

RTC Class Schedule

Below is a list of the scheduled classes at RTC. You can search for classes by using the filters below. Need help? Contact an entry adviser or your instructor.

Classes and modes of instruction subject to change depending on state orders related to COVID-19.

Classes that are delivered online may or may not have required virtual meeting times (for example, meetings via Zoom).

- For classes that meet virtually, there are days and times listed to note the meeting times.
- For classes that do not meet virtually, the days and times are listed as "arranged" ("ARR" or "ARRANGED").

Your instructor will provide more information about each class. Please visit our [eLearning page](#) for more information about modality options at RTC.

[How To Read The Class Schedule](#)
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Quarter
Summer 2021

Department
- Any -

Delivery
☒ - Any -
☐ FACE-TO-FACE
☐ HYBRID
☐ ONLINE
☐ FLEX

Keywords

Status
☒ - Any -
☐ Open Classes Only

Instructor

ACCOUNTING

ACCT 150 - BOOKKEEPING CERTIFICATION PREPARATION - 8.0 credits

This course is a culmination of the core courses of the accounting program. Students completing this capstone course will be qualified to take the 4-part Certified Professional Bookkeeper Exam. PREREQUISITE(S): Completion of ACCT 124, ACCT 179 with a 1.0 or higher, and ACCT& 201, ACCT& 202 with a 2.0 or higher.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	NEWCOME J	\$12.00 Per Course -ONLINE EARNING FEE	Open 20 Enrolled / 10 Seats Available	

ANESTHESIA TECH

ANES 106 - PHARMACOLOGY II - 3.0 credits

This course offers an opportunity to learn and apply advanced pharmacology with particular relevance to the operating room. The course allows students to become proficient in the use and theory of intravenous therapy with the preoperative, perioperative, and post-operative environment, labeling, and storage protocols. Students will be able to gain insight into emergency situations and appropriate pharmacological interventions. Students will continue to gain knowledge of medical terminology with regard to pharmacology.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	ABBOTT G	\$20.00 Per Credit -SUPPLY FEE \$20/CR ; \$12.00 Per Course -ONLINE EARNING FEE	Open 17 Enrolled / 3 Seats Available	

ANESTHESIA TECH

ANES 110 - EKG ANALYSIS - 2.0 credits

The student will learn cardiac anatomy and the normal electrical conduction system of the heart and be able to relate normal EKG traces of the heart. The student will acquire the basic knowledge to interpret common cardiac arrhythmias, including sinus, atrial, junctional, and ventricular dysrhythmias. Students will develop skills in reading and analyzing electrocardiograms (EKG). Students will learn the use of EKG equipment and rapid response in crisis situations.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	ABBOTT G	\$20.00 Per Credit -SUPPLY FEE \$20/CR ; \$12.00 Per Course -ONLINE EARNING FEE	Open 16 Enrolled / 4 Seats Available	

ANESTHESIA TECH

ANES 118 - PHLEBOTOMY - 11.0 credits

This is a required course in the Anesthesia Technologist program, teaching common phlebotomy practices for adults and children. Students learn how to safely and effectively draw blood using venipuncture and capillary puncture methods for adults and children, plus finger sticks or heel sticks for young children and infants. Students learn proper phlebotomy specific infection control. They receive instruction on how to prepare the blood collection site, how to choose the proper collection tools and how to handle the transportation, processing, and management of collected samples. During practicum, students practice the blood and specimen collection and handling skills learned in their theory class. They practice these duties on adult and pediatric simulation arms as well as other students. The course leads to Washington State certification in Phlebotomy.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MTWTh	08:00A-02:30P	B204	Jul 6 - Aug 27	FACE-TO-FACE	YAU M	\$20.00 Per Credit -SUPPLY FEE \$20/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARNS FEE	Open 15 Enrolled / 5 Seats Available	

ANESTHESIA TECH

ANES 193 - ANESTHESIA TECHNOLOGY CLINICAL PRACTICUM III - 6.0 credits

Students experience practical applications of their knowledge and skills by application of clinical skills and work ethic during the anesthesia technician clinical rotation. Students practice job search skills for an entry-level position as an anesthesia technician.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	OFFSITE	Jul 6 - Aug 12	FACE-TO-FACE	ABBOTT G	\$20.00 Per Credit -SUPPLY FEE \$20/CR ; \$110.00 Per Course -CLINICAL PLMCT FEE	Open 8 Enrolled / 12 Seats Available	

ANESTHESIA TECH

ANES 194 - CERTIFICATION EXAM PREP - 2.0 credits

The student revisits and reviews the core concepts of the Anesthesia Technologist course. Emphasis is placed on preparation and strategies for success in the national certification exam. Students will be able to participate in mock exams and consider relevant content and concepts. Students will work to prepare study and revision guides.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	ABBOTT G	\$20.00 Per Credit -SUPPLY FEE \$20/CR ; \$12.00 Per Course -ONLINE ELEARNING FEE	Open 8 Enrolled / 12 Seats Available	

ANTHROPOLOGY

ANTH&106 - AMERICAN MOSAIC - 5.0 credits

This course will explore contemporary American life through various cultural phenomena. Students learn core anthropological theories to make sense of race, gender, class and the other, and they explore historical processes from which these cultural notions have emerged and evolved. General education distribution area: Social Science.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
G140	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	MOHIBULLAH H	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 20 Enrolled / 5 Seats Available	

APPLIED MATHEMATICS

AMATH160R - MATHEMATICS - COST CONTROL - 3.0 credits

Students have the opportunity to learn how to evaluate the components and functions of a standardized recipe, complete food costing worksheets, convert formulas/recipes correctly and perform basic math functions to include fractions, weights and measurements. Menu pricing to include giving the overall cost, individual cost and menu sales price with yield test percentages for purchasing is reviewed. Determine the amounts of product needed in a baking and pastry recipe using the baker's percentage method. Labor cost and benefits are discussed.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MWF ARRANGED	07:00A-08:00A ARR ARR	I101 ONLINE	Jul 6 - Aug 12	HYBRID	GRAHAM E	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 14 Enrolled / 31 Seats Available	Students must be in the Career Training program to enroll in this class.

APPLIED MATHEMATICS

AMATH161G - MATHEMATICS - 3.0 credits

In this course of study, the student receives an introduction to basic mathematical procedures including, but not limited to, whole numbers, fractions, decimals, ratios and proportions, percentages, combined applications, roman numerals, and problem solving.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	PHILPOTT M	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 4 Enrolled / 18 Seats Available	Students must be in the Career Training program to enroll in this class.

APPLIED MATHEMATICS

AMATH163V - BUSINESS MATH - 3.0 credits

Students apply basic math computations (addition, subtraction, multiplication, division, percentages, fractions and decimals) to a variety of business problems. Students develop skill using electronic calculators.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	TTh Sa	08:00P-09:00P 11:00A 12:00P	H203 H203	Jul 6 - Aug 12	HYBRID	HAWKINS C	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 10 Enrolled / 14 Seats Available	Students must be in the Career Training program to enroll in this class.

APPLIED MATHEMATICS

AMATH175 - FINANCIAL MATH - 5.0 credits

This course applies mathematics to personal finance. Concepts include linear and piecewise linear functions; quadratic, exponential, and logarithmic relationships; graphing; distributions; measures for center; and spread of distributions. Financial concepts include income, taxes, discounts, simple and compound interest, buying on credit, depreciation, expenses, budgeting, annuities, stocks and bonds, and planning for retirement.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
G305	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	COOKSEY M	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 26 Enrolled / 1 Seats Available	OER (no textbook to purchase)
G501	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	COOKSEY M	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 26 Enrolled / 1 Seats Available	
G504	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	TRAN V	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 17 Enrolled / 8 Seats Available	

APPLIED MATHEMATICS

AMATH190 - FINANCIAL ALGEBRA - 5.0 credits

This course applies intermediate algebra to personal finance. Mathematical concepts will include linear, quadratic, exponential, logarithmic, and piecewise defined functions; graphing; distributions; measures for center; and spread of distributions. Financial concepts include income, taxes, discounts, simple and compound interest, buying on credit, depreciation, expenses, budgeting, annuities, stocks and bonds, and planning for retirement.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
G503	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	ROTH A	\$12.00 Per Course -ONLINE ELEARNING FEE	Full	
G513	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	ROTH A	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 11 Enrolled / 14 Seats Available	

APPLIED MATHEMATICS

AMATH193 - BRIDGE TO PRECALCULUS - 3.0 credits

This course covers intermediate algebra topics necessary for success in precalculus and beyond. Students study polynomials and functions (quadratic, rational, exponential, and logarithmic). PREREQUISITE(S): Completion of AMATH 190 with a 2.0 or higher, or placement by assessment.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
G313	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	ST JOHN M	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 24 Enrolled / 3 Seats Available	

APPLIED MATHEMATICS

AMATH195 - ADVANCED APPLIED ALGEBRA - 5.0 credits

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 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 2.0 or higher, or placement by assessment.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
G321	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	ST JOHN M	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 24 Enrolled / 3 Seats Available	

AUTO/FORD ASSET

FAS 123 - DIESEL FUNDAMENTALS - 4.0 credits

This course prepares students for Ford Motor Company Service Technician Specialty Training certification in specialty 51, Diesel Engine Performance, and specialty 52, Diesel Engine Repair, through web-based, classroom, and lab instruction. Students learn basic diesel operation, as well as proper use of special diesel diagnostic tools and equipment.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:30A-01:30P	K121	Jul 6 - Aug 12	HYBRID	THOMPSON B	\$15.00 Per Credit -SUPPLY FEE \$15/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 11 Enrolled / 11 Seats Available	

AUTO/FORD ASSET

FAS 124 - CLIMATE CONTROL SYSTEMS - 4.0 credits

This course prepares students for Ford Motor Company Service Technician Specialty Training certification in specialty 35, Climate Control Systems. Students learn climate control theory, application, diagnosis and repair based on Ford/NATEF competencies through web-based, classroom, and lab instruction. Students perform refrigerant recovery and recycling per EPA regulations and prepare for EPA recycling certification. Students prepare for ASE certification in Heating/Air Conditioning (A7).

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:30A-01:30P	K121	Jul 6 - Aug 12	HYBRID	THOMPSON B	\$15.00 Per Credit -SUPPLY FEE \$15/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 11 Enrolled / 11 Seats Available	

AUTO/FORD ASSET

FAS 171 - WRITTEN COMMUNICATIONS - 3.0 credits

Students develop writing skills to describe repairs, repair procedures, and suggestions for further maintenance. Students learn to prepare a cover letter and resume for employment opportunities.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:30A-01:30P	K121	Jul 6 - Aug 12	HYBRID	THOMPSON B	\$15.00 Per Credit -SUPPLY FEE \$15/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 9 Enrolled / 13 Seats Available	

AUTO/FORD ASSET

FAS 297 - COOPERATIVE TRAINING V PART B - 5.0 credits

Continuation of FAS 296, Cooperative Training V Part A.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	OFFSITE	Jul 6 - Aug 12	FACE-TO-FACE	SPANIEL T	\$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 9 Enrolled / 13 Seats Available	

AUTOBODY REPAIR

ABDY 116 - AUTOBODY PLASTICS REPAIR AND REFINISHING - 5.0 credits

Students are taught how to identify, repair, and refinish plastics and composites used in late model vehicles. Training prepares students for certification in I-CAR Non-Structural Technician, ProLevel I.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:00A-12:30P	K105	Jul 6 - Aug 27	HYBRID	EDWINS	\$15.00 Per Credit -SUPPLY FEE \$15/CR ; \$15.00 Per Course	Open 13 Enrolled / 11	

	DAILY	07:00A-12:30P	K105	Jul 6 - Aug 27	HYBRID	ERVIN S	-WEB ENH/HYB ELEARN FEE	Seats Available	
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AUTOBODY REPAIR

ABDY 129 - COMMUNICATION FOR AUTOBODY REPAIR - 1.0 credits

Students learn how communication between management and workers affects the operation of a shop. Students also learn about the operating costs in shops, the responsibilities of management, and other issues faced by companies which help the employee understand their role in making the business successful. Students are taught how to effectively communicate verbally and in writing with employers, technicians, and customers.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:00A-12:30P	K105	Jul 6 - Aug 27	HYBRID	ERVIN S	\$15.00 Per Credit -SUPPLY FEE \$15/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 13 Enrolled / 11 Seats Available	

AUTOBODY REPAIR

ABDY 232 - IMPACT ANALYSIS AND REPAIR - 2.0 credits

Students perform several different structural sectioning techniques on different structural members to I-CAR and industry standards. Using state-of-the-art frame and unibody straightening benches, students align auto body frames and shells.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:00A-12:30P	K105	Jul 6 - Aug 27	HYBRID	ERVIN S	\$15.00 Per Credit -SUPPLY FEE \$15/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 13 Enrolled / 11 Seats Available	

AUTOBODY REPAIR

ABDY 234 - AUTOBODY CONSTRUCTION II - 2.0 credits

Using damaged autos, students install and align various auto body panels and glass to industry standards.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:00A-12:30P	K105	Jul 6 - Aug 27	HYBRID	ERVIN S	\$15.00 Per Credit -SUPPLY FEE \$15/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 13 Enrolled / 11 Seats Available	

AUTOBODY REPAIR

ABDY 235 - DOOR AND QUARTER PANEL REPLACEMENT - 8.0 credits

Students replace an outer door panel and a quarter panel on damaged vehicle in the shop.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:00A-12:30P	K105	Jul 6 - Aug 27	HYBRID	ERVIN S	\$15.00 Per Credit -SUPPLY FEE \$15/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 13 Enrolled / 11 Seats Available	

AUTOMOTIVE TECH

AUTC 124 - HEATING AND AIR CONDITIONING - 6.0 credits

Students learn heating and air conditioning system theory, application, diagnosis and repair based on NATEF competencies through web-based, classroom and hands-on lab instruction in a live work environment. Topics include: refrigeration systems, heating systems, ventilation systems, engine cooling systems, operational controls, and refrigerant recovery, recycling and handling. Students perform refrigerant recovery and recycling per EPA regulations and prepare for EPA recycling certification. Students prepare for ASE Certification test A-6. PREREQUISITE(S): Completion of AUTC 101, AUTC 112, AUTC 117 with a 1.0 or higher.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MTW ThF	07:00A-02:30P ARR ARR	K141 ONLINE	Jul 6 - Jul 23	HYBRID	FOBES M	\$15.00 Per Credit -SUPPLY FEE \$15/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 14 Enrolled / 8 Seats Available	
	MTW ThF	07:00A-02:30P ARR ARR	K113 ONLINE	Jul 6 - Jul 23	HYBRID	HOAGLIN R	\$15.00 Per Credit -SUPPLY FEE \$15/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 0 Enrolled / 22 Seats Available	
	MTW ThF	07:00A-02:30P ARR ARR	K134 ONLINE	Jul 26 - Aug 12	HYBRID	URYASH D	\$15.00 Per Credit -SUPPLY FEE \$15/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 12 Enrolled / 10 Seats Available	

AUTOMOTIVE TECH

AUTC 226 - ADVANCED ELECTRONICS - 6.0 credits

Students learn advanced automotive electronics theory, application, diagnosis and repair based on NATEF competencies through web-based, classroom and hands-on lab instruction in a live work environment. Topics include: electrical system diagnosis, battery diagnosis and service, starting system diagnosis and repair, charging system diagnosis and repair, lighting systems diagnosis and repair, driver information systems, horns, wiper/washer systems, accessories (locks/keyless entry, power windows, cruise control, airbags, anti-theft). Advanced concepts include: computerized control systems, sensor operation and diagnosis, actuator operation and diagnosis, the use of scan tools, lab scopes, and on-board diagnostic systems. Students prepare for ASE Certification test A-6. PREREQUISITE(S): Completion of AUTC 101, AUTC 112, AUTC 117 with a 1.0 or higher.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MTW ThF	07:00A-02:30P ARR ARR	K134 ONLINE	Jul 6 - Jul 23	HYBRID	URYASH D	\$15.00 Per Credit -SUPPLY FEE \$15/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 14 Enrolled / 8 Seats Available	
	MTW ThF	07:00A-02:30P ARR ARR	K113 ONLINE	Jul 26 - Aug 12	HYBRID	HOAGLIN R	\$15.00 Per Credit -SUPPLY FEE \$15/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 7 Enrolled / 15 Seats Available	
	MTW ThF	07:00A-02:30P ARR ARR	K141 ONLINE	Jul 26 - Aug 12	HYBRID	FOBES M	\$15.00 Per Credit -SUPPLY FEE \$15/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 15 Enrolled / 7 Seats Available	

BIOLOGY

BIOL&160 - GENERAL BIOLOGY - 5.0 credits

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

structure and function, metabolism, and genetics. Students practice skills in both the classroom and laboratory through formats such as group exercises, laboratory activities, quizzes and exams. General education distribution area: Natural Science, with lab.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
N460	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	SZABO D	\$12.00 Per Course -ONLINE EARNING FEE	Full ; Waitlist / 2 Students on Waitlist	
N498	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	SZABO D	\$12.00 Per Course -ONLINE EARNING FEE	Open 15 Enrolled / 10 Seats Available	

BIOLOGY

BIOL&241 - HUMAN ANATOMY AND PHYSIOLOGY I - 5.0 credits

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

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
N440	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	STOVER C	\$12.00 Per Course -ONLINE EARNING FEE	Full ; Waitlist / 2 Students on Waitlist	

BIOLOGY

BIOL&242 - HUMAN ANATOMY AND PHYSIOLOGY II - 5.0 credits

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

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
N442	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	STOVER C	\$12.00 Per Course -ONLINE EARNING FEE	Full	

BIOLOGY

BIOL&260 - MICROBIOLOGY - 5.0 credits

Microbiology is a comprehensive course introducing classification, structure, and function of microbes. Focus includes disease-causing bacteria, viruses, protozoa, and fungi. The role of these microorganisms in nature, environmental impact, and health applications are covered. Laboratory is an integral component, which includes training on microscope, slide prep, aseptic technique transfer/inoculation of bacteria, and use of various media to select, isolate, and characterize organisms. General education distribution area: Natural Science, with lab. PREREQUISITE(S): Completion of BIOL& 160, General Biology, with a 2.0 or higher.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
N496	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	STAFF	\$12.00 Per Course -ONLINE EARNING FEE	Open 5 Enrolled / 20 Seats Available	
N428	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	BABEL S	\$12.00 Per Course -ONLINE EARNING FEE	Full ; Waitlist / 5 Students on Waitlist	

BOILER OPERATOR

BLRS 110 - BOILER OPERATOR LICENSING CLASS 3 & 4 - 8.0 credits

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.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
Q209	Sa	08:00A-04:30P	ONLINE	Jul 10 - Sep 18	ONLINE	DUONG L	\$999.00 Per Course -STU FUND-T&I	Open 22 Enrolled / 0 Seats Available ; Waitlist / 1 Students on Waitlist	

BUSINESS

BUS 110 - SOCIAL MEDIA MARKETING - 5.0 credits

This class in social media marketing explores the growing popularity of using digital technologies to reach consumers. Topics include the four zones of social media (community, publishing, entertainment, and commerce) and the ways in which social media can be used to build brands, conduct business, support causes, rally the masses, forge and maintain relationships.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	MCKINNON S	\$12.00 Per Course -ONLINE EARNING FEE	Open 19 Enrolled / 6 Seats Available	

BUSINESS

BUS 270 - HUMAN RESOURCES MANAGEMENT - 5.0 credits

This course covers fundamental human resources topics from start to finish: determining the need for new positions, writing effective job postings, conducting interviews, establishing compensation and benefits, training new and continuing employees, and retaining talent.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	MCKINNON S	\$12.00 Per Course -ONLINE EARNING FEE	Open 14 Enrolled / 11 Seats Available	

BUSINESS

BUS& 201 - BUSINESS LAW - 5.0 credits

This course provides an introduction to the fundamental principles of law and the American legal system including its social, political, and philosophical roots. It examines the origin, evolution, and concepts of the law and judicial system, including torts, contracts, agency, Uniform Commercial Code, Constitutional law, forms of business organizations, consumer protection and governmental regulation of business. The emphasis is on gaining a practical understanding of these topics.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
B271	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	MCKINNON S	\$12.00 Per Course -ONLINE EARNING FEE	Open 24 Enrolled / 6 Seats Available	

B371	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	NEWCOME J	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 24 Enrolled / 6 Seats Available	
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CENTRAL SERVICE TECH

CST 100 - CENTRAL SERVICE TECHNICIAN FUNDAMENTALS - 8.0 credits

The student learns the role and responsibilities of a Central Service Technician including regulations and standards, surgical instrumentation, cleaning and decontaminations, disinfection, sterilization, packaging and storing. Students demonstrate knowledge of legal issues, HIPAA, safety precautions/preventions. Student must model professional appearance, value diversity in the workplace and possess the ability to communicate effectively and professionally with patients and staff. Students demonstrate knowledge of quality assurance and quality control and adhere to policies and procedures used in the clinical setting.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MTWTh	08:00A-02:30P	J203	Jul 6 - Aug 27	FACE-TO-FACE	KNOX A	\$15.00 Per Course -WEB ENH/HYB ELEARN FEE ; \$14.62 Per Year -MED MAL & GEN LIAB INS	Open 12 Enrolled / 8 Seats Available	

CENTRAL SERVICE TECH

CST 102 - HEALTHCARE PROVIDER FIRST AID/CPR,AED&BLOODBORNE - 2.0 credits

This course covers one- and two-person, adult, child and infant CPR. Students practice caring for a person with foreign body airway obstruction (FBAO), personal barriers techniques and use of Automated External Defibrillator (AED). The course teaches to effectively recognize and treat in critical minutes until Emergency Medical Services (EMS) arrive. Topics include: general first aid principles, medical, injury and environmental emergencies, and blood borne pathogens. This course is approved by OSHA, WISHA (Labor and Industries) for healthcare providers. An AHA card will be issued upon the successful completion of a written exam and skills evaluation. In addition, the mandatory seven hours of HIV/AIDS education for healthcare providers is included.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MTWTh	08:00A-02:30P	J203	Jul 6 - Aug 27	FACE-TO-FACE	KNOX A	\$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 12 Enrolled / 8 Seats Available	

CENTRAL SERVICE TECH

CST 104 - CENTRAL SERVICE BASIC SCIENCES - 3.0 credits

This course covers the basic principles of microbiology, human anatomy and medical terminology, and how it pertains to infection control and communications in sterile processing.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MTWTh	08:00A-02:30P	J203	Jul 6 - Aug 27	FACE-TO-FACE	KNOX A	\$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 12 Enrolled / 8 Seats Available	

CENTRAL SERVICE TECH

CST 105 - CENTRAL SERVICE TECHNICIAN SKILLS LABORATORY - 3.0 credits

Students are introduced to and perform some of the basic hands-on tasks required of a Central Service Technician. This includes the wrapping items for sterilization, learning both envelope and sequential folding styles, and proper methods for heat sealing sterilization techniques. Students are expected to identify a minimum of 100 instruments and assemble into surgical trays. Students are given an overview of the proper handling and processing of endoscopes.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MTWTh	08:00A-02:30P	J203	Jul 6 - Aug 27	FACE-TO-FACE	KNOX A	\$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 12 Enrolled / 8 Seats Available	

CHEMISTRY

CHEM&121 - INTRODUCTION TO CHEMISTRY - 5.0 credits

This introductory course discusses the basic concepts in general and inorganic chemistry. It is designed to prepare students for coursework in health sciences or more advanced scientific coursework by laying the foundation of the most 'elemental' science - chemistry. Topics covered range from the nature of atoms to chemical reactions and include homework, laboratories, exams, and group exercises. General education distribution area: Natural Science, with lab. PREREQUISITE(S): Placement into MATH 095; or completion of MATH 085, MATH 092, AMATH 185, or AMATH 190 with a 2.0 or higher; or completion of AMATH 175 with a 3.0 or higher.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
G522	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	BABEL S	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 21 Enrolled / 4 Seats Available	
N400	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	BABEL S	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 15 Enrolled / 10 Seats Available	

CHEMISTRY

CHEM&131 - INTRODUCTION TO ORGANIC AND BIOLOGICAL CHEMISTRY - 5.0 credits

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. General education distribution area: Natural Science, with lab. PREREQUISITE(S): Completion of CHEM& 121, with a 2.0 or higher, or instructor permission.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
N762	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	BABEL S	\$12.00 Per Course -ONLINE ELEARNING FEE	Full ; Waitlist / 7 Students on Waitlist	

COLLEGE SUCCESS

COL 101 - COLLEGE SUCCESS - 2.0 credits

Upon successful completion of this course, you will be able to demonstrate the skills necessary to succeed at Renton Technical College and beyond, including time management, information literacy, wellness, financial literacy, and appreciation of diversity and inclusion.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	ROBINSON S	\$12.00 Per Course -ONLINE ELEARNING FEE	Full	OER (no textbook to purchase)

COMMERCIAL BLDG ENG

CBE 103 - NATIONAL ELECTRICAL CODE - 4.0 credits

This course is designed to help students understand the National Electrical Code, focusing on sections of the Code that relate to maintenance work done by individuals working in the industrial and commercial maintenance fields. It includes interpreting the National Electrical Code in preparation for the State Maintenance electrical exam.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	HUDSON E	\$12.00 Per Course -ONLINE ELEARNING FEE	Permission Code Needed	

COMMERCIAL BLDG ENG

CBE 107 - REFRIGERATION AND A/C FUNDAMENTALS & LAB - 6.0 credits

This course covers refrigeration cycle and theory, components and interlocks, and electrical and refrigeration safety for industrial and commercial refrigeration and air conditioning applications. This course includes a hands-on lab for individuals working in the industrial and commercial maintenance fields to develop and practice good operating and maintenance procedures on refrigeration equipment. Refrigeration recovery, reclaim, and charging are covered along with electrical controls, schematics and troubleshooting.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MW	05:00P-09:00P	E415	Jul 6 - Aug 27	HYBRID	VIKHOVSKIY	\$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Permission Code Needed	
	M	09:30A-12:30P	E415	Jul 6 - Aug 27	HYBRID	HUDSON E	\$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Permission Code Needed	

COMMERCIAL BLDG ENG

CBE 208 - INSTRUMENTATION FOR STATIONARY ENGINEERS - 3.0 credits

This course is an overview of measuring devices and instrumentation used for testing the electrical, plumbing and HVAC systems in the commercial building maintenance field. It covers the theory, application and operating principles of instrumentation in the industry.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	HUDSON E	\$12.00 Per Course -ONLINE ELEARNING FEE	Permission Code Needed	

COMMERCIAL BLDG ENG

CBE 213 - MOTOR CONTROL PRINCIPLES AND LAB - 5.0 credits

This course includes single phase and multiple phase installation, and repair and maintenance of motor controls as used in industrial applications and hands-on lab featuring the components, wiring and applications of motor control systems as used in industrial applications. Students will learn to troubleshoot/replace/install circuit boards, sensors, and become proficient in troubleshooting motors and variable speed drives, interpreting relay logic and sizing of components for various applications.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	TTh	05:00P-09:00P	E405	Jul 6 - Aug 27	HYBRID	BUCK S	\$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Permission Code Needed	
	W	10:00A-01:00P	E415	Jul 6 - Aug 27	HYBRID	HUDSON E	\$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Permission Code Needed	

COMMUNICATIONS

CMST&101 - INTRODUCTION TO COMMUNICATION - 5.0 credits

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

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
N436	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	EDWARDS M	\$12.00 Per Course -ONLINE ELEARNING FEE	Full ; Waitlist / 1 Students on Waitlist	
N438	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	EDWARDS M	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 21 Enrolled / 4 Seats Available	

COMMUNICATIONS

CMST&220 - PUBLIC SPEAKING - 5.0 credits

This course in public speaking helps students develop effective speaking skills through understanding the elements involved in effective speech. Students will prepare speeches designed for a variety of purposes. General education distribution area: Humanities.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
N770	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	EDWARDS M	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 24 Enrolled / 3 Seats Available	

COMPOSITION

COMP 100 - APPLIED COMPOSITION - 5.0 credits

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

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
G854	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	LESMEISTER M	\$12.00 Per Course -ONLINE ELEARNING FEE	Full	
G856	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	LESMEISTER M	\$12.00 Per Course -ONLINE ELEARNING FEE	Full	
N412	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	PHILPOTT M	\$12.00 Per Course -ONLINE ELEARNING FEE	Full ; Waitlist / 3 Students on Waitlist	OER (no textbook to purchase)

COMPUTER NETWORK ENG

CNE 491 - COOPERATIVE EDUCATION/INTERNSHIP - 5.0 credits

This course provides the option of cooperative education/internship training in the BAS in Computer Network Engineering program. Instructor approval is required. The experience may be paid or unpaid. PREREQUISITE(S): Completion of CNE 350 and CNE 370 with a 2.0 or higher.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	RUBIN Z	\$12.00 Per Course -ONLINE EARNING FEE	Cancelled	OER (no textbook to purchase)

COMPUTER NETWORK ENG

CNE 499 - INDEPENDENT STUDY - 5.0 credits

This course allows students to complete specialized content according to the approved learning contract between the student and instructor. PREREQUISITE(S): Instructor permission.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	RUBIN Z	\$12.00 Per Course -ONLINE EARNING FEE	Cancelled	OER (no textbook to purchase)

COMPUTER NETWORK TEC

CNT 262 - INTRODUCTION TO DATABASES WITH SQL - 5.0 credits

This is an introductory course on databases and SQL querying. Students will obtain hands-on experience from setting up the database environment using Cloud-based services to creating your first table to writing your first query. Students will become familiar with Oracle Workbench Tool, AWS LightSail mySQL Instances, AWS EC2 RDS Instances (for my SQL Server). At the end of this course, students will be able to write simple queries related to topics such as dates, string manipulation, and aggregation.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	DAY C	\$12.00 Per Course -ONLINE EARNING FEE	Open 23 Enrolled / 1 Seats Available	
	MTWTh	08:00A-09:30A	ONLINE	Jul 6 - Aug 27	ONLINE	SANDERSON B	\$12.00 Per Course -ONLINE EARNING FEE	Open 8 Enrolled / 16 Seats Available	Class meets via Zoom during time listed.
	MTWTh	12:00P-01:30P	ONLINE	Jul 6 - Aug 27	ONLINE	SANDERSON B	\$12.00 Per Course -ONLINE EARNING FEE	Open 8 Enrolled / 16 Seats Available	Class meets via Zoom during time listed.

COMPUTER NETWORK TEC

CNT 264 - COMPTIA SECURITY+ - 5.0 credits

This course introduces concepts and design principles of modern computer and telecommunication networks. It uses the Internet TCP/IP protocol suite to discuss how today's computer networks operate and how they have evolved over many years to meet the requirements of today's networking applications. The focus will be on both fundamental networking and communication techniques, and protocols used in today's complex Internet architecture. Topics include DNS and HTTP protocols at the application layer, TCP and UDP at the transport layer, routing algorithms and forwarding at the network layer, and multiple access technologies along with Ethernet and WIFI LANs. Concepts of software-defined networking, network security, and wireless networking will also be introduced.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	DAY C	\$12.00 Per Course -ONLINE EARNING FEE	Full ; Waitlist / 2 Students on Waitlist	
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	TARVIN L	\$12.00 Per Course -ONLINE EARNING FEE	Open 6 Enrolled / 18 Seats Available	
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	TARVIN L	\$12.00 Per Course -ONLINE EARNING FEE	Cancelled	

COMPUTER SCIENCE

CSI 294 - COOPERATIVE EDUCATION/INTERNSHIP - 10.0 credits

This course provides the option of cooperative/internship training in computer science, within the prescribed hours of the student's program of study. Instructor approval is required, and the experience can be either paid or unpaid. (Hours to 330 and credits to 10.)

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	RONY-CHOWDHU	\$12.00 Per Course -ONLINE EARNING FEE	Permission Code Needed	OER (no textbook to purchase)

COMPUTER SCIENCE

CSI 494 - COOPERATIVE EDUCATION/INTERNSHIP - 10.0 credits

This course provides the option of cooperative education/internship training in the work place. Instructor approval is required. Students may take in lieu of CSI 492 and CSI 499. The scope of experience/internship work must fall within the information technology field and be applicable to BAS program outcomes. Students are required to check in monthly with the RTC instructor and provide monthly timesheets documenting their work. Employers are expected to return a student evaluation form to the RTC instructor at the end of the quarter. The experience/internship may be paid or unpaid. PREREQUISITE(S): Completion of CSI 350 and CSI 360 with a 2.0 or higher.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	RONY-CHOWDHU	\$12.00 Per Course -ONLINE EARNING FEE	Permission Code Needed	OER (no textbook to purchase)

COMPUTER SCIENCE

CSI 495 - INDEPENDENT STUDY - 5.0 credits

This course allows students to complete specialized content according to the approved learning contract between the student and instructor. PREREQUISITE(S): Instructor permission.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	RONY-CHOWDHU	\$12.00 Per Course -ONLINE EARNING FEE	Permission Code Needed	OER (no textbook to purchase)

CONSTRUCTION MGMT

CONST190 - COOPERATIVE WORK EXPERIENCE, TRADES - 3.0 credits

A cooperative work experience option may be available to qualified, approved students, allowing them to receive credit for work experience appropriate to their training. Through cooperative work experience, students have the opportunity to apply learned skills and gain actual on-the-job experience while completing their course of study. This class covers work experience in the trades that a construction manager would typically supervise.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	PULLIAM J	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 1 Enrolled / 14 Seats Available	Low-Cost Textbook (\$50 or less)

CONSTRUCTION MGMT

CONST266 - ADVANCED TECHNOLOGY FOR CONSTRUCTION I - 2.0 credits

A study of the use of construction management information tools and systems used in the construction industry. Topics include building and formatting project documentation tools in support of project costs control and job performance. Build spreadsheets for cost estimating and bar chart schedules. Develop pivot tables for productivity and resource analysis. PREREQUISITE(S): Keyboarding skills, familiarity with MS Windows, and completion of CONST 103 with a 1.0 or higher.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MT	06:00P-06:45P	ONLINE	Jul 6 - Aug 12	ONLINE	PULLIAM J	\$12.00 Per Course - ONLINE ELEARNING FEE	Open 6 Enrolled / 18 Seats Available	Class meets via Zoom during time listed. Low-Cost Textbook (\$50 or less).

CONSTRUCTION MGMT

CONST267 - ADVANCED TECHNOLOGY FOR CONSTRUCTION II - 2.0 credits

This class is an introduction to Microsoft Project. Create Gantt and PERT charts, resource sheets, and calendars. Learn to tailor your reports to the nature of the project. Develop a project plan that identifies tasks, organizes tasks into a schedule, assigns resources and manages budgets. PREREQUISITE(S): Keyboarding skills, familiarity with MS Windows, and completion of CONST 266 with a 1.0 or higher.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	WTh	06:15P-07:00P	ONLINE	Jul 6 - Aug 12	ONLINE	PULLIAM J	\$12.00 Per Course - ONLINE ELEARNING FEE	Open 5 Enrolled / 19 Seats Available	Class meets via Zoom during time listed. Low-Cost Textbook (\$50 or less).

CONSTRUCTION MGMT

CONST290 - COOPERATIVE WORK EXPERIENCE, CONSTRUCTION MGMT - 3.0 credits

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

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	PULLIAM J	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 1 Enrolled / 14 Seats Available	Low-Cost Textbook (\$50 or less)

CULINARY ARTS

CUL 107 - SAUCIER I - 3.0 credits

Techniques and fundamentals of the sauce kitchen are reviewed. The students have the opportunity to make mirepoix, roux, beurre manie, slurries, liaisons and egg emulsion. Prepare white and brown stocks. Prepare five classic mother sauces (bechamel, espagnole, veloute, tomato and hollandaise sauce) and derivatives. Prepare coulis, infused oils and vinegars. Mise en place and organization, planning, portion control, recipe, and utilization of product. Food quality, sanitation, mise en place and teamwork will be evaluated.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MWF TTh	08:00A-01:30P 07:00A 01:30P	I107 I107	Jul 6 - Aug 12	FACE-TO-FACE	WYNNE D	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$17.28 Per Credit - CUL.ARTS/ STUDENT MEAL	Open 6 Enrolled / 39 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

CULINARY ARTS

CUL 108 - SAUCIER II - 3.0 credits

Techniques and advanced techniques of the soup kitchen are reviewed. Preparation of clear and thick soup, consommés, purees, veloutes, cream soups, bisques and chowders will be offered. Prepare chilled, regional, national, and international soups, the garnishing of soups and proper serving temperatures. Food quality, sanitation, mise en place and teamwork are evaluated.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MWF TTh	08:00A-01:30P 07:00A 01:30P	I107 I107	Jul 6 - Aug 12	FACE-TO-FACE	WYNNE D	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$17.28 Per Credit - CUL.ARTS/ STUDENT MEAL	Open 6 Enrolled / 39 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

CULINARY ARTS

CUL 110 - FUNDAMENTALS I - 3.0 credits

Students prepare various proteins and side dishes using moist heat cooking methods; techniques of poaching, simmering, boiling, and steaming. Proteins and side dishes apply to cafeteria menu offerings. Seasoning, presentation and hot food holding are discussed. Food quality, sanitation, mise en place, and teamwork are evaluated.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MWF TTh	08:00A-01:30P 07:00A 01:30P	I107 I107	Jul 6 - Aug 12	FACE-TO-FACE	WYNNE D	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$17.28 Per Credit - CUL.ARTS/ STUDENT MEAL	Open 5 Enrolled / 40 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

CULINARY ARTS

Students prepare various proteins and side dishes of small batch cookery using dry heat cooking methods; techniques of broiling, grilling, roasting, baking, sauteing, pan-frying and deep frying. Seasoning, presentation and hot food holding are discussed. Food quality, sanitation, mise en place, and teamwork are evaluated.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MWF TTh	08:00A-01:30P 07:00A 01:30P	1107 1107	Jul 6 - Aug 12	FACE-TO-FACE	WYNNE D	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$17.28 Per Credit - CUL. ARTS/ STUDENT MEAL	Open 6 Enrolled / 39 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

CUL 112 - FUNDAMENTALS III - 3.0 credits

Students will research and study the regions of the United States heritage Melting Pot and International Cooking Cuisines. The cooking methods of the foods indigenous to the specific regions will be discussed. The preparation and cooking should reflect on authenticity, texture, flavor, consistency and appearance. Seasoning, presentation and hot food holding will be discussed. Food quality, sanitation, mise en place and teamwork will be evaluated.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MWF TTh	08:00A-01:30P 07:00A 01:30P	1107 1107	Jul 6 - Aug 12	FACE-TO-FACE	WYNNE D	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$17.28 Per Credit - CULARTS/ STUDENT MEAL	Open 6 Enrolled / 39 Seats Available	Students are scheduled for a two- week rotation in this section by the instructor.

CUL 113 - CAFE LEAD - 3.0 credits

Students function as a direct station supervisor, developing leadership and teamwork while being responsible for all CAFE production. Emphasis is on daily assignments, product requisitions, production sheets, following recipes product utilization and coordinating sanitation requirements. The student is accountable for the coordination of station production, and is directly responsible for overseeing the production of the CAFE.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MWF TTh	08:00A-01:30P 07:00A 01:30P	1107 1107	Jul 6 - Aug 12	FACE-TO-FACE	WYNNE D	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$17.28 Per Credit - CULARTS/ STUDENT MEAL	Open 4 Enrolled / 41 Seats Available	Students are scheduled for a two- week rotation in this section by the instructor.

CUL 118 - BREAKFAST COOKERY - 3.0 credits

Students will experience hands on a la carte breakfast cookery to include egg styles and dishes, meats, batters, potatoes, cereals, breakfast breads and low-fat alternatives. Students will be evaluated on their speed, efficiency, organization, hygiene, cleanliness and presentation. Students are trained to understand contemporary nutritional guidelines (portion sizes) including the ability to plan and execute nutritionally sound breakfasts. Customer relations with direct daily customer service will be evaluated. Food quality, sanitation, and team work are evaluated.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MWF TTh	08:00A-01:30P 07:00A 01:30P	1107 1107	Jul 6 - Aug 12	FACE-TO-FACE	WYNNE D	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$17.28 Per Credit - CULARTS/ STUDENT MEAL	Open 4 Enrolled / 41 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

CUL 119 - BAKERY BASICS - 3.0 credits

Bakery production including equipment, operation and maintenance and scaling, American and European. Skills in preparation of yeast, quick breads, puff pastry, creams, custards, pies, and cookies. Organization, mise en place, bakery bench skills, teamwork, time planning, cake decorating and display presentations.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MWF TTh	08:00A-12:30P 07:00A 12:30P	1109 1109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$17.28 Per Credit - CUL.ARTS/ STUDENT MEAL	Open 6 Enrolled / 6 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

CUL 129 - ADVANCED TECHNIQUES - CAPSTONE - 3.0 credits

Demonstrate hot and cold preparation skills in the planning, costing, developing, and preparing of various menu and food displays. All menu dishes are graded on taste, appearance, cost effectiveness, feasibility, and overall customer appeal, as well as strict sanitation procedures. Menus include 1.) Composed cold platter to ACF standards and instructor's criteria. 2.) Hot food preparation of a 5-course menu with six portions is completed. 3.) Mystery basket challenge to ACF competition standards will be completed.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MWF TTh	08:00A-01:30P 07:00A 01:30P	1107 1107	Jul 6 - Aug 12	FACE-TO-FACE	WYNNE D	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$17.28 Per Credit - CULARTS/ STUDENT MEAL	Open 5 Enrolled / 40 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

CUL 130 - SOUS CHEF - 3.0 credits

Students function as the direct kitchen supervisor, developing leadership and teamwork skills while responsible for all kitchen production. Emphasis is on daily assignments, production sheets, menu planning, and product utilization. Hands-on food demonstrations to junior students and in coordination of station production are completed daily. The responsibility of overseeing all functions of production in the kitchen and service areas is graded upon the instructor's criteria and current industry standards.

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Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MWF TTh	08:00A-01:30P 07:00A 01:30P	I107 I107	Jul 6 - Aug 12	FACE-TO-FACE	WYNNE D	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$17.28 Per Credit - CUL. ARTS/ STUDENT MEAL	Open 5 Enrolled / 40 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

DENTAL ASSISTANT

DENT 100 - FIRST AID, CPR AND VITAL SIGNS - 2.0 credits

This American Heart Association compliant course offers study and practice of cardiopulmonary resuscitation (CPR) and other skills needed in providing first aid to the injured. The student receives an American Heart Association (BLS) certification upon successful completion of the course and a First Aid certification from Renton Technical College. Knowledge and skills are demonstrated in taking vital signs on a patient, pre-screening health histories, preventing, identifying and addressing medical and dental emergencies, safety, asepsis and PPE.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ThF	08:00A-02:30P	B110	Aug 12 - Aug 27	HYBRID	BERRYSMITH C CARTER D	\$20.00 Per Credit -SUPPLY FEE \$20/CR ; \$14.62 Per Year -MED MAL & GEN LIAB INS	Open 21 Enrolled / 1 Seats Available	

DENTAL ASSISTANT

DENT 101 - DENTAL PROFESSION - 3.0 credits

In this course of study, the student receives a thorough introduction to the field of dental assisting. The student studies the history of dentistry, follows it through today, and explores the possibilities of the future. The student also studies the roles of each team member in the dental office, professionalism, ethics and laws of dentistry, the dental specialists, abbreviations, and areas of service. Students receive a HIPAA certification.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ThF	08:00A-02:30P	ONLINE	Jul 8 - Aug 12	ONLINE	BERRYSMITH C	\$20.00 Per Credit -SUPPLY FEE \$20/CR ; \$12.00 Per Course -ONLINE ELEARNING FEE	Open 21 Enrolled / 1 Seats Available	

DENTAL ASSISTANT

DENT 105 - EXPANDED FUNCTIONS - 2.0 credits

In this course of study, the student learns and practices expanded functions as allowed in the Washington State Dental Practice Act. The student practices these tasks in a laboratory setting while assisting dentists in the Renton Technical College Dental Clinic. Safety and aseptic techniques are evaluated.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	F	08:00A-02:30P	B103	Jul 9 - Aug 20	FACE-TO-FACE	BERRYSMITH C CARTER D	\$20.00 Per Credit -SUPPLY FEE \$20/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 14 Enrolled / 8 Seats Available	

DENTAL ASSISTANT

DENT 113 - CLINICAL ASSISTING II & PRACTICUM - 7.0 credits

In this course of study, the student performs advanced clinical procedures with dentists in the facility dental clinic and in an off-campus dental facility. The student also demonstrates clinical competency including dental charting, taking alginate impressions, pouring study casts and professional/safety/aseptic techniques and procedures. This course is taught at the in-depth level. PREREQUISITE(S): DENT 103.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MW Th	07:30A-03:00P 08:00A 12:00P	B110 OFFSITE	Jul 6 - Sep 9	HYBRID	BERRYSMITH C	\$20.00 Per Credit -SUPPLY FEE \$20/CR ; \$100.00 Per Course -CLINICAL PLMCT FEE	Open 15 Enrolled / 7 Seats Available	

DENTAL ASSISTANT

DENT 137 - LABORATORY PROCEDURES - 2.0 credits

In this course of study, the student performs laboratory procedures associated with chairside assisting, including pouring, trimming, and polishing study casts, fabricating night-guards and bleaching trays, custom impression trays, cleaning and polishing appliances, preparing cases for the dental laboratory, and caring for and maintaining equipment and safety.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	F	08:00A-01:30P	B103	Jul 9 - Aug 13	FACE-TO-FACE	WILSON C	\$20.00 Per Credit -SUPPLY FEE \$20/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 5 Enrolled / 17 Seats Available	

DENTAL ASSISTANT

DENT 138 - BUSINESS ADMINISTRATION - 2.0 credits

In this course of study, the student gains experience in basic business administration procedures for the dental office, including the use of dental software and computers. The student practices these procedures while training in the Renton Technical College Dental Clinic. This course is taught at the familiarity level.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	T	08:00A-12:30P	ONLINE	Jul 6 - Aug 3	ONLINE	BERRYSMITH C	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 14 Enrolled / 8 Seats Available	

DENTAL ASSISTANT

DENT 155 - RADIOLOGY III - 2.0 credits

This course provides information and practicum in placing, exposing, processing, mounting, and evaluating radiographs on patients. Students expose radiographs using the paralleling technique and take bitewings, periapical, occlusal and panoramic films in conventional and/or digital processes. Students are required to take patient films in the facility clinic before exposing them in the dental office. Aseptic techniques and professionalism are evaluated. This course is taught at the in-depth level. PREREQUISITE(S): DENT 154.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MW	09:00A-12:00P	B110	Jul 7 - Aug 25	FACE-TO-FACE	BERRYSMITH C CARTER D	\$20.00 Per Credit -SUPPLY FEE \$20/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 15 Enrolled / 7 Seats Available	

DENTAL ASSISTANT

DENT 191 - JOB SEEKING SKILLS - 1.0 credits

In this course of study, students gain experience in writing a personal resume, filling out job applications, learning job search techniques and job interview techniques. Students also integrate information in order to achieve goals and gather information to participate effectively in a diverse society.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MT	08:00A-02:30P	ONLINE	Aug 27 - Aug 31	ONLINE	BERRYSMITH C	\$12.00 Per Course -ONLINE EARNING FEE	Open 14 Enrolled / 8 Seats Available	

DENTAL ASSISTANT

DENT 192 - INTERNSHIP I - 2.0 credits

In this course of study, the student initiates, prepares for and begins the first of two Internships. The student performs basic chairside procedures in a dental office. This may include expanded functions legal to perform by a Registered Dental Assistant in the State of Washington. PREREQUISITE(S): DENT 113.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	08:00A-05:00P	OFFSITE	Aug 27 - Sep 17	FACE-TO-FACE	BERRYSMITH C	\$20.00 Per Credit -SUPPLY FEE \$20/CR ; \$75.00 Per Course -CLIN PLCMT FEE 1-4 CR	Open 15 Enrolled / 7 Seats Available	

DENTAL ASSISTANT

DENT 193 - INTERNSHIP II - 7.0 credits

In this course of study, the student completes the first internship requirements and begins a second internship by working in a second general dental office. The student performs basic chair side procedures and expanded functions as perform by a Registered Dental Assistant in the State of Washington. PREREQUISITE(S): DENT 192.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MTWTH	08:00A-05:00P	OFFSITE	Jul 6 - Aug 12	FACE-TO-FACE	WILSON C	\$20.00 Per Credit -SUPPLY FEE \$20/CR ; \$100.00 Per Course -CLINICAL PLCMT FEE	Open 5 Enrolled / 17 Seats Available	

EARLY CHILDHOOD ED

ECC 192 - PRACTICUM II - 4.0 credits

Explore the foundations of child development and the relationship between children, families and the community. Apply skills in observation and assessment to prepare appropriate learning opportunities and measure language and literacy development. NOTE: The outcomes and competencies are based on the Washington State Core Competencies for Early Childhood Professionals.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	INGE H	\$12.00 Per Course -ONLINE EARNING FEE	Open 23 Enrolled / 2 Seats Available	OER (no textbook to purchase)

EARLY CHILDHOOD ED

ECC 193 - PRACTICUM III - 4.0 credits

Explore the foundations of child development and identify the signs that might indicate a child has special needs. Apply skills in establishing a safe, healthy and effective learning environment, with appropriate materials and activities that supports all children. Investigate and reflect on what culture is, and how to create an anti-bias environment and approach to teaching children. NOTE: The outcomes and competencies are based on the Washington State Core Competencies for Early Care and Education Professionals.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	INGE H	\$12.00 Per Course -ONLINE EARNING FEE	Open 23 Enrolled / 2 Seats Available	OER (no textbook to purchase)

EARLY CHILDHOOD ED

ECC 290 - PRACTICUM IV - IMPLEMENTING DAP - 5.0 credits

In an early learning setting, students will apply best practices for engaging in nurturing relationships with children. The focus will be on keeping children healthy and safe while promoting growth and development.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	INGE H	\$12.00 Per Course -ONLINE EARNING FEE	Open 23 Enrolled / 2 Seats Available	OER (no textbook to purchase)

EARLY CHILDHOOD ED

ECED&105 - INTRODUCTION TO EARLY CHILDHOOD EDUCATION - 5.0 credits

Explore the foundations of early childhood education. Examine theories defining the field, issues, trends, best practices, and program models. Observe children, professionals and programs in action.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	FAVRE B	\$12.00 Per Course -ONLINE EARNING FEE	Open 15 Enrolled / 10 Seats Available	OER (no textbook to purchase)

EARLY CHILDHOOD ED

ECED&107 - HEALTH, SAFETY AND NUTRITION - 5.0 credits

Introduction to implementation of equitable health, safety and nutrition standards for the growing child in group care. Focus on federal Child Care Block Grant funding (CCDF) requirements, WA state licensing and Head Start Performance standards. Develop skills necessary to keep children healthy and safe, report abuse and neglect, and connect families to community resources.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	FAVRE B	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 15 Enrolled / 10 Seats Available	OER (no textbook to purchase)

EARLY CHILDHOOD ED

ECED&120 - PRACTICUM - NURTURING RELATIONSHIPS - 2.0 credits

In an early learning setting, engage in establishing nurturing, supportive relationships with all children and professional peers. Focus on children's health & safety, promoting growth & development, and creating culturally responsive environment.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	INGE H	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 23 Enrolled / 2 Seats Available	OER (no textbook to purchase)

ENGLISH

ENGL&101 - ENGLISH COMPOSITION I - 5.0 credits

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. General education distribution area: Communication. PREREQUISITE(S): Completion of COMP 100 with a 2.0 or higher, or recommended placement from the directed self-placement test.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
G182	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	HIGGINS K	\$12.00 Per Course -ONLINE ELEARNING FEE	Full	
N414	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	WALSH S	\$12.00 Per Course -ONLINE ELEARNING FEE	Full ; Waitlist / 1 Students on Waitlist	
N415	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	WALSH S	\$12.00 Per Course -ONLINE ELEARNING FEE	Full ; Waitlist / 1 Students on Waitlist	

ENGLISH

ENGL&235 - TECHNICAL WRITING - 5.0 credits

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. General education distribution area: Communication. PREREQUISITE(S): Completion of ENGL& 101 with a 2.0 or higher.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
N484	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	HIGGINS K	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 0 Enrolled / 25 Seats Available	

GEOLOGY

GEOL&101 - INTRODUCTION TO PHYSICAL GEOLOGY - 5.0 credits

Examines geologic processes that shape the Earth. Emphasis is placed on understanding the language and methods of science as applied to our changing planet. Students develop critical thinking skills and apply them to regional geology. Topics include earthquakes, volcanism, glaciers, rivers, and structure of the Earth. May include field trips. Includes laboratory. General education distribution area: Natural Science, with lab.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
N456	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	LEWICKI M	\$12.00 Per Course -ONLINE ELEARNING FEE	Full	

HUMANITIES

HUM& 101 - INTRODUCTION TO HUMANITIES - 5.0 credits

This course takes an interdisciplinary approach to the visual, performing and literary arts. Students explore cultural and political contexts, as well as aesthetics 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. General education distribution area: Humanities.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
N470	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	MOHIBULLAH H	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 20 Enrolled / 5 Seats Available	

LEGAL ASSISTANT

LGL 109 - LAW OFFICE PROCEDURES II - 5.0 credits

Students study the role of the legal assistant and the importance of ethics and client confidentiality in today's law offices. Students study techniques and procedures for managing meetings, making travel arrangements, and processing documents for mail, facsimile, e-filing, and/or courier transmission. Students also become familiar with time and billing procedures and with office supplies and equipment such as copiers, scanners and facsimile.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	TTh Sa	06:00P-07:00P 09:00A 10:00A	H203 H203	Jul 6 - Aug 12	HYBRID	HAWKINS C	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$15.00 Per Course - WEB ENH/HYB ELEARN FEE	Open 10 Enrolled / 14 Seats Available	

LEGAL ASSISTANT

LGL 140 - TECHNOLOGY IN THE LAW OFFICE - 4.0 credits

Students examine technologies, software, and practices used in law offices such as case and document management tasks, time and billing software, docket/calendar control, and electronic court filing procedures. Students perform hands-on activities using Access to enter data into database tables, create reports and labels, and perform simple queries. Also, students gain hands-on experience using Outlook for e-mailing, calendaring, managing tasks, and creating and maintaining contact lists.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED Sa	ARR-ARR 12:00P 01:00P	ONLINE H203	Jul 6 - Aug 12	HYBRID	HAWKINS C	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$15.00 Per Course - WEB ENH/HYB ELEARN FEE	Open 11 Enrolled / 13 Seats Available	

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
G335	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	ST JOHN M	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 24 Enrolled / 3 Seats Available	

MATHEMATICS

MATH&146 - INTRODUCTION TO STATISTICS - 5.0 credits

This course is an introduction to statistics and how it may be applied in the analysis of numerical data. It includes the following topics: structure of data sets, central tendency, dispersion, means, standard deviation, correlation, and regression, binomial and normal probability distributions, sampling methods, confidence intervals and hypothesis testing. General education distribution area: Quantitative / Symbolic Reasoning. PREREQUISITE(S): Completion of MATH 095, AMATH 190, or AMATH 195 with a 2.0 or higher, or placement by assessment.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
N426	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	COOKSEY M	\$12.00 Per Course -ONLINE EARNING FEE	Open 23 Enrolled / 1 Seats Available	Low-Cost Textbook (\$50 or less)

MATHEMATICS

MATH&148 - BUSINESS CALCULUS - 5.0 credits

Introduction to Differential and Integral Calculus of elementary functions with emphasis on business applications and its use in optimization. General education distribution area: Quantitative / Symbolic Reasoning. PREREQUISITE(S): Completion of MATH& 141 with a 2.0 or higher, or placement by assessment.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
G337	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	ST JOHN M	\$12.00 Per Course -ONLINE EARNING FEE	Open 24 Enrolled / 3 Seats Available	

MATHEMATICS

MATH&151 - CALCULUS I - 5.0 credits

Differential calculus. The definition and interpretation of the derivative, with applications to mathematical modeling. Derivatives of algebraic and transcendental functions. General education distribution area: Quantitative / Symbolic Reasoning. PREREQUISITE(S): Completion of MATH& 142 with a 2.0 or higher, or placement by assessment.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
G339	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	ST JOHN M	\$12.00 Per Course -ONLINE EARNING FEE	Open 24 Enrolled / 3 Seats Available	

MATHEMATICS

MATH&152 - CALCULUS II - 5.0 credits

Integral calculus. The definition, interpretation and application of the definite integral. The Fundamental Theorem of Calculus, techniques of integration and definite integrals involving parametrically described curves. Introduction to differential equations. This class is taught either in traditional lecture mode or through individually tailored interactive computer instruction that provides the student's primary method of learning, with the instructor available to assist students on an individual basis during the class period. General education distribution area: Quantitative / Symbolic Reasoning. PREREQUISITE(S): Completion of MATH& 151 with a 2.0 or higher, or placement by assessment.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
G224	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	ST JOHN M	\$12.00 Per Course -ONLINE EARNING FEE	Open 24 Enrolled / 3 Seats Available	

MEDICAL ASSISTANT

MEDA 109 - ANATOMY AND PHYSIOLOGY II - 4.0 credits

This is the second of a two-course sequence. The course will provide an overview of the relationships between the structures and functions of the human body. It will also cover the interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Topics include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Students can substitute BIOL& 242 for MEDA 109.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	ROBINSON J	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$12.00 Per Course -ONLINE EARNING FEE	Open 16 Enrolled / 12 Seats Available	

MEDICAL ASSISTANT

MEDA 122 - INTRODUCTION TO MEDICAL INSURANCE AND CODING - 5.0 credits

This course introduces accurate billing procedures in the medical office and medical coding procedures used to obtain reimbursement for medical procedures or services. Billing topics include different types of health insurance, and preparation of insurance claim form, applying third party payer guidelines and collection procedures. Coding topics will include the proper application of CPT, ICD-10-CM and HCPCS coding.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	ROBINSON J	\$12.00 Per Course -ONLINE EARNING FEE	Open 17 Enrolled / 11 Seats Available	

MEDICAL ASSISTANT

MEDA 127 - CLINICAL PROCEDURES II - 6.0 credits

Introduces clinical exams and procedures related to cardio pulmonology, sterilization, female and male reproductive systems, pediatrics and minor office surgeries. Students will continue to hone in on the skills learned in prior clinical procedures classes.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	TTh	08:00A-02:00P	B125	Jul 6 - Aug 27	FACE-TO-FACE	ROBINSON J MANICKAM P	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$120.00 Per Quarter -MED ASST AMT TEST FEE	Open 17 Enrolled / 11 Seats Available	

MEDICAL ASSISTANT

MEDA 130 - CAREER AND NATIONAL EXAMINATION PREPARATION - 2.0 credits

This course focuses on preparing students to take and pass the national certification exam for medical assistants. This course will review hard-to-understand topics and topics that were taught earlier on in the program that may be included on the national exam. Students will also learn the preparation and test-taking techniques required to complete a certification exam.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	HOFFMAN L	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$12.00 Per Course -ONLINE ELEARNING FEE	Open 15 Enrolled / 13 Seats Available	
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	WILSON C	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$12.00 Per Course -ONLINE ELEARNING FEE	Open 13 Enrolled / 15 Seats Available	

MEDICAL ASSISTANT**MEDA 192 - PRACTICUM - 7.0 credits**

This practicum is designed to reinforce the accumulation of knowledge acquired in the Medical Assistant program. The practicum experience affords the student the opportunity to spend 160 hours of directed practice in a medical office setting applying theory to medical practice. Students must successfully complete their practicum experience in order to fulfill requirements for graduation.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	Sa	09:00A-10:00A	B109	Jul 6 - Aug 27	HYBRID	WILSON C	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$110.00 Per Course -CLINICAL PLCMT FEE	Open 13 Enrolled / 15 Seats Available	
	W ARRANGED	09:00A-10:00A ARR ARR	ONLINE OFFSITE	Jul 6 - Aug 27	HYBRID	HOFFMAN L	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$110.00 Per Course -CLINICAL PLCMT FEE	Open 15 Enrolled / 13 Seats Available	

MEDICAL ASSISTANT**MEDA 193 - PRACTICUM SEMINAR - 3.0 credits**

This course will prepare students to be successful at their assigned practicum site and help them obtain employment as a medical assistant. The students will get the opportunity to hone in and practice clinical skills. This course will also include discussions and self-reflection about the student's experiences while completing the required 160 hours of practicum.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	Sa	10:00A-12:00P	B109	Jul 6 - Aug 27	HYBRID	WILSON C	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 13 Enrolled / 15 Seats Available	
	W	10:00A-12:00P	ONLINE	Jul 6 - Aug 27	ONLINE	HOFFMAN L	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$12.00 Per Course -ONLINE ELEARNING FEE	Open 15 Enrolled / 13 Seats Available	

MEDICAL CODING SPEC**MAP 155 - INTRODUCTION TO EXCEL - 5.0 credits**

This course provides students with basic Excel skills to solve business problems. This course covers the following topics: getting started with Excel; creating a worksheet, charting data; editing workbooks, formulas, and cells; using functions, creating tables managing large workbooks and analyzing data with charts and What-if analysis tools. This course will also introduce students to appropriate formatting and use of worksheets to be used with medical office reimbursement applications and functions.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	MAY-FARLEY S	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 24 Enrolled / 36 Seats Available	

MEDICAL CODING SPEC**MAP 247 - INTRODUCTION TO MEDICAL DATABASES - 2.0 credits**

This course will discuss and analyze the role of databases in medical coding and payment. Students will review and analyze use of ICD10, CPT, SNOMED CT and UHDDS in database and practice management.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	MAHER D	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 25 Enrolled / 35 Seats Available	

MEDICAL CODING SPEC**MAP 280 - CURRENT LEGAL ASPECTS OF HEALTH CARE - 5.0 credits**

This course covers current legal issues affecting healthcare systems including the provider, governing, and payment organizations. The relationships between HIPAA, administrative rules and procedures for reimbursement, treatment, and ethics are analyzed.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	MAHER D	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 24 Enrolled / 36 Seats Available	

MUSIC**MUSC&105 - MUSIC APPRECIATION - 5.0 credits**

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. General education distribution area: Humanities.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
N462	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	LEHNHOFF L	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 18 Enrolled / 7 Seats Available	

NURSING ASSISTANT**HLTH 100 - TOOLS FOR SUCCESS - 2.0 credits**

This course provides the foundational tools for successful completion of the Nursing Assistant program.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 6	ONLINE	KAUR R	\$12.00 Per Course -ONLINE ELEARNING FEE	Full	

	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	KAUR R	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 8 Enrolled / 2 Seats Available	
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NURSING ASSISTANT

NA 101 - FUNDAMENTALS OF NURSING ASSISTANT - 2.0 credits

Students learn about the role of the nursing assistant in meeting the basic needs of the client, including legal and ethical implications. The mandatory HIV/AIDS content is covered.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 6	ONLINE	KAUR R	\$12.00 Per Course -ONLINE ELEARNING FEE ; \$14.62 Per Year -MED MAL & GEN LIAB INS	Full	
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	KAUR R	\$12.00 Per Course -ONLINE ELEARNING FEE ; \$14.62 Per Year -MED MAL & GEN LIAB INS	Open 8 Enrolled / 2 Seats Available	

NURSING ASSISTANT

NA 103 - BASIC TECHNICAL SKILLS - 2.0 credits

Students will learn all of the skills necessary in the role of a nursing assistant to provide for an optimal level of functioning to the client. Also included is a mock NACES written and skills exam.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MTWTH	09:00A-01:00P	H105	Jul 6 - Aug 6	FACE-TO-FACE	BURDICK J	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARNS FEE	Full	
	MW	06:00P-09:00P	H105	Jul 6 - Aug 27	FACE-TO-FACE	STAFF	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARNS FEE	Open 8 Enrolled / 2 Seats Available	

NURSING ASSISTANT

NA 105 - PRINCIPLES OF A&P, RESTORATIVE CARE,RELATED PROC - 2.0 credits

The student gains basic knowledge of anatomy and physiology related to care given by nursing assistants. Students learn to recognize and report abnormal signs and symptoms of common diseases and conditions. Principles and skills of rehabilitation and restorative care are discussed.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 6	ONLINE	KAUR R	\$12.00 Per Course -ONLINE ELEARNING FEE	Full	
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	KAUR R	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 8 Enrolled / 2 Seats Available	

NURSING ASSISTANT

NA 131 - NURSING ASSISTANT PRACTICUM - 2.0 credits

The student demonstrates the knowledge, skills, and abilities for safe and effective care as a nursing assistant under the direction and supervision of a LPN/RN.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	CLNICAL	Aug 7 - Aug 22	FACE-TO-FACE	STAFF	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$85.00 Per Course -CLIN PLCMT FEE 1-4 CR	Open 8 Enrolled / 2 Seats Available	
	ARRANGED	ARR-ARR	CLNICAL	Aug 9 - Aug 16	FACE-TO-FACE	BURDICK J	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$85.00 Per Course -CLIN PLCMT FEE 1-4 CR	Open 1 Enrolled / 9 Seats Available	
	ARRANGED	ARR-ARR	CLNICAL	Aug 23 - Aug 27	FACE-TO-FACE	STAFF	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$85.00 Per Course -CLIN PLCMT FEE 1-4 CR	Open 0 Enrolled / 10 Seats Available	
	ARRANGED	ARR-ARR	CLNICAL	Jul 28 - Aug 6	FACE-TO-FACE	BURDICK J	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$85.00 Per Course -CLIN PLCMT FEE 1-4 CR	Full	

NUTRITION

NUTR&101 - HUMAN NUTRITION - 5.0 credits

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

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
N458	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	SZABO D	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 5 Enrolled / 20 Seats Available	
N404	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	SZABO D	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 24 Enrolled / 1 Seats Available	

OFFICE ASSISTANT

ASST 095 - BUSINESS MATH (CLERICAL SKILLS REVIEW) - 3.0 credits

This course provides a review of the basic business English, math and computer skills required for clerical work.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	PHILPOTT M	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 0 Enrolled / 20 Seats Available	

OFFICE ASSISTANT

ASST 110 - INTRODUCTION TO BUSINESS WRITING - 3.0 credits

Students are introduced to the basics of business writing.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
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	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	PHILPOTT M	\$12.00 Per Course -ONLINE EARNING FEE	Open 1 Enrolled / 19 Seats Available	
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OFFICE ASSISTANT

ASST 120 - KEYBOARDING/DATA ENTRY - 3.0 credits

Students develop speed and accuracy on an electronic keyboard through skill development activities and data entry applications.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	PHILPOTT M	\$12.00 Per Course -ONLINE EARNING FEE	Open 1 Enrolled / 19 Seats Available	

OFFICE ASSISTANT

ASST 144 - INTRODUCTION TO COMPUTER APPLICATIONS - 5.0 credits

This course introduces the Microsoft Office Suite. You will gain a basic understanding of the programs contained within MS Office: Word, Excel, PowerPoint, and Outlook. Focus is on developing basic skills using word processing, spreadsheet, scheduling, and presentation applications to input, save, edit, format, and print data.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	PHILPOTT M	\$12.00 Per Course -ONLINE EARNING FEE	Open 1 Enrolled / 19 Seats Available	

OFFICE ASSISTANT

ASST 181 - CUSTOMER SERVICE (HUMAN REL) & CAREER READINESS - 5.0 credits

This course reviews human relations and customer service skills. An added focus is on career readiness by starting the job search process and developing professional documents.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	PHILPOTT M	\$12.00 Per Course -ONLINE EARNING FEE	Open 0 Enrolled / 20 Seats Available	

PHARMACY TECHNICIAN

PHAR 107 - I.V. ADMIXTURE-ADVANCED TECHNIQUES - 3.0 credits

Students apply advanced preparation techniques in mixing chemotherapy products. Emphasis in on the risks, precautions, and safety standards associated with these agents.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	SPENCER L	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$12.00 Per Course - ONLINE EARNING FEE	Open 8 Enrolled / 18 Seats Available	

PHARMACY TECHNICIAN

PHAR 109 - TOP 200 DRUGS II - 3.0 credits

Students continue to learn the top 200 most commonly prescribed drugs in the United States related to the special senses, urinary, male and female reproductive, obstetrics, child health, oncology, and mental health systems. Emphasis is on learning the generic and brand names, therapeutic class, dosage forms, and appropriate patient information labels for prescriptions.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	SPENCER L	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$12.00 Per Course - ONLINE EARNING FEE	Open 8 Enrolled / 18 Seats Available	

PHARMACY TECHNICIAN

PHAR 134 - BUSINESS OFFICE MACHINES - 6.0 credits

Students learn to operate a computer keyboard with a number pad function, telephone, scanners, fax and computer accessories. Emphasis is to increase typing speed with at least 35wpm or more with accuracy required in all pharmacies. This course provides essential training in the application of computers in pharmacies, including the development of patient profiles, filling of prescriptions, order entry, and label preparation.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	SPENCER L	\$12.00 Per Course -ONLINE EARNING FEE	Open 8 Enrolled / 18 Seats Available	

PHLEBOTOMY

PHLEB101 - FUNDAMENTALS OF PHLEBOTOMY - 6.0 credits

Students learn the roles, responsibilities, work flow, and safe practices required in a clinical laboratory. This intense program provides computer-based education along with lectures and hands-on interactive training needed to provide a high level of expertise. Students will demonstrate knowledge of the health care setting, legal and ethical issues, HIPAA regulations, safety precautions and preventions against BBP's related to phlebotomy practice. Students will apply medical terminology and anatomy and physiology in the healthcare setting. Students will choose appropriate blood collection tubes for tests, perform venipuncture procedures, and assess for complications for special procedures, such as ABO, B/C, GTT and PKU. Students will prepare themselves for the workforce by modeling professional appearance, valuing diversity in the workplace, and communicating effectively and professionally with patients and staff. PREREQUISITE(S): Completion of CastleBranch requirements and successfully completed background check.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	08:00A-01:00P	B206	Jul 6 - Jul 20	HYBRID	TERRELL A	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$117.00 Per Quarter - PHLEBOTOMY EXAM FEES	Open 11 Enrolled / 5 Seats Available	

PHLEBOTOMY

PHLEB102 - PHLEBOTOMY LABORATORY SKILLS - 4.0 credits

Students interpret laboratory requisitions, select proper tubes and order of draw, and demonstrate the ability to evaluate the patient for ability to withstand venipuncture procedure. Perform basic phlebotomy procedures, articulate the venipuncture procedure, and answer patient questions. Perform point-of-care testing, such as glucose levels of patients, and prepare blood, urine and other body fluids specimens for testing according to established protocol. Must be enrolled in PHLEB 101 to participate in Lab Skills Cohort, with no longer than one quarter between completion of PHLEB 101 and PHLEB 102.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	08:00A-02:30P	B206	Jul 21 - Aug 6	FACE-TO-FACE	TERRELL A	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$14.62 Per Year -MED MAL & GEN LIAB INS	Open 11 Enrolled / 5 Seats Available	

PHLEBOTOMY

PHLEB103 - HEALTHCARE PROVIDER FIRST AID/CPR,AED&BLOODBORNE - 2.0 credits

This course covers one- and two-person, adult, child and infant CPR. Students practice caring for a person with foreign body airway obstruction (FBAO), personal barrier techniques and use of Automated External Defibrillator (AED). The course teaches to effectively recognize and treat in critical minutes until Emergency Medical Services (EMS) arrive. Topics include: general first aid principles, medical, injury and environmental emergencies, and blood borne pathogens. This course is approved by OSHA, WISHA (Labor and Industries) for healthcare providers. An AHA card will be issued upon the successful completion of a written exam and skills evaluation. In addition, the mandatory seven hours of HIV/AIDS education for healthcare providers is included.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	MT	ARR-ARR	B202	Aug 9 - Aug 10	HYBRID	TERRELL A	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 11 Enrolled / 5 Seats Available	

PHLEBOTOMY

PHLEB104 - NATIONAL EXAM CERTIFICATION PREP - 1.0 credits

Students review the core concepts of the Phlebotomy Technician program. Emphasis is placed on preparation and strategies for success on the national certification exam.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Aug 11 - Aug 27	ONLINE	TERRELL A	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$12.00 Per Course -ONLINE ELEARNING FEE	Open 11 Enrolled / 5 Seats Available	

PHLEBOTOMY

PHLEB191 - PHLEBOTOMY TECHNICIAN PRACTICUM - 3.0 credits

Students will collect blood specimens from an on-campus clinical setting or off-campus healthcare facility using various techniques such as, ETS, butterfly, syringe or capillary methods. Students will practice live-draws on a variety of patients. PREREQUISITE(S): Completion of PHLEB 101, PHLEB 102, and PHLEB 103 (or CastleBranch accepted CPR & First Aid) with a 2.0 or higher, and permission from the instructor, with no longer than one quarter between completion of PHLEB 101 and PHLEB 102.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	08:00A-05:00P	OFFSITE	Aug 12 - Aug 26	FACE-TO-FACE	TERRELL A	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$85.00 Per Course -CLIN PLCMT FEE 1-4 CR	Open 11 Enrolled / 5 Seats Available	

PROFESSIONAL BAKING

BAK 101 - OVENS I - 3.0 credits

It is essential for the baker to understand the 12 steps in the baking process. Students participate in proofing and baking a variety of products using this process. Discussion and practical exploration on the cause and effects of proper baking methodologies, temperature and times will be reviewed. This station covers safety procedures associated with operating a bakery proofbox and ovens.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 6 Enrolled / 6 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

PROFESSIONAL BAKING

BAK 102 - OVENS II - 3.0 credits

In this advanced oven station the student has the opportunity to show progressive skill and understanding of the chemical and physical changes that occur to products in the baking process. The student is responsible for the management of the ovens, ensuring that there is space at the right temperature for the day's production.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 6 Enrolled / 6 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

PROFESSIONAL BAKING

BAK 103 - DOUGHNUTS - 3.0 credits

Students develop skills needed to produce a variety of doughnuts: yeast-raised, soft dough, crullers and cake doughnuts. Fillings, glazes and toppings are produced and a variety of finishing techniques are used. Organization, timing, speed, safety and cleanliness are important factors on this station. Fryer safety and a cost analysis of doughnut production is a necessary component of this station.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 6 Enrolled / 6 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

PROFESSIONAL BAKING

BAK 104 - SCALING - 3.0 credits

Students have the opportunity to learn the baker's balance beam scale, dry measurements, and liquid measurements. Students are introduced to US and metric systems of measurement. Students begin to scale and learn the importance of mise en place which requires a great deal of care and accuracy. Students gain skills needed for simple mixing methods for yeast dough, various batters from mixes and the creaming method for muffin and quick breads.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 6 Enrolled / 6 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

PROFESSIONAL BAKING

BAK 105 - MIXING I - 3.0 credits

Many professional bakers consider mixing to be the most important step in the baking process. Although not overly complicated, it does require a great deal of care and accuracy. Mixing dough involves four distinct stages: scaling, ingredient incorporation, dough development and checking temperature after mixing.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 6 Enrolled / 6 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

PROFESSIONAL BAKING

BAK 106 - MIXING II - 3.0 credits

In this advanced mixing station students continue to utilize all forms of measurement. Students have the opportunity to plan and manage daily production based on retail needs and special orders; they prioritize their schedules to allow all stations involved enough time to complete their tasks.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 6 Enrolled / 6 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

PROFESSIONAL BAKING

BAK 107 - COOKIES - 3.0 credits

In this introductory station students prepare a variety of cookies. The student will learn the role of each ingredient, detail different mixing methods, and describe the 8 classifications of cookie types. Knowledge of these basic foundations of cookie making allows the student to produce consistent results, troubleshoot formulas and process and create new formulas.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 6 Enrolled / 6 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

PROFESSIONAL BAKING

BAK 108 - PIES & TARTS - 3.0 credits

Students have the opportunity to prepare and work with a variety of pie and short dough. Fruit, cream and chiffon filling preparations will be made. Students make up and produce a wide range and variety of traditional and contemporary tarts and individual tartlets with appropriate finishes and garnishes. Students will have the opportunity to showcase natural and vibrant flavors of fruits and nuts as well as the sweetness and texture of cheeses and dairy products used to make creams and custards.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 9 Enrolled / 3 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

PROFESSIONAL BAKING

BAK 109 - PASTRIES - 3.0 credits

Students have the opportunity to work with puff pastry, pate a choux and various short doughs. Pastry cream, Bavarian, mousses, curds, ganaches and whipped cream fillings are made to produce a variety of individual pastries that include: eclairs, napoleons, towers, meringue and macaroon pastries. The cutting, filling and final finishing are all important skills covered toward the final presentation of the product. Students continue to develop and use new vocabulary in regard to the industry and demonstrate knowledge about the different ingredients in a retail bakery. This station covers safety procedures associated with operating bakery operating bakery equipment as well as the practice of proper sanitation and food handling techniques in accordance with the King County standards.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 9 Enrolled / 3 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

PROFESSIONAL BAKING

BAK 110 - YEAST DOUGHS I - 3.0 credits

Students have the opportunity to prepare yeast-raised dough for daily production. The 10 steps of the yeast dough process are followed as well as proper mixing methods for yeast dough. The student has the opportunity to learn the importance of organized bench work and the effects it has on the finished product. The relationship of time and temperature as it relates to fermentation, bench handling, retardation, and proofing. Various forming and make-up and finishing techniques applied to yeast raised dough.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 9 Enrolled / 3 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Seats Available	two-week rotation in this section by the instructor.
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PROFESSIONAL BAKING

BAK 111 - YEAST DOUGHS II - 3.0 credits

Students have the opportunity to prepare yeast-raised dough, for croissants, Danish pastries and various loaves. Students practice bench work, the make-up of advanced breads and the shaping of rolls. Learning to shape, twist, cut and fill the dough pieces properly are important parts of the art and craft of fine baking. Good housekeeping and organization are important to be able to produce good laminated dough and to roll or mechanically sheet the different doughs to a specific thickness and prepare a variety of saleable pastries.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 9 Enrolled / 3 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

PROFESSIONAL BAKING

BAK 112 - PUFF PASTRIES - 3.0 credits

Students have the opportunity to work with puff pastry and other laminated doughs, developing the fine motor skills associated with their preparation from the initial enrobing to the finished baton. Laminated doughs require the advanced knowledge gained from the previous yeast dough station. Learning to work with this classic dough, the student has the opportunity to produce classic and contemporary pastries that play an integral part of fine baking. Good housekeeping and organization are important to be able to produce good laminated doughs, to roll or mechanically sheet these different doughs to a specific thickness, and to prepare a variety of saleable pastries. Students continue to develop and use new vocabulary in regard to the industry and demonstrate knowledge about the different ingredients used in a retail bakery. This station covers safety procedures associated with operating bakery equipment as well as the practice of proper sanitation and food handling techniques in accordance with King County standards.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 5 Enrolled / 7 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

PROFESSIONAL BAKING

BAK 113 - CAKES I - 3.0 credits

Students have the opportunity to learn how to split, fill and ice cakes in preparation for decorating, top icing techniques for cakes and cupcakes for retail. Students work with a variety of butter creams and decorating mediums and begin to practice the basics piping techniques. Being prepared with proper mise en place and having a solid understanding of all cake components and equipment functions are required for success in cake assembly.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 5 Enrolled / 7 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

PROFESSIONAL BAKING

BAK 114 - CAKES II - 3.0 credits

Students have the opportunity to learn more decorating techniques that include writing and figure piping. Demonstrations and hands-on practice include finishing of single layer cakes, advanced cupcakes, poured cakes and simple decorations on special order cakes for the RTC retail bakery. Students express their artistry, imagination and an eye for color combinations to produce a variety of flowers and writing techniques. Many different mediums are used including: rolled fondant, marzipan, and chocolate work. Experience and learning from others are extremely valuable in learning the subtle techniques that can make the difference between a good cake and a great cake.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 5 Enrolled / 7 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

PROFESSIONAL BAKING

BAK 115 - ARTISAN BREAD I - 3.0 credits

Students will have the prospect of learning the artisan bread industry basics. The art and science of traditional artisan baking will be demonstrated and reviewed. The opportunity to prepare a variety of hand-made breads using the time-honored production methods will be offered. Students will be exposed to breads such as ciabatta, focaccia, pizza dough and baguettes. This station covers safety procedures associated with operating bakery equipment, as well as the practice of proper sanitation and food handling techniques in accordance with King County Public Health Department standards.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 5 Enrolled / 7 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

PROFESSIONAL BAKING

BAK 116 - ARTISAN BREAD II - 3.0 credits

Students will have the opportunity to build on their skills in preparing traditional artisan breads. The making of a sourdough culture, flat breads, and decorative bread shaping will be reviewed. The students will have the opportunity to produce a variety of preferments and naturally leavened dough will also be used to produce crusty artisan loaves.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
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	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 5 Enrolled / 7 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.
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PROFESSIONAL BAKING

BAK 117 - BAKERY OPERATIONS I - 3.0 credits

Through the RTC retail bakery venue, the students have the opportunity to learn the importance of skills associated with a successful retail establishment. They practice customer service and product management skills that include appropriate positioning, placement, seasonal and tie in displays. Students have the opportunity to learn opening and closing duties associated with daily service and related storeroom duties. This station covers safety procedures associated with operating bakery equipment as well as the practice of proper sanitation and food handling techniques in accordance with King County Public Health Department standards.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 5 Enrolled / 7 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

PROFESSIONAL BAKING

BAK 118 - BAKERY OPERATIONS II - 3.0 credits

This course provides an opportunity to become student leaders in the bakery industry. Concentrating on the multi-tasking associated with running a bakery the student has the opportunity to gain knowledge in the development of production lists, delegating assigned tasks, time management associated with production, and is able to fill-in at stations as needed throughout the day. The student gains experience working with vendors and stations to ensure a smooth running facility. Students continue to develop and use new vocabulary in regard to the industry and demonstrate knowledge about the different ingredients used in a retail bakery. This station covers safety procedures associated with operating bakery equipment as well as the practice of proper sanitation and food handling techniques in accordance with King County Public Health Department standards.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 5 Enrolled / 7 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

PROFESSIONAL BAKING

BAK 119 - CAKES III - 3.0 credits

The accumulation of skills in previous stations prepares the student for advanced specialty and wedding cakes. Students express their artistry, imagination and an eye for color combinations to produce a variety of flowers, writing techniques, figure piping, airbrushing and drawings. Many different mediums are used including: rolled fondant, marzipan, and tempered chocolate. Students continue to develop and use new vocabulary in regard to the industry and demonstrate knowledge about the different ingredients used in a retail bakery. This station covers safety procedures associated with operating bakery equipment as well as the practice of proper sanitation and food handling techniques in accordance with the King County standards.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 5 Enrolled / 7 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

PROFESSIONAL BAKING

BAK 120 - FRENCH PASTRIES - 3.0 credits

Students have the opportunity to use a variety of techniques and methodologies learned in previous stations to produce classic and contemporary French pastries, petit fours and simple truffles. Students' attention to detail creates these fanciful individual pastries. Students continue to develop and use new vocabulary in regard to the industry and demonstrate knowledge about the different ingredients used in a retail bakery. This station covers safety procedures associated with operating bakery equipment as well as the practice of proper sanitation and food handling techniques in accordance with the King County standards.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	06:00A-12:30P	I109	Jul 6 - Aug 12	FACE-TO-FACE	HOLLAND R	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 9 Enrolled / 3 Seats Available	Students are scheduled for a two-week rotation in this section by the instructor.

PSYCHOLOGY

PSYC&100 - GENERAL PSYCHOLOGY - 5.0 credits

General Psychology surveys the knowledge and methods of the discipline of psychology. Emphasis is placed upon application of psychological knowledge to daily situations, and upon accessing and assessing information from a variety of sources about behavior. Skills in scientific reasoning and critical thinking are developed during this course. Areas of psychology to be included are: research methods, neuroscience, human development, sensation, perception, consciousness, learning, memory, cognitive processes, intelligence, motivation, emotion, personality, psychological disorders, psychotherapy, stress and health, and social psychology. Basic computer and keyboarding skills strongly recommended. General education distribution area: Social Science.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
G474	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	CROSS A	\$12.00 Per Course -ONLINE ELEARNING FEE	Full ; Waitlist / 3 Students on Waitlist	
N422	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	BERKSHIRE L	\$12.00 Per Course -ONLINE ELEARNING FEE	Full ; Waitlist / 3 Students on Waitlist	Low-Cost Textbook (\$50 or less)

PSYCHOLOGY

PSYC&200 - LIFESPAN PSYCHOLOGY - 5.0 credits

This course covers the concepts of human life span development in psychology and research from the prenatal stage to end of life span development. Life span development

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 is on understanding human development and the influences of family and culture that includes ethnicity, beliefs, family structure, traditions, and gender. General education distribution area: Social Science.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
N413	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	BERKSHIRE L	\$12.00 Per Course -ONLINE ELEARNING FEE	Full ; Waitlist / 3 Students on Waitlist	

REFRIGERATION-SUPPL

REFS 235 - EPA REFRIGERANT CERTIFICATION - 2.0 credits

Earn your EPA 608 Universal Certification. The 608 Certification is required for all refrigeration service involving non-automotive sealed systems. This 5-week class includes four weeks of preparation by an experienced and certified instructor. The EPA 608 exam is given in the fifth week during class. Additional cost for exam needs to be paid at the time of testing.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
Q235	Sa	08:00A-12:00P	E415	Jul 10 - Aug 7	FACE-TO-FACE	VIKHOVSKIY		Open 11 Enrolled / 14 Seats Available	

SOCIOLOGY

SOC& 101 - INTRODUCTION TO SOCIOLOGY - 5.0 credits

Sociology is the study of human interaction. Students study modern society and the influences of culture, socialization, inequality and power. Topics include gender, class, race and ethnicity, conflict, and marriage and the family. General education distribution area: Social Science.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
N448	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 12	ONLINE	MILLER B	\$12.00 Per Course -ONLINE ELEARNING FEE	Full ; Waitlist / 2 Students on Waitlist	Low-Cost Textbook (\$50 or less)

SURGICAL TECH

SURG 107 - SURGICAL PROCEDURES II - 13.0 credits

The student will gain practical knowledge of surgical specialties, indications/diagnoses, relevant anatomy, terminology, patient preparation and possible complications. The student will also be introduced to relevant equipment, instrumentation, supplies and how to properly set up for procedures.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	M	09:00A-12:00P	ONLINE	Jul 6 - Aug 12	ONLINE	GRAHAM M	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$12.00 Per Course -ONLINE ELEARNING FEE	Open 12 Enrolled / 8 Seats Available	

SURGICAL TECH

SURG 113 - PROFESSIONAL PREPARATION II - 1.0 credits

Students participate in Part II of Certification Exam Review, including lecture, worksheets, graded practice quizzes and a final exam. A two-day review session before the Certification Exam is also included.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	F	08:00A-09:00A	ONLINE	Jul 6 - Aug 12	ONLINE	SERBA A	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$12.00 Per Course -ONLINE ELEARNING FEE	Open 14 Enrolled / 6 Seats Available	

SURGICAL TECH

SURG 115 - SKILLS LABORATORY II - 5.0 credits

Students participate in all basic activities involved in the use of the lab including case preparation, scrubbing, gowning and gloving, preparation of the sterile field, basic instrumentation, sharps safety and procedural processes involved in scrubbing advanced surgical specialties.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	WTh	08:00A-02:30P	B207	Jul 6 - Aug 12	HYBRID	GRAHAM M ARCE A	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARNS FEE	Open 12 Enrolled / 8 Seats Available	

SURGICAL TECH

SURG 130 - MEDICAL TERMINOLOGY - 3.0 credits

This course offers an opportunity to learn and apply basic and advanced medical terminology with particular relevance to the operating room. The course introduces the learner to the structure of medical language, word building skills and deconstructive analysis of medical terms. The course describes the body systems including relevant procedure tests and diagnostic terms in medical language. Students are asked to develop rationale and to use medical terminology routinely in the classroom. The course reinforces commonly used acronyms and abbreviations that will be part of the daily language within their profession.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	T	09:00A-12:00P	ONLINE	Jul 6 - Aug 12	ONLINE	SERBA A	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 10 Enrolled / 10 Seats Available	

SURGICAL TECH

SURG 131 - MICROBIOLOGY - 3.0 credits

In this course the learner will correlate the impact of microbiology in relationship to the practice of sterile technique and infection control in the operative setting in regards to decontamination, sterilization and disinfection. The learner will identify the name and function of various parts of the compound microscope. The learner will also compare and contrast the structure and characteristics of different microorganisms. The student will analyze the various immune responses that occur in the body as defenses and relate the infectious process to surgical practice.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	W	09:00A-12:00P	B126	Jul 6 - Aug 12	HYBRID	SERBA A HEITKAMPER	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$15.00 Per Course -WEB ENH/HYB ELEARNS FEE	Open 12 Enrolled / 8 Seats Available	

SURGICAL TECH

SURG 170 - COMMUNICATIONS - 4.0 credits

The learner will participate in online and class discussions of communication techniques including written, verbal, and nonverbal communications. They will also demonstrate the understanding of communications with diverse populations and cultures during emergent and stressful situations unique to health care. Preparation of resumes, cover letters, references, professional email and job interview skills will be covered.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	F	08:00A-12:00P	ONLINE	Jul 6 - Aug 12	ONLINE	SERBA A	\$12.00 Per Course -ONLINE ELEARNING FEE	Open 14 Enrolled / 6 Seats Available	

SURGICAL TECH

SURG 195 - OPERATING ROOM CLINICAL PRACTICUM II - 5.0 credits

The learner will gain practical experience in an operating room, surgery center or other surgery based clinical experience. The student will demonstrate clinical skills, work ethic and desirable employee traits.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	OFFSITE	Jul 6 - Aug 12	FACE-TO-FACE	SERBA A HEITKAMPER J	\$10.00 Per Credit -SUPPLY FEE \$10/CR ; \$110.00 Per Course -CLINICAL PLCMT FEE	Open 14 Enrolled / 2 Seats Available	

TEACHING & LEARNING

EDUC 200 - INTRODUCTION TO COURSE INSTRUCTION - 3.0 credits

This online course focuses on the first steps of organizing a class and getting ready to teach. By successfully planting the right seeds- understanding adult learners, how to write outcomes and assignments, asyllabus, and lesson plans - you can create the beginnings of a successful class.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
W750	ARRANGED	ARR-ARR	ONLINE	Aug 5 - Aug 31	ONLINE	FALCONER E	\$100.00 Per Course -ED&HS STUDENT FUNDED	Open 2 Enrolled / 23 Seats Available	

VETERINARY ASSISTANT

VET 197 - VETERINARY ASSISTING INTERNSHIP - 4.0 credits

Student Internship. During this course, students will work with a veterinary facility, observing and participating in the medical treatment of patients. Students will have a chance to work with individual animals under the guidance and supervision of the veterinarian. As a student, you will be applying the various techniques and skills learned in the previous courses. The site supervisor will evaluate you on your performance, providing suggestions, guidance, and constructive critique of your skills. The Vet Assisting Internship is 132 hours.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	ROEDE L	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$75.00 Per Course - CLIN PLCMT FEE 1-4 CR	Open 13 Enrolled / 7 Seats Available	
	ARRANGED	ARR-ARR	ONLINE	Jul 6 - Aug 27	ONLINE	ROEDE L	\$5.00 Per Credit -SUPPLY FEE \$5/CR ; \$75.00 Per Course - CLIN PLCMT FEE 1-4 CR	Open 9 Enrolled / 11 Seats Available	

WELDING

WELD 105 - SHIELDED METAL ARC WELDING I - 7.0 credits

Students receive individualized instruction in shielded metal arc welding in multiple positions on mild steel plate with E6010 and E6011 electrodes. Learn to use personal protective equipment, understand welding processes and methods of application, and welding electricity and physics basics.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:00A-12:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	GEIST R	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 17 Enrolled / 8 Seats Available	
	DAILY	12:00P-05:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	STUART E	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 11 Enrolled / 14 Seats Available	

WELDING

WELD 106 - SHIELDED METAL ARC WELDING II - 7.0 credits

Individualized instruction continues in shielded metal arc welding in multiple positions on mild steel plate with E7018 electrodes. Practice good safety habits; understand welding processes and methods of application, and welding electricity and physics basics.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:00A-12:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	GEIST R	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 17 Enrolled / 8 Seats Available	
	DAILY	12:00P-05:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	STUART E	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 11 Enrolled / 14 Seats Available	

WELDING

WELD 110 - FLUX CORED ARC WELDING - 7.0 credits

This course includes individualized instruction in both gas shielded and self-shielded flux cored arc welding with E71T-1 and E71T-6 electrodes on mild plate in multiple positions. Learn to use personal protective equipment, understand welding processes and methods of application, and welding electricity and physics basics.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:00A-12:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	GEIST R	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 17 Enrolled / 8 Seats Available	

	DAILY	12:00P-05:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	STUART E	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 11 Enrolled / 14 Seats Available	
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WELDING

WELD 111 - GAS METAL ARC WELDING - 7.0 credits

This course includes individualized instruction in the following types of gas metal arc welding: short circuited arc with E70S-3 on mild steel sheet in multiple positions, spray arc with E70S-3 electrodes on mild steel plate in multiple positions, and spray arc with aluminum 5356 electrodes in multiple positions. Use personal protective equipment; understand welding processes and methods of application, and welding electricity and physics basics.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:00A-12:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	GEIST R	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 17 Enrolled / 8 Seats Available	
	DAILY	12:00P-05:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	STUART E	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 11 Enrolled / 14 Seats Available	

WELDING

WELD 114 - GAS TUNGSTEN ARC WELDING I - 7.0 credits

Receive individualized instruction in gas tungsten arc welding on mild steel plate and sheet with ER70S-X rod in multiple positions; on stainless steel in multiple positions using 308, 309 and 316 filler rod; and on aluminum sheet in multiple positions using 4043 and 5356 filler rod. Use personal protective equipment; understand welding processes and methods of application, and welding electricity and physics basics.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:00A-12:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	GEIST R	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 17 Enrolled / 8 Seats Available	
	DAILY	12:00P-05:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	STUART E	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 11 Enrolled / 14 Seats Available	

WELDING

WELD 115 - GAS TUNGSTEN ARC WELDING II - 6.0 credits

Continue individualized instruction in gas tungsten arc welding on mild steel plate and sheet with ER70S-X rod in multiple positions; on stainless steel in multiple positions using 308, 309 and 316 filler rod; and on aluminum sheet in multiple positions using 4043 and 5356 filler rod. Use personal protective equipment; understand welding processes and methods of application, and welding electricity and physics basics.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:00A-12:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	GEIST R	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 17 Enrolled / 8 Seats Available	
	DAILY	12:00P-05:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	STUART E	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 11 Enrolled / 14 Seats Available	

WELDING

WELD 120 - MIG ALUMINUM - 5.0 credits

This course includes individualized instruction in the following types of gas metal arc welding: spray arc with aluminum 5356 electrodes in multiple positions, and pulse spray arc with aluminum. Use personal protective equipment; understand welding processes and methods of application, and welding electricity and physics basics.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:00A-12:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	GEIST R	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 17 Enrolled / 8 Seats Available	
	DAILY	12:00P-05:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	STUART E	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Open 11 Enrolled / 14 Seats Available	

WELDING

WELD 138 - CERTIFICATION SMAW - 7.0 credits

This course provides practice time for the SMAW process. The goal is to fine-tune welding skills in order to gain welding certifications. PREREQUISITE(S): Instructor permission.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:00A-12:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	GEIST R	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Permission Code Needed	
	DAILY	12:00P-05:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	STUART E	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Permission Code Needed	

WELDING

WELD 140 - CERTIFICATION GMAW/FCAW - 6.0 credits

This course provides practice time for the GMAW and FCAW processes. The goal is to fine-tune welding skills in order to gain welding certifications. PREREQUISITE(S): Instructor permission.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:00A-12:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	GEIST R	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Permission Code Needed	
	DAILY	12:00P-05:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	STUART E	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Permission Code Needed	

WELDING

WELD 142 - PIPE WELDING I - 6.0 credits

This advanced course is an option within the day time Welding program. The course includes SMAW and/or GTAW to weld various diameters of pipe to WABO standards. WABO testing is optional. PREREQUISITE(S): Instructor permission.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:00A-12:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	GEIST R	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Permission Code Needed	
	DAILY	12:00P-05:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	STUART E	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Permission Code Needed	

WELDING

WELD 143 - PIPE WELDING II - 6.0 credits

This advanced course is an option within the day time Welding program. The course includes SMAW and/or GTAW to weld various diameters of pipe to WABO standards. WABO testing is optional. PREREQUISITE(S): Completion of WELD 142 with a 2.0 or higher, and instructor permission.

Item#	Days	Time	Location	Date	Delivery	Instructor	Fees	Status	Note
	DAILY	07:00A-12:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	GEIST R	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Permission Code Needed	
	DAILY	12:00P-05:00P	A1	Jul 6 - Aug 27	FACE-TO-FACE	STUART E	\$40.00 Per Credit -SUPPLY FEE-WELDING ; \$15.00 Per Course -WEB ENH/HYB ELEARN FEE	Permission Code Needed	

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*Where are the Item #s? If you cannot see the Item #, they are intentionally not published. Please contact [Enrollment Services](#) or your instructor to get the Item #s that you need.

†Course Fees are fees that are related to a particular course. They do not include tuition, fees associated with tuition, admission fees, application fees, book costs, or other costs not related to the course. They typically include lab fees, supply fees, or pass through fees. For more information on tuition and fees, please visit the [Tuition and Fees](#) web page.

‡The Status of the class is refreshed once a day. For most up-to-date information, please contact [Enrollment Services](#).

Information

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