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**
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## SUMMER 2018 – ACADEMIC CALENDAR & IMPORTANT DATES

All dates subject to change

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<td>To DROP Academic/General Education classes - Requires ADVISOR signature only</td>
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<td>To ADD an overloaded/full class – Requires INSTRUCTOR &amp; DEAN signatures on add/drop form</td>
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<td>Last day to withdraw from classes with “W” grade posted on transcript</td>
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<td>TO ADD OR DROP ABE/ESL/GED classes – No signature required</td>
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<td>Last day to withdraw from classes, “W” grade posted on transcript</td>
</tr>
<tr>
<td>NOVEMBER 6, 2018</td>
<td>NO CLASSES – MANDATORY MEETING DAY FOR FACULTY</td>
</tr>
</tbody>
</table>

*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

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

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
STUDENT ENTRY PROCESS - 4 EASY STEPS

Connect with an Entry Adviser

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

Apply for Admission & Financial Aid

2. Apply for admission in person or online.
3. Complete your FAFSA online at fafsa.gov and visit the Financial Aid Department to submit necessary documents (Building I-205).
4. If you have questions or need assistance with your FAFSA, visit the Learning Resource & Career Center (Building C-102)
5. 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)
4. Pay for the ACCUPLACER test in the Cashier's Office - (Building I-230) before going to Testing Services.
5. 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).
5. 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
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 fee per credit:

<table>
<thead>
<tr>
<th># of Credits</th>
<th>Washington Resident</th>
<th>Non-Washington Resident</th>
<th>International Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$122.17</td>
<td>$135.89</td>
<td>$299.17</td>
</tr>
<tr>
<td>2</td>
<td>$244.34</td>
<td>$271.78</td>
<td>$598.34</td>
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<tr>
<td>3</td>
<td>$366.51</td>
<td>$407.67</td>
<td>$897.51</td>
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<tr>
<td>4</td>
<td>$488.68</td>
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<tr>
<td>5</td>
<td>$610.85</td>
<td>$679.45</td>
<td>$1,495.85</td>
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<tr>
<td>6</td>
<td>733.02</td>
<td>$815.34</td>
<td>$1,795.02</td>
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<tr>
<td>7</td>
<td>$855.19</td>
<td>$951.23</td>
<td>$2,094.19</td>
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<tr>
<td>8</td>
<td>$977.36</td>
<td>$1,087.12</td>
<td>$2,393.36</td>
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<tr>
<td>9</td>
<td>$1,099.53</td>
<td>$1,223.01</td>
<td>$2,692.53</td>
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<tr>
<td>10</td>
<td>$1,221.70</td>
<td>$1,358.90</td>
<td>$2,991.70</td>
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<tr>
<td>11</td>
<td>$1,290.78</td>
<td>$1,428.70</td>
<td>$3,067.98</td>
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<tr>
<td>12</td>
<td>$1,359.86</td>
<td>$1,498.50</td>
<td>$3,144.26</td>
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<tr>
<td>13</td>
<td>$1,428.94</td>
<td>$1,569.30</td>
<td>$3,220.54</td>
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<td>14</td>
<td>$1,498.02</td>
<td>$1,638.10</td>
<td>$3,220.54</td>
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<td>15</td>
<td>$1,567.10</td>
<td>$1,707.90</td>
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<td>16</td>
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<td>$1,777.70</td>
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<tr>
<td>17</td>
<td>$1,705.26</td>
<td>$1,847.50</td>
<td>$3,525.66</td>
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<tr>
<td>18</td>
<td>$1,774.34</td>
<td>$1,917.30</td>
<td>$3,601.94</td>
</tr>
<tr>
<td>19</td>
<td>$1,855.70</td>
<td>$2,028.66</td>
<td>$3,890.30</td>
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<tr>
<td>20</td>
<td>$1,997.06</td>
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<td>21</td>
<td>$2,108.42</td>
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<td>22</td>
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<td>23</td>
<td>$2,331.14</td>
<td>$2,474.10</td>
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<td>24</td>
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<td>25</td>
<td>$2,553.86</td>
<td>$2,696.82</td>
<td>$5,620.46</td>
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</tbody>
</table>

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)

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

STATE SUPPORT OF HIGHER EDUCATION STUDENTS ACROSS WASHINGTON

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

<table>
<thead>
<tr>
<th>Resident Undergraduate</th>
<th>Nonresident Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Instructional Support Per FTE Student</td>
<td>$6,282</td>
</tr>
<tr>
<td>Operating Fee</td>
<td>$3,217</td>
</tr>
<tr>
<td>Net State Support per FTE Student</td>
<td>$3,065</td>
</tr>
</tbody>
</table>

The following table indicates the amount of state supported financial aid including that provided from the local institutional financial aid fund (3% percent):
NOTIFICATION OF RIGHTS UNDER FERPA
The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

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

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

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 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

FOUNDER
(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.
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 submits 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 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.com.

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 – RR75
- 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

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability Resource Services (DRS)</td>
<td>(425) 235-5840</td>
</tr>
<tr>
<td>Student Services TTY</td>
<td>(425) 235-5811</td>
</tr>
<tr>
<td>Bookstore</td>
<td>(425) 235-2323</td>
</tr>
<tr>
<td>Student Success Center</td>
<td>(425) 235-5840</td>
</tr>
<tr>
<td>Enrollment Services</td>
<td>(425) 235-2352</td>
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<tr>
<td>Financial Aid</td>
<td>(425) 235-5841</td>
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<tr>
<td>Food Service</td>
<td>(425) 235-5845</td>
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<td>Foundation</td>
<td>(425) 235-2415</td>
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<tr>
<td>Library</td>
<td>(425) 235-2331</td>
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<tr>
<td>Learning Resource &amp; Career Center</td>
<td>(425) 235-5721</td>
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<tr>
<td>Running Start</td>
<td>(425) 235-5840</td>
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<tr>
<td>Tech Prep</td>
<td>(425) 235-5840</td>
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<tr>
<td>Testing Services</td>
<td>(425) 235-2352 ext. 5704</td>
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<tr>
<td>Veterans Services</td>
<td>(425) 235-2352 ext. 5805</td>
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<td>Worker Retraining</td>
<td>(425) 235-5840</td>
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<td>WorkFirst Services</td>
<td>(425) 235-5840</td>
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<tr>
<td>Opportunity Grant</td>
<td>(425) 235-5720</td>
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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.
<table>
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<td>Field Survey Technician</td>
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<tr>
<td>Land Surveying – Geospatial Science</td>
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<td>F (bi-yearly)</td>
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</table>

*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.

<table>
<thead>
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<th>ORIENTATION WEEK</th>
<th>Morning 8:00AM -11:00AM</th>
<th>Afternoon 11:30AM -2:30PM</th>
<th>Evening 6:00PM - 9:00PM</th>
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<td>JUL 9-12</td>
<td>E700</td>
<td>E720</td>
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<td>AUG 27-30</td>
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<td>E720</td>
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<td>SEPT 4-7</td>
<td>E701</td>
<td>E721</td>
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<td>OCT 8-11</td>
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<td>OCT 22-25</td>
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<td>DEC 3-6</td>
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<td>DEC 10-13</td>
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<td>DEC 17-20</td>
<td>E701</td>
<td>E721</td>
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</table>

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.

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ADDITIONAL LOCATIONS AVAILABLE

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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

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### ENGLISH COMPOSITION

This is a college level writing course in which students learn to write essays that explain ideas, argue for a position, and evaluate information. Students write draft essays based on personal experience and information gathered from a variety of resources. Students revise and edit their draft essays based on constructive comments offered by their peers and by their instructor.

**Prerequisite:** COMPASS score of 75 or better or completion of COMP 100 with a 2.0 test. Basic computer and keyboarding skills strongly recommended.

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<th>Item Number</th>
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<td>4/7-6/25</td>
<td>5 credits</td>
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<td>ARR</td>
<td>FREDRICKSON</td>
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<tr>
<td>ENGL 101 W414</td>
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<td>5 credits</td>
<td>ARR</td>
<td>ARR</td>
<td>MOHIBULLAH H</td>
</tr>
</tbody>
</table>

### 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**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Item Number</th>
<th>Credit Hours</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>ANTH&amp; 235 N406</td>
<td>7/5-8/13</td>
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<td>H202</td>
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<td>ONLINE</td>
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**FALL**

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<th>Item Number</th>
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<th>Time</th>
<th>Days</th>
<th>Instructor</th>
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<td>ARR</td>
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<tr>
<td>SATURDAY LAB</td>
<td>9/29, 10/20, 11/10</td>
<td>1:00PM-5:00PM</td>
<td>F101</td>
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<td>8:00AM-12:00PM</td>
<td>F101</td>
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### 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**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Item Number</th>
<th>Credit Hours</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
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<td>2:30PM-6:30PM</td>
<td>F101</td>
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</table>

**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**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Item Number</th>
<th>Credit Hours</th>
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<th>Days</th>
<th>Instructor</th>
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<th>Days</th>
<th>Instructor</th>
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<td>SATURDAY LAB</td>
<td>10/6, 10/27, 11/17</td>
<td>8:00AM-12:00PM</td>
<td>F101/C104</td>
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</tbody>
</table>

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.*
**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
9/17-12/7 9:00AM-10:50AM T J306

**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
7/5-8/13 11:30AM-2:00PM T WTh STAFF

CMST& 101 N436 5 CREDITS
7/5-8/13 ARR ARR EDWARDS M

CMST& 101 G106 5 CREDITS
7/5-8/13 ARR ARR EDWARDS M

**FALL**

CMST& 101 G106 5 CREDITS
9/18-12/6 12:00PM-2:30PM T WTh STAFF

CMST& 101 G106 5 CREDITS
9/18-12/6 8:00AM-10:30AM T WTh EDWARDS M

CMST& 101 G106 5 CREDITS
9/17-12/5 11:30AM-1:30PM MW STAFF

CMST& 101 G106 5 CREDITS
9/17-12/5 9:00AM-10:30AM MW STAFF

CMST& 101 N436 5 CREDITS
9/17-12/7 ARR ARR EDWARDS M

CMST& 101 N438 5 CREDITS
9/17-12/7 ARR ARR STAFF

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GENERAL EDUCATION

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

HEALTH & HUMAN SERVICES FOCUS
ENGL& 101 N414  5 CREDITS  ONLINE  C109  
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

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  C109  
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
**GENERAL EDUCATION**

**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**
**GEO& 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
**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 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 11:30AM-2:30PM TTh STAFF

**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.*
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.

SUMMER
AMATH 195 G286 5 CREDITS  H301
7/5-8/23  8:00AM-10:20AM  MTWTh  COOKSEY M
AMATH 195 G321 5 CREDITS  H301
7/5-7/23  11:00AM-12:00PM  MTWTh  COOKSEY M
AMATH 195 G319 5 CREDITS  H301
7/5-7/23  2:45PM-5:15PM  MTh  ROTH A
AMATH 195 N493 5 CREDITS  H301
7/5-7/23  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-4:15PM  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 elementary algebra score of 70 or greater, or other placement.

SUMMER
MATH 075 G218 5 CREDITS  H301
7/5-8/23  8:00AM-9:50AM  MTWTh  COOKSEY M
MATH 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. Prerequisites: 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

**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

**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. 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

**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.

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**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.

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**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.

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

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</table>

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

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### 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.

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

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### 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.

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GENERAL EDUCATION

SUMMER & FALL QUARTERS 2018

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

**SUMMER & FALL QUARTERS 2018**

**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 & 202 G154**

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 N486**

5 CREDITS

ONLINE

9/17-12/7

ARR

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FOLDEN-SHORTT

**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 & 100 G120**

5 CREDITS

H212

7/5-8/13

8:00AM-10:30AM

TTh

FETTERS A

**PSYC & 100 N422**

5 CREDITS

ARR

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SZABO D

**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

**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

**SOC & 101 N512**

5 CREDITS

ONLINE

7/5-8/13

ARR

ARR

MILLER B

**SOC & 101 N448**

5 CREDITS

ONLINE

9/17-12/7

ARR

ARR

MILLER B

**FALL**

**SOC & 101 N448**

5 CREDITS

ONLINE

9/17-12/7

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ARR

MILLER B

**SOC & 101 N512**

5 CREDITS

ONLINE

9/17-12/7

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MILLER B

**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.
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.
## 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).

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

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

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

### 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 114 L404** 3 CREDITS  J304 7/5-7/8 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

### 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.

### AUTOCAD LEVEL I & II
Students are introduced to the basics of engineering drafting and AutoCAD. Basic drawing commands, editing, dimensioning, and plotting are covered in this course. Requires a computer with a current version of AutoCAD. Class meets online at www.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, inquiry 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 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

*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 116 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 | LEPELSKA 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 | 5:30PM-9:30PM | TTh | LEPELSKA 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 10/24 and 11/12.

| 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. 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 |

**ORKLIFT TRAINING**

**ORKLIFT 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.

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<tr>
<th>Session</th>
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<tr>
<td>SUMMER</td>
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<td>FALL</td>
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**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.

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<td>SUMMER</td>
<td>MTECS 113 K306</td>
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<td>4:00PM-8:30PM</td>
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<td>FALL</td>
<td>MTECS 113 K312</td>
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<td>MTECS 113 K306</td>
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**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.

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<th>Session</th>
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<td>MTECS 122 K316</td>
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<td>5:30PM-9:30PM</td>
<td>MARTINEZ F</td>
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</table>

**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.

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**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.

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<td>FALL</td>
<td>MTECS 220 K324</td>
<td>3</td>
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<td>5:30PM-9:30PM</td>
<td>MARTINEZ F</td>
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**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.

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<th>Session</th>
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<td>FALL</td>
<td>MTECS 222 K326</td>
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**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 información 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/certsignup.org or call 425-430-6700. Registration opens 3/30/2018.

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<th>Date</th>
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<tr>
<td>8/23-8/25</td>
<td>8:00AM-5:00PM</td>
<td>SMITH K</td>
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**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/cert. Ages 16 and up, minors must be accompanied by an adult. Sign up at rentonwa.gov/certsignup.org or call 425-430-6700. Registration opens 8/27/2018.

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<tr>
<td>9/25-10/16</td>
<td>6:00PM-9:00PM</td>
<td>SMITH K</td>
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**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/certsignup.org or call 425-430-6700. Registration opens 8/27/2018.

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<tr>
<td>9/12</td>
<td>6:00PM-9:00PM</td>
<td>SMITH K</td>
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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.

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 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.

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 11/6.

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

FALL
WELDS 106 K606
4 CREDITS
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
7/9-8/13 6:00PM-10:00PM MW FORRESTOR M
WELDS 110 K660
1-3 CREDITS
FEE: $495
7/5-5/9 6:00PM-10:00PM TTh FORRESTOR M

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

Total cost for this course is $495, students do not pay additional tuition or fees above this cost for this course.

CERTIFIED WELDING INSPECTOR TRAINING
This course will provide the enrollies 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
7/7-8/11 8:00AM-2:30PM Sa GEIST R

FALL
WELDS 112 K616
5 CREDITS
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 required to purchase their own materials for projects. Prerequisite: instructor permission. No class on 11/6 and 11/22.

FALL
WELDS 114 K618
5 CREDITS
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
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 stick, 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
7/9-8/13 6:00PM-10:00PM MW FORRESTOR M
WELDS 120 K662
1-3 CREDITS
FEE: $495
7/5-8/9 6:00PM-10:00PM TTh FORRESTOR M

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

Total cost for this course is $495, students do not pay additional tuition or fees above this cost for this course.

*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

Total cost for this course is $495, students do not pay additional tuition or fees above this cost for this course.

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

Total cost for this course is $495, students do not pay additional tuition or fees above this cost for this course.
CONTINUING / COMMUNITY EDUCATION

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

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 technology 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.

CAREER / ACADEMIC DEVELOPMENT PROGRAMS

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

SUMMER

SUMMER & FALL Quarters 2018

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

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/r663 (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
- Heather Maldonado (425) 235-3465
- Thomas Barrett (253) 437-5235
- Justin McClendon (253) 437-5235, ext. 107
- Tony Parker (425) 235-2352, ext. 2437
- Millwrights:
  - Justin McClendon (253) 437-5235, ext. 122
- Heat and Frost Insulators/Asbestos Workers:
  - Larry Nettekoven (425) 235-7827
- Lathing, Acoustical, Drywall Systems (LADS):
  - Thomas Barrett (253) 437-5235
- 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

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

**FALL**
- 7/5-8/13 7:00AM-1:30PM DAILY
- 9/17-12/7 7:00AM-1:30PM DAILY

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

**FALL**
- 7/5-8/13 7:00AM-1:30PM DAILY
- 9/17-12/7 7:00AM-1:30PM DAILY

### 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 technology and equipment. 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
- 9/17-12/7 7:00AM-1:30PM DAILY

**FALL**
- 7/5-8/13 7:00AM-1:30PM DAILY
- 9/17-12/7 7:00AM-1:30PM DAILY

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

### 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

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

RTC.EDU 37
**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 hospital areas. 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

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**COMMERICAL BUILDING & INDUSTRIAL ENGINEERING**

**COMMERICAL 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 work schedules. 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.

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**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

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

Program Options

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

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

DENTAL ASSISTANT

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

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

LEADERSHIP IN THE TRADES

Program Options

- Certificate of Completion
- Associate of Applied Science Degree
- 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

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 (ACFEF). 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 kitchen 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 1107 PARKER/MCBRIDE

FALL
9/17-12/7 7:00AM-1:30PM DAILY 1107 PARKER/MCBRIDE

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

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.

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
EC 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
EC 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.
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.

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This 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 Applications Developer. Graduates of the Applications Developer certificate program are qualified for job titles including website developer, database designer, PC Applications Developer. Graduates of the Applications Developer certificate program are qualified for job titles including website developer, database designer, PC Applications Developer. Graduates of the Applications Developer certificate program are qualified for job titles including website developer, database designer, PC Applications Developer. Graduates of the Applications Developer certificate program are qualified for job titles including website developer, database designer, PC Applications Developer. Graduates of the Applications Developer certificate program are qualified for job titles including website developer, database designer, PC Applications Developer. Graduates of the Applications Developer certificate program are qualified for job titles including website developer, database designer, PC Applications Developer. Graduates of the Applications Developer certificate program are qualified for job titles including website developer, database designer, PC Applications Developer. Graduates of the Applications Developer certificate program are qualified for job titles including website developer, database designer, PC Applications Developer. Graduates of the Applications Developer certificate program are qualified for job titles including website developer, database designer, PC Applications Developer. Graduates of the Applications Developer certificate program are qualified for job titles including website developer, database designer, PC Applications Developer. Graduates of the Applications Developer certificate program are qualified for job titles including website developer, database designer, PC Applications Developer.

**APPLICATIONS DEVELOPER**

**FIRST YEAR OF COMPUTER SCIENCE PROGRAM**

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

**SUMMER**

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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**

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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.
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

1.7/5-8/13 8:00AM-2:30PM DAILY J203 JENNINGS

FALL

SECTION 1

1.9/17-12/7 8:00AM-2:30PM DAILY J203 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.
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
**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. Efficiency 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*

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**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 through classroom experiences and practical application. Service, repair, and troubleshooting techniques are taught on large model equipment in a fully equipped training facility. Students are taught how to 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*

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**MASSAGE THERAPY PRACTITIONER**

Program Options
- Certificate of Completion
- Associate of Applied Science 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*

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**MECHATRONICS**

Program Options
- 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*

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

**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 prevention, 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](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 1**

7/5-8/30 5:30PM-9:30PM TTh HYBRID 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**

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

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.
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 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 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.
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 Science-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**

- 7/5-8/21: Time Varies, Daily, B118/B120
- 7/5-8/24: ARR, ARR, CLINICAL

**Fall**

- 9/17-12/7: Time Varies, Daily, B118/B120
- 9/17-12/7: ARR, ARR, CLINICAL

*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**

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**

- 7/5-8/24: 8:00AM-2:30PM, DAILY, CLINICAL, BOVARD

**Professional Baking**

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, 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

**Summer**

- 7/5-8/24: 8:00AM-2:30PM, DAILY, CLINICAL, BOVARD

*Not all programs are Financial Aid eligible. Please call the Financial Aid Office for current aid information at 425-235-5841.
SUMMER & FALL QUARTERS 2018

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

CAREER / ACADEMIC DEVELOPMENT PROGRAMS

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
7/5-8/13 6:00AM-12:30PM DAILY I109 HOLLAND
9/17-12/7 6:00AM-12:30PM DAILY I109 HOLLAND

SURVEYING & GEOSPATIAL SCIENCE

FIELD SURVEY TECHNICIAN

Program Options
- Certificate of Completion
- Program length: 4 quarters
- Entry point: fall quarter, bi-annually

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.

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.

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 is 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

*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 a certificate 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  TTh  B114  ROEDE

FALL
9/17-12/7  5:00PM-8:00PM  TTh  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.
Driving Directions to RTC Main Campus from I-405

NORTHBOUND
Take Exit 4. After exiting, do not take the Maple Valley exit to the right. Stay to the left and take the Bronson Way exit to Renton. Turn right at bottom of the off-ramp. Continue to the next stoplight and turn right onto Sunset Boulevard. One block further at the stoplight, turn right onto NE 3rd Street. Follow NE 3rd Street to the top of the hill. RTC is on the left side after you crest over the top of the hill. Turn left on Monroe Avenue NE to access the main entrance. If your meeting/event is located in the Annex, turn right on Monroe Avenue NE, then left at NE Second Street (3407 NE Second Street).

SOUTHBOUND
Take Renton Exit 4, merge onto Sunset Boulevard, turn left at the first stoplight onto NE 3rd Street. Follow NE 3rd Street to top of hill. RTC is on the left side after you crest over the top of the hill. Turn left on Monroe Avenue NE to access the main entrance. If your meeting/event is located in the Annex, turn right on Monroe Avenue NE, then left at NE Second Street (3407 NE Second Street).
Renton Technical College provides equal opportunity in education and employment and 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.