ONLINE
9/17-12/7 ARR ARR EDWARDS M
CMST& 101 N438 5 CREDITS ONLINE
9/17-12/7 ARR ARR STAFF

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

PUBLIC SPEAKING

This course in public speaking helps students develop effective speaking skills through understanding the elements involved in effective speech. Students will prepare speeches designed for a variety of purposes. PREREQUISITE: Eligible for COMP 100 or instructor's permission.

FALL

CMST& 220 N770	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	EDWARDS M

WRITING IMPROVEMENT I

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

FALL

COMP 080 G130	5 CREDITS		C109
9/18-12/6	8:00AM-10:30AM	TTh	EYLER L

WRITING IMPROVEMENT II

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

FALL

COMP 090 G136	5 CREDITS		C109
9/18-12/6	8:00AM-10:30AM	TTh	EYLER L

APPLIED COMPOSITION

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

SUMMER

COMP 100 G102	5 CREDITS		C110
7/5-8/13	11:00AM-02:00PM	MWTh	HIGGINS K

FALL

COMP 100 G102	5 CREDITS		C109
9/18-12/6	12:00PM-2:30PM	TTh	EYLER L
COMP 100 G134	5 CREDITS		C109
9/18-12/6	8:00AM-10:30AM	TTh	EYLER L
COMP 100 N210	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	STAFF

ADVANCED MANUFACTURING FOCUS

ECONOMICS

MICROECONOMICS

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

FALL

ECON& 201 N500	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	DEWITT C

ENGLISH

ENGLISH COMPOSITION

This college-level writing course develops a wide-range of expository writing and critical-thinking skills, including audience awareness, persuasive purpose, independent editing, and resource and literacy analysis. Students incorporate composition ideas from primary experience and secondary sources. Students learn and demonstrate skills in integrating and documenting into their writing researched materials, according to an academically-recognized style, such as APA, Chicago, or MLA. Students revise drafts based on constructive comments offered by their peers and instructor. Upon successful completion of the course, students are able to write essays (of at least 1,000 words), demonstrating the conventions of standard written English. Prerequisite: COMP 100 with a 2.0, or recommendation from directed self-placement (DSP).

SUMMER

ENGL& 101 G158	5 CREDITS		C110
7/5-8/13	8:00AM-10:30AM	MWTh	HIGGINS K
ENGL& 101 G142	5 CREDITS		C104
7/5-8/13	11:30AM-2:00PM	MWTh	HUDSPETH J

HEALTH & HUMAN SERVICES FOCUS

ENGL& 101 N414	5 CREDITS		ONLINE
7/5-8/13	ARR	ARR	POLLARD-JOHNSON

FALL

ENGL& 101 G132	5 CREDITS		C107
9/17-12/5	12:30PM-2:30PM	MW	STAFF

INFORMATION TECHNOLOGY FOCUS

ENGL& 101 G158	5 CREDITS		C110
9/18-12/6	8:00AM-10:30AM	TTh	HIGGINS K
ENGL& 101 G182	5 CREDITS		C110
9/17-12/5	8:00AM-10:20AM	MW	HIGGINS K
ENGL& 101 G204	5 CREDITS		C104
9/18-12/6	10:45AM-1:15PM	TTh	HUDSPETH J

HEALTH AND HUMAN SERVICES FOCUS

ENGL& 101 G142	5 CREDITS		C104
9/17-12/5	10:45AM-1:15PM	MW	HUDSPETH J
ENGL& 101 G538	5 CREDITS		C104
9/18-12/6	5:00PM-7:30PM	TTh	HUDSPETH J
ENGL& 101 N414	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	POLLARD-JOHNSON

CULINARY ARTS FOCUS

ENGL& 101 N416	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	POLLARD-JOHNSON

COMPOSITION II

This course helps students develop ideas to guide research, to gather information from the library, internet, experts and other sources, and to judge the quality of the information. They learn to use ideas from a large number of sources as evidence in essays and longer research papers. Prerequisite: Completion of ENGL& 101 with a grade of 2.0 or higher.

FALL

ENGL& 102 N402	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	HIGGINS K

TECHNICAL WRITING

This course focuses on various aspects of professional and technical writing. Students study user guides, reports, proposals and other forms of business correspondence in order to successfully write for the workplace. Prerequisite: Completion of ENGL& 101 with a grade of 2.0 or higher.

FALL

ENGL& 235 N484	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	HIGGINS K

GEOLOGY

INTRODUCTION TO PHYSICAL GEOLOGY

Examines geologic processes that shape the Earth. Emphasis 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.

FALL

GEOL& 101 N456	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	LEWICKI

HISTORY

SURVEY OF AMERICAN HISTORY

This survey course examines the creation and evolution of the United States beginning with the histories of pre-contact native peoples and continuing through the present time. Through the exploration of key figures, eras and events, students develop historical thinking skills, draw conclusions from competing and contradictory sources, and recognize the role of perspective in historical documentation.

FALL

HIST 110 G156	5 CREDITS		H205
9/18-12/6	10:45AM-1:15PM	TTh	FOLDEN-SHORTT
HIST 110 N482	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	FOLDEN-SHORTT

HUMANITIES

INTRODUCTION TO HUMANITIES

This course takes an interdisciplinary approach to the visual, performing and literary arts. Students explore cultural and political contexts, as well as aesthetic principles, of arts around the world. Emphasis is placed on discovery, analysis, and appreciation of diverse works from areas like the fine arts, theater, music, architecture, literature, philosophy, and/or religion.

SUMMER

HUM& 101 N470	5 CREDITS		ONLINE
7/5-8/13	ARR	ARR	MOHIBULLAH H

FALL

HUM& 101 G122	5 CREDITS		H202
9/17-12/5	9:00AM-11:00AM	MW	MOHIBULLAH H

MATHEMATICS

APPLIED MATHEMATICS FOR BUSINESS & INDUSTRY

This course lays the foundation for the study of algebra and its application to business and industry. The topics covered include: real numbers, properties of real numbers, operations on real numbers; absolute values, variables, simplifying algebraic expressions; solving linear equations; geometry; units of measurement; introduction to graphs, statistics and probability. Prerequisite: Completion of MATH 065 with a grade of 2.0 or higher, or Accuplacer arithmetic score of 30 or greater, or other placement.

SUMMER

AMATH 175 G214	5 CREDITS		H301
7/5-8/23	8:00AM-10:20AM	MTWTh	COOKSEY M
AMATH 175 G341	5 CREDITS		H301
7/5-8/23	11:00AM-1:20PM	MTWTh	COOKSEY M
AMATH 175 G332	5 CREDITS		H301
7/5-8/23	2:45PM-5:15PM	MTh	ROTH A
AMATH 175 N481	5 CREDITS		H301
7/5-8/23	6:00PM-8:30PM	TTh	CHAKRABARTI
AMATH 175 N444	5 CREDITS		ONLINE
7/5-8/23	ARR	ARR	WALL S

FALL

AMATH 175 G236	5 CREDITS		H301
9/17-12/5	6:00PM-7:45PM	MW	CHAKRABARTI
AMATH 175 G214	5 CREDITS		H301
9/17-12/5	8:00AM-11:00AM	MW	COOKSEY M
AMATH 175 G341	5 CREDITS		H301
9/18-12/6	8:00AM-11:00AM	TTh	COOKSEY M
AMATH 175 G332	5 CREDITS		H301
9/18-12/6	2:45PM-5:45PM	TTh	ROTH A
AMATH 175 G305	5 CREDITS		H301
9/18-12/6	11:30AM-2:30PM	TTh	STAFF
AMATH 175 G306	5 CREDITS		H301
9/17-12/5	11:30AM-2:30PM	MW	STAFF
AMATH 175 N481	5 CREDITS		H301
9/18-12/4	6:00PM-7:45PM	T	CHAKRABARTI
SATURDAY - 9/22, 10/6, 10/20, 11/3, 11/17, 12/1 9:00AM-12:00PM			
AMATH 175 N431	5 CREDITS		H301
9/19-12/5	2:45PM-5:50PM	W	KRAFT T
AMATH 175 N444	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	WALL S

APPLIED ALGEBRA FOR BUSINESS AND INDUSTRY

This introductory course in algebra covers the following topics and their application to business and industry: solving linear inequalities, compound inequalities, absolute value equations and inequalities; exponential notation and simplifying exponents using the product, quotient and power rules; scientific notation; polynomial operations; factoring polynomials; solving quadratic equations by factoring; introduction to graphing; systems of two equations in two unknowns and their applications; solving a system of three equations in three variables; systems of inequalities; solving applied problems. Prerequisite: completion of MATH 075, or AMATH 175, with a grade of 2.0 or higher, or Accuplacer arithmetic score of 80 or greater, or Accuplacer elementary algebra score of 30 or greater, or other placement.

SUMMER

AMATH 185 G213	5 CREDITS		H301
7/5-8/23	8:00AM-10:20AM	MTWTh	COOKSEY M
AMATH 185 G344	5 CREDITS		H301
7/5-8/23	11:00AM-1:20PM	MTWTh	COOKSEY M
AMATH 185 G334	5 CREDITS		H301
7/5-8/23	2:45PM-5:15PM	MTh	ROTH A
AMATH 185 N487	5 CREDITS		H301
7/5-8/23	6:00PM-8:30PM	TTh	CHAKRABARTI
AMATH 185 N450	5 CREDITS		ONLINE
7/5-8/23	ARR	ARR	WALL S

FALL

AMATH 185 G240	5 CREDITS		H301
9/17-12/5	6:00PM-7:45PM	MW	CHAKRABARTI
AMATH 185 G213	5 CREDITS		H301
9/17-12/5	8:00AM-11:00AM	MW	COOKSEY M
AMATH 185 G343	5 CREDITS		H301
9/18-12/6	8:00AM-11:00AM	TTh	COOKSEY M
AMATH 185 G334	5 CREDITS		H301
9/18-12/6	2:45PM-5:45PM	TTh	ROTH A

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

AMATH 185 G307	5 CREDITS		H301
9/18-12/6	11:30AM-2:30PM	TTh	STAFF
AMATH 185 G308	5 CREDITS		H301
9/17-12/5	11:30AM-2:30PM	MW	STAFF
AMATH 185 N487	5 CREDITS		H301
9/18-12/4	6:00PM-7:45PM	T	CHAKRABARTI
SATURDAY - 9/22, 10/6, 10/20, 11/3, 11/17, 12/1 9:00AM-12:00PM			
AMATH 185 N435	5 CREDITS		H301
9/19-12/5	2:45PM-5:50PM	W	KRAFT T
AMATH 185 N450	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	WALL S

ADVANCED APPLIED ALGEBRA FOR BUSINESS & INDUSTRY

This course covers the following topics and their applications to business and industry: rational expressions; solving rational equations; rational formulas and variation; rational exponents and radicals; complex numbers and operation with complex numbers; quadratic equations, completing the square and the quadratic formula; functions and their graphs; domain and range of functions; inverse functions; exponential and logarithmic functions; properties of logarithms; solving exponential and logarithmic equations; solving applied problems related to business and industry. Prerequisite(s): Completion of MATH 085, or AMATH 185, with a grade of 2.0 or higher, or Accuplacer elementary algebra score of 70 or greater, or other placement.

SUMMER

AMATH 195 G286	5 CREDITS		H301
7/5-8/23	8:00AM-10:20AM	MTWTh	COOKSEY M
AMATH 195 G321	5 CREDITS		H301
7/5-8/23	11:00AM-1:20PM	MTWTh	COOKSEY M
A**MATH 195 G319**	5 CREDITS		H301
7/5-8/23	2:45PM-5:15PM	MTh	ROTH A
AMATH 195 N493	5 CREDITS		H301
7/5-8/23	6:00PM-8:30PM	TTh	CHAKRABARTI

FALL

AMATH 195 G345	5 CREDITS		H301
9/17-12/5	6:00PM-7:45PM	MW	CHAKRABARTI
AMATH 195 G286	5 CREDITS		H301
9/17-12/5	8:00AM-11:00AM	MW	COOKSEY M
AMATH 195 G321	5 CREDITS		H301
9/18-12/6	8:00AM-11:00AM	TTh	COOKSEY M
AMATH 195 G319	5 CREDITS		H301
9/18-12/6	2:45PM-5:45PM	TTh	ROTH A
AMATH 195 G313	5 CREDITS		H301
9/18-12/6	11:30AM-2:30PM	TTh	STAFF
AMATH 195 G311	5 CREDITS		H301
9/17-12/5	11:30AM-2:30PM	MW	STAFF
AMATH 195 N493	5 CREDITS		H301
9/18-12/4	6:00PM-7:45PM	T	CHAKRABARTI
AMATH 195 N441	5 CREDITS		H301
9/19-12/5	2:45PM-5:50PM	W	KRAFT T

FUNDAMENTALS OF MATHEMATICS

The course covers addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals, percentages, ratio and proportion, estimation, solving applied math problems.

SUMMER

MATH 065 G216	5 CREDITS		H301
7/5-8/23	8:00AM-9:50AM	MTWTh	COOKSEY M
7/5-8/23	11:00AM-12:50PM	MTWTh	COOKSEY M
MATH 065 G318	5 CREDITS		H301
7/5-8/23	2:45PM-5:15PM	MTh	ROTH A
MATH 065 N447	5 CREDITS		H301
7/5-8/23	6:00PM-8:30PM	TTh	CHAKRABARTI

FALL

MATH 065 G232	5 CREDITS		H301
9/17-12/5	6:00PM-7:45PM	MW	CHAKRABARTI
MATH 065 G216	5 CREDITS		H301
9/17-12/5	8:00AM-10:30AM	MW	COOKSEY M
MATH 065 G323	5 CREDITS		H301
9/18-12/6	8:00AM-10:30AM	TTh	COOKSEY M
MATH 065 G318	5 CREDITS		H301
9/18-12/6	2:45PM-5:15PM	TTh	ROTH A
MATH 065 G163	5 CREDITS		H301
9/18-12/6	11:30AM-2:00PM	TTh	STAFF
MATH 065 G164	5 CREDITS		H301
9/17-12/5	11:30AM-2:00PM	MW	STAFF
MATH 065 N447	5 CREDITS		H301
9/18-12/4	6:00PM-7:45PM	T	CHAKRABARTI
SATURDAY - 9/22, 10/6, 10/20, 11/3, 11/17, 12/1 9:00AM-12:00PM			
MATH 065 N401	5 CREDITS		H301
9/19-12/5	2:45PM-5:50PM	W	KRAFT T

PREALGEBRA

This course lays the foundation for the study of algebra. The topics covered include: real numbers, properties of real numbers, operations on real numbers; absolute values, variables, simplifying algebraic expressions; solving linear equations; geometry; units of measurement; introduction to graphs, statistics and probability. Prerequisite: completion of MATH 065 with a grade of 2.0 or higher, or Accuplacer arithmetic score or 30 or greater, or other placement.

SUMMER

MATH 075 G218	5 CREDITS		H301
7/5-8/23	8:00AM-9:50AM	MTWTh	COOKSEY M
M**ATH 075 G325**	5 CREDITS		H301
7/5-8/23	11:00AM-12:50AM	MTWTh	COOKSEY M
MATH 075 G320	5 CREDITS		H301
7/5-8/23	2:45PM-5:15PM	MTh	ROTH A
MATH 075 N453	5 CREDITS		H301
7/5-8/23	6:00PM-8:30PM	TTh	CHAKRABARTI

FALL

MATH 075 G234	5 CREDITS		H301
9/17-12/5	6:00PM-7:45PM	MW	CHAKRABARTI
MATH 075 G218	5 CREDITS		H301
9/17-12/5	8:00AM-10:30AM	MW	COOKSEY M
MATH 075 G325	5 CREDITS		H301
9/18-12/6	8:00AM-10:30AM	TTh	COOKSEY M
MATH 075 G320	5 CREDITS		H301
9/18-12/6	2:45PM-5:15PM	TTh	ROTH A
MATH 075 G165	5 CREDITS		H301
9/18-12/6	11:30AM-2:00PM	TTh	STAFF
MATH 075 G166	5 CREDITS		H301
9/17-12/5	11:30AM-2:00PM	MW	STAFF
MATH 075 N453	5 CREDITS		H301
9/18-12/4	6:00PM-7:45PM	T	CHAKRABARTI
SATURDAY - 9/22, 10/6, 10/20, 11/3, 11/17, 12/1 9:00AM-12:00PM			
MATH 075 N407	5 CREDITS		H301
9/19-12/5	2:45PM-5:50PM	W	KRAFT T

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

BEGINNING ALGEBRA

This introductory course in algebra covers the following topics: solving linear inequalities, compound inequalities, absolute value equations and inequalities; exponential notation and simplifying exponents using the product, quotient and power rules; scientific notation; polynomial operations; factoring polynomials; solving quadratic equations by factoring; introduction to graphing; systems of two equations in two unknowns and their applications; solving a system of three equations in three variables; systems of inequalities; solving applied problems. Prerequisite: completion of MATH 075 or AMATH 175 with a grade of 2.0 or higher, or Accuplacer arithmetic score of 80 or greater, or Accuplacer elementary algebra score of 30 or greater, or other placement.

SUMMER

MATH 085 G222	5 CREDITS		H301
7/5-8/23	8:00AM-9:50AM	MTWTh	COOKSEY M
MATH 085 G327	5 CREDITS		H301
7/5-8/23	11:00AM-12:50PM	MTWTh	COOKSEY M
MATH 085 G322	5 CREDITS		H301
7/5-8/23	2:45PM-5:15PM	MTh	ROTH A
MATH 085 N459	5 CREDITS		H301
7/5-8/23	6:00PM-8:30PM	TTh	CHAKRABARTI

FALL

MATH 085 G238	5 CREDITS		H301
9/17-12/5	6:00PM-7:45PM	MW	CHAKRABARTI
MATH 085 G222	5 CREDITS		H301
9/17-12/5	8:00AM-10:30AM	MW	COOKSEY M
MATH 085 G327	5 CREDITS		H301
9/18-12/6	8:00AM-10:30AM	TTh	COOKSEY M
MATH 085 G322	5 CREDITS		H301
9/18-12/6	2:45PM-5:15PM	TTh	ROTH A
MATH 085 G301	5 CREDITS		H301
9/18-12/6	11:30AM-2:00PM	TTh	STAFF
MATH 085 G302	5 CREDITS		H301
9/17-12/5	11:30AM-2:00PM	MW	STAFF
MATH 085 N459	5 CREDITS		H301
9/18-12/4	6:00PM-7:45PM	T	CHAKRABARTI
SATURDAY - 9/22, 10/6, 10/20, 11/3, 11/17, 12/1 9:00AM-12:00PM			
MATH 085 N413	5 CREDITS		H301
9/19-12/5	2:45PM-5:50PM	W	KRAFT T

DESCRIPTIVE STATISTICS WITH ALGEBRA II

This course provides an introduction to statistics and algebra for non-STEM majors and is based on the Statway curriculum for teaching statistics with integrated algebra. This is the second quarter of three in the Statway sequence. This course covers concepts and methods of statistics with an emphasis on data analysis. Topics for this course include: exponential functions, solving linear equations, probability and introduction to logarithms.l Application problems will be taken from numerous fields. This sequence is recommended for students with majors that require no mathematics beyond freshman-level statistics. Completion of the MATH 091, MATH 092, and MATH 136 sequence is equivalent to finishing a college level statistics course (such as MATH& 146).

SUMMER

MATH 092 G268	5 CREDITS		H303
7/5-8/23	8:00AM-9:45AM	MTWTh	KRAFT T

INTERMEDIATE ALGEBRA

This course covers the following topics: rational expressions; solving rational equations; rational formulas and variation; rational exponents and radicals; complex numbers and operation with complex numbers; quadratic equations, completing the square and the quadratic formula; functions and their graphs; domain and range of functions; inverse functions; exponential and logarithmic functions; properties of logarithms; solving exponential and logarithmic equations. Prerequisites: completion of MATH 085, or AMATH 185, with a grade of 2.0 or higher, or Accuplacer elementary algebra score of 70 or greater, or other placement.

SUMMER

MATH 095 G226	5 CREDITS		H301
7/5-8/23	8:00AM-9:50AM	MTWTh	COOKSEY M
MATH 095 G329	5 CREDITS		H301
7/5-8/23	11:00AM-12:50PM	MTWTh	COOKSEY M
MATH 095 G324	5 CREDITS		H301
7/5-8/23	2:45PM-5:15PM	MTh	ROTH A
MATH 095 N465	5 CREDITS		H301
7/5-8/23	6:00PM-8:30PM	TTh	CHAKRABARTI
MATH 095 N424	5 CREDITS		ONLINE
7/5-8/23	ARR	ARR	ROTH A

FALL

MATH 095 G242	5 CREDITS		H301
9/17-12/5	6:00PM-7:45PM	MW	CHAKRABARTI
MATH 095 G226	5 CREDITS		H301
9/17-12/5	8:00AM-10:30AM	MW	COOKSEY M
MATH 095 G329	5 CREDITS		H301
9/18-12/6	8:00AM-10:30AM	TTh	COOKSEY M
MATH 095 G324	5 CREDITS		H301
9/18-12/6	2:45PM-5:15PM	TTh	ROTH A
MATH 095 G303	5 CREDITS		H301
9/18-12/6	11:30AM-2:00PM	TTh	STAFF
MATH 095 G304	5 CREDITS		H301
9/17-12/5	11:30AM-2:00PM	MW	STAFF
MATH 095 N465	5 CREDITS		H301
9/18-12/4	6:00PM-7:45PM	T	CHAKRABARTI
SATURDAY - 9/22, 10/6, 10/20, 11/3, 11/17, 12/1 9:00AM-12:00PM			
MATH 095 N419	5 CREDITS		H301
9/19-12/5	2:45PM-5:50PM	W	KRAFT T
MATH 095 N424	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	ROTH A
MATH 095 B377	5 CREDITS		H311
9/17-12/5	8:00-9:00AM	DAILY	CHAMBERLIN

INFERENTIAL STATISTICS

This course provides an introduction to statistics and algebra for non-STEM majors and is based on the Statway curriculum for teaching statistics with integrated algebra. This is the third quarter of three in the Statway sequence. This sequence covers concepts and methods of statistics with an emphasis on data analysis. Topics for this course include probability distributions, confidence intervals, and hypothesis testing for proportions and means. Application problems will be taken from numerous fields. This sequence is recommended for students with majors that require no mathematics beyond freshman-level statistics. Completion of the MATH 091, MATH 092 and MATH 136 sequence is equivalent to finishing a college level statistics course (such as MATH& 146).

FALL

MATH 136 G368	5 CREDITS		H303
9/17-12/5	8:00AM-10:30AM	MW	KRAFT T

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

MATH IN SOCIETY

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: Completion of AMATH 195 or MATH 095 with a 2.0 or better, or Accuplacer college-level math score of 40 or greater, or other placement.

FALL

MATH& 107 N408	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	KRAFT T

PRECALCULUS I

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.

SUMMER

MATH& 141 G230	5 CREDITS		H301
7/5-8/23	8:00AM-9:50AM	MTWTh	COOKSEY M
MATH& 141 G333	5 CREDITS		H301
7/5-8/23	11:00AM-12:50AM	MTWTh	COOKSEY M
MATH& 141 G328	5 CREDITS		H301
7/5-8/23	2:45PM-5:15PM	MTh	ROTH A
MATH& 141 N473	5 CREDITS		H301
7/5-8/23	6:00PM-8:30PM	TTh	CHAKRABARTI
MATH& 141 N466	5 CREDITS		ONLINE
7/5-8/23	ARR	ARR	ROTH A

FALL

MATH& 141 G246	5 CREDITS		H301
9/17-12/5	6:00PM-7:45PM	MW	CHAKRABARTI
MATH& 141 G230	5 CREDITS		H301
9/17-12/5	8:00AM-10:30AM	MW	COOKSEY M
MATH& 141 G333	5 CREDITS		H301
9/18-12/6	8:00AM-10:30AM	TTh	COOKSEY M
MATH& 141 G328	5 CREDITS		H301
9/18-12/6	2:45PM-5:15PM	TTh	ROTH A
MATH& 141 G186	5 CREDITS		H301
9/17-12/5	11:30AM-2:00PM	MW	STAFF
MATH& 141 G314	5 CREDITS		H301
9/18-12/6	11:30AM-2:00PM	TTh	STAFF
MATH& 141 N473	5 CREDITS		H301
9/18-12/14	6:00PM-7:45PM	T	STAFF
SATURDAY - 9/22, 10/6, 10/20, 11/3, 11/17, 12/1		9:00AM - 12:00PM	
MATH& 141 N425	5 CREDITS		H301
9/19-12/5	2:45PM-5:50PM	W	KRAFT T
MATH& 141 N466	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	ROTH A

PRECALCULUS II

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.

SUMMER

MATH& 142 G290	5 CREDITS		H301
7/5-8/23	8:00AM-9:50AM	MTWTh	COOKSEY M
MATH& 142 G335	5 CREDITS		H301
7/5-8/23	11:00AM-12:50PM	MTWTh	COOKSEY M
MATH& 142 G330	5 CREDITS		H301
7/5-8/23	2:45PM-5:15PM	MTh	ROTH A
MATH& 142 N475	5 CREDITS		H301
7/5-8/23	6:00PM-8:30PM	TTh	CHAKRABARTI

FALL

MATH& 142 G292	5 CREDITS		H301
9/17-12/5	6:00PM-7:45PM	MW	CHAKRABARTI
MATH& 142 G290	5 CREDITS		H301
9/17-12/5	8:00AM-10:30AM	MW	COOKSEY M
MATH& 142 G335	5 CREDITS		H301
9/18-12/6	8:00AM-10:30AM	TTh	COOKSEY M
MATH& 142 G330	5 CREDITS		H301
9/18-12/6	2:45PM-5:15PM	TTh	ROTH A
MATH& 142 G196	5 CREDITS		H301
9/17-12/5	11:30AM-2:00PM	MW	STAFF
MATH& 142 G316	5 CREDITS		H301
9/18-12/6	11:30AM-2:00PM	TTh	STAFF
MATH& 142 N475	5 CREDITS		H301
9/18-12/4	6:00PM-7:45PM	T	CHAKRABARTI
SATURDAY - 9/22, 10/6, 10/20, 11/3, 11/17, 12/1		9:00AM-12:00PM	
MATH& 142 N427	5 CREDITS		H301
9/19-12/5	2:45PM-5:50PM	W	KRAFT T

INTRODUCTION TO STATISTICS

This course is an introduction to statistics and how it may be applied in the analysis of numerical data. It includes the following topics: structure of data sets, central tendency, dispersion, means, standard deviation, correlation, regression, binomial and normal probability distributions, sampling methods, confidence intervals and hypothesis testing. Prerequisites: completion of MATH 95 or AMATH 195 with a 2.0 or higher, or Accuplacer college-level math score of 40 or greater, or other placement.

SUMMER

MATH& 146 N426	5 CREDITS		ONLINE
7/5-8/23	ARR	ARR	COOKSEY M

FALL

MATH& 146 G262	5 CREDITS		H303
9/17-12/5	11:30AM-2:00PM	MW	COOKSEY M
MATH& 146 G248	5 CREDITS		H303
9/18-12/6	6:00PM-7:30PM	TTh	ROTH A
MATH& 146 N426	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	COOKSEY M

BUSINESS CALCULUS

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

SUMMER

MATH& 148 G220	5 CREDITS		H301
7/5-8/23	8:00AM-9:50AM	MTWTh	COOKSEY M
MATH& 148 G337	5 CREDITS		H301
7/5-8/23	11:00AM-12:50PM	MTWTh	COOKSEY M
MATH& 148 G340	5 CREDITS		H301
7/5-8/23	2:45PM-5:15PM	MTh	ROTH A
MATH& 148 N477	5 CREDITS		H301
7/5-8/23	6:00PM-8:30PM	TTh	CHAKRABARTI

FALL

MATH& 148 G344	5 CREDITS		H301
9/17-12/5	6:00PM-7:45PM	MW	CHAKRABARTI

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

MATH& 148 G220	5 CREDITS		H301
9/17-12/5	8:00AM-10:30AM	MW	COOKSEY M
MATH& 148 G337	5 CREDITS		H301
9/18-12/6	8:00AM-10:30AM	TTh	COOKSEY M
MATH& 148 G340	5 CREDITS		H301
9/18-12/6	2:45PM-5:15PM	TTh	ROTH A
MATH& 148 G198	5 CREDITS		H301
9/17-12/5	11:30AM-2:00PM	MW	STAFF
MATH& 148 G336	5 CREDITS		H301
9/18-12/6	11:30AM-2:00PM	TTh	STAFF
MATH& 148 N477	5 CREDITS		H301
9/18-12/4	6:00PM-7:45PM	T	CHAKRABARTI
SATURDAY - 9/22, 10/6, 10/20, 11/3, 11/17, 12/1 9:00AM-12:00PM			
MATH& 148 N429	5 CREDITS		H301
9/19-12/5	2:45PM-5:50PM	W	KRAFT T

CALCULUS I

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

SUMMER

MATH& 151 G221	5 CREDITS		H301
7/5-8/23	8:00AM-9:50AM	MTWTh	COOKSEY M
MATH& 151 G339	5 CREDITS		H301
7/5-8/23	11:00AM-12:50PM	MTWTh	COOKSEY M
MATH& 151 G342	5 CREDITS		H301
7/5-8/23	2:45PM-5:15PM	MTh	ROTH A
MATH& 151 N479	5 CREDITS		H301
7/5-8/23	6:00PM-8:30PM	TTh	CHAKRABARTI

FALL

MATH& 151 G346	5 CREDITS		H301
9/17-12/5	6:00PM-7:45PM	MW	CHAKRABARTI
MATH& 151 G221	5 CREDITS		H301
9/17-12/5	8:00AM-10:30AM	MW	COOKSEY M
MATH& 151 G339	5 CREDITS		H301
9/18-12/6	8:00AM-10:30AM	TTh	COOKSEY M
MATH& 151 G342	5 CREDITS		H301
9/18-12/6	2:45PM-5:15PM	TTh	ROTH A
MATH& 151 G200	5 CREDITS		H301
9/17-12/5	11:30AM-2:00PM	MW	STAFF
MATH& 151 G338	5 CREDITS		H301
9/18-12/6	11:30AM-2:00PM	TTh	STAFF
MATH& 151 N479	5 CREDITS		H301
9/18-12/4	6:00PM-7:45PM	T	CHAKRABARTI
SATURDAY - 9/22, 10/6, 10/20, 11/3, 11/17, 12/1 9:00AM-12:00PM			
MATH& 151 N430	5 CREDITS		H301
9/19-12/5	2:45PM-5:50PM	W	KRAFT T

CALCULUS II

Integral calculus. The definition, interpretation and application of the definite integral. The Fundamental Theorem of Calculus, techniques of integration and definite integrals involving parametrically described curves. Introduction to differential equations. This class is taught either in traditional lecture mode or through individually tailored, interactive computer instruction that provides the students' primary method of learning, with the instructor available to assist students on individual basis during the class period. Prerequisite: completion of MATH&151 with a grade of 2.0 or higher.

SUMMER

MATH& 152 G224	5 CREDITS		H301
7/5-8/23	11:00AM-12:50PM	MTWTh	COOKSEY M
MATH& 152 G228	5 CREDITS		H301
7/5-8/23	8:00AM-9:50AM	MTWTh	COOKSEY M
MATH& 152 G312	5 CREDITS		H301
7/5-8/23	2:45PM-5:15PM	MTh	ROTH A
MATH& 152 N511	5 CREDITS		H301
7/5-8/23	6:00PM-8:30PM	TTh	CHAKRABARTI

FALL

MATH& 152 G224	5 CREDITS		H301
9/18-12/6	8:00AM-10:30AM	TTh	COOKSEY M
MATH& 152 G228	5 CREDITS		H301
9/17-12/5	8:00AM-10:30AM	MW	COOKSEY M
MATH& 152 G331	5 CREDITS		H301
9/18-12/6	2:45PM-5:15PM	TTh	ROTH A
MATH& 152 G201	5 CREDITS		H301
9/17-12/5	11:30AM-2:00PM	MW	STAFF
MATH& 152 G317	5 CREDITS		H301
9/18-12/6	11:30AM-2:00PM	TTh	STAFF
MATH& 152 N471	5 CREDITS		H301
9/18-12/4	6:00PM-7:45PM	T	CHAKRABARTI
SATURDAY - 9/22, 10/6, 10/20, 11/3, 11/17, 12/1 9:00AM-12:00PM			
MATH& 152 N499	5 CREDITS		H301
9/19-12/5	2:45PM-5:50PM	W	KRAFT T

MUSIC

MUSIC APPRECIATION

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

SUMMER

MUSC& 105 N462	5 CREDITS		ONLINE
7/5-8/13	ARR	ARR	LEHNHOFF L

FALL

MUSC& 105 N462	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	LEHNHOFF L

NUTRITION

HUMAN NUTRITION

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

SUMMER

NUTR& 101 N458	5 CREDITS		ONLINE
7/5-8/13	ARR	ARR	SZABO D

FALL

NUTR& 101 N404	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	SZABO D

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

NUTR& 101 N458	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	SZABO D

PHILOSOPHY

INTRODUCTION TO PHILOSOPHY

Presents well-known problems and concepts in philosophy and introduces students to some of the works of great philosophers. Students develop skills in critical thinking and analysis.

FALL

PHIL& 101 N472	5 CREDITS		H310
9/18-12/7	1:00PM-3:30PM	T	RICHARDSON P

POLITICAL SCIENCE

CONTEMPORARY WORLD ISSUES

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

FALL

POLS 150 G188	5 CREDITS		H205
9/17-12/5	10:45AM-1:15PM	MW	FOLDEN-SHORTT

AMERICAN GOVERNMENT

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

FALL

POLS& 202 G154	5 CREDITS		H205
9/17-12/5	8:00AM-10:30AM	MW	FOLDEN-SHORTT
POLS& 202 N486	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	FOLDEN-SHORTT

PSYCHOLOGY

GENERAL PSYCHOLOGY

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. Are as 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.

SUMMER

PSYC& 100 G120	5 CREDITS		H212
7/5-8/13	8:00AM-10:30AM	TThF	FETTERS A
PSYC& 100 N422	5 CREDITS		ONLINE
7/5-8/13	ARR	ARR	BERKSHIRE L

FALL

PSYC& 100 G118	5 CREDITS		H212
9/17-12/5	8:00AM-10:30AM	MW	FETTERS A
PSYC& 100 G120	5 CREDITS		H212
9/17-12/5	11:00AM-01:30PM	MW	FETTERS A
PSYC& 100 N422	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	BERKSHIRE L
PSYC& 100 N474	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	BERKSHIRE L

LIFESPAN PSYCHOLOGY

This course covers the concepts of human life span development in psychology and research from the prenatal stage to end of life experiences. Life span development includes socio-emotional, cognitive, and physiological development. Included are the influences on human development by such factors as biology, life experiences, family, and culture. Each individual, although unique follows a process that is affected by Primary caregivers, siblings, extended family, teachers, friends, partners, and events. Emphasis will be on understanding human development and the influences of family and culture that includes ethnicity, beliefs, family structure, traditions, and gender.

SUMMER

PSYC& 200 N420	5 CREDITS		ONLINE
7/5-8/13	ARR	ARR	BERKSHIRE L

FALL

PSYC& 200 G178	5 CREDITS		H212
9/18-12/6	11:30AM-2:00PM	TTh	FETTERS A
PSYC& 200 N420	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	BERKSHIRE L
PSYC& 200 N480	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	BERKSHIRE L

SOCIOLOGY

INTRODUCTION TO SOCIOLOGY

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

SUMMER

SOC& 101 N448	5 CREDITS		ONLINE
7/5-8/13	ARR	ARR	MILLER B

FALL

SOC& 101 N448	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	MILLER B
SOC& 101 N512	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	MILLER B

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

SPANISH

SPANISH I

This is the first course in a series of classes that teaches the fundamentals of Spanish as a second language. While the course focuses on speaking and verbal comprehension, reading, writing and Hispanic culture are also integral to the class.

FALL

SPAN& 121 N772	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	ROBERTSON R

SPANISH III

This is the third course in a series of classes that teaches the fundamentals of Spanish as a second language. While the course focuses on speaking and verbal comprehension, reading, writing and Hispanic culture are also integral to the class. Prerequisite: SPAN& 122.

FALL

SPAN& 123 N776	5 CREDITS		ONLINE
9/17-12/7	ARR	ARR	ROBERTSON R

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

AIA-CES

REVIT ARCHITECTURE FUNDAMENTALS

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

SUMMER

DFTS 136 L442	3 CREDITS		J303
7/7-7/28	8:00AM-4:30PM	Sa	LEPESKA A

FALL

DFTS 136 L442	3 CREDITS		J303
9/22-10/13	8:00AM-4:30PM	Sa	LEPESKA A

REVIT ARCHITECTURE ADVANCED

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

FALL

DFTS 137 L444	2 CREDITS		J303
10/20-11/3	8:00AM-4:30PM	Sa	LEPESKA A

AUTOCAD CREATING 3D MODELS

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

FALL

DFTS 138 L446	1 CREDIT		J304
10/6-10/13	8:00AM-4:30PM	Sa	MONTGOMERY L

PROGRAMMING FOR AUTOCAD

This hands-on class focuses on VBA and ADO. The students use VBA to create and manipulate the AutoCAD database; also use ADO to connect the desktop databases to AutoCAD. Prerequisite: DFTS 118, AutoCAD-Level IIII, and some programming experience with Visual Basic. RTC is a Premier Authorized Training Center for Autodesk, Inc.

FALL

DFTS 140 W666	6 CREDITS		ONLINE
9/17-12/6	ARR	ARR	LEPESKA A

REVIT ARCHITECTURE BIM MANAGEMENT

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

SUMMER

DFTS 141 L430	1 CREDIT		J303
7/9-7/30	5:30PM-9:30PM	M	LEPESKA A

FALL

DFTS 141 L430	1 CREDIT		J303
9/17-10/8	5:30PM-9:30PM	M	LEPESKA A

REVIT ARCHITECTURE COLLABORATION TOOLS

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

SUMMER

DFTS 142 L432	1 CREDIT		J303
8/6-8/13	5:30PM-9:30PM	M	LEPESKA A

FALL

DFTS 142 L432	1 CREDIT		J303
10/15-10/22	5:30PM-9:30PM	M	LEPESKA A

REVIT MEP

The students will learn each aspect of Revit MEP: mechanical, electrical, and plumbing. Using solid modeling, the students will create equipment and symbols that can be used in future projects. The class also includes instruction on templates and project set up. Pre-requisite: knowledge of AutoCAD 3D commands, Autodesk Revit, or instructor's permission. No class on 11/24.

FALL

DFTS 144 L400	3 CREDITS		J303
11/9-12/8	8:00AM-4:30PM	Sa	LEPESKA A

AUTOCAD

AUTOCAD LEVEL I & II

Students are introduced to the basics of engineering drafting and AutoCAD. Basic drawing commands, editing, dimensioning, and plotting are covered in this course. Requires a computer with a current version of AutoCAD. Class meets online atwww.waol.org. RTC is a Premier Authorized Training Center for Autodesk, Inc.

FALL

DFTS 113 W664	6 CREDITS		ONLINE
9/20-12/6	ARR	ARR	LEPESKA A

AUTOCAD-LEVEL I

An introductory class to AutoCAD that equips the user to use AutoCAD on a basic level. The students learn the basic principles of the user interface, drawing setup procedures, function keys, basic 2D drawing creation commands, file management commands, layers, inquiring about drawing information, introduction to block creation, hatching, introduction to dimensioning techniques, object snaps, commands for object viewing, basic editing techniques, and text annotations. RTC is a Premier Authorized Training Center for Autodesk, Inc.

SUMMER

DFTS 114 L404	3 CREDITS		J304
7/5-8/7	5:30PM-9:30PM	TTh	LEPESKA A

FALL

DFTS 114 L402	3 CREDITS		J304
9/17-10/17	5:30PM-9:30PM	MW	MONTGOMERY L

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

AUTOCAD-LEVEL II

A second level AutoCAD course that takes the user into intermediate AutoCAD functions and concepts. Topics covered include: CAD standards, creating and editing Blocks, Attributes, Dimensioning concepts, Paper Space, Model Space, Layouts, External References, DesignCenter, Geometric calculator, Properties Windows, Options Dialog Box, Grips, basic plotting techniques in model space and paperspace layouts, and plot style tables. Prerequisite: DFTS 114 or instructor permission. RTC is a Premier Authorized Training Center for Autodesk, Inc. No class on 11/6 and 11/22.

SUMMER

DFTS 116 L406	3 CREDITS		J304
7/9-8/8	5:30PM-9:30PM	MW	MONTGOMERY L

FALL

DFTS 116 L408	3 CREDITS		J304
10/23-11/27	5:30PM-9:30PM	TTh	LEPESKA A

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.

SUMMER

DFTS 118 W634	3 CREDITS	ONLINE
7/8-8/11	ARR	LEPESKA A

AVIATION

AVIATION GROUND SCHOOL - PRIVATE PILOT

This 60 hour aviation pilot ground course offers guidance and training to help pass the required FAA "written" knowledge test, the first step required toward achieving a FAA Pilot License. Also a great course for those just interested in learning more about aviation as it relates associated flight operations. 1/2 hour of Motion Simulator time is also included! (Subject to CFI availability). In addition, it provides an excellent in depth review for returning pilots. Some elements covered are generic piston aircraft systems, aerodynamics, weather, navigation, airport & airspace operations, communications and Federal Air Regulations. Upon successful completion of the course a certificate will be provided allowing the student to take the actual FAA multiple choice "written" test. Includes all books and other items such a plotter and mechanical flight computer. Off campus site classroom is located at Renton Municipal Airport, allowing direct access to aircraft, associated support items and airport operations when needed. Fee: $435 No class on 11/6 and 11/22.

FALL

AVIA 101 S022	5 CREDITS		RNTAIRP
9/18-12/6	10:00AM-1:00PM	TTh	
AVIA 101 S024	5 CREDITS		RNTAIRP
9/18-12/6	5:00PM-8:00PM	TTh	

BOILER OPERATOR

BOILER OPERATOR LICENSING CLASS 1 & 2

Students review boiler and pressure vessel construction and operation of steam and hot water heating plants and systems, including moderate size high-pressure boilers, generators, steam turbines, and other auxiliary equipment. This class prepares individuals for the more advanced first or second grade license examination with the City of Seattle and the Tacoma Steam Advisory Certification Board. Textbook required. No class on 11/6 and 11/22.

FALL

BLRS 108 Q208	7 CREDITS		J113
9/18-12/16	5:30PM-9:30PM	TTh	HARDER R

BOILER OPERATOR LICENSING CLASS 3 & 4

Students review boiler and pressure vessel construction and operation of steam and hot water heating plants and systems, including moderate size high-pressure boilers. This class is the first step in preparing individuals for a third or fourth grade license examination with the City of Seattle and the Tacoma Steam Advisory Certification Board. To qualify for license examination, eighty hours of observation time is also required. The eighty hours can be either observation on a job site or completion of BLRS 111, Boiler Operator Lab. For up-to-the-minute license exam information and changes, contact the City of Seattle or the City of Tacoma. Textbook required. No class on 11/24.

SUMMER

BLRS 110 Q209	7 CREDITS		J115
7/7-8/11	8:00AM-4:30PM	Sa	CARROLL T

FALL

BLRS 110 Q209	7 CREDITS		J115
9/22-12/1	8:00AM-4:30PM	Sa	CARROLL T

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 observation for the City of Seattle and the Tacoma Steam Advisory Certification Board. No class on 10/24 and 11/12.

FALL

BLRS 111 Q211	5 CREDITS		J113
9/17-12/5	5:30PM-9:30PM	MW	HARDER R

BOILER OPERATOR REFRESHER COURSE

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

SUMMER

BLRS 210 Q212	1 CREDIT		F111
7/14	10:00AM-6:30PM	Sa	CHAPIN T
BLRS 210 Q215	1 CREDIT		F111
8/11	10:00AM-6:30PM	Sa	CHAPIN T

FORKLIFT TRAINING

FORKLIFT TRAINING

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

SUMMER

WHFRS 101 Q601	1 CREDIT	FEE: $299	L105 A
7/19-7/28	5:00PM-9:00PM	ThSa	HAECKL A

FALL

WHFRS 101 Q601	1 CREDIT	FEE: $299	L105 A
9/20-9/29	5:00PM-9:00PM	ThSa	HAECKL A

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

FORKLIFT RECERTIFICATION

This class is designed for individuals with a valid (non-expired) forklift card who are interested in renewing their certification. Ives Certification. This class is limited to 8 students. A student must have experience driving a car or truck. Class times are: One Thursday, 5PM-9PM; One Saturday, 9AM-5PM.

SUMMER

WHFRS 201 Q602	1 CREDIT	FEE: $107	L105 A
7/19-7/28	5:00PM-9:00PM	ThSa	HAECKL A

FALL

WHFRS 201 Q602	1 CREDIT	FEE: $107	L105 A
9/20-9/29	5:00PM-9:00PM	ThSa	HAECKL A

MACHINING

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. No class on 11/24 No class on 10/24, 11/12 and 11/22.

SUMMER

MTECS 113 K306	5 CREDITS		F104
7/5-8/13	4:00PM-8:30PM	MWTh	SCHOENMAKERS

FALL

MTECS 113 K312	5 CREDITS		F104
11/22-12/8	8:30AM-5:00PM	Sa	SHEEHAN J
MTECS 113 K306	5 CREDITS		F104
9/17-12/6	4:00PM-8:30PM	MWTh	SCHOENMAKERS

INTRODUCTION TO SOLIDWORKS

This course is an introduction to creating 3-D computer-aided design models. SolidWorks is a feature-based, parametric solid-modeling design program. Topics include base, boss, and cut feature creation using extruded, revolved, or simple swept shapes, and sketching techniques for detail and assembly drawing creation. No class on 10/24.

FALL

MTECS 122 K316	3 CREDITS		F109
9/19-12/5	5:30PM-9:30PM	W	MARTINEZ F

ADVANCED SOLIDWORKS

This class is the second of the 2-class sequence for creating 3-D computer-aided design models using SolidWorks design software. Topics include, but are not limited to, sheet metal design, advanced swept and lofted shapes, and parametric surfaces generation. Prerequisites: MTECS 122 or instructor permission. No class on 10/24.

FALL

MTECS 123 K318	3 CREDITS		F109
9/19-12/5	5:30PM-9:30PM	W	MARTINEZ F

INTRODUCTION TO MASTERCAM

Explore the basics of CNC programming using Mastercam software. Learn geometric construction, write and document programs using contours, drill and pocket functions, tool path as well as file management, editing and post-processing. No class on 10/24.

FALL

MTECS 220 K324	3 CREDITS		F109
9/19-12/5	5:30PM-9:30PM	W	MARTINEZ F

ADVANCED MASTERCAM

Discover advanced programming tools in Mastercam to program complex parts. Learn standard wireframe construction, 2D and 3D, swept surfaces, ruled surfaces, and solids. 3D tool path, 4th axis or rotary axis, parameters, printing and documentation of all NC programs. Prerequisite: MTECS 220 or instructor approval. No class on 10/24.

FALL

MTECS 222 K326	3 CREDITS		F109
9/19-12/5	5:30PM-9:30PM	W	MARTINEZ F

RENTON EMERGENCY PREPAREDNESS ACADEMY

REPA is a partnership between Renton Emergency Management, American Red Cross and Renton Technical College, providing courses to help people be better prepared to face any kind of emergency.

Group presentations upon request, 15 person minimum. Visit rentonwa.gov/repa for more information.

Si necesita más informaciòn sobre la clase en español, llame al (425) 430-7726.

The Renton Regional Fire Authority offers free, non-certification CPR and AED classes. Visit rentonrfa.com/cpr for more details.

COMMUNITY EMERGENCY RESPONSE TEAM (CERT) – SUMMER

In most disasters, survivors provide the first immediate assistance to those in need. CERT teaches you how to respond when others look to you for help. Are you ready? Learn skills like disaster first aid, fire suppression, utility safety, personal preparedness, light search and rescue, terrorism response, disaster psychology, and more! This class is a combination of lecture and hands on training to get you ready to help yourself and others during an emergency. Learn more at rentonwa.gov/cert. Ages 16 and up, minors must be accompanied by an adult. Sign up at rentonwa.gov/cybersignup.org or call 425-430-6700. Registration opens 3/30/2018.

8/23-8/25	8:00AM-5:00PM	ThFSa	SMITH K
		FEE: $25R/$30NR	RFS 14

COMMUNITY EMERGENCY RESPONSE TEAM (CERT) – FALL

After a disaster people should be prepared to take care of their own needs for a period of time until help arrives. CERT teaches individuals how to prepare for a disaster and help their neighbors. Topics covered include personal preparedness, first aid, fire suppression, search and rescue, terrorism, and team organization. Instruction includes a combination of classroom and practical hands-on training. CERT graduates serve as their own "first responders" during the critical period after a disaster when existing resources may be overwhelmed. Ages 18 and up (15+ w/guardian). Sign up at rentonwa.gov/cybersignup.org or call 425-430-6700. Registration opens 8/27/2018.

9/25-10/16	6:00PM-9:00PM	TTh	SMITH K
10/20	9:00AM-1:00PM	Sa	
		FEE: $25R/$30NR	RFS 14

PLAYING WITH FIRE!

Playing with fire is generally not advised, but in this class that is exactly what we will do! After learning the basics of fire science, types of extinguishers and home fire safety in the classroom, we will go out to the fire training grounds and play with fire. This is a hands-on class to experiment with different types and sizes of fire extinguishers. You will leave the class with experience putting out fires and the knowledge you need to take action if you encounter a fire. Ages 14 and up, minors must be accompanied by a parent or guardian. Sign up at rentonwa.gov/cybersignup.org or call 425-430-6700. Registration opens 8/27/2018

9/12	6:00PM-9:00PM	W	SMITH K
		FEE: FREE	RFS 14

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

SHAKEOUT!

October 19th is the Great ShakeOut earthquake drill! Millions of people worldwide will practice Drop, Cover, and Hold On to be safe in an earthquake. Come learn all about our seismic risk in Renton, actions you can take to keep yourself safe, and debunk some common myths around earthquakes. And yes, we will practice our best Drop, Cover, Hold On! Ages 13 and up, minors must be accompanied by an adult. Sign up at rentonwa.gov/cybersignup.org or call 425-430-6700. Registration opens 8/27/2018

10/18	6:00PM-7:00PM	Th	SMITH K
		FEE: FREE	RTC ROOM C-111

AMATEUR RADIO (HAM) LICENSING CLASS

Amateur radio, often called ham radio, is both a hobby and a service in which participants called "hams" use various types of radio equipment to communicate with other radio amateurs for recreation and public service. This course covers all of Element 2 of the FCC Amateur Radio Service materials. Participants will be fully prepared to take the Technician Class licensing exam, which will be administered at the end of day two. After passing the exam, you will receive your amateur radio license by mail from the FCC. A $40 fee payable to the instructor covers the manual and exam fee. Ages 13 and up, minors must be accompanied by an adult. Sign up at rentonwa.gov/ cybersignup.org or call 425-430-6700. Registration opens 8/27/2018.

11/3-11/4	9:00AM-4:00PM	SaSu	RECS
		FEE: FREE	RFS 14

BABY IT'S COLD OUTSIDE!

Snow storms and black ice and power outages oh my! Are you prepared for the season? (And no, we don't just mean a flurry of holiday shopping!) Come learn some simple steps you can take to get ready for winter weather, from creating a plan with your family to a blizzard ready emergency kit. Ages 13 and up, minors must be accompanied by an adult. Sign up at rentonwa.gov/cybersignup.org or call 425-430-6700. Registration opens 8/27/2018.

11/6	6:00PM-7:00PM	T	AMERICORPS
		FEE: FREE	RTC ROOM C-111

WELDING

WELDING

This course is designed to prepare welders for job entry, technical upgrading and certification in most processes of welding. Classroom and practical experience is offered in oxy-acetylene, SMAW, MIG and TIG. Student's previous experience dictates starting point. WABO certification is available. No class on 11/24.

SUMMER

WELDS 106 K606	4 CREDITS		A1
7/7-8/11	8:00AM-2:30PM	Sa	NGUYEN N

FALL

WELDS 106 K606	4 CREDITS		A1
9/22-12/1	8:00AM-2:30PM	Sa	NGUYEN N

INTRODUCTION TO WELDING

Students receive individualized instruction to learn basic welding processes, oxy-fuel safety and cutting, plasma cutting, base metal preparation, equipment and setup, and weld quality. Students will have the opportunity to weld with one or more processes including gas welding, stick and MIG. This course is designed for hobbyists as well as individuals interested in career exploration or advancements. If you have a welding machine in your garage, this course will teach you to use it! This course may be repeated. No class on 10/24 and 11/12.

SUMMER

WELDS 110 K650	1- 3 CREDITS	FEE: $495	A1
7/9-8/13	6:00PM-10:00PM	MW	FORRESTOR M
WELDS 110 K660	1- 3 CREDITS	FEE: $495	A1
7/5-8/9	6:00PM-10:00PM	TTh	FORRESTOR M

FALL

WELDS 110 K650	1- 3 CREDITS	FEE: $495	A1
9/17-12/5	6:00PM-10:00PM	MW	FORRESTOR M
WELDS 110 K660	1- 3 CREDITS	FEE: $495	A1
9/18-12/6	6:00PM-10:00PM	TTh	FORRESTOR M

CERTIFIED WELDING INSPECTOR TRAINING

This course will provide the enrollees with the opportunity to apply the principles involved in welding inspection. The students will know the duties of the welding inspector, as well as the responsibilities. The students will be prepared to take the AWS, QC-1 test for CWI certification. No class on 11/24.

SUMMER

WELDS 112 K616	5 CREDITS		A6
7/7-8/11	8:00AM-2:30PM	Sa	GEIST R

FALL

WELDS 112 K616	5 CREDITS		A6
9/22-12/8	8:00AM-2:30PM	Sa	GEIST R

WELDING FABRICATION I

This course provides fabrication instruction to those who are proficient in at least one arc welding process. The instruction includes project planning, trade math, welding blueprints, layouts, joint design, rolling, bending, plasma cutting, grinding, polishing, finishing and other various fabrication methods. Students are requiredto purchase their own materials for projects. Prerequisite: instructor permission. No class on 11/6 and 11/22.

FALL

WELDS 114 K618	5 CREDITS		A10
9/18-12/6	5:30PM-9:30PM	TTh	PARKER D

WELDING FABRICATION II

This course provides fabrication instruction to those who are proficient in at least one arc welding process. In this class students design, plan, layout, cut and fabricate their own welding projects. Students are required to purchase their own materials for projects. Prerequisite: WELDS 114. No class on 11/6 and 11/22.

FALL

WELDS 115 K622	5 CREDITS		A10
9/18-12/6	5:30PM-9:30PM	TTh	PARKER D

INTERMEDIATE WELDING

The student will learn welding vocabulary, welding theory, safe handling practices and set-up of all related welding equipment with individualized instruction. Students will weld using one or more welding processes used in industries such as manufacturing, structural, automotive, and artistic sculpture work. Welding processes include sticf, MIG, Flux Core, TIG and Oxy-fuel welding. An introduction to torch and plasma cutting is included. Preparation for WABO certification is an option. This course may be repeated. No class on 10/24 and 11/12.

SUMMER

WELDS 120 K652	1- 3 CREDITS	FEE: $495	A1
7/9-8/13	6:00PM-10:00PM	MW	FORRESTOR M
WELDS 120 K662	1- 3 CREDITS	FEE: $495	A1
7/5-8/9	6:00PM-10:00PM	TTh	FORRESTOR M

FALL

WELDS 120 K652	1- 3 CREDITS	FEE: $495	A1
9/17-12/5	6:00PM-10:00PM	MW	FORRESTOR M
WELDS 120 K662	1- 3 CREDITS	FEE: $495	A1
9/18-12/6	6:00PM-10:00PM	TTh	FORRESTOR M

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

ADVANCED WELDING I

This course is designed for an experienced welder to continue building their skill set with individualized instruction. This course focuses on all position welding and weld quality and appearance. Students will learn common welding tests and techniques. WABO certification is available in all welding processes. This course may be repeated. No class on 10/24 and 11/12.

SUMMER

WELDS 130 K654	1- 3 CREDITS	FEE: $495	A1
7/9-8/13	6:00PM-10:00PM	MW	FORRESTOR M
WELDS 130 K664	1- 3 CREDITS	FEE: $495	A1
7/5-8/9	6:00PM-10:00PM	TTh	FORRESTOR M

FALL

WELDS 130 K654	1- 3 CREDITS	FEE: $495	A1
9/17-12/5	6:00PM-10:00PM	MW	FORRESTOR M
WELDS 130 K664	1- 3 CREDITS	FEE: $495	A1
9/18-12/6	6:00PM-10:00PM	TTh	FORRESTOR M

ADVANCED WELDING II

This course is designed for an experienced welder to improve skills with individualized instruction. Options in this course include pipe welding and certifications as well as stainless steel and aluminum in any process and all positions. WABO certification is available in all-welding processes. This course may be repeated. No class on 10/24 and 11/12.

SUMMER

WELDS 140 K656	1- 3 CREDITS	FEE: $495	A1
7/9-8/13	6:00PM-10:00PM	MW	FORRESTOR M
WELDS 140 K666	1- 3 CREDITS	FEE: $495	A1
7/5-8/9	6:00PM-10:00PM	TTh	FORRESTOR M

FALL

WELDS 140 K656	1- 3 CREDITS	FEE: $495	A1
9/17-12/5	6:00PM-10:00PM	MW	FORRESTOR M
WELDS 140 K666	1- 3 CREDITS	FEE: $495	A1
9/18-12/6	6:00PM-10:00PM	TTh	FORRESTOR M

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

ACCOUNTING

ACCOUNTING CLERK

Program Options

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

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 has the fundamental skills for entry into the job market and also has the foundation for additional accounting training.

SUMMER

7/5-8/13	8:00AM-2:30PM	DAILY	H311
			CHAMBERLIN/NEWCOME

FALL

9/17-12/7	8:00AM-2:30PM	DAILY	H311
			CHAMBERLIN/NEWCOME

ACCOUNTING PARAPROFESSIONAL

Program Options

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

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

SUMMER

7/5-8/13	8:00AM-2:30PM	DAILY	H311
			CHAMBERLIN/NEWCOME

FALL

9/17-12/7	8:00AM-2:30PM	DAILY	H311
			CHAMBERLIN/NEWCOME

ACCOUNTING SPECIALIST

Program Options

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

Accounting Specialist program builds upon the fundamental skills learned in the Accounting Paraprofessional program. This program provides additional training in specialized areas including managerial/cost accounting, governmental and 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.

SUMMER

7/5-8/13	8:00AM-2:30PM	DAILY	H307
			NEWCOME/CHAMBERLIN

FALL

9/17-12/7	8:00AM-2:30PM	DAILY	H307
			NEWCOME/CHAMBERLIN

ADMINISTRATIVE OFFICE MANAGEMENT

ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT

Program Options

- *Certificate of Completion*
- *Associate of Applied Science Degree*
- *Program length: 4 - 6 quarters*
- *Entry point: fall, winter or spring quarters*

Learn skills to start and run a small business or manage someone else's. Learn about management, accounting, marketing, human relations and other skills, and apply the skills and concepts through a cooperative education option or internship.

SUMMER

7/5-8/13	6:00PM-9:00PM	HYBRID	H309
			MOUSTAFA-GOMAA

FALL

9/17-12/7	6:00PM-9:00PM	HYBRID	H309
			MOUSTAFA-GOMAA

OFFICE MANAGEMENT

Program Options

- *Certificate of Completion*
- *Associate of Applied Science Degree*
- *Program length: 4 - 6 quarters*
- *Entry point: fall, winter or spring quarters*

Preparing for a successful career in office management takes time, energy, and commitment. In this track, students learn the skills needed to manage a business through hands-on application of business concepts. Course topics include accounting, business law, communications, human relations, marketing, Microsoft Office applications, office procedures, operations management, and supervision. To earn an Associate of Applied Science Degree, the student must complete all requirements for the certificate program plus 15 credits of General Education.

SUMMER

7/5-8/13	6:00PM-9:00PM	HYBRID	H309
			MOUSTAFA-GOMAA

FALL

9/17-12/7	6:00PM-9:00PM	HYBRID	H309
			MOUSTAFA-GOMAA

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

AEROSPACE

AEROSPACE & INDUSTRIAL PRODUCTION TECHNOLOGIES

Program Options

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

This program prepares students or incumbent workers for careers in production and fabrication in lean industrial and technologically advanced environments, with a focus on aerospace and advanced manufacturing. Students will learn proper fabrication techniques as well as material handling and trade specific machine use. This course includes the evaluation of student comprehension in lecture, fabrication techniques and specialized equipment use from one lesson to the next. Students will learn to read and interpret engineering drawings to fabricate various parts or tools. Self-inspection and quality assurance standards are contextualized throughout the program, insuring critical thinking and just-in-time evaluative practices. Fabrication techniques and metrology intelligence are followed by applied training in advanced metrology, fabrication and structures production fundamentals in numerous manufacturing environments. **This program is undergoing substantial revisions effective Fall 2018 pending NWCCU accreditation.**

SUMMER

7/5-8/13	8:00AM-2:30PM	DAILY	A25/A26 PHILLIPS-MCLELLAN

FALL

9/17-12/7	8:00AM-2:30PM	DAILY	A25/A26 PHILLIPS-MCLELLAN

ANESTHESIA TECHNOLOGIST

Program Options

- *Associate of Applied Science-Transfer (AAS-T) Degree*
- *Degree Program length: 6 quarters*
- *Entry point: winter quarter*

This program provides entry level training leading to an Associate of Applied Science-Transfer Degree (AAS-T). Curriculum is based on the American Society of Anesthesia Technologists and Technicians (ASATT) standards and guidelines. Course work includes the following: medical terminology, pharmacology, EKG analysis, anesthesia equipment principles and applications, and general medical knowledge. Included in the program are intensive clinical experiences in local area hospitals. Students must complete and pass a nationwide criminal background check prior to admission into the program at http://portal.castlebranch.com/rr63 (use package code Rr65). Students must meet immunization and program specified health requirements, and proof of health insurance is required for participation in the program. Must be 18 or older and have a high school diploma or GED. Required before entry is a 5 credit Introduction to Anatomy and Physiology course.

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

SUMMER

7/5-8/13	8:00AM-2:30PM	DAILY	B204 WEST

FALL

9/17-12/7	8:00AM-2:30PM	DAILY	B204 WEST

APPRENTICESHIP PROGRAM

Earn while you learn! Numerous joint apprenticeship Programs are affiliated with Renton Technical College. Apprenticeship Programs offer the opportunity to "earn while you learn." Apprentices typically work fulltime in their field, while attending school a few weeks/year or a few nights/week. Most apprenticeships are in the building and construction trades or manufacturing. Apprenticeship Programs last two to five years, and an apprentice's wages increase with experience. Some programs-Custodial, Ardagh Group Apprenticeship, and Stationary Engineers-are only open to current employees in participating companies. Other programs, listed below, 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 driver's 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 below.

***Apprenticeship fee is per hour, Journeyman fee is per hour**

Aerospace AJAC:
Lynn Strickland — *(206) 764-5359*

Carpenters:
Heather Maldonado — *(425) 235-3465*

Culinary Arts:
Tony Parker — *(425) 235-2352, ext. 2437*

Heat and Frost Insulators/Asbestos Workers:
Larry Nettekoven — *(425) 235-7827*

Lathing, Acoustical, Drywall Systems (LADS):
Thomas Barrett — *(253) 437-5235*

Millwrights:
Justin McClendon — *(253) 437-5235, ext. 122*

Pacific Maritime Institute:
Gregg Trunnel — *(206) 441-2880*

Pile Drivers:
Justin McClendon — *(253) 437-5235, ext. 107*

Plasterers:
Rosie Bernard — *(425) 235-7879*

Plumbers and Pipefitters:
P.J. Moss — *(425) 271-5900*

Refrigeration:
P.J. Moss — *(425) 271-5900*

Roofers:
Gregg Gibeau — *(206) 728-2777*

Western Washington Stationary Engineers:
Christian Dube — *(253) 351-0184*

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. For more information on degree requirements, refer to the General Education classes in this College Catalog or call Student Success Center at (425) 235.5840.

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

AUTOMOTIVE

AUTOBODY REPAIR AND REFINISHING

Program Options

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

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

This program is undergoing substantial revisions effective Fall 2018 pending NWCCU accreditation.

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

SUMMER

7/5-8/13	7:00AM-1:30PM	DAILY	K103 ERVIN

FALL

9/17-12/7	7:00AM-1:30PM	DAILY	K103 ERVIN

AUTOMOTIVE, FORD ASSET

Program Options

- *Associate of Applied Science Degree*
- *Program length: 8 quarters*
- *Entry point: fall quarter*

Ford ASSET is a joint effort of Ford Motor Company, Renton Technical College and a sponsoring Ford or Lincoln dealership. The ASSET program utilizes specific periods (approximately nine weeks) of classroom/lab instruction alternating with specific periods of full-time work experience at a Ford or Lincoln dealership. Technical training on Ford automotive products is provided in all Automotive Service Excellence (ASE) repair areas plus specific Ford Motor Company Service Technician Specialty Training certification courses and covers the latest developments 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.

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

SUMMER

7/5-8/13	7:00AM-1:30PM	DAILY	K121 THOMPSON/SPANIEL

FALL

9/17-12/7	7:00AM-1:30PM	DAILY	K121 THOMPSON/SPANIEL

AUTOMOTIVE TECHNOLOGY

Program Options

- *Certificate of Completion*
- *Program length: 4-8 quarters*
- *Entry point: fall, winter and spring quarters*

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

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

SUMMER

7/5-8/13	7:00AM-1:30PM	DAILY	K111/K14 FOBES/HOAGLIN/MELLON/ TAKATA

FALL

9/17-12/7	7:00AM-1:30PM	DAILY	K111/K14 FOBES/HOAGLIN/MELLON/ TAKATA

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

BAND INSTRUMENT REPAIR TECHNOLOGY

BAND INSTRUMENT REPAIR TECHNOLOGY

Program Options

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

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

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

FALL

9/4-11/30	7:00AM-1:30PM	DAILY	J222 GANSKA

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

GUITAR REPAIR TECHNOLOGY

Program Options

- *Certificate of Completion*
- *Program length: 1 quarter*
- *Entry point: summer quarter*

This program prepares graduates for entry-level employment in the fretted string instrument repair and service trade. Students receive instruction in repair, maintenance, and adjustment of, but not limited to, guitars, mandolins and banjos. Special emphasis is placed on those skills which make students employable in repair of these instruments. Related instruction is provided in safety, employment skills, and environmental concerns.

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

SUMMER

6/5-8/24	7:00AM-1:30PM	DAILY	J222 STAFF

CENTRAL SERVICE TECHNICIAN

CENTRAL SERVICE TECHNICIAN

Program Options

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

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

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

SUMMER

7/5-8/31	8:30AM-2:30PM	MTWTh	B114 KNOX

FALL

9/17-12/7	ARR	DAILY	B114 KNOX

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

COMMERCIAL BUILDING & INDUSTRIAL ENGINEERING

COMMERCIAL BUILDING ENGINEERING

Program Options

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

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.

SUMMER

7/5-8/13	HOURS VARY	MTh	AUBURN HUDSON

FALL

9/17-12/7	HOURS VARY	MTh	AUBURN HUDSON

INDUSTRIAL ENGINEERING

Program Options

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

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

SUMMER

7/5-8/13	HOURS VARY	MTh	AUBURN STAFF

FALL

9/17-12/7	HOURS VARY	MTh	AUBURN STAFF

COMPUTER-AIDED DRAFTING

COMPUTER-AIDED DRAFTING

Program Options

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

This program is intended for those individuals who wish to obtain employment in career fields where the production of technical drawings is an integral part of the organization's day-to-day operations. Course offerings are tailored to programming administration and address specific skill specialization areas within the drafting profession. The total course of instruction takes 15 credits, with a Certificate of Completion awarded. This program can be completed in as little as three quarters, but

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actual completion times will be a factor of individual student desires and scheduling. Courses required include DFTS 114, DFTS 116, DFTS 118 and DFTS 140. All courses must be completed as listed for a certificate to be awarded, unless evidence of prior learning can be provided. These courses are also available to industry professionals and others who have had prior computer-aided drafting experience and wish to upgrade their skills and knowledge in specific areas. Students are welcome to take any course when offered which they feel may be of benefit and for which they have met any listed prerequisites. All courses emphasize hands-on training and are taught using the latest versions of AutoCAD software. Practical application is stressed whenever possible. Renton Technical College is an authorized Autodesk® Training Center. Please refer to Continuing/Community Education section of this schedule, and consult a counselor for details.

CONSTRUCTION MANAGEMENT

CONSTRUCTION MANAGEMENT

Program Options

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

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

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

SUMMER

7/5-8/13	HOURS VARY	VARIES	F111 PULLIAM

FALL

9/17-12/7	HOURS VARY	VARIES	F111 PULLIAM

LEADERSHIP IN THE TRADES

Program Options

- *Certificate of Completion*
- *Program length: varies, consult a counselor for details*
- *Entry point: quarterly*

Introduces leadership concepts needed for advancement in construction and manufacturing careers. Instructors specifically present the topics of risk management, human resources management, contract management and compliance, safety management, job site control, scheduling and external relations. Targeted audiences include: RTC program graduates, RTC current students, apprentices, journey workers, and professionals in the construction, energy or manufacturing sectors.

SUMMER

7/5-8/13	HOURS VARY	VARIES	F111 PULLIAM

FALL

9/17-12/7	HOURS VARY	VARIES	F111 PULLIAM

CULINARY ARTS

CULINARY ARTS

Program Options

- *Certificate of Completion*
- *Associate of Applied Science Degree*
- *Associate of Applied Science-Transfer Degree*
- *Program length: 6 quarters*
- *Entry point: fall, winter or spring quarters*

The Culinary Arts certificate program is accredited with the American Culinary Federation Education Foundation Accreditation Commission (ACFEFAC). It is designed to train students for work in the hospitality industry. All phases of basic fundamental cookery are addressed in a concise curriculum within a well-equipped industry kitchen and professional classroom. Emphasis is on the development of skills and techniques necessary for advancement within the industry. This program offers both lecture-based and lab-based courses. Beginning courses include fundamentals of knife skills, culinary safety/sanitation and introduction to the industry. In addition, the advanced lab-based courses include various cooking methodologies, garde manger techniques, advanced techniques, internship and more. Upon completion of Renton Technical College's Culinary Arts program graduates who have received an AAS or AAS-T degree and are current American Culinary Federation members have the opportunity to be certified as a "Certified Culinarian" by the ACFEF.

***Supply Fee: $5/credit, max 10 credits per quarter, Meal Fee $17.28/credit**

SUMMER

7/5-8/13	7:00AM-1:30PM	DAILY	I107 PARKER/MCBRIDE

FALL

9/17-12/7	7:00AM-1:30PM	DAILY	I107 PARKER/MCBRIDE

DENTAL ASSISTANT

DENTAL ASSISTANT

Program Options

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

This program has been granted accreditation approval by the Commission on Dental Accreditation, a division of the American Dental Association. Students are prepared for employment as Certified Dental Assistants (CDA). 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. The last six weeks of the program is a full-time internship at dental offices and/or clinics. The hours during internship vary depending on the intern site. Students must complete and pass a nationwide criminal background check prior to admission into the program at https://certifiedbackground.com (use package code Rr67). Must meet immunization and program specified health requirements and proof of health insurance coverage that covers the student during the length of the program.

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

SUMMER

SECTION 1

7/5-8/13	8:00AM-2:30PM	DAILY	B110 BAY

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

SECTION 2

7/5-9/14	8:00AM-2:30PM	DAILY	B110 BERRYSMITH

FALL

SECTION 1

9/17-12/7	8:00AM-2:30PM	DAILY	B110 BAY

SECTION 2

9/17-11/2	8:00AM-2:30PM	DAILY	B110 BERRYSMITH

EARLY CHILDHOOD CAREERS

EARLY CHILDHOOD CAREERS

Program Options

- *Certificate of Completion*
- *Associate of Applied Science Degree*
- *Associate of Applied Science-Transfer (AAS-T) Degree*
- *Program length: 1 to 6 quarters*
- *Entry point: fall, winter or spring quarters*
- *This program meets the Washington State Licensing Requirements for Certificate of Specialization*

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. Classroom instruction is scheduled from 11:00AM-3:00PM daily, with practicum hours 8:30AM-11:00AM daily. If currently working in the Early Childhood field, work time may be applied to practicum requirements. Please call (425) 235-2202 for information.

FALL

9/17-12/7	8:30AM-3:00PM	DAILY	N203 CULLER B

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

EARLY CHILDHOOD COURSES ONLINE

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

SUMMER

PRACTICUM I

ECED& 120 Y220	2 CREDITS		ONLINE
7/5-8/11	ARR		INGE

PRACTICUM II

ECC 192 Y129	4 CREDITS		ONLINE
7/5-8/11	ARR		INGE

PRACTICUM III

ECC 193 Y131	4 CREDITS		ONLINE
7/5-8/11	ARR		INGE

PRACTICUM IV

ECC 290 Y250	5 CREDITS		ONLINE
7/5-8/11	ARR		INGE

FALL

CHILD DEVELOPMENT ASSOCIATE I

CHCAS 125 Y346	5 CREDITS		ONLINE
9/17-12/7		ARR	EMMERT

TECHNOLOGY IN EARLY CHILDHOOD

ECC 201 Y216	4 CREDITS		ONLINE
9/17-12/7	ARR		HERNANDEZ

INTRODUCTION TO ECE

ECED& 105 Y212	5 CREDITS		ONLINE
9/17-12/7	ARR		STENSLIE

HEALTH, SAFETY, & NUTRITION

ECED& 107 Y232	5 CREDITS		ONLINE
9/17-12/7	ARR		STENSLIE

GUIDING BEHAVIORS

EDUC& 130 Y218	3 CREDITS		ONLINE
9/17-12/7	ARR		STENSLIE

PRACTICUM I

ECED& 120 Y220	2 CREDITS		ONLINE
9/17-12/7	ARR		INGE

PRACTICUM II

ECC 192 Y129	4 CREDITS		ONLINE
9/17-12/7	ARR		INGE

PRACTICUM III

ECC 193 Y131	4 CREDITS		ONLINE
9/17-12/7	ARR		INGE

PRACTICUM IV

ECC 290 Y250	5 CREDITS		ONLINE
9/17-12/7	ARR		INGE

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

ENGINEERING DESIGN TECHNOLOGY

ENGINEERING DESIGN TECHNOLOGY

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

This program is designed to provide entry-level skills for students seeking employment in the drafting profession as a mechanical or architectural CAD technician. Students receive substantial training in mechanical drafting and industrial practices using both manual (board) and CAD (Computer Aided Drafting) techniques. Application of ANSI, ISO, and AIA standards is presented, with emphasis on standards used in the aircraft and aerospace industries. Advanced instruction in mechanical drafting, geometric dimensioning and tolerancing, is provided in the latter part of the program. Students become familiar with 3D modeling, 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.

SUMMER

7/5-8/13	8:00AM-2:30PM	DAILY	J304
			BIELL/HORTMAN

FALL

9/17-12/7	8:00AM-2:30PM	DAILY	J304
			BIELL/HORTMAN

INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPER
FIRST YEAR OF COMPUTER SCIENCE PROGRAM

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

This is a one-year certificate option in the two-year Computer Science certificate/degree program. Students enrolled in the Computer Science program may opt to exit out one year after completing the requirements for a certificate as an Applications Developer. Graduates of the Applications Developer certificate program are qualified for job titles including website developer, database designer, PC support specialist, entry-level software tester, and digital imaging specialist. **This program is undergoing substantial revisions effective Fall 2018 pending NWCCU accreditation.*Additional Program Fee: $25 per course**

SUMMER

7/5-8/13	8:00AM-2:30PM	DAILY	J108
			HERNANDEZ/ZERROUKI/STAFF

FALL

9/17-12/7	8:00AM-2:30PM	DAILY	J108
			ZERROUKI/STAFF

COMPUTER SCIENCE
SECOND YEAR OF COMPUTER SCIENCE DEGREE PROGRAM

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

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; 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 CompTIA certification content. **This program is undergoing substantial revisions effective Fall 2018 pending NWCCU accreditation.**
***Additional Program Fee: $25 per course**

SUMMER

7/5-8/13	8:00AM-2:30PM	DAILY	J108
			HERNANDEZ/ZERROUKI/STAFF

FALL

9/17-12/7	8:00AM-2:30PM	DAILY	J108
			HERNANDEZ/ZERROUKI/STAFF

COMPUTER NETWORK TECHNOLOGY

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

The Computer Network Technology program is designed for entry-level students to develop skills needed to gain employment as computer network installation, configuration, and support technicians. Students receive training in basic electronic theory and progress through classes in maintenance and repair of Microsoft Windows and Linux Operating system environments. Students are prepared for industry certifications, including CompTIA A+, CompTIA Network+, Linux+, and Microsoft Certified Professional (MCP). Both server and workstation configurations are taught in this one-year program.
***Additional Program Fee: $40 per course**

SUMMER

7/5-8/13	8:00AM-2:30PM	DAILY	J102
			PARTAIN/SANDERSON

FALL

9/17-12/7	8:00AM-2:30PM	DAILY	J102
			PARTAIN/SANDERSON/STAFF

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

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

BACHELOR OF APPLIED SCIENCE – APPLICATION DEVELOPMENT

Completed after the Computer Science 2 Year Degree Program

Program Options

- *Program length: 6 quarters*
- *Entry point: fall quarter*

This program is the follow-on to the Computer Science 2-year associate program. Students must have completed the Computer Science Associate of Applied Science degree before moving into the BAS program. The BAS program will prepare graduates for employment in the field of information technology. Application Development is a high demand occupation that encompasses various aspects of data analysis, application and software development, programming, and project management. Students with associate technical degrees in information technology, database management, programming, and related areas will be good candidates for our BAS in Application Development program. Graduates of this program can expect to find work as software developers (applications and systems software), computer systems analysts, Web developers and programmers, database administrators and IT project managers. In addition to a strong technical foundation, graduates will have received instruction in general education topics in science, communications, and quantitative reasoning; and have gained extensive experience working in teams, creating and conducting presentations, and authoring documentation for software development. The skills obtained by graduates of this degree program are transferrable to numerous information technology and computer systems positions across multiple industries, including corporations, nonprofit organizations, IT companies, and medical and research institutions. A cooperative work experience is possible for second year students upon recommendation of instructor and subject to availability. Please contact Advising at (425) 235-5840 for admission requirements and curriculum information.

***Additional Program Fee: $50 per course**

FALL

9/17-12/7	6:00PM-9:00PM	TTh	J111
			BLODGETT/STAFF

BACHELOR OF APPLIED SCIENCE – COMPUTER NETWORK ARCHITECTURE

Completed after the Computer Network Technology Associate Degree Program

Program Options

- *Bachelor of Applied Science Degree*
- *Program length: 6 quarters*
- *Entry point: spring quarter*

The BAS in Computer Network Architecture degree will prepare graduates for employment in the field of information technology. Computer Network Architecture is a high demand occupation that encompasses various aspects of computer hardware and software architecture and systems administration. Students with technical associate degrees in Network and System Administration, Computer Systems Networking and Telecommunications, Information Technology, Cyber Security and other related areas will be good candidates for our BAS in Computer Network Architecture program. Graduates will receive a deep technical foundation in designing and implementing computer and information networks; performing network modeling, analysis and planning; and implementing advanced cloud and virtualization technologies at the enterprise level. In addition to a strong technical foundation, graduates will receive instruction in general education topics in science, communications, and quantitative reasoning; and will gain extensive experience working in teams, making presentations, and participating in on-the-job training. The degree will prepare a graduate to work as computer network architects, engineers and network managers, in a wide range of organizations and industries including corporations, nonprofit organizations, IT companies, and medical and research institutions.

***Additional Program Fee: $50 per course**

FALL

9/17-12/7	6:00PM-9:00PM	TTh	J104
			RUBIN

LEGAL ASSISTANT

LEGAL ASSISTANT

Program Options

- *Certificate of Completion*
- *Associate of Applied Science Degree*
- *Program length: 4 quarters (or 6 quarters through the hybrid option)*
- *Entry point: fall, winter, or spring quarters, or with instructor permission*

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

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

SUMMER

SECTION 1

7/5-8/13	8:00AM-2:30PM	DAILY	H203
			JENNINGS

FALL

SECTION 1

9/17-12/7	8:00AM-2:30PM	DAILY	H203
			JENNINGS

LEGAL ASSISTANT COURSES EVENING/SATURDAY HYBRID

The Legal Assistant online/hybrid courses cover the same content as the daytime Legal Assistant program. Both programs are focused on preparing students to work in law firms and law-related offices, including the courts, government agencies, non-profits, and corporate legal departments as legal assistants, paralegals, paralegal assistants, legal receptionists, clerks, litigation practice assistants, and legal support professionals. Online/hybrid students can complete the program in 6 quarters using the learning management system found in Canvas, the web-based software system. Students must have intermediate computer skills and Internet access 5-7 days per week with current e-mail. Adobe Reader and Microsoft Office Suite are required. Call (425) 235-5840 to schedule an appointment to meet an entry adviser that will assist you with answering questions and getting started in this program.

SUMMER

LAW OFFICE PROCEDURES II

LGL 109 W109	5 CREDITS		H203
7/5-8/13	6:00PM-9:00PM	TTh	
7/7, 7/14, 7/21,			
7/28, 8/4	9:00AM-1:00PM	Sa	HAWKINS

BUSINESS MATH

AMATH 163V W112	3 CREDITS		H203
7/5-8/13	6:00PM-9:00PM	TTh	
7/7, 7/14, 7/21,			
7/28, 8/4	9:00AM-1:00PM	Sa	HAWKINS

JOB SEARCH

LGL 192 W115	4 CREDITS		H203
7/5-8/13	6:00PM-9:00PM	TTh	
7/7, 7/14, 7/21,			
7/28, 8/4	9:00AM-1:00PM	Sa	HAWKINS

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

LEGAL KEYBOARDING

LGL 105 W192	1 CREDIT		H203
7/5-8/13	6:00PM-9:00PM	TTh	
7/7, 7/14, 7/21, 7/28, 8/4	9:00AM-1:00PM	Sa	HAWKINS

FALL

BUSINESS COMMUNICATION

ENGL 085 W197	4 CREDIT		H203
9/17-12/7	6:00PM-9:00PM	TTh	
9/22, 10/6, 10/20, 11/3			
11/17, 12/1	9:00AM-1:00PM	Sa	HAWKINS

BUSINESS LAW PROCEDURES

LGL 113 W134	5 CREDIT		H203
9/17-12/7	6:00PM-9:00PM	TTh	
9/22, 10/6, 10/20, 11/3			
11/17, 12/1	9:00AM-1:00PM	Sa	HAWKINS

WORD PROCESSING

LGL 121 W195	5 CREDIT		H203
9/17-12/7	6:00PM-9:00PM	TTh	
9/22, 10/6, 10/20, 11/3			
11/17, 12/1	9:00AM-1:00PM	Sa	HAWKINS

LEGAL KEYBOARDING

LGL 105 W192	1 CREDIT		H203
9/17-12/7	6:00PM-9:00PM	TTh	
9/22, 10/6, 10/20, 11/3			
11/17, 12/1	9:00AM-1:00PM	Sa	HAWKINS

MACHINING

PRECISION MACHINING TECHNOLOGIES

Program Options

- *Certificate of Completion*
- *Associate of Applied Science Degree*
- *Program length: 8 quarters*
- *Entry point: winter or summer quarters*

This two-year program is designed to help students acquire and develop skills necessary to work in the manufacturing industry. The course integrates theory and practical applications in a fully equipped machine shop facility. Students study machining processes and procedures, properties of metals, blueprint reading, applied math, inspection techniques, Computer Aided Manufacturing utilizing Mastercam software, and the operation of Computer Numerical Control (CNC) machines. The CNC equipment includes vertical and horizontal machining centers as well as CNC Lathes with live tooling. When appropriate, students may be assigned to a cooperative workstation in industry. This program articulates with Tech Prep Programs through the South King County Tech Prep Consortium. **This program is undergoing substantial revisions effective Fall 2018 pending NWCCU accreditation.**

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

SUMMER

7/5-8/13	8:00AM-2:30PM	DAILY	F012
			KIMANI/SCHOENMAKERS

FALL

9/17-12/7	8:00AM-2:30PM	DAILY	F012
			KIMANI/SCHOENMAKERS
			KIMANI/STAFF

MAJOR APPLIANCE AND REFRIGERATION

MAJOR APPLIANCE AND REFRIGERATION TECHNOLOGY

Program Options

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

This program offers practical technical training in the repair and troubleshooting of all major appliances. Instruction is designed to duplicate conditions and requirements experienced by a technician working in the field. Emphasis is placed on developing a thorough understanding of electrical, mechanical, and refrigeration theory through classroom experiences and practical application. Proficiency is developed by using test equipment to improve diagnostic and repair techniques. Students are introduced to all aspects of the industry including parts procurement, work order/parts development, and industrial communications. This program is approved as an electrical specialty training school for Appliance Repair (07D) by the Washington State Department of Labor and Industries, Electrical Section. This program is accredited by the Professional Service Association, a national appliance industry organization. **This program is undergoing substantial revisions effective Fall 2018 pending NWCCU accreditation.**

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

SUMMER

7/5-8/13	7:30AM-2:00PM	DAILY	E401A
			CAMPBELL

FALL

9/17-12/7	7:30AM-2:00PM	DAILY	E401A
			CAMPBELL

KITCHEN MAJOR APPLIANCE TECHNOLOGY

Program Options

- *Certificate of Completion*
- *Associate of Applied Science Degree*
- *Program length: 4 quarters*
- *Entry point: this program is no longer accepting new students*

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. This program is approved as an electrical specialty training school for Appliance Repair (07D) by the Washington State Department of Labor and Industries, Electrical Section. This program is accredited by the Professional Service Association, a national appliance industry organization.

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

SUMMER

7/5-8/13	7:30AM-2:00PM	DAILY	E401A
			CAMPBELL

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

LAUNDRY MAJOR APPLIANCE TECHNOLOGY

Program Options

- *Certificate of Completion*
- *Associate of Applied Science Degree*
- *Program length: 4 quarters*
- *Entry point: this program is no longer accepting new students*

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. This program is approved as an electrical specialty training school for Appliance Repair (07D) by the Washington State Department of Labor and Industries, Electrical Section. This program is accredited by the Professional Service Association, a national appliance industry organization.

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

SUMMER

7/5-8/13	7:30AM-2:00PM	DAILY	E401A CAMPBELL

FALL

9/17-12/7	7:30AM-2:00PM	DAILY	E401A CAMPBELL

COMMERCIAL REFRIGERATION TECHNOLOGY

Program Options

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

This training program for Refrigeration Technicians enables students to develop the skills necessary to work as 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. This program is approved as an electrical specialty training school for Appliance Repair (07D) by the Washington State Department of Labor and Industries, Electrical Section. This program is accredited by the Professional Service Association, a national appliance industry organization.

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

SUMMER

7/5-8/13	7:30AM-2:00PM	DAILY	E401A CAMPBELL

FALL

9/17-12/7	7:30AM-2:00PM	DAILY	E401A CAMPBELL

MASSAGE THERAPY PRACTITIONER

MASSAGE THERAPY PRACTITIONER

Program Options

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

This program, approved by the Washington State Board of Massage, prepares students to become professionally licensed to practice therapeutic massage for health maintenance, assessment, and rehabilitation of body tissues and systems. Therapeutic massage is an integral part of sports medicine, nursing care, physical, mental, and emotional well-being. The program offers training in diverse modalities including Swedish massage, deep tissue massage, myofascial release, hydrotherapy and hot stone massage. Student clinic and internship experience are required. Successful completion of this program prepares the students to take the Washington State Massage Licensing examination. A Certificate of Completion is awarded upon successful completion of core course requirements (two [2] attempts per course only). To earn an Associate of Applied Science (AAS) or Associate of Applied Science-Transfer (AAS-T) degree, students must complete all requirements of the certificate program plus 20 credits of General Education. Students must complete and pass a nationwide criminal background check prior to admission into the program at https://certifiedbackground.com (use package code Rr68). Students must meet program specified health requirements, and proof of health insurance is required for participation in the program. Students are required to join the American Massage Therapy Association and the Washington State Chapter. The cost is in addition to tuition. The cost includes AMTA membership, Washington Chapter membership, and liability insurance. Copy of proof of membership will be required at time of registration.

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

FALL

9/17-12/7	10:00AM-2:30PM	DAILY	B102 SKOCZEN

MECHATRONICS

MECHATRONICS

- *Certificate of Completion*
- *Associate of Applied Science Degree*
- *Program length: 6 quarters*
- *Entry point: fall or spring quarters*

This program produces operators and technicians who are qualified to support sophisticated automation systems. Students will gain knowledge and hands-on training for the in-demand field of mechatronics, which includes robot installation and maintenance, automation equipment installation, troubleshooting and maintenance and PLC programming. Students will also learn how to install, maintain and repair the mechanical, controls, fluid power systems, electrical and electronic equipment found in various industrial settings. You may choose the associate degree program or a shorter certificate program.

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

FALL

9/17-12/7	TBD	TBD	J206/J207 KLEIN

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

MEDICAL ASSISTANT

MEDICAL ASSISTANT

Program Options

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

This program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE), CAAHEP, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350. The program prepares students to become multi-skilled professionals to perform a variety of patient-related tasks in physician offices and other health care settings. The curriculum is designed to meet the requirements for Medical Assistant- Certified as described in RCW 18.360. Students learn to set up clients for examination, draw blood for basic lab studies, administer certain medications, do EKGs, 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, students must complete the certificate program and meet the general education course requirements. Included in the program are intensive clinical experiences in local area hospitals. Students must complete and pass a nationwide criminal background check within 3 months prior to admission into the program at https://certifiedbackground.com (use package code Rr69). Students must meet immunization and program specified health requirements, and proof of health insurance is required for participation in the program.

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

SUMMER

SECTION 1

7/5-8/31	8:00AM-2:30PM	DAILY	B125
			ROBINSON

SECTION 2

7/5-8/31	8:00AM-2:30PM	DAILY	B109
			HOFFMAN

SECTION 3 - HYBRID

7/5-8/20	5:30AM-9:30PM	MW	B109
7/7&7/21	8:00AM-2:30PM	Sa	
7/23-8/24	ARR	DAILY	
8/27-8/29	5:30PM-9:30PM		WILSON

FALL

SECTION 1

9/17-12/7	8:00AM-2:30PM	DAILY	B125
			ROBINSON

SECTION 2

9/17-12/7	8:00AM-2:30PM	DAILY	B109
			HOFFMAN

SECTION 3 - HYBRID

9/17-12/7	5:30AM-9:30PM	MWTh	B109
9/22-11/17	8:00AM-2:30PM	Sa	WILSON

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

MEDICAL ASSISTANT - PHLEBOTOMY

Program Options

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

This program prepares students for National Certification as a phlebotomy technician in the clinical and laboratory setting. Program content includes the history of phlebotomy, clinical laboratory setting, legal and ethical issues, infection control precaution and preventions, CPR/First Aid, anatomy and physiology, medical terminology, proper body mechanics, various blood draw techniques, safety aspects of phlebotomy, complications of phlebotomy, handling of non-blood specimens and OSHA safety standards. As part of this program the student will sit for their National Certification exam, and apply for registration as a Medical Assistant-Phlebotomist, which is required for employment in Washington state. Included in the program are intensive clinical experiences in local area hospitals. Students must complete and pass a Nationwide criminal background check prior to admission into the program at https://CastleBranch.com (use package code Rr71). Students must meet immunization and program specified health requirements, and proof of health insurance is required for participation in the program

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

SUMMER

SECTION 3 - HYBRID

7/5-8/30	5:30PM-9:30PM	TWTh	HYBRID
	ONLINE	MF	TERRELL

FALL

SECTION 1

9/17-11/15	8:00AM-2:30PM	DAILY	B206
			TERRELL

SECTION 2

9/17-11/15	8:00AM-2:30PM	DAILY	B206
			TERRELL

SECTION 3 - HYBRID

9/17-12/7	5:30PM-9:30PM	TWTh	HYBRID
	ONLINE	MF	TERRELL

MEDICAL OFFICE PROGRAMS

HEALTH CARE NAVIGATOR

Program Options

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

This certificate covers navigating and coordinating care in health and human services systems. Incorporated in the certificate are factors affecting patients such as chronic disease, behavioral health, wellness and patient activation and engagement. Communication strategies such as patient/client coaching, motivational interviewing, and health literacy are covered. Diverse patient experience, decision support, and advocacy will be explored. Relevant case studies and applied learning strategies are used to build skills and knowledge.

FALL

9/17-12/7	8:00AM-2:30PM	DAILY	H207
			MAY-FARLEY/MAHER

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

MEDICAL CODING SPECIALIST

Program Options

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

Develop skills and knowledge to transform descriptions of diseases, injuries, conditions, and procedures into numerical designations in clinics, insurance companies, and other medical settings. Work with doctors, managers, and other healthcare professionals to translate written terminology or descriptions into a universal, common language. Learn medical terminology, word processing, spreadsheet applications, and computerized patient accounting while using ICD-10 CM/PCS, 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.

SUMMER

7/5-8/13	8:00AM-2:30PM	DAILY	H207 MAY-FARLEY/MAHER

FALL

9/17-12/7	8:00AM-2:30PM	DAILY	H207 MAY-FARLEY/MAHER

REVENUE MANAGEMENT SPECIALIST

Program Options

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

This program explores the payment systems and the types of reimbursement methodologies used by the U.S. government and other key healthcare organizations. Develop skills and knowledge to transform descriptions of diseases, injuries, conditions, and procedures into numerical designations in clinics, insurance companies, and other medical settings. Apply coding guidelines for CPT®, ICD-10-CM, and HCPCS Level II. Develop an understanding of the various types of insurance plans and the application of payer policy, Local Coverage Determinations (LCD), and National Coverage Determinations (NCD) for successful claim submissions. Successful navigation of the varying rules and regulations applying to the healthcare industry, including HIPAA, False Claims Act, Fair Debt Collections Act, and Stark. Graduates will understand the life cycle of a medical billing claim and how to improve the revenue cycle and become proficient in effective claim follow-up, patient follow-up, and denial resolution.

SUMMER

7/5-8/13	8:00AM-2:30PM	DAILY	H207 MAY-FARLEY/MAHER

FALL

9/17-12/7	8:00AM-2:30PM	DAILY	H207 MAY-FARLEY/MAHER

NURSING

NURSING ASSISTANT

Program Options

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

This program meets both Washington state and federal curriculum requirements for Nursing Assistant Certification. Once certified, graduates are eligible for employment in hospitals, clinics, long-term care facilities, retirement/assisted living facilities, adult family homes, and in-home health care. Students gain knowledge and learn skills caring for patients of various age groups during acute and chronic stages of diseases, surgery, and rehabilitation, as well as how to maintain health during the normal aging process. Included in the curriculum are patients' rights, basic bedside nursing skills, patient/personal safety, HIPAA, and HIV/AIDS education. Skills are practiced in the program laboratory. Clinical experience occurs in acute hospitals and/or skilled nursing facilities. Hours vary during clinical assignment including possible evening or weekend placement. Students must pass all coursework with a 2.0 average or better and a satisfactory completion of clinical and lab for their certificate. This program is the first phase of the career ladder option for students to become Licensed Practical or Registered Nurses. Students must complete and pass a nationwide criminal background check prior to admission into the program at https://certifiedbackground.com (use package code Rr75na). Must meet immunization and program specified health requirements and proof of health insurance coverage that covers the student during the length of the program.

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

SUMMER

SECTION 1 - DAY PROGRAM

7/5-8/9	8:00AM-2:30PM	DAILY	H101A BOWMAN
7/25-8/3	5:45AM-2:15PM	WThF	CLINICAL BOWMAN

SECTION 2 - EVENING HYBRID PROGRAM

7/5-8/24	6:00PM-9:30PM	MW	H101A KAUR
7/28-8/24	5:45AM-2:15PM	SaSu	CLINICAL KAUR

FALL

SECTION 1 - DAY PROGRAM

9/17-10/19	8:00AM-2:30PM	DAILY	H101A BOWMAN
10/3-10/12	5:45AM-2:15PM	WThF	CLINICAL BOWMAN

SECTION 3 - DAY PROGRAM

10/29-12/5	8:00AM-2:30PM	DAILY	H101A BOWMAN
11/19-11/28	5:45AM-2:15PM	WThF	CLINICAL BOWMAN

SECTION 2 - EVENING HYBRID PROGRAM

9/17-11/9	6:00PM-9:30PM	MW	H101A KAUR
TBD-11/9	5:45AM-2:15PM	SaSu	CLINICAL KAUR

PLEASE NOTE: A significant portion of the course material for this class will be provided on-line. Access to a computer while off campus is required. By meeting Quality RTC standards, this course provides a clear pathway to student success.

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

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

REGISTERED NURSE, ASSOCIATE DEGREE

Program Options

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

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

***Additional Program Fee: $50/credit, max 15 credits per quarter**

SUMMER

7/5-8/24	TIME VARIES	DAILY	B118/B120
7/5-8/24	ARR	ARR	CLINICAL
		ALI//BEADLING/BUIS/SHURTLEFF/SNYDER	

FALL

9/17-12/7	TIME VARIES	DAILY	B118/B120
9/17-12/7	ARR	ARR	CLINICAL
		ALI//BEADLING/BUIS/SHURTLEFF/SNYDER	

OPHTHALMIC ASSISTANT

OPHTHALMIC ASSISTANT

Program Options

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

This program provides entry level training leading to a certificate as an Ophthalmic Assistant. Curriculum is based on Commission on Accreditation of Ophthalmic Medical Programs standards and guidelines. This program provides entry level training as an Ophthalmic Assistant and qualifications for the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) national certification exam. Course work includes the following: medical terminology, anatomy and physiology, history taking, visual and pupillary assessment, pathophysiology, lensometry, basic tonometry, instrument maintenance, medical ethics, regulatory and legal issues. Included in the program are extensive clinical experiences in ophthalmologist private clinics, teaching hospitals, and eye centers. Student must be attending high school, possess a high school equivalency certificate, or be a high school graduate. Students must complete and pass a nationwide criminal background check prior to admission into the program at https://CastleBranch.com (use package code Rr76). Must meet immunization and program specified health requirements and proof of health insurance coverage that covers the student during the length of the program.

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

SUMMER

7/5-8/13	8:00AM-2:30PM	DAILY	CLINCAL
			BOVARD

FALL

9/17-12/7	8:00AM-2:30PM	DAILY	J101
			BOVARD

PHARMACY TECHNICIAN

PHARMACY TECHNICIAN

Program Options

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

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

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

SUMMER

7/5-8/13	8:00AM-2:30PM	DAILY	B124
			SPENCER

FALL

9/17-12/7	8:00AM-2:30PM	DAILY	B124
			SPENCER

PROFESSIONAL BAKING

PROFESSIONAL BAKING

Program Options

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

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

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

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

SUMMER

7/5-8/13	6:00AM-12:30PM	DAILY	I109 HOLLAND

FALL

9/17-12/7	6:00AM-12:30PM	DAILY	I109 HOLLAND

PROPERTY MAINTENANCE

PROPERTY MAINTENANCE FOR THE MULTI-FAMILY RESIDENCE

Program Options

- *Certificate of Completion*
- *Entry point: any quarters*
- *Program length: evenings and occasional Saturdays*

Students gain skills necessary to secure positions in property maintenance for multi-family residences. Training components include: safety and emergency procedures; painting and drywall repairs; maintaining an attractive outdoor environment; basic electrical theory, repairs and replacements; basic plumbing repairs and replacements; basic appliance repairs; customer service; First Aid/CPR; and job search skills and advancement skills. Students who are incumbent workers are encouraged to take optional courses in this program, and continue into the Leadership in the Trades program upon completion of this certificate.

FALL

9/17-12/7	6:00PM-10:00PM	MW	A23 HUDSON
9/17-12/7	8:00AM-2:30PM	Sa	A23 HUDSON

SURGICAL TECHNOLOGIST

SURGICAL TECHNOLOGIST

Program Options

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

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

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

SUMMER

SECTION 1

7/5-8/13	8:00AM-2:30PM	DAILY	B206 STAFF

SECTION 2

7/5-8/13	8:00AM-2:30PM	DAILY	B216 SERBA

FALL

SECTION 1

9/17-12/7	8:00AM-2:30PM	DAILY	B206 STAFF

SECTION 2

9/17-12/7	8:00AM-2:30PM	DAILY	B216 SERBA

Hours may vary during clinical rotation.

SURVEYING & GEOSPATIAL SCIENCE

FIELD SURVEY TECHNICIAN

Program Options

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

This program prepares students for work as a field survey technician, starting with "chain person" and advancing to "instrument person" or "party chief". Students learn field survey techniques, calculation and office skills through extensive hands-on training using a variety of up-to-date instruments, including total stations with data collectors, hand-held calculators and computers. Group projects in the classroom and in the field develop both experience and leadership skills. Projects involve all aspects of work, from planning, measuring and taking field notes. Transfer credit from other institutions will be considered upon validation of transcript and course work. This program is undergoing substantial revisions effective Fall 2018 pending NWCCU accreditation.

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

LAND SURVEY TECHNICIAN - GEOSPATIAL SCIENCE

Program Options

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

This three-quarter program is a follow-on to the Field Surveying 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. Transfer credit from other institutions is considered upon validation of transcript and course work. Many courses in this program transfer to Oregon Institute of Technology Bachelor of Science Degree in Geomatics, Surveying option, and Idaho State University Bachelor of Science Degree, Geomatics Technology.

This program is undergoing substantial revisions effective Fall 2018 pending NWCCU accreditation.

FALL

9/17-12/7	8:00AM-2:30PM	DAILY	J204
			PAQUETTE

VETERINARY ASSISTANT

VETERINARY ASSISTANT

Program Options

- *Certificate of Completion*
- *Program length: 4 quarters*
- *Entry point: fall quarter*

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

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

SUMMER

7/5-8/13	5:00PM-8:00PM	TWTh	B114
			ROEDE

FALL

9/17-12/7	5:00PM-8:00PM	TWTh	B114
			ROEDE

WELDING

WELDING

Program Options

- Certificate of Completion
- Associate of Applied Science Degree
- Program length: 5 quarters
- Entry point: fall, winter, spring quarters

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

***Additional Program Fee: $50/credit, max 15 credits per quarter**

SUMMER

7/5-8/13	8:00AM-2:30PM	DAILY	A1
			GEIST/STAFF

FALL

9/17-12/7	8:00AM-2:30PM	DAILY	A1
			GEIST/STAFF

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

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

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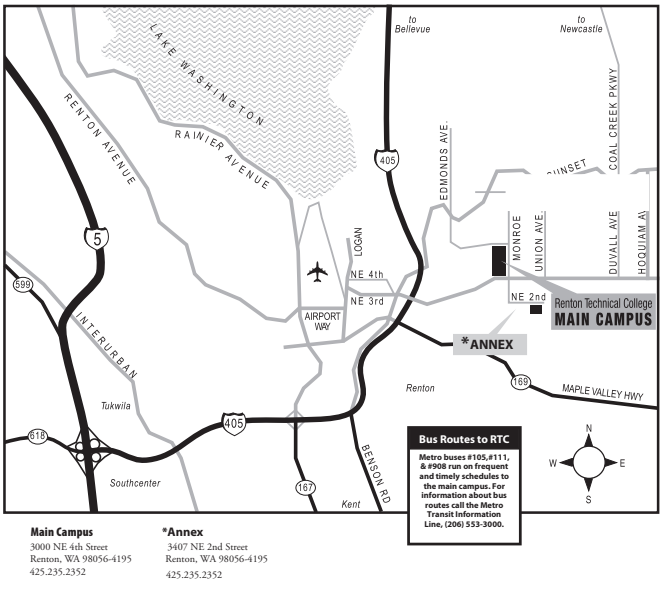
RTC CAMPUS GUIDE

A – MCCORMICK
B – ALLIED HEALTH
C – TECHNOLOGY RESOURCE CENTER
D – BASIC STUDIES CENTER
E – HOUSER
F – ANDERSON
G – ELECTRICAL MECHANICAL
H – BUSINESS TECHNOLOGY
I – ROBERTS CAMPUS CENTER
J – DE MOSS
K – GRECO
L – ODEM
M – KING COUNTY PUBLIC HEALTH CENTER
N – FACILITIES & SECURITY
O – ANNEX – (3407 NE 2nd St)
PARKING AREAS – STAFF: P1, P5, P6, P8, P13
STUDENT: P2, P3, P4, P10
VISITOR & STAFF: P7, P12

DIRECTIONS TO THE RTC CAMPUS



Main Campus
3000 NE 4th Street
Renton, WA 98056-4195
425.235.2352

***Annex**
3407 NE 2nd Street
Renton, WA 98056-4195
425.235.2352

Driving Directions to RTC Main Campus from I-405

NORTHBOUND

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

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

SOUTHBOUND

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

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

MISSION STATEMENT

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

DIVERSITY STATEMENT

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

PUBLICATION DISCLAIMER

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

NON-DISCRIMINATION STATEMENT

We are an affirmative action and equal opportunity employer. Renton Technical College provides equal opportunity in education and employment and does not discriminate on the basis of race or ethnicity, creed, color, national origin, citizenship, sex, marital status, sexual orientation, gender identity, age, religion, disability, genetic information, or veteran status. The college complies with applicable laws prohibiting discrimination and harassment in employment, educational programs and admissions, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, the Age Discrimination Act and the state law against discrimination, chapter 49.60 RCW.
Inquiries regarding compliance procedures and complaints may be directed to the college's Title IX Officer Lesley Hogan (425) 235-7873.

LIMITATION OF LIABILITY

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

RTC RENTON TECHNICAL COLLEGE®

Renton Technical College provides equal opportunity in education and employment and does not discriminate on the basis of race, color national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veterans or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations.

3000 NE 4th St Renton, WA 98056

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